

**DATE:** December 9, 2024  
**REPORT NO:** C-06-2024  
**SUBJECT:** **Delegated Authority By-law**  
**CONTACT:** Justin Paylove, Acting Director of Legislative Services/Clerk

**OVERVIEW:**

- Report C-06-2024 proposes adopting a delegation of authority by-law to improve efficiency by allowing staff to process routine decisions, freeing up Council’s agenda for strategic priorities.
- The first schedule of the by-law will outline delegated powers for the Chief Administrative Officer (CAO), given their leadership role and oversight responsibilities, with additional schedules for other department heads to follow.
- The by-law will streamline decision-making, reduce administrative costs, and enable timely actions, ensuring resources are used effectively and Council meetings are more focused.
- Administration recommends approving the delegation of authority by-law, starting with the CAO’s schedule, and conducting periodic reviews to ensure continued alignment with municipal goals.

**RECOMMENDATION:**

1. That, Recommendation Report C-06-2024, titled “Delegated Authority By-law” dated December 9, 2024 be received; and,
2. That, a By-law such as the draft By-law attached as Schedule “A” to this report be approved.

**ALIGNMENT TO STRATEGIC PLAN:**

**Theme #4**

- **Advance** – Organizational Capacity and Effectiveness

## **BACKGROUND:**

In accordance with Section 23.1 of the Municipal Act, 2001, municipal councils in Ontario are permitted to delegate certain powers and duties to municipal staff or other bodies. The intention behind this authority is to streamline municipal operations, allowing for more efficient governance. Delegating routine, administrative, or operational decisions enables Council to focus its efforts on strategic priorities, policy-making, and addressing more complex matters requiring deliberation.

Many municipalities in Ontario have adopted delegation of authority By-laws to improve efficiency and reduce the volume of items requiring Council consideration. Such By-laws are especially beneficial in ensuring timely decisions on matters such as minor budget adjustments, contract awards within pre-approved limits, or routine property management issues.

## **CURRENT SITUATION:**

Currently, Council is required to deliberate and decide on a wide range of matters, including those that are administrative or operational in nature. This has led to the following challenges:

1. **Prolonged Council Meetings:** Routine matters consume valuable agenda time, extending meetings and potentially delaying critical discussions on strategic priorities.
2. **Delays in Decision-Making:** The need for Council approval on non-critical items can create bottlenecks, particularly when decisions are required between Council meetings.
3. **Inefficient Use of Resources:** Staff spend considerable time preparing reports and presentations for minor issues that could otherwise be managed through delegated authority.

The first proposed schedule to accompany the Delegation of Authority By-law focuses on granting powers to the Chief Administrative Officer (CAO). As the head of the municipal organization, the CAO is uniquely positioned to provide oversight and ensure accountability while making decisions that align with Council-approved policies and budgets. This foundational step establishes a clear framework for decision-making authority at the highest administrative level, paving the way for additional schedules that will provide further delegated authority to department heads. This phased approach ensures an orderly and logical progression, reinforcing the integrity and transparency of the delegation process.

## **FINANCIAL IMPLICATIONS:**

The implementation of a delegation of authority By-law has several financial benefits:

1. **Reduced Administrative Costs:** Staff resources currently allocated to preparing reports and attending meetings for minor matters can be redirected to other

- priorities, improving overall productivity.
2. **Timely Decision-Making:** Delegating authority for certain financial decisions, such as procurement within approved budgets, can result in cost savings by allowing staff to capitalize on time-sensitive opportunities.
  3. **Avoiding Meeting Overtime Costs:** Shorter Council meetings may reduce overtime costs associated with extended sessions for both Council members and support staff.

There are no immediate or direct costs associated with the adoption of this By-law. However, clear guidelines and training will be necessary to ensure staff fully understand their delegated responsibilities, maintaining accountability and transparency.

**INTER-DEPARTMENTAL COMMENTS:**

This report was reviewed by the Senior Leadership Team (SLT).

**CONCLUSION:**

Adopting a delegation of authority By-law represents a progressive step toward enhancing the efficiency of municipal governance in our municipality. It aligns with best practices observed across Ontario municipalities and reflects a commitment to effective resource management.

The initial focus on the CAO's authority in the first schedule of the By-law underscores the importance of centralized oversight at the senior administrative level. This approach ensures consistent application of delegated powers and reinforces a strong foundation for subsequent schedules addressing other department heads. By phasing in delegation systematically, Council can maintain confidence in the transparency, accountability, and alignment of these authorities with municipal objectives.

Staff recommend that Council approve the proposed delegation of authority By-law, starting with the CAO's schedule.

**SCHEDULE(S):**

**Schedule A – Draft Delegated Authority By-law**

**Prepared & Submitted by:**

**Approved by:**

**Justin Paylove, Clerk**

**Truper McBride**