



P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Item No. 11.2**  
**Audit and Finance Standing Committee**  
**May 17, 2023**

**TO:** Chair and Members of Audit and Finance Standing Committee

**SUBMITTED BY:** -Original Signed-  
Cathie O'Toole, Chief Administrative Officer

**DATE:** April 12, 2023

**SUBJECT:** **CAO Contract Amendment Report**

---

**INFORMATION REPORT**

**ORIGIN**

This report originates from the ratification of a new Procurement policy 2022-012-ADM in November 2022. The Policy states the CAO may approve and sign contract amendments that exceed the thresholds detailed below, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.

**LEGISLATIVE AUTHORITY**

**Administrative Order Number 2022-012-ADM, the Procurement Policy**

32(7) The approval and signing authority limits for cumulative contract amendments are as follows:

<b>Position</b>	<b>Approval Authority</b>
CAO	(a) \$20,000 or (b) a 20% increase to the originally approved contract amount, whichever is greater.
CAO (with reporting to Audit & Finance)	The CAO may approve and sign contract amendments that exceed the thresholds above, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.

## **BACKGROUND**

The purpose of this report is to provide a listing of all CAO approved contract amendment reports.

2022-012-ADM allows for the CAO to approve and sign amendments that exceed the threshold of 20% or \$20,000, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit and Finance Standing Committee.

## **DISCUSSION**

All CAO contract amendment reports recorded in Attachment 1 are available for viewing from the Procurement Department. This excludes reports that are marked Private & Confidential.

## **FINANCIAL IMPLICATIONS**

The financial implications, including budget details and account details are outlined in the Financial Implications section of the individual reports which are on file in the Procurement Department.

## **COMMUNITY ENGAGEMENT**

No community engagement was required.

## **ATTACHMENTS**

Attachment 1 – List of approved CAO Contract Amendments.

---

A copy of this report can be obtained online at [halifax.ca](http://halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Jane Pryor/Director, Procurement/Finance and Asset Management 902.292.3128

---

**ATTACHMENT 1**

Approved CAO Contract Amendment Reports

Name	PO Awarded Amount	Increase Total to Date	% Increase
Increase to Contracts 2070793568 and 2070852730 - Consulting Services for Dartmouth North Community Centre Upgrade Project	PO 2070793568 \$98,164.41  PO 2070852730 \$9,568.24	\$32,578.95  \$19,604.46	33.19%  204.89%
Tender 21-249 Street Recapitalization – Harbourview Drive	\$1,282,717.80, Including cost share with HWC \$1,042,024.36	\$895,611.90	69.82%
Increase to PO2070884445 – Scotiabank Centre Loading Bay and Column Concrete Repairs	\$117,000	\$36,700	31%