

**Report to  
Rapport au:**

**Ottawa Board of Health  
Conseil de santé d'Ottawa  
21 September 2020 / 21 septembre 2020**

**Submitted on September 10, 2020  
Soumis le 10 septembre 2020**

**Submitted by  
Soumis par:**

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**Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE      File Number: ACS2020-OPH-PCS-0005**

**SUBJECT: DELEGATION OF AUTHORITY – CONTRACTS AWARDED FOR THE PERIOD OF JANUARY 1 TO JUNE 30, 2020**

**OBJET: DÉLÉGATION DE POUVOIR – CONTRATS ACCORDÉS POUR LA PÉRIODE DU 1<sup>er</sup> JANVIER AU 30 JUIN 2020**

#### **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 January 1, 2020 to June 30, 2020.

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 Q1 & Q2 2020 Purchasing Activity

The contracts over \$25,000 approved for the period of January 1, 2020 to June 30, 2020 are listed in Document 1, attached, and summarized in Table 1, below. A total of 9 purchase orders exceeding \$25,000 were awarded from January 1, 2020 to June 30, 2020. The value of these purchase orders totalled \$712,672.56.

**Table 1: Q1 & Q2 2020 Purchases by Type**

<b>Contract Type</b>	<b>Number of Contracts</b>	<b>Contract Value</b>
<b>Goods/Materials/Services</b>	<b>7</b>	<b>\$637,836.22</b>
<b>Professional Services</b>	<b>2</b>	<b>\$74,836.34</b>
<b>Total</b>	<b>9</b>	<b>\$712,672.56</b>

## 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 January 1, 2020 to June 30, 2020, 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, January 1, 2020 to June 30, 2020

**DISPOSITION**

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