



SUBJECT: Delegated authority first quarter report

TO: Committee of the Whole

FROM: Office of the City Clerk

Report Number: CL-02-24

Wards Affected: All

Date to Committee: March 4, 2024

Date to Council: March 19, 2024

Recommendation:

Receive and file office of the city clerk report CL-02-24 providing the delegated authority first quarter report.

PURPOSE:

Vision to Focus Alignment:

- Deliver customer centric services with a focus on efficiency and technology transformation

Background and Discussion:

The purpose of this report is to fulfil delegated authority reporting requirements through the City Clerk exercised by delegates for the time period between the November 14, 2023 effective date of the by-law through to February 16, 2024, and review and provide updates on maintenance considerations for new delegated authorities, if applicable.

The following exercised delegated authorities have been reported to Office of the City Clerk for this time frame:

Department	Subject	Decision
Leases and Licenses		
Legal Services	Real Estate Agreement DA Schedule F section 14 DA-121-23	City to enter into a two-year term licence agreement.
Legal Services	Real Estate Agreement DA Schedule F section 14 DA-135-23	City to enter into a one-year term licence agreement.
Legal Services	Real Estate Agreement DA Schedule F section 14 DA-1-2024	City to enter into a one-day term licence agreement.
Legal Services	Real Estate Agreement DA Schedule F section 14 DA-2-2024	City to enter into one-month temporary licence agreement.

Future Delegated Authority Notices

The following delegated authorities are scheduled to be provided over the next three months:

- There are no future delegated authority notices at this time.

Strategy/process/risk

The delegated authority by-law is reviewed for routine maintenance to ensure that city operations can be efficiently run. No additional new delegated authorities were required since the submission of report CL-17-23.

Community Development and Planning Department has reviewed the opportunity to delegate authority for staff completion of zoning by-law amendments and did not have any updates at this time.

New or Clarified Delegations of Authority

Included in the quarterly report is the opportunity to propose new or clarified delegations of authority to be amended into the Delegated Authority By-Law 07-2023.

In each case, the requesting area(s) provide rationale to support existing inefficiencies, delays or impacts to customer services and/or project completion. No new delegated authorities have been requested at this time.

Financial Matters:

Not applicable

Climate Implications:

Not applicable

Engagement Matters:

If applicable, relevant staff will receive education and training on the scope of their authority.

Conclusion:

This report summarizes the delegated authorities exercised and reported through the Office of the City Clerk as required in Delegated Authority By-law 71-2023 for the first quarter of 2024.

Respectfully submitted,

Aleksandra Hutchison

Elections Officer

(905) 335-7600 ext.7957

Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.