

Delegation of Council Powers and Duties Policy – Schedule A

Delegated Authority	Legislated Authority	Rationale	Council Communication	Financial Considerations	Public Considerations	Department
Elected Officials Records	144 CAO-032 <u>Elected Officials Records Correspondence Policy</u>	Allows for administrative issues to be dealt with by staff	All correspondence is circulated to Council with the response and action taken	Speeds up administration and dealing with issues	More responsive to public needs	CAO/Clerks
Head for the Purposes of MFIPPA	By-law 2001-05 <u>By-Law to Delegate Certain Powers and Duties Under the Municipal Freedom of Information and Protection of Privacy Act (By-Law 2001-005)</u>	Delegate to the Clerk duties to administer MFIPPA	Within the quarterly report, it is noted the number of requests that have been received and dealt with	This is legislated and therefore no financial considerations	The process is streamlined and easily identified to the public.	CAO/Clerks
Statutory Meetings to Standing Committees	146 CAO-034	Policy sets out what statutory meetings are held at what Standing Committee	Council receives the recommendation for final decision.	Promotes more efficient public meetings.	Public have the opportunity to attend to participate.	CAO/Clerks
Livestock Valuators <u>Investigators</u>	By-law 2006-332 <u>By-Law to Appoint Municipal Livestock Predation Investigators and Valuers for the City of Kawartha Lakes</u>	Clerk is delegated authority to process, approve and submit livestock valuator claims <u>under the Wildlife Damage Compensation Program</u> to the province and to approve reimbursement to the livestock owner upon receipt of Provincial Funding	Nothing now. Will be added to Clerk's Quarterly Report <u>No Requirement</u>	Claims need to be processed quickly and consistently to ensure there is reimbursement of funds in a timely manner	The public expect quick turnaround for their cash flow.	CAO/Clerks

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Fence viewer appointments	By-law 2004-70A By-Law to Appoint Fence-Viewers and Adopt a Code of Conduct for Fence-Viewers for the City of Kawartha Lakes	Fence-viewers are delegated the responsibility to administer the provisions of the Line Fences Act	Nothing now. Will be added to Clerk's Quarterly Report	Legislated responsibility	Public expect this Act to be administered in a fair way.	CAO/Clerks
Tile Drainage Loans	Resolution Number CHR2002-118 CR2002-501 Tile Loan Program Policy	The City Clerk Manager of Technical Services or their delegate is responsible was delegated the responsibility for administering and approving Tile Drainage Loan applications	Nothing now. Will be added to Quarterly Report	Loans are approved using Provincial Funding sources so no impact on City	Public has access to the provincial funding program through the municipality	CAO/Clerks
CAO Appointment By-Law	By-law 2005-121 By-Law to Establish the Position of Chief Administrative Officer for the City of Kawartha Lakes and Municipal Act Section 227and 229 (By-Law 2011-085)	Delegation of administrative authority, management and operational issues	Quarterly Reports to Council	Legislated responsibility	Public has access to position to deal with administrative issues.	CAO/Clerks
Signing Authority	By-law 2004-029 as amended and 2004-241 By-Law to Appoint Signing Officers for or in the City of Kawartha Lakes (By-Law 2014-177)	Delegation of certain signing authorities for agreements, contracts, etc. with set limits and conditions	Nothing now Operational in nature providing within budgets – no reports required.	With limits set, staff can process agreements, contracts, leases, etc. in a timely manner which increases customer service	Public is served in a more timely manner.	CAO/Clerks

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Committees of Council/Task Forces/Advisory Boards/Local Boards		Various committees have been delegated responsibility through their terms of reference as established from time to time.	Minutes are to be forwarded to Council for their information.	Committees that have financial responsibilities report to the operating department	Minutes will be posted for review and the information of the public.	CAO/Clerks
Council Authority <u>Delegated Authority to the Chief Administrative Officer</u>	CR2014-858 <u>By-Law to Delegate Authority to the Chief Administrative Officer for Restricted Acts after Nomination Day in the City of Kawartha Lakes (By-Law 2022-013)</u>	In the event that it is determined that the new Council will contain less than 75% of the outgoing Council, that City of Kawartha Lakes Council delegate its authority in accordance with Section 275 (6) of the Municipal Act, 2001, as amended, to the Chief Administrative Officer				CAO/Clerks
Business Licencing	Several By-Laws	Licensing Officer has authority to issue business licences and place conditions for licensing	Number of licences issued and revenue are reported quarterly	Licensing fees are set by Council – revenue is reported to Council	Licencing is available at Municipal Service Centres <u>the Municipal Law Enforcement and Licensing Office</u>	CAO/Clerks (MLEL)
Regulate Parks and Facilities	By-law 2006-147 <u>By-Law to Regulate Public Parks and Facilities (By-Law 2006-147)</u>	Delegates various issues relating to the operation and management of municipal parks and facilities to the Director of Community Services	Nothing now Operational – no reporting required	Speeds up process	Quicker response for public	Community Services
Encroachment Agreements	<u>By-Law to Authorize Staff to Approve Encroachment Agreements in Certain Circumstances</u> (By-Law 2001-090)	Director of Community Services is authorized to sign encroachment agreements on park property in accordance with criteria set in the by-law	Nothing now Operational – no reporting required	Speeds up process	Quicker response for public	Community Services

