


Item No. 11.1.8
Halifax Regional Council
December 10, 2013

TO: Mayor Savage and Members of Halifax Regional Council

Original signed by 

SUBMITTED BY:

Richard Butts, Chief Administrative Officer

Original Signed by 

Mike Labrecque, Deputy Chief Administrative Officer

DATE: November 27, 2013

SUBJECT: Signing of Sponsorships under Administrative Order 55

ORIGIN

This report originates from staff.

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter, s. 10(3) permitting people designated by the Council, by policy, to sign a document to which the Municipality is a party on behalf of the Municipality.

Halifax Regional Municipality Charter, s. 59(3) allowing Council to adopt policies on any matter Council considers conducive to effective management of the municipality.

RECOMMENDATION

It is recommended that Halifax Regional Council amend Administrative Order 55, the *HRM Sponsorship Administrative Order*, as set out in Attachment 2 attached hereto.

BACKGROUND

The *HRM Charter* allows Regional Council to delegate its authority to authorize and sign agreements to staff.

For the purposes of sponsorships, Administrative Order 55, the *HRM Sponsorship Administrative Order*, was adopted by Regional Council on March 5, 2013. The Administrative Order delegates to staff the authority to authorize sponsorships in the following amounts:

- \$1 - \$25,000 per annum may be authorized by the Divisional Manager(s) in the responsible business unit(s) or their designate(s);
- \$25,001 - \$50,000 per annum may be authorized by the Director of the responsible business unit(s) or their designate(s); and
- \$50,001 - \$100,000 per annum may be authorized by the DCAO or CAO.

Sponsorships over \$100,000 per annum must be authorized by Regional Council and are signed by the Mayor and Clerk.

DISCUSSION

The *HRM Sponsorship Administrative Order* does not expressly grant to staff the authority to sign sponsorships on behalf of the Municipality. This creates some uncertainty whether the Mayor and Clerk must sign all sponsorship agreements, in any amount, or whether the delegation by Regional Council to **authorize** a sponsorship also includes the authority to sign the sponsorship agreement on behalf of the Municipality.

The *HRM Sponsorship Administrative Order* also allows a Divisional Manager or a Director to delegate the authority to authorize sponsorships to his or her staff. It is unclear whether the authority to sign sponsorship agreements may also be delegated or whether it is only the authority to authorize that may be delegated.

To provide certainty that Regional Council has delegated the authority to both authorize and sign sponsorships, it is recommended that the Administrative Order be clarified that the named staff positions, or designate, may sign as well as authorize sponsorships on behalf of HRM in the amounts already set out in the existing *Sponsorship Administrative Order*.

FINANCIAL IMPLICATIONS

None.

COMMUNITY ENGAGEMENT

None.

ENVIRONMENTAL IMPLICATIONS

None.

ALTERNATIVE

Regional Council may decline to amend Administrative Order 55. This is not recommended as the uncertainty around staff's ability to sign sponsorships will continue.

ATTACHMENTS

Attachment 1 Track changes version showing proposed changes to *Administrative Order 55*.

Attachment 2 Policy amending *Administrative Order 55*.

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Derk Slaunwhite, Sr. Solicitor, Legal Services, 490 4226
 Karen L. Brown, Sr. Solicitor, Team Lead Solicitor Services, 490 4226

Report Approved by: _____
 John Traves, Q.C., Director, Legal Services and Risk Management, 490 4226

Financial Approval by: _____
 Greg Keefe, Director of Finance & ICT/CFO, 490-6308

Attachment 1

(showing proposed changes)

HALIFAX REGIONAL MUNICIPALITY ADMINISTRATIVE ORDER NUMBER 55 RESPECTING HRM SPONSORSHIP POLICY

Authority to Approve Sponsorship

6.1 Sponsorships up to and including \$25,000 per annum may be authorized by the Divisional Manager(s) in the responsible business unit(s) or their designate(s) and may be signed on behalf of the HRM by the Divisional Manager(s) or their designate.

6.2 Sponsorships over \$25,000 up to and including \$50,000 per annum may be authorized by the Director of the responsible business unit(s) or their designate(s) and may be signed on behalf of the HRM by the Director or their designate.

6.3 Sponsorships over \$50,000 up to and including \$100,000 per annum may be authorized by and signed on behalf of the HRM by the DCAO or CAO.

6.4 Sponsorships over \$100,000 per annum shall be authorized by Regional Council and signed on behalf of the HRM by the Mayor and Clerk.

Attachment 2
(Amending Policy)

**HALIFAX REGIONAL MUNICIPALITY
ADMINISTRATIVE ORDER NUMBER 55
RESPECTING HRM SPONSORSHIP POLICY**

BE IT RESOLVED by the Council of the Halifax Regional Municipality that Administrative Order 55, the *HRM Sponsorship Administrative Order*, is amended as follows:

1. Subsection 6.1 is amended by adding the words “and may be signed on behalf of the HRM by the Divisional Manager(s) or their designate” after the word “designate(s)” and before the period.
2. Subsection 6.2 is amended by adding the words “and may be signed on behalf of the HRM by the Director or their designate” after the word “designate(s)” and before the period.
3. Subsection 6.3 is amended by adding the words “and signed on behalf of the HRM by” after the words “authorized by” and before the words and abbreviate “the DCAO”.
4. Subsection 6.4 is amended by adding the words and signed on behalf of the HRM by the Mayor and Clerk” after the word “Council” and before the period.