

COMMUNICATION 131074

Received from Diane Smithson, Chief Administrative Officer
Addressed to Committee of the Whole
Date May 20, 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:

1. Matt Anderson was hired as the Assistant Chief of Fire Prevention.
2. Bob Hewitt and Cale Rowan were hired as Fire Prevention Officers to replace Matt Anderson who was promoted internally to the position of Assistant Chief of Fire Prevention and Rick Jackson who retired from the position.

PROCUREMENT:

1. Tender No. ENG1-2020 was awarded for the close-cut clearing of 1.60 hectares of land for future roadways and servicing easements of the Town's Employment Lands located to the south of Highway 7 and the west side of Highway 15. Five (5) bids were received at tender closing. The project was awarded to the low bidder, Crains' Construction Limited in the amount of \$15,990.00 plus HST. The 2020 budget included \$67,000.00 for work pertaining to the Highway 7 and 15 Employment Lands with the budget for the clearing works making up \$18,000 of this amount.

2. The following project was approved as a sole sourced contract under the Town's Procurement By-law:
 - a. A contract with Public Sector Digest (PSD) for the provision of the Asset Management module of their CityWide software package as well as their proposal to assist staff with completing an Asset Management Plan compliant with phases 2 and 3 of the provincial regulations and ensuring that staff can update and maintain a robust Asset Management Plan into the future. This project was supported as a sole-sourced contract as the goods and services are in short supply as they are unique and there is not effective price competition as competitors are limited. PSD is a well-known and reputable provider of secure, cloud-based asset management software. Over 375 municipalities use CityWide software and PSB has completed more than 275 asset management plans. PSD's team includes Institute of Asset Managers certified consultants who provide subject matter expertise in asset management to several organizations including the Association of Municipalities of Ontario (AMO), Federation of Canadian Municipalities (FCM), Municipal Asset Management Program (MAMP) and Canadian Network of Asset Manager (CNAM). The Town's Asset Management Steering Committee supports the acceptance of this proposal. The Town's budget includes \$100,000 for Asset Management Software. The Town's cost to complete this project is \$94,290 plus HST. A grant funding program was recently announced by FCM (see separate staff report recommending applying) which will help to pay for \$41,600 plus HST of this amount if we are successful.

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 May 26, 2020 as information.