

Clause 12 in Report No. 16 of Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting held on November 16, 2017.

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Delegation of Authority During Summer Recess
June 30, 2017 - September 20, 2017

Committee of the Whole recommends adoption of the following recommendation contained in the report dated October 26, 2017 from the Commissioner of Finance:

1. Council receive this report for information.
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Report dated October 26, 2017 from the Commissioner of Finance now follows:

1. Recommendation

It is recommended that Council receive this report for information.

2. Purpose

This report advises Council of matters approved under the authority delegated to the Chief Administrative Officer during the 2017 summer recess pursuant to section 7.15 of the Purchasing Bylaw (Bylaw No. 2017-30).

The report further advises Council of matters delegated to the Regional Chair and Chief Administrative Officer pursuant to the provisions of Bylaw No. 2014-34, which delegates certain powers and duties during a recess of Council.

3. Background

Council has delegated authority to carry out certain important functions during periods where regular Council meetings are suspended for any reason, including the summer recess, in order to ensure timely delivery of Regional projects and services, and to protect the Region's rights and remedies at law.

The Purchasing Bylaw delegates power to the Chief Administrative Officer to award contracts during the summer recess

In order to facilitate the timely delivery of Regional projects and services, section 7.15 of the Purchasing Bylaw provides as follows:

Despite any other provision of this bylaw, during any period that regular Council meetings are suspended either during the summer recess or for any other reason, or during the period that the acts of Council are restricted under Section 275 of the *Municipal Act, 2001* the Chief Administrative Officer shall be authorized to award any contract.

Section 7.16 of the Purchasing Bylaw requires a report to Council as soon as reasonably possible setting out the details of any contract awarded pursuant to the authority delegated by section 7.15.

Bylaw 2014-34 delegates certain powers and duties during periods when Council meetings are suspended, subject to certain conditions

Bylaw 2014-34 also provides for the delegation of various authorities during periods where Council meetings are suspended, including during the summer recess. Specifically, this includes authorization to:

- a) Award and execute contracts and other forms of commitment where such matters are not otherwise currently delegated by Council;
- b) Approve the acquisition or disposal of real property, including leases and other interests in real property; and
- c) Approve the exercise of the Region's rights and remedies at law including termination of contracts and settlement of claims, appeals and other matters before the courts or administrative tribunals.

The exercise of the delegated authority described in Bylaw 2014-34 is subject to the following conditions:

- a) That the Regional Chair and Chief Administrative Officer are satisfied that the exercise of authority is required to prevent interruption of service delivery or to avoid incurring unnecessary costs;
- b) That a memorandum outlining the necessity of any approval be submitted to the Regional Chair and Chief Administrative Officer by the Commissioner requesting the approval;
- c) That any contracts or documentation be subject to review and approval by Legal Services as to form and content; and

- d) That a report be submitted to Council at the earliest opportunity to advise of the approval of any contracts under this authority.

4. Analysis and Implications

The Chief Administrative Officer awarded one contract under the authority delegated pursuant to section 7.15 of the Purchasing Bylaw

The total value of the contract awarded by the Chief Administrative Officer was \$8,157,778.97. This contract is further described in Attachment 1.

The authority delegated during the period described in this report is in addition to the authority delegated to the Chief Administrative Officer and Commissioners to award contracts in the normal course pursuant to the provisions of the Purchasing Bylaw. These contract awards are reported separately on a quarterly basis.

5. Financial Considerations

All contracts awarded were included within the approved budgets.

There are no other financial considerations.

6. Local Municipal Impact

There is no local municipal impact associated with this report.

7. Conclusion

Pursuant to section 7.15 of the Purchasing Bylaw, Council delegated authority to the Chief Administrative Officer to authorize contracts during the Council summer recess which would otherwise have required Council approval. During the summer recess, one such contract was awarded.

Pursuant to Bylaw 2014-34, Council delegated authority to the Regional Chair and the Chief Administrative Officer to exercise certain powers and duties.

For more information on this report, please contact Jerry Paglia, Director, Procurement Office, at 1-877-464-9675 ext. 71650.

Delegation of Authority During Summer Recess June 30, 2017 - September 20, 2017

The Senior Management Group has reviewed this report.

October 26, 2017

Attachment (1)

Edocs #7963892

Accessible formats or communication supports are available upon request

**Delegation of Authority During Summer Recess
June 30, 2017 - September 20, 2017**

**Chief Administrative Officer - Procurement Office
Procurement of Goods and Services**

Contract and Description		
<p>ITS-17-43 - End User Computing Devices, Peripherals and Services</p> <p>For the provision of approximately 3,850 computers and associated peripherals for York Region staff. The products include, but are not limited to, desktops, laptops, business tablets, docking stations and monitors. The contract also includes deployment services. Obtaining these services from Dell minimizes the number of ITS staff required to perform deployments and offers efficiencies compared to Regional staff performing the same tasks.</p> <p>In compliance with Sections 14.2, 18.1(a) and 18.1(c) of the Purchasing Bylaw, the contract was awarded as a cooperative purchase under an RFP issued by the Ontario Education Collaborative Marketplace, with a cumulative term exceeding 5 years. Section 18.1(a) of the Purchasing Bylaw states that a report shall be submitted to Council prior to authorizing an award where the term of a contract is for a period greater than five years, or where the renewal or extension of a contract would result in an aggregate term of greater than five years. Section 18.1(c) of the Purchasing Bylaw states that a report shall be submitted to Council where a request for proposal has been issued and the total cost of the contract exceeds \$2,000,000.</p> <p>(Term: from notice to commence work to October 1, 2021 with an option to renew for 2 additional 2 year terms)</p>	No. of Bids/ Contract Renewals	Cooperative Purchase Exceeding 5 years
	Contractor	Dell Canada Inc.
	Previously Approved	
	Amount	\$8,157,778.97