

# **The Regional Municipality of York**

Committee of the Whole  
Finance and Administration  
November 14, 2019

Report of the Commissioner of Finance

## **Approvals Authorized under Delegated Authority During Council Recess in 2019**

### **1. Recommendation**

Council receive this report for information

### **2. Summary**

Pursuant to the provisions of Bylaw No. 2018-51, when regular meetings of Council are suspended either over the summer months or for any other reason, Council delegates authority to the Chief Administrative Officer and the Regional Treasurer to award and execute contracts and other forms of commitment where such matters are not otherwise currently delegated by Council, provided that the exercise of authority is required to prevent the interruption of service delivery or avoid incurring unnecessary costs.

Key Points:

- Summer Council Recess in 2019 was from June 21, 2019 – September 25, 2019

### **3. Background**

#### **Continuity during Council recess is required to ensure timely delivery of Regional services**

Regional Council is responsible for providing good governance with respect to matters within its jurisdiction by delivering high quality services to residents and businesses. Accordingly, Council has delegated authority to carry out these functions during periods where regular Council meetings are suspended for any reason, including summer recesses and election recesses.

## **Bylaw 2018-51 delegates certain powers and duties to the Chief Administrative Officer and the Regional Treasurer during Council recess**

During any period where regular Council meetings are suspended for any reason, Council delegates authority to the Chief Administrative Officer and the Regional Treasurer to award and execute contracts where they are not typically delegated by Council.

The delegation of Council's authority to the Chief Administrative Officer and the Regional Treasurer is subject to the following conditions:

- The Chief Administrative Officer and the Regional Treasurer are satisfied that the exercise of authority is required to prevent interruption of service delivery or to avoid incurring unnecessary costs;
- A memorandum outlining the necessity of any approval is to be submitted by a Commissioner;
- Any contracts or documentation are subject to the review and approval of Legal Services; and
- A report is submitted to Council at the earliest opportunity to advise of the approval of any matters under the delegation bylaw

## **4. Analysis**

### **Council delegated authority was exercised in nine instances which resulted in the authorization of \$4,349,704.48 in awards or increases to existing contracts**

The total value of the nine approvals, authorized by the Chief Administrative Officer and the Regional Treasurer was \$4,349,704.48. The breakdown of these approvals by Department is included below:

- Two approvals related to Transportation Services contracts, with no financial impact
- Two approvals related to Corporate Services contracts, with a value of \$2,937,578.48
- One approval related to a contract for the Office of the Chief Administrative Officer, with a value of \$199,500
- One approval related to an Environmental Services contract, with a value of \$268,333
- Two approvals related to Community and Health Services contracts, with a value of \$135,793
- One approval related to a Finance contract, with a value of \$808,500

Attachment 1 provides a list of the nine approvals, authorized by the Chief Administrative Officer and the Regional Treasurer during Council recess, and also includes a brief description of approval.

## 5. Financial

All contracts and increases authorized under delegated authority were within the approved budgets. There are no other direct financial implications associated with these contracts.

## 6. Local Impact

There is no local municipal impact associated with this report.

## 7. Conclusion

Pursuant to Bylaw 2018-51, Council delegated its authority to the Chief Administrative Officer and the Regional Treasurer to award and execute contracts and other forms of commitment during Council Recess which would otherwise require Council approval. During the Council Recess, such authority was exercised in nine instances with a total value of \$4,349,704.48.

All uses of delegated authority identified in this report were in compliance with the provisions of Bylaw No. 2018-51.

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

Recommended by: **Laura Mirabella**, FCPA, FCA  
Commissioner of Finance and Regional Treasurer

Approved for Submission: **Bruce Macgregor**  
Chief Administrative Officer

October 15, 2019  
Attachments (1)  
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