

**Report to
Rapport au:**

**Ottawa Board of Health
Conseil de santé d'Ottawa
16 April 2018 / 16 avril 2018**

**Submitted on April 9, 2018
Soumis le 9 avril 2018**

**Submitted by
Soumis par:**

**Dr./ D^{re} Vera Etches, Acting Medical Officer of Health / Médecin chef en santé
publique par intérim**

**Contact Person
Personne ressource:**

**Lou Flaborea, Manager, Performance and Corporate Services / gestionnaire,
Rendement et services organisationnels
613-580-2424 ext./poste 21728, Lou.Flaborea@ottawa.ca**

Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE File Number: ACS2018-OPH-PCS-0002

**SUBJECT: DELEGATION OF AUTHORITY – CONTRACTS AWARDED FOR THE
PERIOD OF JULY 1 TO DECEMBER 31, 2017**

**OBJET: DÉLÉGATION DE POUVOIR – CONTRATS ACCORDÉS POUR LA
PÉRIODE DU 1^{er} JUILLET AU 31 DÉCEMBRE 2017**

REPORT RECOMMENDATION

**That the Board of Health for the City of Ottawa Health Unit receive this report for
information.**

RECOMMANDATION DU RAPPORT

**Que le Conseil de santé de la circonscription sanitaire de la ville d'Ottawa prenne
connaissance du présent rapport à titre d'information.**

BACKGROUND

The purpose of this report is to present to the Board a review of delegation of authority contracts awarded for the period of July 1, 2017 to December 31, 2017.

The Delegation of Authority By-law delegates certain authorities related to financial, legal, and organizational matters. In relation to financial matters, the by-law states that the Medical Officer of Health is authorized to approve, amend, extend and execute service agreements and funding agreements.

The City's Purchasing By-law, being By-law No. 50 of 2000, requires reporting on a bi-annual basis of delegation of authority reports. Purchasing activities associated with the Purchasing By-law over \$25,000 are included in this report.

DISCUSSION

Summary of Q3 & Q4 2017 Purchasing Activity

The contracts over \$25,000 approved for the period of July 1, 2017 to December 31, 2017 are listed in Document 1 of this report and summarized in Table 1, below. A total of 6 purchase orders exceeding \$25,000 were awarded from July 1, 2017 to December 31, 2017. The value of these purchase orders totalled \$430,543.15.

Table 1: Q3 & Q4 2017 Purchases by Type

Contract Type	Number of Contracts	Contract Value
Goods/Materials/Services	2	\$95,053.97
Professional Services	4	\$335,489.18
Total	6	\$430,543.15

RURAL IMPLICATIONS

There are no rural implications to this information report.

CONSULTATION

The preparation of this report is required by the Purchasing By-law and as such no public consultation is required.

LEGAL IMPLICATIONS

There are no legal impediments to receiving the information in this report.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

FINANCIAL IMPLICATIONS

Prior to contract approval, the Supply Branch of the City of Ottawa confirms that the appropriate funds are available within the departmental budget, as availability of funds is a condition of approval under the City's Purchasing By-law.

Supply Branch certifies that all the contracts awarded under Delegation of Authority for the period of July 1, 2017 to December 31, 2017, are in compliance with the Purchasing By-law.

ACCESSIBILITY IMPACTS

There are no accessibility implications associated with this report.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications for this report.

SUPPORTING DOCUMENTATION

DOCUMENT 1 – Ottawa Public Health Purchase Orders > \$25,000 Awarded Under Delegated Authority, July 1, 2017 to December 31, 2017

DISPOSITION

This report is for information pursuant to the Purchasing By-law of the City of Ottawa.