



Clerks Services Staff Report

Report Number: C21-2024
Report Title: Appointment By-law
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Meeting Type: Committee of the Whole Meeting
Meeting Date: December 3, 2024
eDocs or File ID: DM# 127886
Consent Item: No
Final Version: Yes
Reviewed By: Jeff Smith, Director of Corporate Services/Clerk
Final Review: Chief Administrative Officer

Recommendation:

That the Council of the Township of Woolwich, considering Report C21-2024 respecting an Appointment By-law:

1. Approve the Appointment By-law as attached to this report; and
2. Approve the Amending and Repealing By-law to delegate authority of issuing lottery licences and repeal previous staff appointments as attached to this report.

Background:

There are more than 30 individual appointment by-laws that the Clerk's office manages. As the Township grows, it has become increasingly difficult to maintain a consistent and efficient way of creating, tracking and repealing appointment by-laws. As such, staff have drafted an Appointment By-law to combine all appointments into one by-law to streamline the appointment process and to ensure effective administration.

Comments:

Improved Appointment Process

The current process for appointing officers of the Township is not ideal because it is not consistent, organized, error free, transparent or efficient. The current process of appointing an officer is time consuming, and with limited resources at the Township, this can often lead to errors. The most common error made in appointment by-laws is forgetting to include any by-laws to be repealed which results in inaccurate records and can even further increase the staff time needed to correct the errors.

Because of these challenges, staff looked for a different way to better manage appointments consistently and efficiently and decided on drafting an Appointment By-law. By combining all appointments into one by-law, staff will be able to better organize the appointments because they will all be in one by-law, rather than multiple by-laws. Also because of this change, staff will be able to and plan on publishing the Appointment By-law on the Townships website. This increases transparency as anyone can easily access the appointments.

Furthermore, staff will be able to better review all appointments more consistently which is more efficient than the current process and will ensure there are fewer errors made when a change to the by-law is needed. This is because one change can initiate a review of all other appointments and staff can assess if any other appointment or portion of the by-law needs to be amended, added or removed. Staff anticipate that fewer errors will be made with the implementation of an Appointment By-law, and it will improve organization, record keeping, and staff time.

Licensing Delegated Authority Housekeeping

While drafting the Appointment By-law, it came to staff's attention that Council has not formally delegated its authority to staff to issue lottery licences, even though Council has appointed Licensing Officers for several years. With this report, Council is also being asked to approve a second by-law that amends the Delegation of Authority By-law and gives authority to the Clerk or designate to issue lottery licences. That by-law will also repeal the multiple appointment by-laws that become ineffective with the enactment of the Appointment By-law.

It is important to note that within the draft Appointment By-law, no additional staff appointments are included for Council's consideration and existing appointment limits are not changing. Staff are simply combining all existing appointments into one.

Interdepartmental Impacts:

None.

Financial Impacts:

None.

Community Strategic Plan Impacts:

This report relates to the "Provide effective and open leadership: We will guide with transparency and empathy, fostering a culture of trust and collaboration" Community Strategic Plan impact as the intent of the report is to revolutionize and simplify an internal process that has been ineffective and inefficient. By passing the Appointment By-law, internal processes will improve and create efficiencies for staff, and consistencies for all.

Combining all appointments into one by-law allows staff to publish the by-law on the Township's website which increases transparency.

Conclusion:

Staff recommend that Council approve the attached Appointment By-law and Delegation of Authority Amending By-law that also repeals various appointment by-laws to improve internal processes which will result in efficiencies and consistencies, and improve the Township's transparency with the public.

Attachments:

1. Draft Appointment By-law
2. Draft By-law to Amend the Delegation of Authority By-law and Repeal Various Appointment By-laws