

Delegation of Authority Bylaw – Amendments

RECOMMENDATION:

That Committee of Council support revisions to the Delegation of Authority Bylaw and forward the draft Bylaw to Council for first three readings.

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

Changes are being recommended by staff to contribute to the continuous improvement of the City's operations, particularly by adding new delegations of authority for routine documents.

BACKGROUND

Section 154 of the *Community Charter* provides Council with the authority to delegate, by Bylaw, certain powers, duties and functions to officers and employees of the City. The City's existing Delegation of Authority Bylaw has been reviewed and updates are proposed to ensure the City's administrative functions continue to operate effectively and efficiently with the following amendments:

- 1) The authority for signing all agreements on behalf of the City (unless specifically delegated) is for both the Mayor and the Chief Administrative Officer, Corporate Officer or Manager of Legislative Services to sign the agreement. For clarity, this means one elected official (Mayor or Acting Mayor) and one staff member (the CAO, the Corporate Officer or the Manager of Legislative Services) must sign, not two elected officials or two staff members. Due to staff availability at certain periods throughout the year, it is recommended that an additional staff position be given the authority to be a City signatory. Some documents are time sensitive and sometimes require up to three signatures (ex. Section 219 Floodplain covenants). The Director of Community Safety and Corporate Services is a Commissioner for Taking Affidavits for the City, and it is recommended that the Director be added as a City signatory.
- 2) The City's Chief Administrative Officer is the staff member responsible for approving Information Sharing Agreements and it is recommended that the position also be designated the authority to execute those agreements on behalf of the City.
- 3) Lease agreements for building or facilities that the City owns are usually time sensitive and it is recommended that the Chief Administrative Officer and the Manager of Legislative Services be designated the authority to sign lease agreements on behalf of the City.


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- 4) Currently any legislative policies, or amendments to those policies, are introduced at Committee of Council and then forwarded to Council for approval. It is recommended that legislative policies be approved by Committee of Council.

FINANCIAL IMPLICATIONS

None.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Support the proposed delegated authorities and forward the amendment bylaw to Council for first three readings.
	2	Defer sending the proposed bylaw to Council pending receipt of further information (to be specified).
	3	Not support the amendments, which will retain the existing Bylaw as is.

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ATTACHMENTS

Attachment 1: Draft Amendment Bylaw

Attachment 2: Existing Bylaw with tracked changes