

**Report to  
Rapport au:**

**Ottawa Board of Health  
Conseil de santé d'Ottawa  
15 April 2019 / 15 avril 2019**

**Submitted on April 4, 2019  
Soumis le 4 avril 2019**

**Submitted by  
Soumis par:**

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**Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE      File Number: ACS2019-OPH-PCS-0002**

**SUBJECT: DELEGATION OF AUTHORITY – CONTRACTS AWARDED FOR THE PERIOD OF JULY 1 TO DECEMBER 31, 2018**

**OBJET: DÉLÉGATION DE POUVOIR – CONTRATS ACCORDÉS POUR LA PÉRIODE DU 1<sup>er</sup> JUILLIET AU 31 DECEMBER 2018**

## **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 contracts awarded under delegation of authority for the period of July 1, 2018 to December 31, 2018.

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 2018 Purchasing Activity**

The contracts over \$25,000 approved for the period of July 1, 2018 to December 31, 2018 are listed in Document 1 of this report and summarized in Table 1, below. A total of 16 purchase orders exceeding \$25,000 were awarded from July 1, 2018 to December 31, 2018. The value of these purchase orders totalled \$969,863.67.

**Table 1: Q1 & Q2 2018 Purchases by Type**

<b>Contract Type</b>	<b>Number of Contracts</b>	<b>Contract Value</b>
<b>Goods/Materials/Services</b>	<b>12</b>	<b>\$768,911.65</b>
<b>Professional Services</b>	<b>4</b>	<b>\$200,952.02</b>
<b>Total</b>	<b>16</b>	<b>\$969,863.67</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 associated with 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, 2018 to December 31, 2018, 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.

**TERM OF COUNCIL PRIORITIES**

There are no term of council priorities associated with this report.

**SUPPORTING DOCUMENTATION**

DOCUMENT 1 – Ottawa Public Health Purchase Orders > \$25,000 Awarded Under Delegated Authority, July 1, 2018 to December 31, 2018.

**DISPOSITION**

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