



Committee of the Whole

May 13, 2025

Staff Report: #COR-2025-32

REPORT BY: Nicole Guthrie, Clerk

REPORT SUBJECT: Delegation of Authority By-law

DEPARTMENT: Corporate Services

RECOMMENDATION(S):

***“THAT** staff report COR-2025-32, Delegation of Authority, dated May 13, 2025, be received; and*

***THAT** Council considers the adoption of the proposed By-law (as outlined in Appendix A to this Staff Report) setting out the various Administrative and Signing Authorities to allow for the expeditious consideration of routine matters.”*

1. BACKGROUND

Delegation of authority is a governance tool that supports efficient municipal operations while preserving accountability and legislative compliance. The *Municipal Act, 2001*, under Section 23.1, permits a municipality to delegate its powers and duties to officers, employees, or committees, with some exceptions. This includes administrative decisions, legal agreements, and financial transactions within approved parameters.

In addition to the general delegation provisions under the *Municipal Act*, specific authorities are granted under other legislation, including:

- **Section 41 of the *Planning Act*** – delegation of site plan control;
- **Section 36** – lifting of holding provisions;
- **Section 39** – approval of temporary use by-laws;
- **Section 53(1)** – consent-granting authority, where permitted by upper-tier delegation or where no zoning amendment is required;
- **Building Code Act, Fire Protection and Prevention Act**, and others, which provide for operational delegation of technical functions.

Council remains the decision-making body for key policy, financial, and legislative matters, including the adoption of the budget, the levying of taxes, and the enactment of by-laws. Delegation allows administrative and operational matters to proceed without delay, improving service delivery and responsiveness to residents.

This work is aligned with the Township's recent approach to policy modernization, including the consolidation of all municipal fees into a single Fees and Charges By-law. That initiative demonstrated the benefits of clarity, transparency, and consistency across municipal documents and decision-making processes.

2. DISCUSSION

The proposed Delegation of Authority By-law (attached) will provide a consolidated and transparent framework for staff decision-making under clear conditions and limits. It will:

- Clarify which decisions are delegated and to whom (e.g., CAO, Clerk, Treasurer, Managers);
- Outline thresholds and conditions (e.g., financial limits, reporting requirements);
- Identify areas where delegation is not permitted by legislation and must remain with Council;
- Codify existing practices that have previously been authorized by motion, policy, or contract.

The by-law will cover areas such as procurement, property management, financial administration, personnel matters, planning approvals, and general operational decisions. It will also incorporate reporting requirements to ensure Council remains informed on decisions made under delegated authority.

The intent is to streamline operations while maintaining oversight and legislative compliance. It also provides consistency across departments and should help reduce the volume of administrative items on Council agendas.

In preparing the proposed by-law, staff reviewed several examples from other municipalities to ensure consistency in structure, scope, and language. Notably, by-laws from the Town of Carleton Place and the Township of Woolwich were referenced as comparators, both of which provide clear frameworks for administrative and planning-related delegations.

3. FINANCIAL IMPLICATIONS

There are no direct costs associated with the preparation or implementation of the Delegation of Authority By-law. The anticipated outcome is increased administrative efficiency and reduced staff and Council time spent on routine approvals.

4. OPTIONS CONSIDERED

Option 1 – Approve as Presented (Recommended)

THAT Council considers the adoption of the Delegation of Authority By-law as presented;

Option 2 – Revise or Amend

THAT Council direct staff to revise the proposed Delegation of Authority By-law based on feedback provided at this meeting;

AND FURTHER THAT an amended version of the by-law be brought back for Council's consideration at a future meeting.

5. **STRATEGIC PRIORITIES**

N/A

6. **RELEVANT LEGISLATION AND POLICIES**

[Municipal Act, 2001, S.O. 2001, c. 25](#)
[Planning Act, R.S.O. 1990, c. P.13](#)

7. **OTHERS CONSULTED**

Senior Management Team

8. **ATTACHMENTS**

Draft By-law

Prepared By: Nicole Guthrie, Clerk

Approved By: Suzanne Charbonneau-Dent, CAO