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DELEGATION OF AUTHORITY DURING SUMMER MONTHS

The Finance and Administration Committee recommends the adoption of the recommendation contained in the following report dated September 20, 2012, from the Chief Administrative Officer.

1. RECOMMENDATION

It is recommended that this report be received for information.

2. PURPOSE

This report advises Council of matters approved under the authority delegated to the Regional Chairman and the Chief Administrative Officer during the 2012 summer recess.

3. BACKGROUND

Continuity is required to ensure timely delivery of Regional projects and services

The Region's purchasing bylaw delegates the authority to staff to award and execute contracts for goods and services subject to certain conditions and expenditure limits. Currently, the Chief Administrative Officer is authorized to award contracts for an unlimited amount, provided that a formal tender is issued, three bids are received, and the award is to the lowest responsive bidder. Similarly, the Chief Administrative Officer may award contracts as a result of requests for proposals up to \$500,000. Any award is also subject to the amounts being adequately provided for in approved budgets.

Realty Services provides acquisition, disposition and leasing services to client departments to meet their project goals and timelines. Negotiations with property owners, solicitors and landlords continue during council recess to secure the required property rights. Authorization to execute agreements is imperative in order for the agreement not to expire. As time is of the essence for many agreements, delegated authority is required. Obtaining this delegated authority will help meet project goals and timelines.

The purchasing bylaw also provides that the Chief Administrative Officer may award any contract during the summer recess, provided a report is submitted when Council resumes. Although this assists in ensuring business continuity, there are some matters which are not governed by the purchasing bylaw and which would still require Council authority. For instance, real estate transactions, including leases, are not governed by the bylaw. In

addition, the extension of existing agreements which may not be the subject of a competitive process may also require Council authority. As well, matters before the courts or tribunals, including the Ontario Municipal Board, may need resolution during the summer recess. Currently, the Regional Solicitor is authorized to settle uninsured claims and other matters up to \$500,000.

4. ANALYSIS AND OPTIONS

The total value of acquisition of real property and contracts awarded pursuant to the authority delegated to the Regional Chairman and Chief Administrative Officer was \$8,829,366.12

The total value of contracts awarded and acquisition of real property pursuant to the authority delegated to the Regional Chairman and Chief Administrative Officer is summarized in Table 1 and Table 2:

Table 1
Approving the Acquisition of Real Property

PROJECT	DESCRIPTION	VENDOR(S)	DATE	AMOUNT
9715	Widening and reconstruction of Leslie Street between Bloomington Road and Bethesda Road, Town of Richmond Hill.	Armada Co. Limited	July 31, 2012	\$194,300.
9602	Reconstruction and reconnection of Bathurst Street between Green Lane West and Highway 11, Township of King and Town of East Gwillimbury.	Nieczyporuk, et al.	July 31, 2012	\$196,000.
9953	Widening and reconstruction of Bloomington Road between Bathurst Street and Yonge Street, Town of Aurora and Town of Richmond Hill.	Her Majesty the Queen in right of Ontario (OILC)	August 21, 2012	\$178,500.
7404	Construction of the Southeast Collector Sewer from Box Grove, City of Markham to Valley Farm Road, City of Pickering.	Claude Fournier	September 11, 2012	\$550,000.
			TOTAL	\$1,118,800.

Table 2
CAO Delegated Authority Report 2012 Contracts

FILE	DESCRIPTION	VENDOR/OWNER/ CONTRACTOR	DATE AUTHORIZED	AMOUNT
P-12-68	Purchase of Powered Ambulance Cots, Automated Loading Solution. Awarded for one year, with a provision to award for this Vendor be accepted as the Vendor of Record for a term of five years in compliance with the Purchasing Bylaw.	Rowland Emergency Vehicle Products	CAO – July 18, 2012	\$577,286.
P-12-28	Janitorial Services for Various Regional Facilities. Term of this contract varies in date of commencement based on the status of current contracts. Services for 26 facilities will commence August 1, 2012 and services for 24 facilities will commence March 31, 2013. All awarded contracts will expire July 31, 2014. The Region may renew for 3 additional one year terms subject to budget approval and the discretion of the Commissioner.	Kleenway Building Maintenance Services Incorporated	CAO – July 18, 2012	\$1,255,083.
B13479	Uplands Sewer Repair Project in the City of Vaughan. The original purchase orders were for emergency response, site stabilization, by-pass pumping and general mobilization of the site. Costs covered general control of the site. It was always anticipated that the blanket purchase order would need to be increased once a detailed investigation into the cause of sewer failure and its potential solutions was completed. The increase going forward is for completion of the remediation works and site control. Previously Approved: \$1,000,000.	Memme Excavation Company Limited	CAO – July 24, 2012	\$4,786,025.60
B13481	Uplands Sewer Repair Project in the City of Vaughan. The original purchase orders were for emergency response, site stabilization, by-pass pumping and general mobilization of the site. Costs covered the preparation of the design package as it was always anticipated that the blanket purchase orders would need to be increased once a detailed investigation into the cause of sewer failure and its potential solutions was completed. The increase going forward is for completion of the design package, contract administration and site inspection. Previously Approved: \$100,000.	The Municipal Infrastructure Group Ltd. (TMIG)	CAO – July 24, 2012	\$478,602.56