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Delegated authority to the Director of Community Services, and/or Manager of Parks and Recreation, staff to extend the period of no use on the VRTC	By-Law to Regulate and Govern Trail Uses Along the Victoria Rail Trail Corridor (By-Law 2007-107) - Additional authority provided under Council Resolution 2014-407	Protect the trail asset due to wet weather and soft conditions.	Amendment to by-law By-Law 2007-107	N/A	Protect the trail asset.	Community Services
Investment Policy Financial Management Policy	C087-FD 009Financial Management Policy (CP2021-018)	Director of Finance Corporate Services is responsible for investing and setting up proper controls in accordance with the policy	Report to Council annually as well as the annual external audit	Ability to invest available cash on a daily basis to increase investment potential	More revenue generated by investment, less required for taxation	Corporate Services
Purchasing Policy	By-law 2004-182 Purchasing Policy (CP2020-003)	Spending limits set by Council where reports are required. Reports also required for non-compliance	Reports to Council	Ensures complete financial accountability	Public can be sure there is a fair procurement process	Corporate Services
Delegated authority to approve a 10 year repayment plan for the cost of connecting to existing infrastructure for water and/or sewage systems when the property owner submits such a request in writing	Council Resolution CR2013-734 By-Law to Require Owners of Buildings to Connect Such Buildings to Drinking Water Systems and/or Wastewater Collection Systems in the City of Kawartha Lakes (By-Law 2014-155)	Delegation is to the Corporate Services Manager, Revenue and Taxation. Delegated authority to approve a 10 year repayment plan for the cost of connecting to existing infrastructure for water and/or sewage systems when the property owner submits a request in writing.	By-law to be brought to Council for passage upon completion of the work.	Additional connections to water and sewer systems will increase the base for distributing costs associated with the system.	Ease the financial burden of connecting to water and/or sewer systems for those properties not connected to water and/or sewer systems in the City where the service is in front of the property.	Corporate Services

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Approve 10 Year Repayment Plan	Council Resolution 2013-734 (amend C149 CAO-036) **Does this entry need to be updated?	the Corporate Services Manager, Revenue and Taxation be delegated authority to approve a 10 year repayment plan for the cost of connecting to existing infrastructure for water and/or sewage systems when the property owner submits such a request in writing, and such repayment plan include all connection costs along with the associated interest to be collected with the property taxes	the Corporate Services Manager, Revenue and Taxation forward to Council the necessary by-law for adoption to confirm the approved connection repayment plan	-	-	Corporate Services
Extending Draft Approval, Changing Conditions of Draft Approval and for giving final approval on plans of subdivision and condominiums	<u>By-law 2001-34 By-Law to Establish Site Plan Control and Procedures in the City of Kawartha Lakes and to Delegate Site Plan Control Approval to the Director of Development Services in the City of Kawartha Lakes (By-Law 2016-069)</u>	Director of Development Services can issue the notice of decision and stamp the draft plan for approval after Council has granted draft approval; extend draft approval on plans of subdivision and condominiums; change conditions of draft approval on plans of subdivision and condominiums if the change is minor; and sign the final plans for subdivisions and condominiums prior to registration provided all the conditions have been met	Nothing now Operational – no reporting required	Speeds up process	Allows for better relations and quicker responses to developers	Development Services

