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DELEGATION OF AUTHORITY CHIEF ADMINISTRATIVE OFFICER & COMMISSIONERS

(Regional Council at its meeting on June 10, 2004, adopted the foregoing Clause and the Chief Administrative Officer be requested to develop a policy that in the Chief Administrative Officer's absence, contracts be signed by a Commissioner other than the Commissioner of the affected Department.)

The Finance and Administration Committee recommends the adoption of the recommendations contained in the following report, May 25, 2004, from the Commissioner of Corporate Services:

1. RECOMMENDATIONS

It is recommended that:

1. Council authorize the appointment of designates to act in the absence of the Chief Administrative Officer and the Commissioners, as set out in Attachment 1 of this report.
2. The Regional Solicitor be directed to prepare the necessary by-laws to give effect to this recommendation.

2. PURPOSE

The purpose of this report is to obtain Council authority to amend the by-laws appointing designates to act on behalf of the Chief Administrative Officer and Commissioners during any absences.

3. BACKGROUND

By-laws are currently in force which appoint designates to act in the place of the Chief Administrative Officer and Commissioners in the event of any absence from the office. Each Commissioner is authorized to act in the place of the Chief Administrative Officer from time to time as designated. The authority of each Commissioner is typically delegated to their respective Directors. Many of these appointments are now out of date and do not reflect the current organizational structure. It is therefore recommended that the by-laws be amended appropriately or, if necessary, new by-laws be enacted.

4. ANALYSIS AND OPTIONS

It has been the general practice to appoint designates to act on behalf of the Chief Administrative Officer and Commissioners during any absence. Currently, By-Law No. A-0275-2000-015 permits each Commissioner to act on behalf of the Chief Administrative Officer from time to time, as required. This by-law requires a minor amendment to reflect current corporate structure and titles. In the case of each Commissioner, by-laws are in place to appoint staff to act in their absence. Many of these by-laws are out of date in that they name staff who are no longer at the Region or do not reflect the current structure of departments. The proposed designates are set out in Attachment 1 to this report.

5. FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

6. LOCAL MUNICIPAL IMPACT

There is no local municipal impact associated with this report.

7. CONCLUSION

In order to ensure continuity of business, it has generally been the practice for the Chief Administrative Officer and Commissioners to appoint designates to act in their absence. This report recommends that the by-laws be updated to reflect the current organizational structure.

The Senior Management Group has reviewed this report.

(A copy of the attachment referred to in the foregoing has been forwarded to each Member of Council with the June 3, 2004 Finance and Administration Committee agenda and a copy thereof is on file in the Office of the Regional Clerk.)