

COMMUNICATION 131034

Received from Diane Smithson, Chief Administrative Officer
Addressed to Committee of the Whole
Date February 18, 2020
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:

There are no staffing matters to report on at this time.

PROCUREMENT:

1. Quotes were obtained on a 4-wheel drive pickup truck for the Fire Department. This purchase was included in the 2020 capital budget for the Fire Department at \$50,000.00 (estimated at \$42,000.00 for the vehicle plus \$8,000.00 for the lights and radio). The quote was awarded to the lowest of three (3) bidders, Smiths Falls Ford for the purchase of a 2020 Ford 4-Wheel Drive white pickup truck with lights and radio installation in the amount of \$47,905.00 plus HST. After taking into account the Town's HST rebate, the purchase will come in \$1,251.87 under budget.
2. Tender PW5-2019 was awarded for the construction of an extension to Costello Drive. Seven (7) bids were received at tender closing. The project was awarded to the low bidder, AWD Contractors in the amount of \$385,262.33 plus HST. The

2020 budget included \$420,000.00 for this project which is to be paid for from proceeds of sale of land on Costello Drive.

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 February 18, 2020 as information.