



**The Corporation of the City of Stratford
Finance and Labour Relations Committee
Open Session
AGENDA**

Date: Monday, November 27, 2017

Time: 7:15 P.M.

Location: Council Chamber, City Hall

Committee Present: Councillor Clifford - Chair Presiding, Councillor Mark - Vice Chair, Deputy Mayor Ritsma, Councillor Beatty, Councillor Brown, Councillor Bunting, Councillor Henderson, Councillor Ingram, Councillor McManus, Councillor Vassilakos

Staff Present: Rob Horne - Chief Administrative Officer, Ed Dujlovic - Director of Infrastructure and Development Services, David St. Louis - Director of Community Services, Carole Desmeules - Director of Social Services, John Paradis - Fire Chief, Joan Thomson - City Clerk, Tatiana Dafoe - Deputy Clerk

Pages

1. Call to Order

The Chair to call the Meeting to Order.

Mayor Mathieson provided regrets for this meeting.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

3. Delegations

None scheduled.

4. Report of the City Clerk

4.1 Follow up Report on Exercise of Delegated Authority (FIN17-045)

7 - 68

Motion by _____

Staff Recommendation: THAT no further action be taken to require staff, officials, committees or tribunals to report out to Council on delegated authority matters in By-law 135-2017 more than already identified in the By-law.

5. Report of the Director of Infrastructure and Development Services

5.1 2018 Rates for Water, Sanitary and Waste Management User Fees and Charges (FIN17-046)

69 - 73

Motion by _____

Staff Recommendation: THAT the following rates be charged for water starting January 1, 2018:

Consumption Charge	2018
First 3 cubic metres	\$2.50/m ³
All additional cubic metres	\$1.02/m ³
Minimum consumption charge	\$7.50
Monthly Flat Charge	

Under 1 inch meter	\$4.00
1 inch meter	\$7.50
1½ inch meter	\$11.00
2 inch meter	\$14.00
3 inch meter	\$20.00
4 inch meter	\$27.00
6 inch meter	\$48.00
8 inch meter	\$66.00

THAT the following rates be charged for sanitary sewer starting January 1, 2018:

Sewage Service Rate	2018
Percentage of the water rate	162.8%

Fixed monthly charge	\$4.00

AND THAT the following rates be charged for waste management starting January 1, 2018:

	2018
Bag Tag	\$2.55
Bag or Can at Landfill Site	\$3.25
Minimum scale rate	\$16.25
Tip Fee – regular	\$78.00 per tonne
Tip Fee – large hauler	\$73.00 per tonne
Scale down – car	\$16.25
Scale down – truck	\$20.00

Scale down – trailer	\$20.00
Scale down- Roll off	\$10.00/cubic yard
Scale down - Packer	\$15.00/cubic yard
Large Item Tag	\$10.00
Recycle Box	\$6.19
Backyard Composter	\$25.66
White Goods – Freon removal	\$40.00
White Goods – No Freon	\$22.00
Televisions & computer monitors	\$0.00
Commission Fee on sale of garbage bag tags	5%
Finished compost produced through the City's organic diversion program to Commercial Users and Landscapers	\$3.50/cubic metre

An administrative fee of \$20.00, excluding applicable taxes, shall be

charged by the City to provide duplicate copies of tickets for tipping fees when requested to do so.

6. Report of the Supervisor of Tax Revenue

6.1 Canadian Legion Branch 8, Stratford (FIN17-047)

74 - 75

Motion by _____

Staff Recommendation: THAT By-law 126-2011 be amended to revise the affected property address for Canadian Legion Branch 8, Stratford.

7. Adjournment

Meeting Start Time:

Meeting End Time :

Motion by _____

THAT the Finance and Labour Relations Committee meeting adjourn.



MANAGEMENT REPORT

Date: November 27, 2017
To: Finance and Labour Relations Committee
From: Joan Thomson, City Clerk
Report#: FIN17-045
Attachments: Delegation of Authority By-law 135-2017 w Schedule A

Title: Follow up Report on Exercise of Delegated Authority

Objective: To provide a follow up report on the request to have staff, committees and tribunals report out when exercising their delegated authority under By-law 135-2017.

Background: A request was made for this follow up report at the time Council was adopting Delegation of Authority By-law 135-2017.

What is the Delegation of Authority By-law?

