



Office of the Commissioner
Finance
Memorandum
FOR INFORMATION

To: Committee of the Whole
Meeting Date: December 4, 2025
From: Laura Mirabella
Commissioner of Finance and Regional Treasurer
Re: **Approvals Through Delegated Authority During 2025 Council Recess**

This memorandum advises Council on the use of delegated authority by the Chief Administrative Officer ('CAO') and Regional Treasurer ('Treasurer') for procurement-related activities during Council's summer recess ('Council Recess'), pursuant to [Delegation During Recess of Regional Council Bylaw 2023-32](#) ('Council Recess Bylaw').

Council Recess took place between June 26 and September 25, 2025. Delegated authority was not required for any procurement-related activities.

Delegated authority during Council Recess ensures timely delivery of Regional services

The Council Recess Bylaw delegates authority from Council to the CAO and Treasurer during periods when regular Council meetings are suspended, such as the summer months. This is authorized by Section 23.1 of the *Municipal Act, 2001* ('Act').

This delegation allows the CAO and Treasurer to award, execute, and amend contracts and other forms of commitments where such matters are not otherwise currently delegated by Council, to ensure business continuity and timely delivery of Regional services.

Continuous improvement activities resulted in delegated authority not being used during the 2025 Council Recess period

In 2025, improved procurement forecasting resulted in fewer circumstances where Council approval was required for non-standard and other procurement activities, including during the Council Recess period. In partnership with Legal Services, the Procurement Office continues to identify opportunities for efficiencies.

For more information on this memo, please contact Fadi Samara, Director, Procurement Office at 1-877-464-9675 ext.71650. Accessible formats or communication supports are available upon request.



Laura Mirabella
Commissioner of Finance and Regional Treasurer



Erin Mahoney
Chief Administrative Officer

#16987611
November 17, 2025