



MEMORANDUM

TO: Mayor Lawlor and Members of Council

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

DATE: March 19, 2024

MEMO NO.: ADMIN-2024-002

SUBJECT: Delegated Authority Uses 2023

PURPOSE OF THE MEMORANDUM:

To notify Council of the instances when the Delegated Authority granted in By-law 2023-0046 was used in the year 2023.

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 No. 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.

On May 29th, 2023 Council approved Report No. ADMIN-2023-015, a report to recommend amendments to the delegated authority to senior management and to repeal By-law No. 2022-0027. By-law No. 2023-0046 was approved by Council which included the following changes:

- The Business, Environment and Culture department was added

- The delegated authorities for the CAO were amended by removing the sections that now pertain to the Commissioner of Business, Environment and Culture
- The following delegated authority was added under the CAO:
 - a) Authority to approve additional funds to an approved Purchase Order to a maximum limit of \$150,000 in one of the two exceptional circumstances:
 - i. the request is needed to immediately procure an item before a price increase or timeline to order is met
 - ii. there is not sufficient time to request the increase from Council (ie. next meeting date is after the said timeline)
 - b) Authority to approve an increase to the capital budget if the approval of the purchase order in 2.b results in a budget deficit
 - c) Authority to approve a funding source from reserves if the approval of the increased budget cannot be funded from surplus funds in an existing council approved budget (subject to consultation with the Treasurer)
- A new section was added to grant authority to the Commissioner of Recreation and Park the authority to provide temporary discount rates for un-used ice times, field permits and other recreation and parks fees
- The by-law was amended to give more clarity to the types of agreements Commissioners would have the authority to approve the execution of

COMMENTS:

Attached as Appendix A is a chart outlining the approvals that were granted in 2023 with the authority of By-law No. 2023-0046.

By-law No. 2022-0027 was the delegated authority by-law used in 2023 until By-law No. 2023-0046 was passed on May 29th.

CONCLUSION:

Staff will continue to record all instances of the delegated authority provided in By-law No. 2023-0046 and will report annually back to Council.

Reviewed and approved by,

Chris Mills, Chief Administrative Officer