

COMMUNICATION 132072

Received from Diane Smithson, Chief Administrative Officer
Addressed to Committee of the Whole
Date May 11, 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. Drew Brennan was hired as the Student Planner in the Development Services Department and commenced his employment on May 3, 2021. Council debated and approved the hiring of a summer student for the Development Services Department as part of the 2021 budget approval. This position was partially funded through Planning Salary wages and the capital budget for the Parking Study as the student will be involved in that project.

PROCUREMENT:

1. Tender No. PW3-2021 Snow Plow Truck was awarded to the lowest compliant bidder ELP Inc. in the amount of \$321,220.79 (includes the Town's net share of HST). At tender closing, the Town received three (3) bids though one of the bids did not meet several critical specifications and was deemed non-compliant. The 2021 budget for these works was \$405,000 resulting in a savings of \$83,779.21.

2. Tender No. PW4-2021 ¾ ton 4 x 4 Pick Up Truck was awarded to the lowest bidder Mike Fair Chevrolet Cadillac in the amount of \$41,190.58 (includes the Town's net share of HST). At tender closing, the Town received four (4) bids. The 2021 budget for these works was \$45,000 resulting in a savings of \$3,809.42 which will be used towards the purchase of a light bar and back rack for the vehicle.
3. Tender No. ENG1-2021 Coleman and Lansdowne Works was awarded to the lowest bidder TJL Construction Ltd. in the amount of \$122,796.90 (includes the Town's net share of HST). These works include the construction of approximately 45m of storm sewer, realignment of pathways and sidewalk in the vicinity of the Coleman and Lansdowne intersection. At tender closing, the Town received seven (7) bids. The 2021 budget for the work was \$150,000 resulting in a savings of \$27,203.10.
4. The Design and Tender of the Joseph Street Pumping Station was sole-sourced to JL Richards in the amount of \$114,988.80 (includes the Town's net share of HST). The 2021 budget included \$975,000 for the Joseph Street Pumping Station which included \$140,000 for the detailed design and tender preparation for this project. JL Richards has been heavily involved with the Town's pump stations and completed the 2018 Condition Assessment of the Town's pump stations including developing a 25-year Capital Improvement Plan for each station. Their intimate knowledge of our pump station infrastructure will ensure the comprehensive, cost-effective and timely design of the Joseph Street pump station rehabilitation. The reasons provided for the sole-sourcing of this contract are consistent 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. It should be noted that all tendered items included in this report resulted in savings to the Town.

RECOMMENDATION

THAT Council accept the CAO's Delegated Authority Report dated May 11, 2021 as information.