

**Report to  
Rapport au:**

**Ottawa Board of Health  
Conseil de santé d'Ottawa  
4 November 2024 / 4 novembre 2024**

**Submitted on November 4, 2024  
Soumis le 4 novembre 2024**

**Submitted by  
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**Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE      File Number: ACS2024-OPH-BDS-0005**

**SUBJECT: Delegation of Authority – Contracts Awarded for the Period of January 1 to June 30, 2024**

**OBJET: Délégation de pouvoir – Contrats attribués pour la période du 1er janvier au 30 juin 2024**

#### **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 January 1, 2024 to June 30, 2024.

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.

## DISCUSSION

### Summary of Q1 & Q2 2024 Purchasing Activity

The contracts over \$25,000 approved for the period of January 1, 2024 to June 30, 2024 are listed in Document 1 of this report and summarized in Table 1 below. A total of 8 contract approvals exceeding \$25,000 were awarded during this period, for a total value of \$2,152,142.28. Three contracts for goods/materials/services cover multi-year periods. One contract for professional services makes up 91% of the total for the period January 1, 2024 to June 30, 2024.

Table 1: Q1 & Q2 2024 Purchases by Type

Contract Type	Number of Contracts	Contract Value
Goods/Materials/Services	4	\$900,704.30
Professional Services	4	\$1,251,437.98
Total	8	\$2,152,142.28

## 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 January 1, 2024 to June 30, 2024, 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, January 1, 2024 to June 30, 2024

**DISPOSITION**

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