

DATE OF MEETING FEBRUARY 3, 2025

AUTHORED BY KAREN ROBERTSON, DEPUTY CORPORATE OFFICER

**SUBJECT DELEGATION OF AUTHORITY BYLAW AMENDMENT –
HOUSEKEEPING AMENDMENTS**

OVERVIEW

Purpose of Report

To introduce a housekeeping amendment to the “Officer Designation and Delegation of Authority Bylaw 2025 No. 7353.03” to address housekeeping amendments associated with staff title changes.

Recommendation

That “Officer Designation and Delegation of Authority Bylaw 2025, No. 7353.03” – a housekeeping amendment to address staff title changes be given first reading.

That “Officer Designation and Delegation of Authority Bylaw 2025, No. 7353.03” be given second reading.

That “Officer Designation and Delegation of Authority Bylaw 2025, No. 7353.03” be given third reading.

BACKGROUND

Council can delegate its powers, duties and functions to an officer or employee by bylaw. This delegation allows the delegated person or body to conduct detailed and focused consideration of the operation or administration of a service or function. Delegation also allows Council to focus on broader and longer-term needs of the municipality and successfully delegating its powers can enable Council to focus and streamline its agenda, while empowering staff to deal with the more routine responsibilities of Council.

Given the delegated authority can only be exercised by bylaw, and because Council must give its approval or consent to the specific staff outlined in the bylaw, when a position has changed, it is important to make the required amendments within the Delegation of Authority Bylaw to reflect those changes.

DISCUSSION

Since the fall of 2024, the following changes have occurred which require an amendment to the Delegation of Authority Bylaw:

- In 2024, the Manager, Real Estate position was reinstated and is responsible for planning, organizing, direction and control of the Real Estate section. Currently, the Director, Corporate and Business Development position, whom the Manager, Real Estate reports to, has signing authority for all real estate transactions. With the reinstatement of the Manager,

Real Estate position, any reference to the Director of Corporate and Business Development should be replaced with Manager, Real Estate.

- The Director, Facility and & Parks Operations position no longer exists and should be deleted.
- The Director, Recreation and Culture position is now Director, Parks, Recreation & Culture.
- The Deputy Director, Parks and Natural Areas should be added to section 20.2 so that the staff person has the ability to execute Licence of Use Agreements for City owned parkland with a market value annual rent up to \$50,000 and the ability to issue special event permits when the Director, Parks, Recreation & Culture is absent.

The proposed changes are outlined in the amending bylaw (see Attachment A). They have also been incorporated into the Consolidated Bylaw for Council's convenience (see Attachment B).

OPTIONS

Option 1:

That "Officer Designation and Delegation of Authority Bylaw 2025, No. 7353.03" – a housekeeping amendment to address staff title changes be given first reading.

That "Officer Designation and Delegation of Authority Bylaw 2025, No. 7353.03" be given second reading.

That "Officer Designation and Delegation of Authority Bylaw 2025, No. 7353.03" be given third reading.

- The advantages of this option is that the amendments would accurately reflect the new position titles and give those staff the corresponding authority as outlined in the Bylaw.
- Should Council choose not to proceed, the authority to sign the documentation associated with the old position titles would need to be signed by the General Manager of the Department or the CAO.

Option 2:

Council direction is sought.

SUMMARY POINTS

- Delegated authority to staff can only be exercised by bylaw.
- Council must give its approval or consent to the specific staff as outlined in the bylaw.
- Some positions have new position titles. Therefore, the bylaw must be amended to reflect those changes prior to authority being granted.

ATTACHMENTS:

Attachment A: "Officer Appointment and Delegation of Authority Bylaw 2025, No. 7353.03"

Attachment B: "Officer Designation and Delegation of Authority Bylaw" Consolidated redline version

Submitted by:

Karen Robertson,
Deputy Corporate Officer

Concurrent by:

Mike Bryson, Deputy Director, Civic Facilities/A/Director, Parks,
Recreation & Culture
Sheila Gurrie, Director of Legislative Services
Laura Mercer, GM, Corporate Services, A/CAO