



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Signing Authority By-law

Date: Aug. 7, 2024

Report Number: CLK-2024-08-31

Department: Legislative Services

File Number: C11 CLK 24

Prepared By: Jennifer White, Manager of Legislative Services/Clerk

Attachments: Draft Signing Authority By-law

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole receive Report CLK2024-08-31 prepared by Jennifer White, Manger of Legislative Services/Clerk;

AND FURTHER authorizes the appropriate by-law to come forward.

Background:

The Township adopted a Delegation of Powers and Duties Policy by By-law No. 2007-131, under the authority Section 23.1 of the Municipal Act 2001, S.O. 2001, c.25, as amended. This section authorizes a municipality to delegate its powers under the Municipal Act or any other Act to a person or body, subject to certain restrictions.

Using this policy, Council delegated signing officers for cheques issued by the Township through By-law No. 2017-82. Staff have identified that a similar delegation of powers respecting signing authority for other documents and agreements is desirable to provide good and efficient government.

Discussion/Analysis/Overview:

In reviewing various 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.

The Township's procurement policy provides authority for certain types of agreements, or procurements to be awarded, or signed by Staff. There are however a variety of other recurring, renewing or simple operational agreements and documents that Staff would be required to bring forward as By-laws to obtain the authority to enter into on behalf of the Township.

For expediency, efficiency and to simplify the process Staff are recommending that the Mayor and the Clerk (or their delegates) be appointed as signing officers. It is overwhelming the Clerk who is provided this delegation of powers across the province, as they are legislated position that all municipalities must have and are

traditionally the department with knowledge of or record keeping responsibilities for agreements.

Financial Impacts:

No financial costs are associated with this report.

Performance Measurement:

This report is created for the purpose of authorizing Township signing officers for expediency and efficiency in executing documents.

Strategic Area:

- | | |
|---|--|
| <input type="checkbox"/> Embrace a thriving rural lifestyle | <input checked="" type="checkbox"/> Enhance Municipal Service Delivery |
| <input type="checkbox"/> Prepare for Inclusive Growth | <input type="checkbox"/> Ensure Financial Stability |

Strategic Goal: Strive for continuous improvement and increased efficiency

Respectfully Submitted By:

Jennifer White, Manager of Legislative Services/Clerk

Report Approved By:

Jodi MacArthur, Chief Administrative Officer