

COMMUNICATION 132059

Received from Diane Smithson, Chief Administrative Officer
Addressed to Committee of the Whole
Date April 13, 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. Maggie Yet was hired as the Senior Planner in the Development Services Department. This is a new position for the Town. She commenced her employment effective April 12, 2021 subject to a six-month probationary period.

PROCUREMENT:

1. Tender No. PW2-2021 Road Construction was awarded to the low bidder Aecon in the amount of \$935,000 plus HST. At tender closing, the Town received three (3) bids. The 2021 budget for these works was \$1,841,576. The road construction works will occur on Miguel Street, Moffat Street, McKenzie Street and Santiago Street.

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 April 13, 2021 as information.