



TOWN OF
HALTON HILLS
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REPORT

TO: Mayor Bonnette and Members of Council

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

DATE: June 29, 2022

REPORT NO.: ADMIN-2022-0037

SUBJECT: Amendments to Delegated Authority By-law 2022-0027

RECOMMENDATION:

THAT Report No. ADMIN-2022-0037 dated June 29, 2022 regarding Amendments to Delegated Authority By-law 2022-0027 be received;

AND FURTHER THAT Council approve and execute the amendments as outlined in the draft By-law (Appendix A)

KEY POINTS:

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

- On May 2, 2022 Council adopted By-law 2022-0027 which delegated certain power and duties under the Municipal Act 2001, S.O. 2001 c.25, and other Acts to members of Senior Management
- Staff are seeking Council approval to further delegate duties to allow the Clerk and Chief Building Official the authority to appoint various officers and inspectors throughout the corporation without the need to bring a By-law to Council for approval.

BACKGROUND AND DISCUSSION:

Appointing personnel to certain positions within the Town are necessary for the job duties they perform. Currently Municipal By-Law Enforcement Officers, Building Inspectors, Parking Officers and Animal Control Officers are all appointed by By-law through various Acts. The Municipal Act, 2001, S.O., c.25; the Building Code Act, 1992, S.O. 1992, c.23 and Police Services Act, R.S.O. 1990 Chapter P. 15 are Acts which

provide for the municipality to appoint officers and inspectors necessary for the enforcement of the respective Acts.

Currently staff prepare by-laws which are adopted by Council for the appointment of such personnel. Not all start dates of new personnel fall in line with Council meetings which leads to new staff not being able to fulfill all of their required duties until they are officially appointed. The timeline is sometimes several weeks between an employee's start date and their appointment by By-law. Staff are requesting the appointment of Building Inspectors be delegated to the Chief Building Official, and the appointment of Parking Control Officers be delegated to the Town Clerk. By-law 2022-0027 would be amended as follows:

Add Section 7.3 to read:

THAT the Chief Building Official be authorized to appoint Building Inspectors pursuant to section 3(2) of the *Building Code Act, 1992, S.O. 1992, c.23*; and that the Town Clerk prepare a Certificate of Appointment pursuant to section 3(8) of the *Building Code Act, 1992, S.O. 1992, c.23*.

Amend Section 1.1 to remove parking control officers to read:

THAT the Town Clerk be authorized to bring by-laws on the following matters to Council for approval without the submission of a staff report:

- a) The appointment of animal control officers, ~~parking control officers~~, municipal law enforcement officers, and fence viewers.

Add Section 1.3 to read:

THAT the Town Clerk be authorized to appoint Parking Control Officers for the purpose of enforcing the Town of Halton Hills Uniform Traffic Control By-law and other Town by-laws related to parking; and prepare a Certificate of Appointment for each officer.

These changes are reflected in the draft amended by-law attached as Appendix A.

By delegating this authority to staff, appointments for Building Inspectors and Parking Control Officers will be streamlined, allowing new hires to begin their duties on their first day.

STRATEGIC PLAN ALIGNMENT:

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

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:

The Clerk consulted with the Commissioner of Corporate Services, Commissioner of Transportation and Public Works and the Chief Building Official.

FINANCIAL IMPLICATIONS:

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

Reviewed and approved by,

Chris Mills, Chief Administrative Officer