

Our File/N/Réf. 16-98-0271

DATE 25 January 1999

TO/DEST. The Chair and Members of Council

FROM/EXP. Finance Commissioner

SUBJECT/OBJET **DELEGATED AUTHORITY**
QUARTERLY REPORT - OCTOBER TO DECEMBER 1998
(AS PER CORPORATE POLICY MANUAL SECTION 1.6.1)

Section 1.6.1 of the Corporate Policy Manual states that where no reporting requirement is specified, all persons or bodies acting pursuant to a delegation of authority shall report all such actions not less frequently than on a quarterly basis.

The report lists the delegated authority transactions for the quarter ended December 31, 1998 in respect of the following:

- Annex A Contract Awards between \$10,000 and \$50,000 - Section 4.2.4
- Annex B Contract Variations less than or equal to \$100,000 - Section 4.3.1
- Annex C Increases of Authority up to \$100,000 - Section 4.1.3.3
- Annex D Property Acquisitions less than or equal to \$50,000 - Section 5.1.2.4(b)
- Annex E Contract Awards over \$50,000 which are Sole Source - Section 1.6.1

Please contact the relevant commissioner should you have a question on the award of a contract (consultant or property acquisition).

Annex A to E are on file with the Regional Clerk and are available on request.

Approved by
J.C. LeBelle
Finance Commissioner

c.c. Directors\Managers of Finance and Administration

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SERVICES AND ECONOMIC DEVELOPMENT
COMMITTEE AGENDA - 16 Feb 99