



Staff Report

Administration – Chief Administrative Officer

Report To: Committee of the Whole
Meeting Date: April 6, 2021
Report Number: FAF.21.056
Title: Follow Up to the Public Meeting for Revisions to Council Delegation of Powers and Duties
Prepared by: Shawn Everitt, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.21.056, entitled “Follow up to the Public Meeting for Revisions to Council Delegation of Powers and Duties”;

AND THAT Council direct staff to draft new or revise existing by-laws related to the delegated authorities listed in the Town’s Corporate Policy POL.COR.07.04 Delegation by Council of Powers and Duties.

B. Overview

This report outlines the public comments received at the February 8, 2021 Public Meeting for the proposed revisions to the Corporate Policy POL.COR.07.04 “Delegation by Council of Powers and Duties”.

C. Background

On December 14, 2020, Council directed staff to hold a Public Meeting to receive comments on the Town’s proposed revisions to the Delegation by Council of Powers and Duties policy outlined in staff report FAF.20.188 (Attachment 1).

Notice of the Public Meeting was posted to the Town’s website on January 4, 2021 and advertised in three editions of the Collingwood Connection online publication (January 7, 21 and February 4, 2021).

D. Analysis

On February 8, 2021, the Public Meeting was held as scheduled. One written comment was received (Attachment 2) requesting that reference to the legislative documents that grant Council its authorities be added to the list of delegated authorities.

No verbal comments from the public were received during the meeting.

Council requested that staff create delegated authority decision tree flow diagrams to better illustrate the processes and the points at which the various delegated authorities are applied.

Staff have provided the delegated authority flow diagrams and references to the legislative documents associated with each delegated authority in Attachment 3 to this report.

If approved by Council, staff recommend that the existing by-laws related to the delegated authorities listed in the Town's Corporate Policy POL.COR.07.04 Delegation by Council of Powers and Duties" be revised to incorporate the revisions included in Attachment 3. Staff also recommend that a new by-law be drafted for the new delegated authority regarding relief to the Town's Noise By-law as outlined in Attachment 3. These draft by-laws would be presented to Council at the May 4, 2021 Committee of the Whole meeting.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

The use of delegated authorities continues to require staff to consider sustainability and to ensure limited environmental impacts.

G. Financial Impacts

None.

H. In Consultation With

Ruth Prince, Director of Finance and IT Services

Nathan Westendorp, Director of Planning and Development Services

Ryan Gibbons, Director of Community Services

Shawn Carey, Director of Operations

I. Public Engagement

The topic of this Staff Report has been subject to a Public Meeting and/or a Public Information Center which took place on (February 8, 2021). Those who provided comments at the Public Meeting and/or Public Information Centre, including anyone who has asked to receive notice regarding this matter, has been provided notice of this Staff Report.

The topic of this Staff Report will be the subject of a Public Meeting and/or a Public Information Centre in accordance with the following schedule:

- **December 1** Committee of the Whole – Initial staff report (FAF.20.188) with recommendation to proceed to public consultation
- **December 14** Council – Recommendations from (December 1) Committee of the Whole confirmed
- **January 4** Public Meeting Notice posted
- **January 7, 21 and February 4** Public Meeting advertised in Collingwood Connection
- **February 8** Council – Public Meeting at 5:00 p.m.
- **April 6** Committee of the Whole – Follow-up report with Public Meeting feedback
- **April 19** Council – Recommendations from (April 6) Committee of the Whole confirmed
- **May 4** Committee of the Whole – report with proposed draft by-laws
- **May 17** Council – Recommendations from (May 4) Committee of the Whole confirmed
- **May 31** Council – Enactment of approved by-laws

Comments regarding this report should be submitted to Shawn Everitt, Chief Administrative Officer at cao@thebluemountains.ca.

J. Attached

1. Staff Report FAF.20.188
2. Public Comment Provided by Lucy Richmond
3. Revised Delegated Authorities and Flow Diagrams

Respectfully submitted,

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
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Report Approval Details

Document Title:	Follow Up to the Public Meeting for Revisions to Council Delegation of Powers and Duties.docx
Attachments:	<ul style="list-style-type: none">- Attachment 1 - Staff Report FAF.20.188.pdf- Attachment 2 - Public Comments.pdf- Attachment 3 - Decision Flow Diagrams.docx
Final Approval Date:	Mar 29, 2021

This report and all of its attachments were approved and signed as outlined below:

Shawn Everitt - Mar 29, 2021 - 4:53 PM