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Site Plan Control Approval	By-law 2003-21 By-Law to Establish Site Plan Control and Procedures in the City of Kawartha Lakes and to Delegate Site Plan Control Approval to the Director of Development Services in the City of Kawartha Lakes (By-Law 2016-069)	<p>Council's powers under Section 41 of the Planning Act are delegated to the Director of Development Services except for clause (a) of Subsection 41(13).</p> <p>The Director of Development Services may approve landscaping, grading, garbage enclosures, walls, fences.</p>	Nothing now Operational – no reporting required	Speeds up process	Quicker response for public	Development Services
Extending Draft Approval	CR2010-650 By-Law to Delegate Authority for Extending Draft Approval, Changing Conditions of Draft Approval and for Giving Final Approval on Plans of Subdivision and Condominiums (By-Law 2016-065)	the CAO be appointed as the Director of Development Services to exercise the delegated authority under By-law 2001-34, being a by-law to delegate authority for extending draft approval, changing conditions of draft approval and for giving final approval on Plans of Subdivision and Condominiums.	Nothing now Operational – no reporting required.	-Speeds up process.	-Quicker response for public.	Development Services
Letters of concurrence for uncontested telecommunications facilities and approvals	By-Law to Provide Authority for the Execution of Certain Documents and Affix the Corporate Seal on Behalf of the City of Kawartha Lakes (By-Law 2021-093)	Council's Powers under the Telecommunications and Antenna Siting Policy (CP2018-014) to approve uncontested telecommunications facilities are delegated to the Director of Development Services, who can sign letters of concurrence to Innovation, Science and Economic Development Canada in accordance with the Telecommunications and Antenna System Siting Policy, as amended.	Contested applications will continue to require Council approval.	Speeds up process.	Quicker response for public and telecommunications providers.	Development Services

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Release of Property Interests in Certain Circumstances	By-law 2012-079 By-Law to Delegate Staff Authority to Approve the Release of City Property Interests in Certain Circumstances (By-Law 2016-059)	Easements – The Director of Development Services or the Director of Public Works advises when an easement meets criteria set out in the by-law	Nothing now Operational – no reporting required	Speeds up process	Quicker response for public	Development Services/Public Works
Release of Property Interests in Certain Circumstances	By-law 2012-079 By-Law to Delegate Staff Authority to Approve the Release of City Property Interests in Certain Circumstances (By-Law 2016-059)	Reserves of land – The Director of Development Services or the Director of Public Works advises when a reserve of land meets criteria set out in the by-law	Nothing no Operational – no reporting required	Speeds up process	Quicker response for public	Development Services/Public Works
Release of Property Interests in Certain Circumstances	By-law 2012-079 By-Law to Delegate Staff Authority to Approve the Release of City Property Interests in Certain Circumstances (By-Law 2016-059)	Subdivision Agreements – The Director of Development Services or the Director of Public Works advises when a subdivision agreement meets criteria set out in the by-law	Nothing now Operational – no reporting required	Speeds up process	Quicker response for public	Development Services/ Public Works
Pre-Servicing of Subdivision Lands	071-EPW-004 Pre-Servicing of Subdivision Lands Policy (CP2018-009)	Director of Development Services Engineering and Corporate Assets can execute these agreements	Nothing now Operational – no reporting required.	Speeds up the development process	Assists in moving projects forward as final approvals are received	Engineering and Corporate Assets

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Assumption of Existing Street Lighting	063-EPW-001	Director of Public Works has authority to assume street lighting as long as it meets set criteria	Nothing now Operational—no reporting required.	Operational in nature	Speeds up the approval process for developers	Engineering and Corporate Assets
Streetlight Warrant	077-EPW-005 <u>Streetlight Warrant Policy (CP2018-010)</u>	Director of Public Works <u>Engineering and Corporate Assets</u> has authority to <u>direct installation</u> install of street lights if funds are budgeted or with the approval of the CAO <u>wherever a warrant justifies the installation</u>	Nothing now Operational – no reporting required	Cost must be in budget or CAO approval	Public are aware of the criteria which must be met	Engineering and Corporate Assets
Highway Dedications and Easement Administration <u>Duplicate Entry</u>	CR2002-165 <u>Engineering and Corporate Assets</u>	RESOLVED THAT a by-law to delegate to the Director of Engineering and Corporate Assets <u>Public Works</u> the authority for partial Highway Dedications and Easement Administration be read a first, second and third time, passed, numbered, signed and the corporate seal attached.	-	-	-	Engineering and Corporate Assets

