



## **MEMORANDUM**

**TO:** Mayor Bonnette and Members of Council

**FROM:** Suzanne Jones, Clerk and Director of Legislative Services

**DATE:** April 29, 2020

**MEMORANDUM NO.:** ADMIN-2020-0002

**RE:** Approvals by Delegated Authority

### **PURPOSE OF THE MEMORANDUM:**

To update Council on project approvals given by A.B. Marshall, Chief Administrative Officer (CAO) through his delegated authority as approved by Council through By-Law No. 2020-0018.

### **BACKGROUND:**

On April 6, 2020 Council approved Report No. ADMIN-2020-0013 which outlined increased measures for the Town of Halton Hills to respond to the COVID-19 pandemic; by giving delegated authority to the CAO to allow decisions affecting both the health and safety of residents as well as all other municipal programs and services to be made and implemented as quickly as possible. By-Law No. 2020-0002 was subsequently adopted which allows the CAO to take any action that may be required to ensure the continuity of municipal activity and operation which include:

- the authority to approve all expenditures;
- the authority to execute any contracts and agreements, including those related to the disposition or acquisition of real property; and
- the authority to take any other action provided that its delegation is not barred by legislation.

### **COMMENTS:**

Report No. ADMIN-2020-0013 noted that Chief Administrative Officer report to Council monthly on the exercise of this delegated authority in the form of a memorandum. The projects that have been approved to date are listed with explanation on a tracking spreadsheet attached as Appendix 'A'.

**CONCLUSION:**

The Chief Administrative Officer has exercised his delegated authority as granted by Council on numerous projects that were required to ensure the continuity of municipal activity and operation.

Reviewed and approved by,

A handwritten signature in black ink that reads "Brent Marshall". The signature is written in a cursive style with a large, stylized 'B' and 'M'.

Brent Marshall, Chief Administrative Officer