

## **COMMUNICATION 131003**

Received from Diane Smithson, Chief Administrative Officer  
Addressed to Committee of the Whole  
Date December 3, 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. Brittany Marsden was hired as a Building Inspector / Plans Examiner in the Building Department to replace Jeff Pepin who resigned from the position in early October. She commenced her employment effective November 25, 2019 subject to a six-month probationary period.

### **PROCUREMENT:**

1. The Building Department purchased a 2020 Equinox from Bean Chevrolet in the amount of \$35,504.44. This vehicle includes anti-idling technology per Council's request. While three (3) prices were obtained, one of the vehicles did not have this technology so was not considered. This vehicle was the lowest price of two (2) vehicles which had anti-idling technology and was only \$295.15 more than the vehicle which did not have the anti-idling technology. This difference will more than be made up through fuel savings over the life of the vehicle. Council agreed to allocate up to \$50,000 from Building reserves to purchase this additional vehicle as it wasn't included in the 2019 budget.

**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 December 3, 2019 as information.