



## **MEMORANDUM**

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

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

**DATE:** February 3, 2021

**MEMORANDUM NO.:** ADMIN-2021-0002

**RE:** Approvals by Delegated Authority

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

To update Council on project approvals given by the Chief Administrative Officer (CAO) through their 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. This authority allows for 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. 2020-002 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 proposed that the Chief Administrative Officer report to Council monthly on the exercise of this delegated authority in the form of memorandum transmitted to Council by the clerk. In June 2020, Memorandum No. ADMIN-2020-0002 was presented to Council listing the delegated approvals to that date. Appendix 'A'

attached to this memorandum lists the projects that have been approved since that date with explanation of the request.

**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, appearing to read "C. Mills", with a long horizontal stroke extending to the right.

Chris Mills, Acting Chief Administrative Officer