



MEMORANDUM

TO: Mayor Lawlor and Members of Council

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

DATE: March 20, 2023

MEMO NO.: ADMIN-2023-001

SUBJECT: Delegated Authority Uses 2022

PURPOSE OF THE MEMORANDUM:

To notify Council of the instances when the Delegated Authority granted in By-law 2022-0027 was used in the year 2022.

BACKGROUND:

On May 2nd, 2022 Council approved Report No. ADMIN-2022-0019, a report to recommend Council approve a by-law to grant delegated authority to Senior Management for matters that were minor and/or administrative in nature. By-law 2022-0027 was approved by Council which allowed Commissioners to approve:

- The execution of agreements by the Mayor and Clerk for projects that have already been approved by Council in the current budget year;
- Approve Request for Proposals and Request for Tenders subject to guidelines set out in the Town's Purchasing Policy when the project has been funded through a current or previous year's budget which had been approved by Council;
- Execute non-financial reporting requirements associated with the receipt of grant funds where there is no incremental expenditure or staffing impact.

This by-law allows for more expedient approval of matters which Council has already approved funding for and to help respond to issues in a timelier manner.

Attached as Appendix A is a chart outlining the approvals that were granted in 2022 with the authority of By-law 2022-0027.

CONCLUSION:

Staff will continue to record all instances of the delegated authority provided in By-law 2022-0027 and will report annually back to Council.

Reviewed and approved by,

Chris Mills, Chief Administrative Officer