

**DATE:** April 22, 2025

**REPORT NO:** LLS-04-2025

**SUBJECT:** Delegation of Authority By-law Amendment – Director of Operations/Infrastructure

**CONTACT:** Justin Paylove, Manager of Legislative Services/Clerk  
Barb Hutchinson, Coordinator of Legislative Services

**OVERVIEW:**

- This report proposes an amendment to the Delegation of Authority By-law to include a new schedule for the Director of Operations/Infrastructure.
- Delegating authority to the Director of Operations/Infrastructure will improve efficiency by allowing routine operational decisions to be made without requiring Council approval.
- The amendment is expected to reduce administrative costs, improve procurement efficiency, and minimize overtime expenses associated with prolonged Council meetings.
- The proposed delegation maintains transparency and accountability by ensuring all decisions align with Council-approved policies and budgets.

**RECOMMENDATION:**

1. That, Recommendation Report LLS-04-2025, titled “Delegation of Authority By-law Amendment – Director of Operations/Infrastructure” dated April 22, 2025 be received; and,
2. That, an amending by-law such as the one attached as Schedule “A” 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 authorized to delegate certain powers and duties to municipal staff or other bodies to

enhance efficiency and governance. Delegation of administrative and operational decision-making allows Council to focus on strategic priorities and policymaking while ensuring that routine matters are handled expeditiously.

Council previously approved Report C-06-2024, which proposed the adoption of a Delegation of Authority By-law. The Delegation of Authority By-law was ratified by Council on January 27, 2025. The intent was to improve operational efficiency by delegating certain decision-making powers, starting with the Chief Administrative Officer (CAO). The by-law was designed as a phased approach, with additional schedules to follow for other key departmental leaders. This report presents an amendment to the by-law to incorporate a new schedule specific to the Director of Operations/Infrastructure.

### **CURRENT SITUATION:**

Under the current by-law, delegation has been granted to the CAO to oversee routine matters within their jurisdiction. However, operational and infrastructure-related matters still require Council's direct approval, leading to:

**Prolonged Council Meetings** – Routine operational decisions consume valuable time on Council agendas, delaying discussions on strategic initiatives.

**Delays in Decision-Making** – Infrastructure and operational decisions requiring immediate action may be hindered by the necessity of formal Council approval.

**Inefficient Resource Utilization** – Administration continues to allocate significant time preparing reports and presentations for matters that could be managed effectively through delegated authority.

To address these challenges, the proposed amendment introduces a delegation schedule for the Director of Operations/Infrastructure, empowering them to make decisions within their professional purview while remaining aligned with Council-approved policies and budgets.

### **FINANCIAL IMPLICATIONS:**

There are no direct financial costs associated with this amendment; however, appropriate training and internal controls will be necessary to ensure accountability and compliance with delegated responsibilities.

### **INTER-DEPARTMENTAL COMMENTS:**

This report has been reviewed by the CAO, Corporate Services, and Legal/Legislative Services. The Director of Operations/Infrastructure has also provided input to ensure alignment with operational needs and best practices.

**CONCLUSION:**

Expanding the Delegation of Authority By-law to include the Director of Operations/Infrastructure aligns with best practices observed in municipalities across Ontario. This step reinforces Council's commitment to efficient governance, resource optimization, and effective service delivery.

The proposed amendment ensures that routine operational and infrastructure-related matters are addressed in a timely and efficient manner while maintaining transparency and accountability. This delegation structure will allow Council to focus on high-level strategic matters without unnecessary delays in administrative functions.

**ATTACHMENTS:**

1. Draft Amending By-law – Schedule B Director of Operations

**Prepared & Submitted by:**

**Approved by:**

**Justin Paylove**  
Clerk

**Truper McBride**  
CAO