



Meeting Date: February 1, 2023

Submitted by: James Hutson, Municipal Clerk

Report No: CLK-04-2023

Subject: Delegated Authority for Administrative Functions

Recommendation:

THAT Report CLK-04-2023 re: Delegated Authority for Administrative Functions be approved;

AND THAT the Delegated Authority By-law appended to report CLK-04-2023 be adopted as recommended.

Purpose:

The purpose of this report is to provide Council with an overview of a proposed by-law to delegate authority to municipal officers and servants to undertake or approve certain administrative action related to approved projects and or expenditures

Background:

Section 23.1 of the *Municipal Act, 2001*, as amended, authorizes a municipality to delegate its powers and duties to a person or body, subject to certain restrictions.

Municipal staff have identified certain administrative functions which may be delegated to staff in order to improve daily business efficiencies while continuing to adhere to the principles of accountability and transparency.

Analysis:

Given the legislative framework allowing for delegation of duties, the purpose of adopting such a by-law is to ensure efficiency in service delivery, particularly as it relates to operational matters.

Delegation of routine and other matters allows Council, as a collective, to focus their time on more complex and strategic initiatives.

Council may revoke any delegation of powers and duties at any time by repealing all or part of the delegation By-law.

In exercising delegated authority, staff must adhere to all legislative requirements, in addition to any by-laws, procedures or policies.

The enclosed By-law sets out this authority into (4) categories which are:

General Administrative

Financial Matters

Development Matters

Transportation and Public Utilities Matters

Financial Implications:

Where the exercise of a delegated authority requires an expenditure of money, funding for the expenditure shall be included in an approved budget and all relevant requirements of the purchasing and procurement procedures in effect at the time of the expenditure shall be followed.

Strategic Plan:

This matter aligns with following strategic priorities:

- Responsive Municipal Government

Delegated authority for certain actions and decisions allows the municipality to respond to matters in a timely and efficient manner.

Attachments:

By-law 2023-014 – Delegated Authority By-law