



Staff Report

Administration

Report To: Committee of The Whole
Meeting Date: August 27, 2018
Report Number: FAF.18.129
Subject: Use of Delegated Authority during Council Vacation Period
Prepared by: Shawn Everitt, Interim CAO

A. Recommendations

THAT Council receive Staff Report FAF.18.129, entitled "Use of Delegated Authority during Council Vacation Period";

AND THAT Council acknowledge that no Delegated Authority was used by the Interim Chief Administrative Officer during the 2018 Council Vacation Period.

B. Overview

This report provides Council with an update that no Delegated Authority by the Chief Administrative Officer was used during the 2018 Council Vacation Period being July 10th, 2018 through to August 26th, 2018.

C. Background

Under the provisions Section 6 of By law No. 2015-63 to delegate certain power of authority, the Chief Administrative Officer has authority as follows;

6. During the time that regular Council meetings are suspended (summer vacation or any other reason) delegation to approve tenders, and requests for proposals, award contracts and execute contracts provided that the total costs are within the approved budget contained in the relevant departmental budget and that a report regarding these matters be brought to Council at its next regular meeting, delegated to Chief Administrative Officer, or designated Department Director.

It is the responsibility of the Chief Administrative Officer to update Council of any use of delegated Authority during the Vacation Break.

D. Analysis

By way of the recommendation provided in this report, the Chief Administrative Officer has notified Town Council that no use of Delegated Authority was used from July 10th, 2018 through to August 27th, 2018.

E. The Blue Mountains Strategic Plan

Goal #4: Promote a Culture of Organizational & Operational Excellence
Objective #2 Improve Internal Communications Across our Organization
Objective #3 To Consistently Deliver Excellent Customer Service
Objective #4 To Be a Financially Responsible Organization
Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

F. Environmental Impacts

None at this time

G. Financial Impact

None at this Time

H. In consultation with

Senior Management Team

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Shawn Everitt, cao@thebluemountains.ca.

J. Attached

No Attachments

Respectfully Submitted,

Shawn Everitt
Interim CAO

For more information, please contact:
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