



SUBJECT: Delegated Authority second quarter report

TO: Committee of the Whole

FROM: Office of the City Clerk

Report Number: CL-16-24

Wards Affected: all

Date to Committee: July 8, 2024

Date to Council: July 16, 2024

Recommendation:

Receive legislative services report CL-16-24 providing the Delegated Authority second quarter report.

PURPOSE:

Vision to Focus Alignment:

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

This report lists exercised delegated authority reported quarterly through Legislative Services during the period of February 17, 2024 to June 20, 2024.

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 February 17, 2024, the date of the last reporting deadline, through to June 20, 2024.

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

Department	Subject	Decision
Dispositions		
Legal Services	Real Estate Agreement DA Schedule F section 13 DA-5-2024	City to finalize disposition of land.
Leases and Licenses		
Legal Services	Real Estate Agreement DA Schedule F section 14 DA-3-2024	City to enter into routine renewal agreements.
Legal Services	Real Estate Agreement DA Schedule F section 14 DA-4-2024	City to enter into Permission to Enter Agreement.
Legal Services	Real Estate Agreement DA Schedule F section 14 DA-6-2024	City to enter into a one-day term licence agreement.
Legal Services	Real Estate Agreement DA Schedule F section 14 DA-7-2024	City to enter into a five-year term licence agreement.
Legal Services	Real Estate Agreement DA Schedule F section 14 DA-8-2024	City to enter into a one-year term extension of sub-lease 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. On May 21, 2024 Council passed by-law 42-2024 to amend By-law 71-2023, to add sections 6 and 7, in Schedule I as follows:

No.	Delegated Authority	Delegate	Conditions/Restrictions
	Agencies, Boards, and Commissions and Joint Venture Agreements		
6.	Approve all agreements with the City's agencies, boards and commissions and joint ventures, including without limitation any such shared services agreements, operating agreements, relationship agreements, leases, licenses and other agreements as are necessary for the implementation and administration of the matters set out in recreation, community and culture department report RCC-11-24.	Director of Recreation, Community and Culture	With content satisfactory to the Executive Director of Environment, Infrastructure, and Community Services and in a form satisfactory to the City Solicitor
7.	Execute agreements with City's agencies, boards and commissions and joint ventures approved under section 6 of this Schedule.	Mayor and City Clerk	

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) provided rationale to support existing inefficiencies, delays or impacts to customer services and/or project completion. No additional 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 City Clerk, Legislative Services, as required in the Delegated Authority By-law 71-2023 for the second quarter of 2024.

Respectfully submitted,

Aleksandra Hutchison

Elections Officer

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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.