



## City of North Bay Report to Council

Report No: CORP-2022-108

Date: November 10, 2022

Originator: Mary-Ann Kotylak, CPPB, CPPO  
Manager of Purchasing

Business Unit:  
Corporate Services

Department:  
Financial Services Department

Subject: Delegated Authority By-Law 2021-111

Closed Session: yes ☐ no ☒

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### Recommendation

That Report to Council No. CORP 2022-108 be received for information purposes.

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### Background

The City of North Bay was in a lame duck period of council following Nomination Day of August 19<sup>th</sup>, 2022 until November 15, 2022. By-Law 2021-111 was passed to provide authority to the Chief Administrative Officer (CAO), the Chief Financial Officer (CFO), and the City Solicitor to jointly approve purchases requiring council approval in the event of a lame duck period of council.

The following contracts received approval during the lame duck period of council:

Project Name	Description	Vendor	Total Value Approved
Building Permit Software	Awarded new contract. Budget available.	PSD Citywide Inc.	\$210,373.56 Plus HST
Self-Contained Breathing Apparatus and Ancillary Equipment	Contract amendment over 15% CAO authority for additional equipment. Budget available.	A.J. Stone Co. Ltd.	\$90,750.00 Plus HST

Reports to the CAO, CFO and City Solicitor for the above projects have been attached for reference.

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## Financial/Legal Implications

Sufficient funding for the awarded and amended contracts is available within the City's existing budgets and future licensing and support costs associated with the Building Permit Software will continue to be requested in future operating budgets.

Contracts were awarded in accordance with the City's Purchasing By-Law 2013-200.

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## Corporate Strategic Plan

- |   |  |
|---|--|
| <input type="checkbox"/> Natural North and Near                           | <input type="checkbox"/> Economic Prosperity     |
| <input type="checkbox"/> Affordable Balanced Growth                       | <input type="checkbox"/> Spirited Safe Community |
| <input checked="" type="checkbox"/> Responsible and Responsive Government |  |

## Specific Objectives

Develop a practice of communications and engagement that ensures that residents are aware and understand what City Hall is doing.

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## Analysis

Report to Council No. CORP 2022-108 is being presented to Council for information purposes to confirm the use of delegated authority during the lame duck period of council in accordance with By-law No. 2021-111.

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## Recommended Option

That Report to Council No. CORP 2022-108 be received for information purposes.

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Respectfully submitted,

Name: Mary-Ann Kotylak, CPPB, CPPO

Title: Manager of Purchasing

## We concur with this report and recommendation.

Name: Peter E.G. Leckie, B.A. (Hons.), LL.B.

Title: City Solicitor

Name: Margaret Karpenko, CPA, CMA

Title: Chief Financial Officer /Treasurer

Name: David Euler, P.Eng., PMP

Title: Chief Administrative Officer

Personnel designated for continuance:

Name: Margaret Karpenko, CPA, CMA

Title: Chief Financial Officer /Treasurer