

**Report to
Rapport au:**

**Ottawa Board of Health
Conseil de santé d'Ottawa
17 April 2023 / 17 avril 2023**

**Submitted on April 4, 2023
Soumis le 4 avril 2023**

**Submitted by
Soumis par:**

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Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE File Number: ACS2023-OPH-PCS-0004

**SUBJECT: Delegation of Authority – Contracts Awarded for the Period of July 1 to
December 31, 2022**

**OBJET: Délégation de pouvoir – Contrats accordés pour la période du 1^{er} juillet au
31 décembre 2022**

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 de ce 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, 2022 to December 31, 2022.

The Delegation of Authority By-law delegates certain authorities related to financial, legal, and organizational matters. With respect 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 semi-annual basis of delegation of authority reports. Purchasing activities associated with the Purchasing By-law over \$25,000 are included in this report.

In previous years, the Delegation of Authority Report has been developed using data based on Purchase Orders issued within the Delegation of Authority period. The new procurement system, Ariba, provides the option to report the total expected expenditures of the contract, including optional years approved but not committed, which better aligns with the requirement of the bylaw. This is reflected in the current report.

DISCUSSION

Summary of Q3 & Q4 2022 Purchasing Activity

The contracts over \$25,000 approved for the period of July 1, 2022 to December 31, 2022 are listed in Document 1 of this report and summarized in Table 1 below. A total of 11 contract approvals exceeding \$25,000 were awarded during this period, for a total value of \$3,117,055.59. Three contracts for goods/materials/services and one contract for professional services cover multi-year periods.

Table 1: Q3 & Q4 2022 Purchases by Type

Contract Type	Number of Contracts	Contract Value
Goods/Materials/Services	9	\$2,460,771.88
Professional Services	2	\$656,283.71
Total	11	\$3,117,055.59

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 City of Ottawa's Supply Branch 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.

The Supply Branch certifies that all the contracts awarded under Delegation of Authority for the period of July 1, 2022 to December 31, 2022, 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 Contracts > \$25,000 Awarded Under Delegated Authority, July 1, 2022 to December 31, 2022

DISPOSITION

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