



REPORT

TO: Mayor Bonnette and Members of Council

FROM: Valerie Petryniak, Town Clerk & Director of Legislative Services

DATE: April 13, 2022

REPORT NO.: ADMIN-2022-0019

SUBJECT: Municipal Business Processes - Delegated Authority to Senior Management

RECOMMENDATION:

THAT Report No. ADMIN-2022-0019 dated April 13, 2022 regarding the Municipal Business Processes - Delegated Authority to Senior Management be received;

AND FURTHER THAT Council enact a by-law to delegate certain authorities that are minor in nature to Senior Management staff.

KEY POINTS:

The following are key points for consideration with respect to this report:

- The proposed By-law will delegate certain legislative and administrative functions to senior staff allowing them to approve the execution of agreements for projects that have already been approved by Council in the current budget year.
- For any items that are above the approved budget amounts staff will continue to seek Council approval, as well as any matter that may be of greater interest to Council or the public.
- Staff will annually report to Council on the items approved by their delegated authority to maintain their accountability and the transparency of their actions and decisions.
- This delegated authority may be revoked by Council at any time.

BACKGROUND AND DISCUSSION:

The Municipal Act, 2001, S.O. 2001 as amended, authorizes a municipality to delegate its power and duties under the Act to a person or body subject to restrictions as set out in the Act. To maintain efficient management of the Town and to help respond to issues in a timely manner, staff are recommending Council entrust certain powers and duties to Senior Management staff.

The attached draft by-law (Delegated Authority to Senior Management - Appendix A) lists the powers and duties that would be entrusted to staff and include, approving the execution of documents by the Mayor and Clerk and various administrative tasks without the requirement of a report to Council. It will also delegate authority to the Town Treasurer to execute documents related to the application and acceptance of grant funding.

1. Agreements

Currently the Mayor and Clerk sign documents on behalf of the Town to bind the Corporation after Council, through recommendations in a staff report, give authorization to do so. Each Commissioner will be given the authority to approve the execution of documents by the Mayor and Clerk for regular business practices related specifically to each of their departments and as listed below:

Corporate Services: Software licensing agreements, data acquisition agreements, website hosting agreements

Recreation and Parks: Lease agreements, License agreements, Service Agreements, Memorandums of Understanding

Transportation & Public Works: Construction Cost Sharing Agreements, Boundary Maintenance Agreements

Fire Services: Fire Dispatch Service Agreements

The delegated authority would also allow the Commissioners to approve any amendments or termination of such agreements. Should any of these agreements require money over and above what was approved by Council through the current budget year, staff will prepare a report seeking Council approval for such agreements.

2. No submission of a staff report

To streamline business processes which may require minor amendments to existing by-laws, it is being suggested that Senior Staff have the authority to approve changes to by-laws without the submission of a staff report.

Town Clerk – authorized to make minor housekeeping amendments to existing by-laws that do not alter the meaning or intent in any way. An example of this type of change would allow the Clerk to change the number of a By-law referenced in another Town by-law should the by-law being referenced have a number change.

The Town clerk will also be authorized to bring by-laws for the appointment of animal control officers, parking control officers, municipal law enforcement officers and fence viewers without the submission of a staff report.

Transportation & Public Works – authorized to approve amendments to the Uniform Traffic Control By-law 1984-0001 (specific schedules), where the changes are administrative, minor in nature or in a response to legislation for the safety and wellbeing of the community, and the need for such changes have been thoroughly reviewed by staff.

Planning & Development – authorization to approve well and stream-based servicing allocations for approved development projects; and minor Regional modifications to Secondary Plans and Official Plan Amendments, without the submission of a staff report.

Recreation & Parks – authorized to approve all funding requests through the Community Partnership Program where the requests fall within the Community Partnership eligibility requirements.

Commissioners from every department will be granted the authority to approve the award of Request for Proposals and Request for Tenders, following the Purchasing Policy guidelines for projects that have been approved through a current or previous year's budget by Council, without the submission of a staff report.

3. Grants

With an increase in grant applications for various Town projects, and the additional reporting requirements needed for the acceptance of funding, the Town Treasurer is required to have knowledge of all incoming funds. Currently, the Clerk and sometimes Mayor sign off on grant applications and as the signing authority are required to sign reporting requirements for each application. This authority will be delegated to the Town Treasurer who can track and monitor the progress of all grant applications.

The authority will allow the Town Treasurer to approve and execute any and all agreements and documents required for the submission of applications to secure funding where there is no incremental expenditure or staffing impacts to the corporation; or for applications where there is an incremental expenditure or staffing impact to an existing capital project up to a maximum of \$25,000 or 10%, whichever is less. The Treasurer will be required to follow the Finance Standard Operating Procedures and Capital Budget Governance Policy when making these decisions. The Town Treasurer will also be given authority to execute all financial reporting requirements associated with the receipt of grant funds.

Commissioners from all departments will have the authority to execute all non-financial reporting requirements associated with the receipt of grant funds for their specific departments.

Staff are confident that delegating the authority's listed in the draft by-law (Appendix A) will streamline business processes and increase efficiencies for the Town. In any instance where the project is above what was approved by Council through the budget process, or where staff in consultation with the Chief Administrative Officer feel the topic will be of greater public or Council interest, staff will bring forward a report to Council requesting approval.

Each year an information report will be brought to Council outlining the various items approved through delegated authority.

STRATEGIC PLAN ALIGNMENT:

This report aligns to the Town's Strategic plan recognizing the value to provide responsive, effective municipal government and strong leadership in the effective and efficient delivery of municipal services.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

This report was discussed in consultation with the Chief Administrative Officer, senior staff from the Office of the CAO, Corporate Services, Recreation & Parks, Planning & Development, Transportation & Public Works, Fire Services, Library Services and the Town Treasurer.

FINANCIAL IMPLICATIONS:

This report is administrative in nature and does not have any financial implications.

Reviewed and approved by,

Chris Mills, Chief Administrative Officer