

**Report to
Rapport au:**

**Ottawa Board of Health
Conseil de santé d'Ottawa
14 April 2025 / 14 avril 2025**

**Submitted on April 14, 2025
Soumis le 14 avril 2025**

**Submitted by
Soumis par:
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Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE File Number: ACS NUMBER

SUBJECT: DELEGATION OF AUTHORITY – CONTRACTS AWARDED FOR THE PERIOD OF July 1 TO December 31, 2024

OBJET: DÉLÉGATION DE POUVOIR – CONTRATS ACCORDÉS POUR LA PÉRIODE DU 1^{er} Juillet AU 31 Décembre 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 July 1, 2024 to December 31, 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 Q3 & Q4 2024 Purchasing Activity

The contracts over \$25,000 approved for the period of July 1, 2024 to December 31, 2024 are listed in Document 1 of this report and summarized in Table 1 below. A total of 9 contract approvals exceeding \$25,000 were awarded during this period, for a total value of \$3,438,919.40. Three contracts for goods/materials/services cover multi-year periods. Three contracts for goods/materials/services makes up 88% of the total for the period July 1, 2024 to December 31, 2024.

Table 1: Q3 & Q4 2024 Purchases by Type

Contract Type	Number of Contracts	Contract Value
Goods/Materials/Services	7	\$3,337,438.40
Professional Services	2	\$101,481.00
Total	9	\$3,438,919.40

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, 2024 to December 31, 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, July 1, 2024 to December 31, 2024

DISPOSITION

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