Delegated Authority	Legislated Authority	Rationale	Council Communication	Financial Considerations	Public Considerations	Department
Approve Capital Projects Budget	Council Resolution CR2013-1263 (Amend C149 CAO 036)	The delegated authority to the Victoria Manor Committee of Management to approve the Capital Projects Budget for capital projects that are fully funded using uncommitted funds in the Deferred Revenue account				Human Services
<u>Establish and Monitor Service Manager Policies</u>	<u>Housing Service Manager Delegated Authority Policy (CP2021-024)</u>	<u>The City's Housing Manager/Administrator position has been delegated with the responsibility to establish and monitor Service Manager policies and procedures to ensure that all legislative requirements are implemented.</u>				<u>Human Services</u>
<u>Ontario Works Act</u>	<u>Ontario Works Program Delivery Delegated Authority Policy (CP2021-025)</u>	<u>The Ontario Works Administrator has the delegated authority under the Act and from Council to administer the Act, providing employment assistance and basic financial assistance according to provincial standards (the Ontario Works Act, Regulations and Directives) within the approved operating budget.</u>				<u>Human Services</u>

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Victoria Manor	Victoria Manor Delegated Authority Policy (CP2021-026)	The City is required to comply with the Act, including the appointment of a Committee of Management and the appointment of a full time Administrator who meets the minimum position requirements under the Act to manage the home.				Human Services
Contact Person for the Purposes of PHIPA	130 SS 027	Delegate to Directors of Health and Social Services, Emergency Services and Human Resources duties to administer PHIPA	Nothing now Significant or exception reporting due to volumes in Health and Social Services. Will be added to department quarterly report	This is legislated and therefore no financial considerations	The process is streamlined and easily identified to the public.	Human Services/Clerks
Weed Control	By-law 2003-156 By-Law to Delegate Authority Relating to Weed Control Act Matters (By-Law 2016-067)	Delegate authority to the Clerk to add outstanding weed cutting charges to the tax roll	Nothing now Operational – no reporting required	Puts outstanding balances on tax roll to improve collection	Public can appeal to Council.	Public Works/ Clerks
Road widening lands, reserves and easements	By-Law to Delegate Certain Authority to the Director of Public Works and to the Director of Development Services Regarding Road Widening Lands, Reserves and Easements (By-Law 2012-080)	The Director of Public Works or the Director of Development Services may approve and provide by-law directly to Council for road widening, easements and reserves that meet criteria	By-law is passed by Council and therefore considered the final approval	Criteria established within by-law to set parameters	Quicker response to public issues	Public Works

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Temporarily Close a Highway	By-law 2003-05 By-Law to Delegate Temporary Closure of a Highway in the City of Kawartha Lakes (By-Law 2016-063)	Director of Public Works can temporarily close a highway that meets the criteria established in the by-law	Nothing now Operational – no reporting required	Speeds up process	Allows for quick response for public safety or events	Public Works
Reduced Loads	By-law 2005-077 By-Law to Regulate and Designate Responsibilities Relating to a Reduced Load Period Affecting Highways in the City of Kawartha Lakes (By-Law 2016-062)	Director of Public Works can designate highways for reduced loads in accordance with established criteria and set conditions as applicable	Nothing now Operational – no reporting required	Speeds up process	Allows for quick reaction to potential safety issues and protection of corporate assets	Public Works
Limiting Water Use on Municipal Water Systems	By-law 2003-092 By-Law to Provide Delegation to the Director of Public Works for the Regulation of Water Use in Kawartha Lakes (By-Law 2002-105)	Director of Public Works can limit water use within the established criteria	Water use during peak times may need to be limited to ensure an adequate water system on municipal water systems for essential use	Action is required immediately to limit water use on municipal water system upon low water levels.	Protects the public water supply.	Public Works
Other Policies	Several adopted policies	Other policies that exist that have been adopted by Council to allow staff to perform duties to further the business of the corporation	Activities are provided to Council through the departmental quarterly reports	Furtheres the business of the municipality in a timely and efficient manner	Assists the public to complete business in a timely and efficient manner.	

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Delegation of Approvals for Assessment Act Sections 356, 357, 358 and 359 of the Municipal Act, 2001	Resolution Number CR2008-204	Applications are submitted in accordance with the Act and are usually rubber-stamped by Committee and Council – this provided delegation to the Director of Finance and the Manager of Revenue and Taxation	Activities are provided to Council through the Finance Department’s quarterly report	This eliminates the need to take up Committee time with hearings.	This process will assist the public to complete hearings in a timely and efficient manner without it having to go to committee and then Council.	