



**Decision to Delegate Specific Powers Assigned to the Head of Council under
Section 284 the Municipal Act, 2001, S.O. 2001**

1. Delegation of Powers to Appoint or Dismiss a Chief Administrative Officer

Section 284.5 of the Municipal Act, 2001, S.O. 2001 (the “Act”) assigns the Head of Council the powers of the municipality under Section 229 of the Act with respect to the Chief Administrative Officer.

Section 284.13 (1) of the Act and Section 6 of Ontario Regulation 530/22 provides that the Head of Council may delegate their powers and duties with respect to Section 284.5 of the Act, but only to Council.

Decision

I, Brant Burrow, Mayor of the Township of Elizabethtown-Kitley, decide as follows: that the powers assigned to me regarding appointing or dismissing the Chief Administrative Officer under Section 284.5 of the Act, and in accordance with the Township’s Recruitment Policy, are hereby delegated to the Council of the Township of Elizabethtown-Kitley.

2. Delegation of Powers to Determine the Organizational Structure of the Municipality and Employment Matters

Section 284.6 (1) of the Act assigns the Head of Council the powers of the municipality with respect to determining the organizational structure of the municipality.

Section 284.6 (2) of the Act assigns the Head of Council the power to hire, dismiss or exercise any other prescribed employment powers with respect to the head of any division or the head of any other part of the organizational structure.

In accordance with Section 284.6 (3) of the Act, the powers assigned under subsection (1) do not include the power to hire, dismiss or exercise any other prescribed employment powers with respect to any of the following persons:

- a) The clerk or deputy clerk.
- b) A treasurer or deputy treasurer.
- c) An Integrity Commissioner.
- d) An Ombudsman.
- e) An Auditor General.
- f) A registrar, as described in section 223.11.
- g) A chief building official, as defined in the *Building Code Act, 1992*.
- h) A chief of police, as defined in the *Police Services Act*.
- i) A fire chief, as defined in the *Fire Protection and Prevention Act, 1997*.
- j) A medical officer of health, as defined in the *Health Protection and Promotion Act*.
- k) Other officers or heads of divisions required to be appointed under this or any other Act.
- l) Any other prescribed persons. 2022, c. 18, Sched. 2, s. 1.

Section 284.13 (1) of the Act and Section 6 of Ontario Regulation 530/22 provides that the head of Council may delegate their powers and duties with respect to section 284.6 of the Act, but only to Council or the Chief Administrative Officer.

Decision

I, Brant Burrow, Mayor of the Township of Elizabethtown-Kitley, decide as follows: that the powers assigned to me regarding the organizational structure under Section 248.6 of the Act, and in accordance with the Township's Recruitment Policy, are delegated to the Council of the Township of Elizabethtown-Kitley with input and recommendations from the Chief Administrative Officer.

3. Delegation of Powers Regarding the Appointment of Chairs and Vice-Chairs of Local Boards

Section 284.7 of the Act assigns the Head of Council the powers to appoint Chairs and Vice-chairs of local boards for any prescribed local board, or local board within a prescribed class of local boards.

Section 284.13 (1) of the Municipal Act and Section 6 of Ontario Regulation 530/22 provides that the Head of Council may delegate their powers and duties with respect to Section 284.7 of the Act.

Decision

I, Brant Burrow, Mayor of the Township of Elizabethtown-Kitley, decide as follows: that the powers assigned to me regarding appointing chairs and vice-chairs of local boards for any prescribed local board or local board within a prescribed class of local

boards under Section 284.7 of the Act are delegated to the Council of the Township of Elizabethtown-Kitley.

4. Delegation of Powers Regarding the Creation of Committees and the Appointment of their Chairs and Vice-Chairs

Section 284.8 of the Act assigns the Head of Council the powers of the municipality with respect to prescribed committees, or committees within a prescribed class of committees, specifically:

- a) The power to establish or dissolve committees.
- b) The power to appoint chairs and vice-chairs of committees.
- c) The power to assign functions to committees.

Section 284.13 (1) of the Act and Section 6 of Ontario Regulation 530/22 provides that the head of Council may delegate their powers and duties with respect to Section 284.8 of the Act, but only to Council.

Decision

I, Brant Burrow, Mayor of the Township of Elizabethtown-Kitley, decide as follows: that the powers assigned to me regarding the Creation of Committees and the Appointment of their Chairs and Vice-Chairs under Section 284.8 of the Municipal Act, specifically:

- a) The power to establish or dissolve committees;
- b) The power to appoint chairs and vice-chairs of committees;
- c) The power to assign functions to committees,

are delegated to the Council of the Township of Elizabethtown-Kitley.

Having been filed with the Clerk, this multi-part Decision takes effect immediately (November 24, 2025), and remains in effect unless and until subsequently modified or revoked by myself in writing and filed with the Clerk.



Brant Burrow
Mayor