

**THE CORPORATION OF THE TOWN OF GEORGINA**

**REPORT NO. LS-2025-0004**

**FOR THE CONSIDERATION OF  
COUNCIL**

April 16, 2025

**SUBJECT: DELEGATION OF AUTHORITY POLICY AND BYLAW REVIEW**

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**1. RECOMMENDATIONS:**

- 1. That Council receive Report No. LS-2025-0004 dated April 16, 2025, prepared by the Clerk's Division, Legislative Services regarding the Delegation of Authority Bylaw and Policy.**
- 2. That Council pass the Delegation of Authority Bylaw.**
- 3. That Council adopt the Delegation of Authority Policy dated April 16<sup>th</sup>, 2025.**

**2. PURPOSE:**

The Delegation of Authority Bylaw is a critical tool for the efficient management of the Town's daily operations. By enabling staff to exercise judgment based on their expertise and professional training, the bylaw ensures operations are carried out in accordance with Council-approved policies, budgets, and directives.

This report outlines the rationale and framework for the bylaw and seeks Council's approval for its enactment, ensuring operational efficiency and adherence to approved policies.

**Rationale for the Delegation of Authority Bylaw**

Key reasons for implementing the Delegation of Authority Bylaw (Attachment No. 1) include:

- 1. Clarity and Order:** The bylaw establishes clear lines of authority and ensures that staff can act confidently within their legal boundaries; an example of this would be execution of the annual accessibility audit.
- 2. Flexibility with Legislative Changes:** Delegating authority allows the Town to respond quickly to changes in legislation or standards. For example, changes to the Town's Engineering and Design Standards, such as updates to fire hydrant color requirements, can be implemented swiftly without waiting for Council approval.

3. **Streamlined Decision-Making:** Delegating authority for routine or minor planning processes helps expedite approvals, reduces delays, and allows Council to focus on more significant matters. An example of this would be delegating authority to execute a subdivision agreement that is in accordance with the Council approved application and the conditions prescribed by Council.

### **3. BACKGROUND:**

The Town of Georgina first implemented a Delegation of Authority Bylaw in December 2007, followed by additional bylaws to delegate specific powers such as signing a Notice of Trespass and temporarily closing a highway. A comprehensive review has largely consolidated these delegations into a single framework to meet current operational needs.

The *Municipal Act, 2001* allows municipalities to delegate administrative and operational powers, subject to Council's conditions and limits. Historically, Councils handled many minor matters, leading to inefficiencies. As municipalities grew, it became impractical for Councils to oversee all details, prompting legislative changes granting more control over local administration.

Sections 23.1 - 23.5 of the *Municipal Act, 2001*, introduced in 2006, further expanded delegation options, allowing Councils to decide which matters need their direct attention or minimal involvement. Staff have reviewed existing delegations and consulted senior management to identify areas for increased efficiency without compromising accountability and transparency.

### **4. ANALYSIS:**

#### Scope and Application

The updated Delegation of Authority Policy, Attachment No. 2 provides guidance on:

- The application and operation of the Delegation of Authority Bylaw.
- The scope of powers and duties that may be delegated by Council.
- The principles that govern delegation, including accountability and transparency.

For ease of reference, Staff have separated the list of delegated powers and duties contained in Schedule 'A' to the Delegation of Authority Bylaw into Attachment Nos. 3 and 4 to this report. Attachment No. 3 sets out the existing delegated authorities, indicating whether they have been pre-approved by Council in accordance with specific bylaws or resolutions, or represent continuations of current practice. Attachment No. 4 specifies the proposed new delegations of authority.

### Comprehensive Review

A comprehensive review was conducted, which included:

- Stakeholder consultation through meetings with directors, managers, and identified staff.
- A scan of delegation bylaws from municipalities within York Region and elsewhere in Ontario.
- A review of the past year's Council agendas to ensure alignment with current operational needs.

Evaluation criteria for delegations included the nature of the authority (routine, administrative, or operational), the public interest, and whether an authority could be delegated under current legislation. Additionally, to ensure transparency and accountability, limitations and conditions have been applied to most of the authorities delegated.

### Key Limitations and Conditions

Delegated authorities are subject to the following conditions:

- Compliance with all Town policies and applicable legislation (e.g. the Procurement Bylaw).
- The authority must consider the public interest and be exercised in good faith.
- Any expenditure of funds or potential financial obligations must be included in an approved budget.
- Delegated authority cannot be sub-delegated beyond what is specified in the bylaw.

## **5. RELATIONSHIP TO STRATEGIC PLAN:**

Delivering service excellence

The development and implementation of the Delegation of Authority Bylaw enhances service delivery and fosters agile responses to emerging issues.

## **6. FINANCIAL AND BUDGETARY IMPACT:**

The implementation of the Delegation of Authority Bylaw is not expected to have a direct financial impact. However, the expected benefits include operational efficiencies and cost savings over time, as decision-making processes become more streamlined.

**7. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:**

Although formal public notice is not required, extensive internal consultations, including meetings with departmental leaders and a review by the senior leadership team, have been conducted to ensure alignment with operational needs.

**8. CONCLUSION:**

The Delegation of Authority Bylaw is an essential tool for improving the efficiency and effectiveness of municipal operations. It will empower staff to make informed decisions within their areas of expertise, while maintaining appropriate oversight and accountability.

The proposed bylaw aligns with the Town's strategic objectives and is recommended for Council's approval to ensure efficient and effective municipal operations.

**APPROVALS**

Prepared By:	Rachel Dillabough, Town Clerk
Recommended By:	Michael Bigioni, Director of Legislative Services
Approved By:	Ryan Cronsberry, Chief Administrative Officer

***Attachments:***

***Attachment No. 1 – Draft Delegation of Authority Bylaw***  
***Attachment No. 2 – Draft Delegation of Authority Policy***  
***Attachment No. 3 – Existing Delegated Powers and Duties***  
***Attachment No. 4 – Proposed Delegated Powers and Duties***