

POLICY TITLE	Council Recess Signing Authority
CATEGORY	Governance
POLICY NUMBER	A09 GOV 002
DEPARTMENT	Corporate Services
POLICY AUTHOR	City Clerk
POLICY TYPE	City Policy
APPROVED BY	Council
EFFECTIVE DATE	11/19/2019
REVIEW DATE	11/19/2024

POLICY STATEMENT

The City of Cambridge Council is directly accountable for all municipal powers and duties as legislated under the *Municipal Act, 2001*. Council recognizes that the delegation of powers and duties may provide for improved efficiencies regarding procurement decisions during periods of recess.

PURPOSE

The purpose of the policy is to provide consistency and transparency surrounding the signing authority for approval of the procurement of goods and services while Council is in recess.

DEFINITIONS

“Regular meetings” a meeting of Council that was scheduled and included in the Annual Council Meeting Calendar, and approved by Council.

AUTHORITY

The Municipal Act 2001, SO 2001. c. 25 Part VI, s. 270 states that:

(1) A municipality shall adopt and maintain policies with respect to the following matters:

3. Its procurement of goods and services.
6. The delegation of its powers and duties.

SCOPE

The policy applies to all members of Council and the City Manager. Where conflict occurs between the policy and other legislation, the legislation will prevail.

POLICY

1) Summer Recess Period

The summer recess period for Council and Standing Committees commences August 1st annually. Regular meetings commence with the Standing Committee meetings following Labour Day. The Mayor and City Manager may call a Special Council meeting in August if deemed necessary to meet legislative deadline requirements and/or arising emergent issues.

2) Recess Signing Authority

During the Council summer recess, the Mayor and City Manager shall be authorized to approve procurements of goods and services that require Council approval, and Council shall be given an Information Report outlining such awards within two weeks of the end of the recess.

In addition, the Mayor and Clerk are authorized to sign contracts and other necessary approvals, such as Local Planning Appeal Tribunal approvals that have been received.

POLICY COMMUNICATION

This Policy will be communicated to staff via distribution through the Corporate Leadership Team and Senior Management Team, as well as being made available on the City of Cambridge website.

The Office of the City Clerk is responsible for publicly posting the annual meeting schedule of Council, outlining any recess periods.

RELATED PROCEDURES

By-Law No. 133-14

RELATED DOCUMENTS/LEGISLATION

The Municipal Act 2001, SO 2001