

## **COMMUNICATION 132104**

Received from Diane Smithson, Chief Administrative Officer  
Addressed to Committee of the Whole  
Date August 10, 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. Brennan McLary has been hired as a Building Inspector/Plans Examiner in the Building Department and commenced his employment on June 28, 2021. He replaces Brittany Marsden who left the position earlier this year.

#### **PROCUREMENT:**

1. Tender No. PW5-2021 Sidewalk Plows and Equipment was awarded to the lowest bidder Sontrac Equipment in the amount of \$285,325.00 (includes the Town's net share of HST). The included the purchase of two (2) sidewalk plows, one (1) new one and one (1) replacement for an existing plow. At tender closing, the Town received five (5) bids. The 2021 budget for this equipment was \$325,000 resulting in a savings of \$39,675.00.

2. A Request for Proposal (RFP) was issued for the completion of a Building Assessment Study for seven (7) Town buildings which include the Arena, Pool, Carambeck Community Centre, Library, Town Hall, Protective Services (Fire/Police) and Canoe Club. The information will be used to inform the Town's Asset Management Plan. At RFP closing, three (3) submissions were received. The RFP was awarded to the lowest priced submission from Snetsinger Consulting Ltd. in the amount of \$55,300.00 plus HST. The 2021 budget for these works was \$60,000 resulting in a savings of \$4,700.00..
3. The purchase of Virtual City Hall module was sole-sourced to Central Square and is another module of the Great Plains/Diamond software package used by the Town for various financial related matters (i.e. water/tax billing, general ledger, payroll, etc.). The cost of this module is \$22,896.45 including the Town's share of net HST. Annual support and maintenance fees are included for 2021 but will be \$5,000.00 plus HST thereafter. \$60,000.00 was included in the 2021 budget for two (2) components, Virtual City Hall to facilitate residents obtaining information and making payments for taxes, utilities, pet tags and potentially tickets and software for the Recreation Department to facilitate only booking and payments. The reason 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. In this case, the software is compatible with an existing product as it is an additional module to the Town's current financial software.
4. Staff has advised Emterra Environmental that the Town requires a six month extension to the contract for the curbside collection and processing of recycled materials. As part of that contract, one year extensions were provided for after the fixed contract end date of December 31,2022, as the transition to full producer responsibility had not been finalized as of that time. By-law 41-2020 passed by Council allowed for further three (3), one (1) year periods on the agreement of the parties. In addition, during negotiations for dual stream collection, the Town of Carleton Place agreed to pay a fifty percent portion of the yellow bins if our contract ended on December 31st, 2022, with a sliding scale to 0% if transition occurred December 31st, 2025. The Province has advised the Town that the transition to full producer responsibility will take place on July 1, 2023. As the contract speaks only to one year extensions, staff approached Emterra with respect to entering into a six (6) month extension as opposed to a full year and Emterra is agreeable based on a quoted cost of \$295,033.43 plus taxes. They have further indicated that 5,331 yellow bins were provided to the Town and that an amount of \$18,078.08 plus taxes would be owing to Emterra if the Town terminates the contract on June 30, 2023.

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 August 10, 2021 as information.