



MUNICIPALITY OF **West Elgin**

Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2021-07-22
Subject: Delegation of Authority By-Law

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura re: Delegation of Authority By-law; and
That West Elgin Council hereby provides _____ direction regarding the Delegation of Authority By-law

Purpose:

The purpose of this report is to provide information to Council with regards to a proposed Delegation of Authority By-Law, which provides for the delegation of routine administrative tasks to Municipal Staff.

Background:

The *Municipal Act, 2001*, Section 23.1 provides authority for Council to delegate routine powers and duties with some restrictions and Section 270 (6) states that Councils must adopt and maintain a policy with respect to a number of matters, one of which is delegation of its powers and duties.

The delegation of certain Council powers and duties has only been considered for items where there is an opportunity to streamline the process, allowing certain efficiencies in operations. Delegation of routine matters allows Council to focus their time on the more complex and strategic initiatives.

Many of the items in the proposed by-law are already standard practice in the municipality, however, these have not been previously recognized in a comprehensive by-law and when the policy relating to delegated authority was reviewed, it was found many tasks were assigned by name, rather than position and many of those delegated authorities were no longer relevant. The proposed by-law contains delegated authority, position delegated to, and conditions which are required to be met for the authority to be delegated.

Financial Implications :

N/A

Policies/Legislation:

Municipal Act

Various other Acts as listed in attachment.