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P-10-35	Advertising Agency Creative and Strategic Services for York Region Transit. For Marketing and Advertising to work with YRT/Viva to help create a marketing and communications plan as well as related campaigns and activities. This contract included an option to renew for 3 additional 1 year terms. The 1st year option was renewed in May 2011. This extension is for the 2nd year option. Previously Approved: \$520,000.00	Acart Communications Inc.	CAO – July 26, 2012	\$260,000.
A030609 A021495	Purchase of Two (2) 2012 Sprinter 3500 Cargo 170 Mobile Workspace/Lab Vans. The Environmental Monitoring and Enforcement Team requested a vehicle capable of meeting business functionality. There were no other manufacturers that had a conventional vehicle complete with factory cargo space to provide sufficient height for stand-up work. Vehicles also have a workbench with power source to allow for mobile office functionality. Sole Source	Sprinter Toronto Retail o/b Mercedes-Benz Canada Inc.	CAO – July 30, 2012	\$104,896.96
P-12-92	Supply and Delivery of Rented Linen Products and Services for Long Term Care Homes and Seniors Division in the Regional Municipality of York. One (1) year term with option to renew for four (4) additional one (1) year terms at the discretion of the Commissioner of Finance.	K-Bro Linen Systems Incorporated	CAO – August 21, 2012	\$108,792.
P-08-06	Physiotherapy Services for Long-Term Care Facilities. Term: Accepting 4th year of the four additional one-year extensions. Previously Approved: \$559,520.	Achieva Health	CAO – September 14, 2012	\$139,880.
			TOTAL	\$7,710,566.12

As part of its Economic Action Plan 2012, the Government of Canada announced \$150 million nationally over the next two years for a new Community Infrastructure Improvement Fund (CIIF).

Table 3
Community Infrastructure Funding Applications

PROJECT	DESCRIPTION	Deadline	Address
This CIIF fund will support the rehabilitation and improvement of existing community infrastructure and facilities, with particular focus on community and cultural centres, recreational facilities and trails (such as forestry trails, bike paths and fitness trails).	Five submissions: Forest Stewardship and Education Centre Enhancements McCleary Court Community Environmental Centre (CEC) improvements Improvements to Regional Multi-use pathways – Warden Avenue Improvements to Regional Multi-use pathways – Green Lane York Regional Forest Accessible Trails Initiative	August 24, 2012	Federal Economic Development Agency for Southern Ontario (FedDev Ontario) 151 Yonge Street, Toronto, ON M5C 2W7

Settlement of Claims under the authority delegated to the Chief Administrative Officer and the Regional Chairman are summarized in Table 4.

Table 4
Settlement of Claims

File Matter	Description	Address	Date Authorized
1475398 Ontario Inc. (Town+Country BMW)	Settlement of Development Charge Complaint - settled payment at June 15, 2012 retail rate, must obtain building permit before December 17, 2012	8111 Kennedy Road, Markham	CAO - August 27, 2012 Chairman - August 30, 2012
Seven Star Plaza Inc.	Settlement of Development Charge Complaint - settled payment at June 15, 2012 retail rate, must obtain building permit before December 17, 2012	8507 McCowan Road, Markham	CAO– September 10, 2012 Chairman – September 19, 2012
Joseph and Wolf Lebovic Jewish Community Campus (UJA)	Consent to Partial Discharge of Development Charge Deferral Agreement – selling vacant lands comprising Quadrants C and D	Part Lot 17, Conc. 2, Vaughan, designated as Part 8 on Plan 65R28984, City of Vaughan AND; Part Lots 17 and 18 , Conc. 2, Vaughan, designated as Parts 10, 11, 29 and 31, Plan 65R-28984, City of Vaughan	CAO and Chairman – September 19, 2012

5. FINANCIAL IMPLICATIONS

All contracts awarded were included within the approved budgets. There are no other financial implications.

6. LOCAL MUNICIPAL IMPACT

There are no local municipal impacts associated with the report.

7. CONCLUSION

The Regional Chairman and the Chief Administration Officer were delegated with the authority to approve matters required to ensure that the business of the Region carried on as normal during the summer recess. The Authority delegated by Council during this period is in addition to the authority delegated to the Chief Administrative Officer to award contracts pursuant to the Purchasing Bylaw. Authority exercised pursuant to the Purchasing Bylaw is reported separately.

For more information on this report, please contact Stan Gal at Ext. 1650 or Elizabeth Wilson at Ext. 1402.

The Senior Management Group has reviewed this report.

(The private attachment referred to in this clause is attached separately to this report.)