



# Corporation of the Town of Newmarket

## By-law 2020-19

A By-law to amend By-law 2016-17 being a By-law to Delegate Administrative Matters to Staff.

Whereas the Council of the Corporation of the Town of Newmarket adopted By-law 2016-17 being a By-law to Delegate Administrative Matters to Staff on April 25, 2016;

Therefore be it enacted by the Council of the Corporation of the Town of Newmarket as follows:

1. That Schedule D of By-law 2016-17 be amended to add Schedule A of this By-law as item 10 in said Schedule D.

Enacted this 18<sup>th</sup> day of March, 2020.

John Taylor, Mayor

Lisa Lyons, Town Clerk

# Schedule A

ITEM	TYPE OF AUTHORITY	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
10.	Acts normally undertaken by Council	During any period in which Committee of the Whole and Council are not sitting due to circumstances related to COVID-19 (the "restricted period").	Municipal Act, 2001, section 23.1.	<p>(i) During the restricted period, where (a) in the opinion of the Chief Administrative Officer (the "CAO") and the Mayor, delegated authority is not currently provided for in either Delegation By-law 2016-17 or Procurement By-law 2014-27 or in any other By-law, and the exercise of the authority granted under this provision is required to prevent interruption of service delivery or to avoid incurring unnecessary costs; (b) a memorandum outlining the necessity of any approval is submitted to the CAO by the Commissioner requesting approval and confirming budget availability; (c) any contracts or documentation are reviewed and approved by Legal Services as to form and content; and (d) a report is submitted to Council at the earliest opportunity to advise of the approval of any matters under this provision, then the CAO shall have the authority to take any actions necessary to ensure continuity of Town business that would normally require Council approval, including but not limited to:</p> <ul style="list-style-type: none"> <li>(a) the award and execution of contracts and other forms of commitment where such matters are not otherwise currently delegated by Council;</li> <li>(b) approving the acquisition or disposal of real property, including leases and other interests in real property;</li> <li>(c) approving the exercise of the Town's rights and remedies at law including termination of contracts and settlement of claims, appeals and other matters before the courts or administrative tribunals; and</li> <li>(d) the setting of tax rates.</li> </ul> <p>(ii) Despite the provisions of Schedule D, Table 5, of Procurement By-law 2014-27 regarding sole source purchases of \$100,000 and over requiring Council approval, the requirements set out herein shall apply to the approval of any such purchases made by the CAO during a restricted period.</p>		Mayor, Chief Administrative Officer	