



THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE REPORT

Subject: Delegation of Powers and Duties (Signing Officers) By-law
Director: Corporate Services
Manager: Legislative Services
Report Number: Legislative Services-2023-17
Meeting Date: Wednesday, July 5, 2023

Recommendation: The Committee of the Whole recommend that Council approve the "Delegation of Powers and Duties (Signing Officers) By-law.

Date to be considered by Council: Wednesday, July 5, 2023

Report Summary:

In reviewing various Municipal delegations of powers and duties, it has come to Staff's attention that there is no formalized appointment of signing officers by-law. The authority has instead been given within each individual by-law. As a housekeeping matter, Council is being asked to formally appoint signing officers.

Origin: Staff

Existing Policy: Delegation of Powers and Duties Policy GG 3.7 (By-law No. 2007-355)

Background/Analysis: In reviewing various Municipal delegation of powers and duties by-laws, it has come to Staff's attention that there is no formalized appointment of signing officers by-law. Authority has instead been given, within each individual by-law, generally to the Mayor and the CAO.

In doing a comparator review across Bruce County and the Province, the overwhelming best practice is to delegate this authority to the Mayor and the Clerk to jointly execute any document on behalf of the Municipality unless specifically provided for in any other delegation of authority by-law or statute (i.e. Procurement Policy, Bank and Investments Signing Authorities By-law).

To align with best practice and to formalize signing officers, Staff are recommending that Council pass the Delegation of Powers and Duties (Signing Officers) By-law.

Integrated Strategy 2020 – 2025 – Goal REG 4 – Improve organizational efficiency and be innovative.

Financial Implications: There are no financial implications.

Attachments: draft Delegation of Powers and Duties (Signing Officers) By-law, Delegation of Powers and Duties Policy GG 3.7 (By-law No. 2007-355)

Prepared by: Jennifer Lawrie, Manager of Legislative Services/Clerk

Submitted by: Jennifer Lawrie, Manager of Legislative Services/Clerk