

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW # 4215 (2020)

Being a by-law to Delegate Authority to the Mayor, the Chief Administrative Officer and Various Municipal Officers or Departmental Directors, or any of their Designates, for Certain Acts During a Pandemic and/or Other Emergency Period

WHEREAS Section 11(2) of the *Municipal Act, S.O. 2001*, c. 25, as amended, authorizes a lower-tier municipality to pass by-laws regarding the financial management of the municipality and its local boards, the economic, social and environmental well-being of the municipality and the health, safety and well-being of persons,

AND WHEREAS in order to be prepared should Council be prohibited from holding meetings during a declared pandemic and/or other emergency period;

AND WHEREAS Council deems it expedient to delegate authority to the Chief Administrative Officer and various Officers or Departmental Directors of the Corporation of the Town of Pelham to take action, where necessary, to ensure business continuity and to provide for the ability to make decisions and establish authority for matters relating to public health, safety and the well-being of persons, and to provide for goods and services acquisitions during such period;

NOW THEREFORE the Council of the Corporation of the Town of Pelham enacts as follows:

1. THAT the CAO and the Treasurer, or designates, are jointly delegated as the financial signing authority for expenditures outside the current budget, exceeding \$25,001 as contained in the Town of Pelham Procurement By-law for pandemic or emergency related expenses that are deemed reasonable under the circumstances as determined by the CAO and Treasurer and that Section 23(2) of the Purchasing Policy Procurement of Supplies and Services is hereby suspended relating to Council approval;
2. THAT the CAO and Clerk, or designates, are jointly delegated the authority to extend and/or execute any current Agreement of Purchase and Sale pertaining to the disposition of any real or personal property the where Council has previously authorized the sale;
3. THAT the Mayor or the CAO and the Clerk, or designates, are jointly appointed signing authority for all agreements pursuant to Article 5;
4. THAT the CAO and the appropriate Department Director, or designates, are jointly delegated authority to proceed on any recommendation having received approval at either Committee of the Whole or the Policy and Priorities Committee but not yet having obtained Council ratification;
5. THAT the CAO and/or the appropriate Department Directors, or designates, be authorized to approve work-from-home provisions for municipal staff and to authorize payroll-related matters as they relate to the specific pandemic or emergency situation;
6. THAT the CAO and the appropriate Department Directors, or designates, be authorized to eliminate the appearance of delegations before Council, save and except delegations that are related to a specific mandated corporate business, and that any such delegation be limited to one representative;

- 7. THAT all Standing Committee meetings, such as Committee of the Whole and Policy and Priorities Committee be suspended for the duration of the pandemic or emergency period, or as advised by the Corporation's Community Emergency Management Co-ordinator (CEMC) and in consultation with the Senior Leadership Team, and that only matters of a time-sensitive nature be presented to Council;
- 8. THAT unless otherwise proclaimed by the Province of Ontario, and in accordance with The Act, Council meetings shall achieve a quorum of no fewer than four Members physically present while three Members may attend through electronic means, and meetings shall be live-streamed for the viewing public, whereas the public is prohibited from personal attendance;
- 9. THAT the Chief Administrative Officer be and is hereby appointed as a Deputy Clerk with all of the duties and responsibilities of the Clerk in his/her absence;
- 10. THAT the Mayor and Clerk, or designates, be authorized to execute any Agreements previously reported to Council that may have not yet been ratified through By-law;
- 11. THAT the CAO shall report to Council on any actions taken under the provisions of this By-law;
- 12. THAT this By-law shall take effect immediately and remain in force only during a period of a declared pandemic or other similar emergency.

Enacted, signed and sealed this 17th day of March, 2020 A.D.

MAYOR MARVIN JUNKIN

CLERK NANCY J. BOZZATO