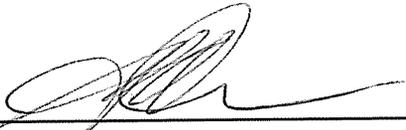


Halifax Regional Council  
July 9, 2002

**TO:** Mayor Kelly and Members of Halifax Regional Council

**SUBMITTED BY:**

  
George McLellan, Chief Administrative Officer

**DATE:** July 2, 2002

**SUBJECT:** INTERIM AWARD POLICY - 2002

### ORIGIN

The purpose of this report is to provide interim approval to the CAO to approve contracts and for purchase and sale of property during the summer break.

### RECOMMENDATION

1. It is recommended that Council approve a policy to facilitate the award of tenders during the summer break. The proposed award policy would allow the CAO to award tenders on the following basis during the period of summer recess of Halifax Regional Council.
  - The tender is awarded to the lowest responsible bidder meeting specifications.
  - The award is not to a sole source.
  - Award of Call for Proposals where a standard procurement process has been followed and the contract is awarded to the best overall submission.
  - Where the funds and program have been approved by Council.
  
2. It is recommended that the CAO approve purchase and sale of property under the following criteria.
  - The purchase and/or sale is within 15% of the appraised value of the property.
  - The purchase has been approved in the 2002/03 business plan of property is required for Capital Projects and does not exceed \$500,000.
  - Any sale of property must be surplus to municipal requirements or be part of a business park and available for sale.

**DISCUSSION**

During each summer Halifax Regional Council does not meet for approximately one month.

The Capital and Operating Budgets have many programs approved by Council for completion during the construction season. If approval is given, this work can proceed as soon as the tenders are received and reviewed. Otherwise this work will be delayed for approval by Council to be awarded to the lowest bidder. This interim policy would allow property transactions to continue under guidelines approved by Council.

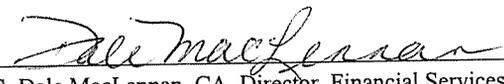
A report of any awards made under this interim policy will be sent to Council in August.

**FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

**ALTERNATIVES**

1. Council could delay awards until Council returns from vacation.
2. Council could arrange to meet during the vacation period for the purpose of awarding contracts.

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.		
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Report Approved by:	 S. Dale MacLennan, CA, Director, Financial Services	490-6308