

**COMMUNICATION 130196**

Received from Diane Smithson, Chief Administrative Officer  
Addressed to Committee of the Whole  
Date October 22, 2019  
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.

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.

**COMMENT**

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

**STAFFING:**

1. Jeff Peppin, hired as a Building Inspector/Plans Examiner, who commenced his employment on August 6, 2019, has tendered his resignation effective immediately (October 1, 2019) due to personal reasons. The position has been reposted.
2. Lian Humby was hired as an Operator II in the Public Works Department effective September 30, 2019 subject to a six-month probationary period. He replaced long-time Public Works employee Rick Orme who retired at the end of August, 2019.

**PROCUREMENT:**

1. A request for proposal to design and construct a splash pad at Carambeck Community Centre was awarded to Playground Planners in the amount of \$74,450 plus HST. Two (2) proposals were received at the RFP closing date/time. The Town's budget for this project was \$100,000. Some of the remaining funds will be used to pay for the extension of services to the proposed splash pad location.

**OTHER**

None

**FINANCIAL IMPACT**

There are no additional budget implications associated with these matters other than what is included in Departmental budgets.

**RECOMMENDATION**

**THAT** Council accept the CAO's Delegated Authority Report dated October 22, 2019 as information.