



Report to County Council

From: Katherine Thompson, Manager of Administrative Services/Deputy Clerk

Date: June 25, 2024

Subject: Appointment By-Laws Update

Recommendation(s):

THAT the report titled “Appointment By-Laws Update” from the Manager of Administrative Services/Deputy Clerk dated June 25, 2024 be received and filed; and

THAT County Council approve updated versions of the Deputy Clerk and Deputy Clerk Alternate Appointment By-Law, the Land Division Secretary Alternate Appointment By-Law, and the By-Law delegating certain authorities under the Planning Act.

Introduction:

The By-law to appoint a Deputy Clerk and Deputy Clerk Alternate(s), the By-Law to delegate certain authorities under the Planning Act, and the By-Law to appoint an Alternate Land Division Secretary require updates to reflect changes in staffing and to reflect actual back-up practices.

Background and Discussion:

“Being a By-Law to Appoint a Deputy Clerk and Deputy Clerks (Alternate) for the Corporation of the County of Elgin and to Repeal By-Law No. 22-37”

The By-Law to Appoint a Deputy Clerk and Deputy Clerk Alternate(s) needs to be updated to reflect current reporting relationships, back-up practices, and job titles.

With the recruitment of a Director of Planning and Development, the Manager of Planning role is now vacant. By-laws referring to the Manager of Planning need to be updated to reflect this change including:

“A By-Law to Delegate Certain Authorities Vested in the Council of the Corporation of the County of Elgin as the Approval Authority with Respect to Plans of Subdivision, Plans of Condominium, and Part Lot Control By-Laws

Pursuant to Section 22 and 51 of the Planning Act, to the Manager of Planning for the County of Elgin”

This by-law delegates certain authorities under the Planning Act to the Manager of Planning and to the General Manager of Engineering, Planning and Enterprise/Deputy CAO, should the Manager of Planning be unavailable. It is recommended that these authorities be delegated to the Director of Planning and Development with the Director of Legal Services as the alternate.

By-Law 18-25 “Being a By-Law To Appoint Alternate Persons to Carry Out The Duties Of The Secretary Of The Elgin County Land Division Committee When the Secretary-Treasurer is Unable, For Any Reason, To Carry Out His or Her Duties”

The Manager of Planning and the Chief Administrative Officer are currently appointed as Alternate Land Division Secretaries. It is recommended that the Director of Planning and Development and the Clerk/Clerk Designate be appointed as Land Division Secretary Alternates.

The updated by-laws are included in Section 12 (Consideration of By-Laws) of this agenda.

Financial Implications:

None.

Alignment with Strategic Priorities:

Serving Elgin	Growing Elgin	Investing in Elgin
<input type="checkbox"/> Ensuring alignment of current programs and services with community need. <input type="checkbox"/> Exploring different ways of addressing community need. <input type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input type="checkbox"/> Fostering a healthy environment. <input type="checkbox"/> Enhancing quality of place.	<input type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

Local Municipal Partner Impact:

None.

Communication Requirements:

None.

Conclusion:

Updates to the aforementioned by-laws will accurately reflect staffing and existing back-up practices.

All of which is Respectfully Submitted

Approved for Submission

Katherine Thompson
Manager of Administrative Services/Deputy Clerk

Blaine Parkin
Chief Administrative Officer/Clerk