



MUNICIPALITY OF THAMES CENTRE

REPORT NO. LS-005-25

TO: Mayor and Members of Council
FROM: Director of Legislative Services/Clerk
MEETING DATE: April 7, 2025
SUBJECT: Delegation of Powers and Duties Update

RECOMMENDATION:

THAT Report No. LS-005-25 **BE RECEIVED** for information;

AND THAT Council **APPROVE** the attached Draft Delegation of the Powers and Duties Chart (Appendix A);

AND THAT the implementing by-law be **CONSIDERED**, as included in the by-law portion of the agenda.

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 last reviewed and updated this policy in June of 2024, adopting by-law 51-2024.

Since June 10, 2024, there have been a few delegations made by resolution of Council as well as some organizational changes, which necessitated an update.

COMMENTS:

Attached as Appendix 'A' is the updated draft list of delegated authorities. The chart rows highlighted blue are delegated authorities that have previously been approved by resolution of Council:

- Providing municipal approval for selling beverage alcohol products on holidays – resolution 103-2024 on March 24, 2024, which was missed in the previous update

- Authorization to grant partial release of security amounts from the securities being held against works stated within an agreement provided the works have been completed to the satisfaction of the Municipality – this was previously approved and was missed in the last update
- Act as the Community Improvement Plan Administrator to manage the day-to-day responsibilities of the CIP – the CIP was adopted at the same Council meeting as the previous update and so this was not included in the last update.

The chart rows highlighted in green are changes necessary due to organizational changes:

- Cemetery function now resides in Legislative Services Department
- Updated Title for the Director of Corporate Services/Treasurer

STRATEGIC PLAN LINK

Pillar: *Community Communications & Engagement*

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

CONSULTATION:

Senior Management Team

ATTACHMENTS:

Appendix 'A' – Draft Delegated Authority Schedule A

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

Reviewed by: D. Barrick, Chief Administrative Officer