

Subject: Delegation of Powers and Duties –
Administrative Authority By-Law Update – Report No.
2021-0153 - Clerks

Recommendation:

BE IT RESOLVED THAT Council receive Report #2021-0153 – Clerks – Delegation of Powers and Duties – Administrative Authority By-Law Update;

AND THAT Council consider the draft amendments to the Administrative Authority By-Law to delegate additional authority to various municipal staff positions;

AND THAT the Clerk be directed to present the By-law for Council approval at the next regular meeting.

Background:

On December 14, 2020, the Clerk's Department brought a report to Council recommending Council consider approving an administrative authority by-law delegating powers and duties to various municipal staff with respect to items which are: routine or minor in nature, generally would not prompt Council debate, and provide efficient customer service. Subsequently, on January 11, 2021 Council passed By-law No. 4307(2021) being an Administrative Authority By-law delegating certain powers and duties to staff as outlined in the attached schedules.

The Administrative Authority By-law has now been in effect for approximately 8 months and as a result, many routine matters have been efficiently and effectively handled without having to bring the matters before Council.

Analysis:

Since the passing of this By-law, staff have identified several municipal tasks and functions, which could benefit from delegated authority. Additionally, Council has since indicated it wishes to receive only matters of the highest priority and as such has implemented a 300-page maximum agenda limit. Regularly staff have had to

request, and Council has graciously agreed, an exemption to the said page limit to accommodate time sensitive business. In an effort to respect Council's wishes to consider matters of the highest priority and the 300-page maximum agenda limit staff have reviewed the Administrative Authority By-law and recommend including additional delegated powers and duties as outlined in Appendix A attached to this report.

Financial Considerations:

None.

Alternatives Reviewed:

Council has the authority to not approve the additional requested delegated powers and duties as outlined in the attached appendix, however this will continue to lead to large Council agenda's with business that can be handled at the staff level.

Council has the authority to amend the requested delegated powers and duties as outlined in the attached appendix, however this is not recommended as staff was diligent and thoughtful in the requests and believe the additional authority will lead to shorter Council agenda's and improve customer service.

Strategic Plan Relationship: Strong Organization

Delegating powers and duties to staff strengthen the organizations ability to streamline routine corporate business and improve customer service, while respecting Council's request to consider high priority matters only.

Consultation:

Each member of the Senior Leadership Team was consulted.

Other Pertinent Reports/Attachments:

Appendix A – Recommended Additional Delegation of Powers and Duties

Prepared and Recommended by:

Holly Willford, B.A.
Town Clerk

Prepared and Submitted by:

David Cribbs, BA, MA, JD, MPA
Chief Administrative Officer