

REPORT TO COUNCIL – DELEGATED AUTHORITY FOR SINGLE SOURCE AWARD

Project Award	Single Source Award to Pinchin Ltd. for Asbestos Assessments of Town Facilities
Recommendation	That staff be delegated the authority to make a single source award to Pinchin Ltd. to undertake Asbestos Assessments for select Town facilities, and that details of the award be reported back to Council for information.
Purpose of Report	Staff are requesting delegated authority in order to ensure compliance with Section 10.1(s) of Purchasing By-law No. 061-2018.
Background information	<p>Several updates have been made to the Public Sector Accounting Standards (PSAS). One notable update, Section PSAB 3280 Asset Retirement Obligations (ARO), takes effect for all fiscal years beginning on December 31, 2023.</p> <p>The standard requires the Town to:</p> <ul style="list-style-type: none"> - Identify any tangible assets where there is a legal obligation to incur retirement costs, - Make reasonable estimation of these costs, - Calculate and record liability in the Town's books, - Report the liability on Financial Statements and update Fixed Assets disclosure <p>Through the 2023 Budget process the potential use of third party consultants in relation to certain aspects of ARO implementation was identified. Up to this point the Town's ARO work plan has relied primarily on staff resources to undertake the required steps to identify, assess and measure potential sources of ARO. Through this work, and through consultation with other municipalities and audit firms, the need for a more detailed assessment of potential sources of asbestos at Town facilities (and related abatement costs) has been identified. This work would be distinct and supplemental to the data gathered as part of the Town's recent condition assessment update for facilities, and would produce details that help the Town satisfy the PSAB 3280 requirements.</p> <p>Given the required timing of this work relative to the Town's year end processes, staff investigated potential avenues to initiate the work on a timely basis. Having recently undertaken a similar process for Halton Region with respect to their facility inventory, Pinchin Ltd. offers both expertise in hazardous materials such as asbestos as well as familiarity with the accounting standard requirements of PSAB 3280.</p> <p>Staff engaged in discussions with Pinchin to scope the work</p>

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	<p>required to meet PSAS requirements in an efficient manner, and at the time of this report are working through finalization of a potential work plan and quote for the initiative.</p> <p>In order to ensure a timely initiation of the work relative to the Town's year end and audit process, delegated authority to award is requested at this time, with result to be reported back to Council following award of the work.</p>
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Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C20112023-N0250-7290
Account Description	PSAB Legislative Changes
Project Total Budget	\$30,900 (Note 2)

Note 1: Financial impact includes any non-refundable portion of HST

Note 2: As noted in the 2023 Budget, a budget provision was made to provide for professional services that may be required to implement the various changes to PSAS (including but not limited to PSAB 3280). The adequacy of this provision will continue to be assessed as the requirements are further refined through the audit process, and any variances will be reported through the variance process.