



MUNICIPALITY OF THAMES CENTRE

REPORT NO. LS-009-24

TO: Mayor and Members of Council
FROM: Director of Legislative Services/Clerk
MEETING DATE: June 10, 2024
SUBJECT: Delegation of Powers and Duties Policy Update

RECOMMENDATION:

THAT Report No. LA-009-24 **BE RECEIVED** for information;

AND THAT Council **APPROVE** the attached DRAFT Delegation of Power and Duties Chart (Appendix B);

AND THAT Staff be **DIRECTED** to bring forward a by-law at the next regular Council meeting to adopt the revised Delegation of Powers and Duties Policy, which would repeal By-law 54-2021 and replace Appendix 'A' to policy CP-A-7.1.

PURPOSE:

The purpose of this report is to provide Council with a draft of an updated Delegated Authority Policy for its review and consideration.

BACKGROUND:

The *Municipal Act, 2001* Section 270(1)(6) requires municipalities to adopt and maintain a policy with respect to the delegation of its powers and duties. The Municipality currently has By-law 54-2021, which adopts policy CP-A-7.1 Delegated Powers and Duties Policy.

As part of a corporate policy modernization process, staff compared Thames Centre Delegated authorities to that with the County of Middlesex, which recently adopted a new delegated authority by-law after extensive review, along with reviewing existing practices that are done informally through a delegation and compared these with the best practices found in other municipalities.

There were a number of gaps found in the delegated authority within the current policy, some of which are already assigned to staff under legislation, others through previous resolutions of Council or by-laws as well as those that had been an established practice, along with providing additional delegated authority to align with best practices and the County of Middlesex.

The intention of the delegate authority by-law under Section 270 of the *Municipal Act, 2001* is to formally document the delegated authorities and operational activities to ensure transparency, clarity and improve customer service.

COMMENTS:

Attached as Appendix 'A' is the current list of delegated authorities and Appendix 'B' is a proposed comprehensive list of delegated authority, in order to improve customer service by streamlining the administrative practices.

The chart rows that are highlighted blue, indicate a proposed update that falls in line with either the County of Middlesex or a comparable local municipality. The lines with no colour, had no change from the previous by-law.

The attached proposed comprehensive list of delegated authority will assist staff and Council with providing timely service to residents and move the business of the municipality forward in a timely manner.

STRATEGIC PLAN LINK

Pillar: *Community Communications & Engagement*

Goal: *Increase communications between the municipality (Council and Staff) and the public*

CONSULTATION:

Senior Management Team

REFERENCES:

By-law 7263 – Delegation of Authority By-law (Middlesex County)

ATTACHMENTS:

Appendix 'A' – Current Delegated Authorities, as per By-law No. 54-2021
Appendix 'B' - Proposed Delegated Authorities

Prepared by: J. Nethercott, Director of Legislative Services/Clerk

Reviewed by: D. Barrick, Chief Administrative Officer