



Town of Newmarket
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Amendment to Delegation By-Law 2016-17 Staff Report to Council

Report Number: 2020-22

Department(s): Legal Services and Legislative Services

Author(s): Antonietta Mollicone and Lisa Lyons

Meeting Date: March 18, 2020

Recommendations

1. That the report entitled “Amendment to Delegation By-law 2016-17” dated March 18, 2020 be received; and,
2. That Council approve the amendment to Delegation By-law 2016-17 as provided in **Attachment A** to this report; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of this report is to seek approval from Council for additional delegated and procurement authority.

This additional authority is requested at this time to ensure that the Town’s operations are able to continue during the period where Council’s ability to act is restricted as a result of actions taken in response to COVID-19.

Background

As a result of ongoing actions taken by various levels of government in response to COVID-19, if Council chooses to temporarily halt meetings of Committee of the Whole and Council, it is recommended that additional authority be provided to the Chief Administrative Officer and the Mayor to allow Town business to continue without interruption.

Discussion

Council has previously delegated authority to staff under Delegation By-law 2016-17 (the “Delegation By-law”) to approve various administrative, operational, and technical matters.

To ensure that staff has the authority to administer matters not already delegated under the Delegation By-law or any other By-law that may arise during a restricted period in which Committee of the Whole and Council are challenged due to circumstances related to COVID-19, it is recommended that an amendment be made to the Delegation By-law under the authority granted to the Town under section 23.1 of the *Municipal Act*. The amendment would enable Town staff to continue with Town business that currently would require Council approval.

The additional delegated authority during such a restricted period is set out in the Attachment A.

Staff provide an annual report to Council on the matters that proceeded under the Delegation By-law. Any matters dealt with under this amendment to the Delegation By-law during the restricted period in which Committee of the Whole and Council are challenged due to COVID-19 would be included in that annual report and would also be included in an additional report as noted in the proposed amendment.

The Region of York provides for similar authority during the summer recess of its Council and during any period of emergency where Council is not sitting. Several municipalities are proposing delegating similar authority to staff as a result of circumstances related to COVID-19.

Conclusion

The granting of further delegation and procurement authority outlined in this Report is intended to allow Town business to continue during the period of time in which Committee of the Whole and Council are not sitting as a result of circumstances related to COVID-19.

Business Plan and Strategic Plan Linkages

This report relates to the well-equipped and managed link of the Town’s Community vision.

Consultation

Staff from Legal Services, Procurement Services and Legislatives Services were consulted in the preparation of this Report.

Human Resource Considerations

None.

Budget Impact

None.

Attachments

Attachment A - Amendments to Delegation By-law

Approval

Lisa Lyons, Director of Legislative Services/Town Clerk, Legislative Services

Antionietta Mollicone, Acting Director of Legal Services/Municipal Solicitor, Legal Services

Esther Armchuk, Commissioner of Corporate Services, Corporate Services

Contact

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