

COMMUNICATION 134131

Received from Diane Smithson, Chief Administrative Officer
Addressed to Committee of the Whole
Date December 5, 2023
Topic CAO's Report – Delegated Authority

SUMMARY

The intent of the Delegated Authority By-law is to allow items of a more routine, operational nature to be delegated to Staff to allow for timely decision making and to free up time on Council agendas for more important matters.

BACKGROUND

In May 2018, Council passed its first by-law to delegate authority for some matters to staff in order to eliminate work of a more operational matter at the Council table, free up time at Council and Committee meetings for more important matters and improve timing of decisions. Under Section 23.1 of the Municipal Act, Council is authorized to delegate its powers and duties to a person. As new items are recommended for inclusion on the list, they will be tracked and brought forward about once a year for consideration by Council. The initial by-law has been updated as new items have been added to the By-law with the most recent by-law being passed in 2020. Since then, the by-law has been updated numerous times.

At the time the Delegated Authority By-law was recommended by Staff, it was suggested that a monthly report be made by the CAO to update them on any delegated authority items that had been approved, particularly in the areas of tenders, requests for proposal approvals, and staff hiring. The CAO only prepares reports when there are new items to report on, which may not be on a monthly basis.

COMMENT

The following matters received approval under Delegated Approval since the last report:

PROCUREMENT:

1. The 2023 budget included \$71,250 for the HVAC Equipment Replacement (Air Handling Unit (AHU) #1, AHU #2 and Roof Top Unit #1) at the Library. The scope of work includes completing the replacement of two (2) traditional air conditioning units with Air Source Heat Pumps with backup natural gas furnaces and the RTU for the Barbara Walsh Meeting Room. At the closing of the RFP, three (3) bids were received. The project was awarded to the lowest bidder, TL Mechanical Inc. in the amount of \$59,000 plus HST. Once the net HST is taken into consideration, the total project cost is \$60,038.40 leaving a budget surplus of \$11,211.60.
2. Cost Sharing By-law 61-2023 (Core Services) contemplated and approved the collection of fees for the detailed design and physical upgrade of a portion of sanitary sewer connecting the lands north and west of 450 McNeely (Walmart) to the Pumping Station south of Highway 7. This project is identified as "Project 26" in the background studies associated with the amended cost sharing agreements as

well as the by-law. The existing pipe is nearing capacity and is anticipated to be exceeded with the construction of Phase 2 of Coleman Central. McIntosh Perry, working on behalf of Cavanagh Developments, has submitted a Servicing Master Plan for the Coleman Central subdivision which also contemplates additional capacity needs for the rest of the contributing area identified by staff. In reviewing the Servicing Master Plan, staff have concerns that the flow rates do not accurately capture the full future needs of the development or identify an appropriate unit trigger for the activation of Project 26. In order to ensure that the design and construction of Project 26 is accurate and thorough, staff retained JL Richards and Associates to peer review and update sanitary modelling for the pipe in question. JL Richards and Associates had previously undertaken a similar analysis in 2019 and as a result this review is an extension of their previous review. The quoted price submitted is an upset limit of \$11,723.19 (excluding HST) and will be funded through payments collected via Cost Sharing By-law 61-2022.

3. On August 15, 2023, the Town issued a Request for Proposal (RFP) for an Electronic Document and Records Management System as part of its ongoing Municipal Modernization Intake 3 (MM3) Grant Project whereby the Town received a grant of \$118,678 or 75% of the costs of the project with the remaining project costs being paid by the Town. The RFP was advertised on MERX and closed on September 6, 2023. Three (3) submissions were received in response to the RFP. The scope of work included the provision of an electronic document and records management system (EDRMS) solution based on Microsoft SharePoint which would meet the Town's current and future records management needs. The initiation of this RFP was also supported by the recommendations resulting from the Town's IT Master Plan completed in 2022. The project was awarded to the highest scoring and lowest cost firm in the RFP process, Stone Share in the amount of \$75,000.
4. The approved 2023 capital budget included \$100,000 allocated for a new automated Bulk Water Station on Bates Drive. The current system works on an honour system and is not available in the winter months. While seven (7) copies of the RFP were picked up, a total of two (2) submissions were received at closing. The project was awarded to the low bidder in the amount of \$76,638.28 plus HST. Prior to awarding the contract, Town staff contacted references and determined that Flowpoint had successfully completed similar projects for other municipalities in the past to their satisfaction. Taking into account net HST, an allowance for the Hydro One service install, an allowance for the water service installation by the Town, the total project cost becomes \$99,356.71. It should be noted that there is a yearly software cost of \$3,600 for this unit. This has been included in the 2024 PW Water and Sewer Budget.

STAFFING:

1. Gwen Staltari was hired to fill the full-time permanent position of Building Administrative Clerk after the incumbent resigned from the position with the Town and commenced her employment on July 4, 2023.

OTHER:

None

FINANCIAL IMPACT

There are no additional budget implications associated with these matters other than what is included in Departmental budgets. It should be noted that all tendered items included in this report resulted in savings to the Town.

RECOMMENDATION

THAT Council receive as information the CAO's Delegated Authority Report dated December 5, 2023.