**Agenda - Executive Policy Committee - September 4, 2002**

## REPORTS

7. From the Chief Administrative Officer
Report 2002/08/02

**Delegation of Authority to Approve the Award of Contracts during the Period September 25 to November 19, 2002**
**File GL-9 (Vol. 18) [c/r GC-11 (Vol. 8)]**

Recommending that Council delegate, to the Chief Administrative Officer, the authority to approve the award of contracts that fall under the authority of the Standing Committees, during the period of September 25, 2002 to November 19, 2002.

**Re: Delegation of Authority to Approve the Award of Contracts during the Period of September 25, 2002 to November 19, 2002**

**For submission to:** **Executive Policy Committee**

**Submitted by:** **Chief Administrative Officer**

**Report date:** **August 02, 2002**

**In Camera Item:** **No**

**Recommendation(s):**

That Council delegate, to the Chief Administrative Officer, the authority to approve the award of contracts that fall under the authority of the Standing Committees, during the period of September 25, 2002 to November 19, 2002.

## Report Summary

**Key Issues:**

During the period of September 25, 2002 to November 19, 2002, the City requires the ability to approve an award of contract where the value of the contract exceeds one million dollars and there are sufficient monies in a budget approved by Council, or sufficient available funds can be identified to cover the difference between the budgetary provision and the amount of the contract. Currently, this authority resides with the appropriate Standing Committee.

**Implications of the Recommendation(s):**

**General Implications**

ð None

X For the organization overall and/or for other departments

ð For the community and/or organizations external to the City of Winnipeg

ð Involves a multi-year contract

Comment:
This delegation covers bid solicitations from all City departments

**Policy implications**

X No

ð Yes

Comment:

**Financial Implications**

X Within approved current and/or capital budget

ð Current and/or capital budget adjustment required

Comment:

## Report

### Recommendation(s):

That Council delegate, to the Chief Administrative Officer, the authority to approve the award of contracts that fall under the authority of the Standing Committees, during the period of September 25, 2002 to November 19, 2002.

### Reason for the report:

Council has the authority to delegate the authority of the Standing Committees to the Chief Administrative Officer.

### History:

On February 10, 1988 (As Amended), the *Policy on Purchasing Procedures and the Disposal of Surplus Supplies* delegated to select members of Civic Administration and Standing Committee(s), the authority to award contracts where certain criteria are met.

The authority to award contracts that exceed one million dollars, where there are sufficient monies in a budget approved by Council, or sufficient available funds can be identified to cover the difference between the budgetary provision and the amount of the contract, is delegated to the appropriate Standing Committee.

### Discussion:

Standing Committees and Council are prorogued during the period of October 1, 2002 to October 31, 2002. There are no meetings between the period of September 25, 2002 and November 19, 2002. During this period, there may be contract awards that will require approval. The delegation of authority to the Chief Administrative Officer is in the best interest of the City, as it allows the Administration to carry on the normal business of the City.

**Financial Impact Statement:**

Project Name:

Date: First Year of Program

| | 0 | 1 | 2 | 3 | 4 |
|---|---|---|---|---|---|
| **Capital** | | | | | |
| Capital Expenditures Required | | | | | |
| Less: Existing Budgeted Costs | | | | | |
| Additional Capital Budget Required | $ - | $ - | $ - | $ - | $ - |
| **Funding Sources:** | | | | | |
| Debt - Internal | | | | | |
| Debt - External | | | | | |
| Grants (Enter Description Here) | | | | | |
| Reserves, Equity, Surplus | | | | | |
| Other - Enter Description Here | | | | | |
| Total Funding | $ - | $ - | $ - | $ - | $ - |
| Total Additional Capital Budget Required | $ - | | | | |
| Total Additional Debt Required | $ - | | | | |
| **Current Expenditures/Revenues** | | | | | |
| Direct Costs | | | | | |
| Less: Incremental Revenue/Recovery | | | | | |
| Net Cost/(Benefit) | $ - | $ - | $ - | $ - | $ - |
| Less: Existing Budget Amounts | | | | | |
| Net Budget Adjustment Required | $ - | $ - | $ - | $ - | $ - |

**There is no financial implication associated with this report.**

Manager of Finance & Administration

**In preparing this report, there was consultation with and concurrence by:**

There was no consultation with other departments in the creation of this report.

**This Report Submitted By:**

Department: Corporate Finance
Division: Materials Management
Prepared by: E. Van Mierlo
File No: w:/transac/2002/CFO contract awards/prorogue.doc