

COMMUNICATION 131143

Received from Diane Smithson, Chief Administrative Officer
Addressed to Committee of the Whole
Date November 24, 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. Jared McGregor has been hired as a Machine Operator II within the Public Works Department. This is a new position which was identified and included in the 2020 budget. His hiring is subject to a six (6) month probationary period. Jared was an internal candidate who has worked in both the Recreation and Culture Department and in the Public Works Department in a student term position.

PROCUREMENT:

1. Tender No. ENG2-2020 Captain A. Roy Brown Clearing was awarded to the low bidder Ashton Line Clearing and Tree Services in the amount of \$9,000 plus HST. At tender closing, the Town received six (6) bids. The 2020 budget for these works was \$21,000.
2. Tender 220-28 for renovations to the Carleton Place Public Library was awarded to the low bidder, 2519181 Ontario Inc. O/A Preston Construction in the amount of

\$292,246.00 plus HST. At tender closing 9 bids had been received. The 2020 budget included an amount of \$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, the purchase of new shelving, along with paying for the professional fees of Architect, mechanical / electrical / structural engineers, etc. and building permit.

3. The purchase of a Hurst E-Draulic Combination Extrication tool was sole-sourced to Code 4 Fire & Rescue Inc. in the amount of \$14,700 plus HST. The 2020 budget included \$15,000 for this purchase. The reason the purchase was sole-sourced is because the firefighters are familiar with Hurst tools as they have other Hurst tools in the Department they are using, and they are currently being used by three (3) other Departments on Lanark County rescue units. All three (3) rescue units in Lanark County as well as the Ocean Wave Fire Company personnel are extremely satisfied with the Hurst tools and having the same extrication equipment across the County makes it easy to share and assist if needed. Code 4 is the only supplier of Hurst tools in Ontario. The reasons provided for the sole-sourcing of this product are consistent with provisions contained Section 3.6 Single Source Procurement outlined in the Town's Procurement By-law No. 57-2017.
4. Engineering services for the realignment of storm sewers, pathways and roadworks at the Arthur and Coleman intersection have been awarded to Kamps Engineering Limited in the amount of \$10,000 plus HST. Kamps Engineering Limited was already engaged on the project to assist with the preparation of a Ministry of Environment Compliance Approval Application with respect to ditching and culvert works through Carleton Junction. The extension of an existing contract is in accordance with provisions contained Section 3.6 Single Source Procurement outlined in the Town's Procurement By-law No. 57-2017.

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 November 24, 2020 as information.