

Subject: 2023 Review of Delegation of Powers and Duties –
Administrative Authority By-Law Update

Recommendation:

BE IT RESOLVED THAT Council receive Report #2023-0093 – 2023 Review of Delegation of Powers and Duties – Administrative Authority By-law Update, for information;

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:

Under the *Municipal Act, 2001*, Council has the general authority to delegate its powers under this Act or any Act with jurisdiction to a person or body to exercise its powers or duties.

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 allowed for many routine matters to be efficiently and effectively handled without having to bring the matters before Council. This has allowed Administration to be nimbler and act in time sensitive matters permitting quicker and better service delivery. While the existing bylaw has generally been successful, staff have identified further matters which are of routine nature and/or of very limited community or political level of interest and which therefore are good candidates for delegation.

Analysis:

Since the passing of this By-law, staff have identified several additional municipal tasks and functions, which could benefit from delegated authority. In an effort to

find continuous improvements in the services the Town delivers, staff once again have reviewed and identified areas where further delegation of Council's power would enhance customer service. The new schedule attached, as Appendix A, identifies and recommends including additional delegated powers and duties.

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 administrative matters being brought to Council's agenda, with business that can be handled more efficiently at the staff level.

Council has the authority to amend the requested delegated powers and duties as outlined in the attached appendix. In preparing this document staff members were considered in review of the list. Staff believe that the requests and the additional authority requested will lead to more effective Council agendas, and improve customer service, while still recognizing the unchallenged role of Council as the governing body of the Town.

Strategic Plan Relationship: Strong Organization

Delegating powers and duties to staff strengthens the organization's ability to streamline routine corporate business and improve customer service, while respecting Council's Role as the elected representatives of the Town.

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:

William Tigert,
Town Clerk

Prepared and Submitted by:

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Chief Administrative Officer