

COMMUNICATION 132040

Received from Diane Smithson, Chief Administrative Officer
Addressed to Committee of the Whole
Date March 9, 2021
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. The initial by-law has been updated as new items have been added to the By-law with the most recent by-law being passed in 2020.

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. The CAO only prepares reports when there are new items to report on which may not be on a monthly basis.

COMMENT

The following matters received approval under Delegated Approval since the last report:

STAFFING:

1. Michael Cooke was hired as a Building Inspector / Plans Examiner in the Building Department to replace Brittany Marsden who resigned from the position in January. He commenced his employment effective February 24, 2021 subject to a six-month probationary period.

PROCUREMENT:

1. Tender No. Arena 2021-01 Arena 2 and Upper Hall 1 Lighting Retrofit was awarded to the low bidder J A Patterson Electric in the amount of \$50,925 plus HST. At tender closing, the Town received two (2) bids. The 2021 budget for these works was \$52,000. By completing these works, the Town will receive an Independent Electricity System Operator (IESO) rebate of \$6,926 towards the cost of the project.

It should be noted that the completed project will reduce the annual consumption of electricity by over 80,000 kWh and 3.14 of CO2 gases will be abated annually.

2. The procurement of the Level Type B PXO for Moore Street incorporating flashing LED lights and overhead signage extending over the roadway was sole-sourced to Partham Engineering in the amount of \$28,500 plus HST. The 2021 budget incorporated \$30,000 for this project. Partham has a longstanding relationship with the Town of Carleton Place as well as our immediate neighbours to service traffic light installations. They recently installed a similar PXO on Townline Road at the OVRT for the County of Lanark. As Partham is our traffic light service provider, stock the necessary parts and equipment to execute repairs and have cornered the market for this type of work in the Ottawa area. 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.
3. The Town of Carleton Place participates in a joint tender for the purchase of bulk road salt which is administered by the County of Lanark and includes other municipalities within the County. The tender for Bulk Road Salt which recently closed was for a three (3) year contract (CPI inflated after years 1 & 2) and included an option for two (2) possible one (1) year extensions. The low tender was Cargill with a unit price of \$95.81 per tonne delivered to all sites. This is a \$10 decrease from the group's current price and \$20 per tonne less than the year before. When compared to Leeds and Grenville we are about \$4 per tonne less and about \$2 per tonne less than the County of Stormont Dundas and Glengary. Based on the Town's average salt purchase of approximately 1,200 tonnes, this will save approximately \$12,000 per year.

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 March 9, 2021 as information.