

COMMUNICATION 131091

Received from Diane Smithson, Chief Administrative Officer
Addressed to Committee of the Whole
Date August 11, 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. Guy Bourgon, P. Eng has been hired as the Town's Director of Public Works to replace Dave Young who retired from the position. His hiring is subject to a one (1) year probationary period. He commenced his new position on Monday, July 13, 2020. He is an experienced Public Works Director having worked most recently in this position for the Municipality of Mississippi Mills and for the Town of Arnprior.
2. Niki Dwyer, MCIP, RPP, MA, BES has been hired as the Director of Development Services which is a newly created position. Her hiring is subject to a one (1) year probationary period. She commenced her employment on Monday, July 27, 2020. Prior to being hired by the Town, she was the Director of Planning for the Municipality of Mississippi Mills and prior to that worked for the Town of Smiths Falls.

PROCUREMENT:

1. The Request for Proposal for a Pay Equity Consultant has been awarded to Pesce and Associates at a cost of \$42,739.20. At the closing of the RFP, the Town received 10 bids which were scored in accordance with the scoring matrix included in the RFP document. While the 2020 budget included \$100,000 for this project, it is anticipated there may be some payments which may result from the study and the remaining funding will be used for this purpose.
2. Tender RC01-2020 for an addition and renovations to the Carleton Place Arena was awarded to the low bidder, Tal-Co Building Innovations Ltd. In the amount of \$1,986,990.00. At tender closing 13 bids had been received. The 2020 budget included an amount of \$2,500,000 for the project. Given that we are dealing with an aging facility, it is anticipated some of the remaining budget dollars will be required for any change orders which may result along with paying for the professional fees of Architect, mechanical/electrical/structural engineers, etc. and building permit.
3. The request for quotation for a current model $\frac{3}{4}$ ton cargo van with side and rear doors has been awarded to Bean Chevrolet in the amount of \$35,716.33, HST included. At bid closing, only one (1) bid had been received. The 2020 budget for this item is \$65,000 however, it should be noted that some of the remaining funds will be required to outfit the vehicle for use as the water works van.
4. The tender for a new loader/snowplow has been awarded to the low bidder, Hartington Equipment in the amount of \$220,000 plus HST. This is the net amount after a trade-in value of the Town's 2009 Volvo Loader in the amount of \$75,000 is taken into consideration. At tender closing, eight (8) bids were received with one bid being disqualified as it failed to meet three of the required criteria (load sensing hydraulic system, limited slip differential and removable cylinder sleeves) within the tender.
5. The Request for Proposal for Audit Services for a period up to five (5) years has been awarded to Allan and Partners in the amount of \$20,780.00 for 2020. This fee includes audit services for the Town, Business Improvement Area (BIA) and Library. The RFP included a provision that fees be provided for Years 1 and 2 and that a review of fees for the remaining three (3) years will be done on a year by year basis after the second year. At the RFP closing, the Town received two (2) submissions which were scored in accordance with the scoring matrix included in the RFP document. The 2020 budget for audit services for the three (3) entities noted (Town, BIA and Library) totals \$22,820.00.
6. The Request for Proposal RFP-PD-2020-01 for consulting services to complete a comprehensive review of the Town of Carleton Place Official Plan has been awarded to JL Richards Associates in the amount of \$60,000 plus HST. At the RFP closing, the Town received four (4) submissions which were scored in accordance with the scoring matrix included in the RFP document. The 2020 budget for this project is \$80,000.

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 August 11, 2020 as information.