

Staff Report 2022-0097

Meeting Date: April 19, 2022

Subject: Proposed Changes to the Delegated Authority By-law

Submitted By: Laura Hall, Director, Corporate Services / Town Clerk

RECOMMENDATION

That a by-law be enacted to amend the Delegated Authority By-law 2016-106, to capture administrative changes in Schedule A – Execution of Documents, Schedule C – Permits and Schedule E – Planning Matters as they relate to organizational changes.

REPORT HIGHLIGHTS

- Council enacted the Delegated Authority By-law 2016-106 on December 20, 2016 for the purpose of providing the ability to delegate certain powers and duties to officers and employees within the corporation.
- Staff are recommending that a by-law be enacted to amend the Delegated Authority By-law to address administrative changes and align with corporate realignment of responsibilities within Schedule A – Execution of Documents, Schedule C – Permits and Schedule E – Planning Matters.

DISCUSSION

Background

Council enacted the Delegated Authority By-law 2016-106 on December 20, 2016 for the purpose of providing the ability to delegate certain powers and duties to officers and employees within the corporation. As a result of the 'Reimagine Caledon' corporate restructuring, staff have had an opportunity to review existing authority within the delegated authority by-law and determine if amendments are required.

The purpose of this report is to identify that staff are not requesting new authority, simply modifying who within the corporation has the authority based on recent staffing changes and corporate restructuring.

Proposed Changes

Outlined as Schedule A to this report are the proposed changes to Schedules A, C and E within the existing Delegated Authority By-law.

Schedule A – Execution of Documents

The purpose of the changes within Schedule A is to provide the Director of Community Services and the Treasurer the ability to execute license agreements and memorandums of understanding related to recreational programs and services with affiliated community groups, school boards and conservation authorities; and to amend their authority to include licenses where that sums paid or received under a license is less than \$50,000. In addition, when the Town constructs new public infrastructure such as, community centres, work yards and play structures, an archeological survey is required. As part of this phase of construction, staff retain

local indigenous community members who are responsible for monitoring the archaeology survey. As a result, staff must undertake a vendor Agreement with the indigenous communities to complete the survey. Therefore, delegated authority is being requested for the Director of Community Services and Treasurer to approve and execute such Agreements.

An example of where this authority would be used is when executing a Lifesaving Society Agreement that permits the Town to deliver accredited swimming lessons.

Schedule C – Permits

The purpose of the change within Schedule C is to reflect a clerical error following the organizational restructuring in October 2020. Staff are requesting that the authority to administer the telecommunications facilities protocol be the responsibility of the Chief Planner / Director of Planning.

Schedule E – Planning Matters

The purpose of the changes within Schedule E is to operationalize the realignment of responsibilities between the Planning and Engineering Departments. Council directed that all transportation matters and the responsibility to prepare and administer subdivision and development agreements be transferred to the Engineering Services Department. To align the delegated authority with the Department that is responsible for delivering these services, staff are recommending that the Director of Engineering Services and Town Solicitor be provided the authority to approve and amend agreements related to development matters; and to establish and dedicate land as public highways. This authority is currently the responsibility of the Chief Planner / Director of Planning and Town Solicitor.

Staff Recommendation

Staff are recommending that a by-law be enacted to amend the Delegated Authority By-law to address changes within Schedule A – Execution of Documents, Schedule C – Permits and Schedule E – Planning Matters.

FINANCIAL IMPLICATIONS

There are no immediate financial implications associated with this report.

COUNCIL WORK PLAN

Subject matter is not relevant to the Council Workplan.

ATTACHMENTS

Schedule A: Proposed Amendments to Schedules A, C and E of the Delegated Authority By-law