The Delegation of Authority By-law is a document that consolidates other Stratford Council approved by-laws and policies and previously delegated authority to officers, employees, committees and tribunals of the City. This delegation of authority by Council allows and/or authorizes the undertaking of actions, execution of specific agreements, approval of routine matters and other administrative matters as prescribed in Schedule A to By-law 135-2017.

Over the years, previous Councils have authorized certain staff, committees and tribunals to exercise authority to take actions or execute documents. These have now been consolidated into one comprehensive by-law for ease of reference by Council, staff and the public. The draft was reviewed with Departments and Legal Counsel prior to being presented to Finance and Labour Relations Committee in April 2017.

What Does the Delegation of Authority By-law Mean?

The Delegation of Authority By-law assists with administrative efficiency and is a consolidated reference document. It provides the clear authority for decision-making on matters that Council determined can be delegated to staff, committees and tribunals under certain conditions.

The By-law removes ambiguity in accountability as it identifies the Department, Committee or Tribunal, the staff person(s) and the limits on the delegated authority.

As a Council approved by-law, the Delegation of Authority By-law vests the authority in Council to add and to remove delegated authority as Council determines necessary and appropriate. The By-law is not a concentration of power but a reference document. Council's role is neither reduced nor oversight eliminated. Staff is required by law to conform to the authority granted in the By-law and with a reporting process to Council as set out in the By-law.

The Delegation of Authority By-law does not mean that Council is hands-off from the decision-making of the municipal corporation. Rather, Council is always able to act and the by-law can be expanded or contracted.

There are limitations on Council action with respect to duties and responsibilities conferred by legislation on statutory officers of the municipal corporation.

Analysis: Authority should be delegated to staff, committees and tribunals regarding routine administrative matters where there is opportunity to streamline responsiveness to the residents, the public, business owners and visitors. This is done in accordance with legislation, Council's Delegation of Authority Policy and By-law, and established policies and procedures with avenues of appeal for the public incorporated into the authority.

The Delegation of Authority By-law 135-2017 sets out the specific authority that has been delegated, names the staff person responsible, the conditions under which the authority can be exercised and references the applicable by-law or policy which also applies to the delegated authority.

Of the 165 items of delegated authority identified in By-law 135-2017, 48% of these items require reporting out to Council, or require Council approval on the specific matter or require review by legal counsel and/or the Chief Administrative Officer before staff use their delegated authority. This oversight is set out in the By-law and is a reference source for Council, staff and the public. Many of the other items with no specific reporting out requirements, are a continuation of delegation of authority to staff for which there were no previous requirements to report out.

Concern is expressed that if staff are required to report out on all items that have been delegated in this By-law, streamlining or efficiencies gained in the decision-making process and the conduct of routine business matters will be greatly reduced. More time may be spent documenting and reporting out on matters rather than the actual use of the delegated authority on matters such as,

- When licences are issued by staff
- When routine agreements are signed by Directors
- When reports are filed with the Province under legislative or regulatory requirements

- When rental agreements for city facilities and arenas are approved by staff
- When documents required in satisfaction of a condition or approval under the *Planning Act* by the Committee of Adjustment are signed by staff
- When approving the sale of interment rights and lot transfers by staff
- When approving the issuance of licenses by Stratford Police Services
- When issuing municipal addresses to properties and assigning street names in accordance with Policy, by staff

It is noted that many of the items in By-law 135-2017 are a continuation of previously delegated authority to staff by Council.

After a period of one-year, if there is a particular item that Council wishes to review for reporting out in Schedule A, more than what is already identified, staff suggest that Council then adopt a resolution to request a staff report.

Financial Impact: There is extensive reporting out requirements already prescribed in By-law 135-2017.

There would be considerable staff resources tied up in reporting out to Council on all matters identified in By-law 135-2017. The cost to do so would be difficult to quantify for Council.

Staff Recommendation: THAT no further action be taken to require staff, officials, committees or tribunals to report out to Council on delegated authority matters in By-law 135-2017 more than already identified in the By-law.



Clerk – Joan Thomson



Rob Horne, Chief Administrative Officer



**BY-LAW NUMBER 135-2017
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to authorize the delegation of certain powers and duties under the *Municipal Act, 2001*, the *Planning Act* and other Acts to designated staff, boards and outside boards of The Corporation of the City of Stratford and to repeal By-law 134-97 as amended and By-law 128-2001.

WHEREAS the Council of The Corporation of the City of Stratford has previously delegated authority to officers, employees, committees or tribunals in a number of areas through by-law and/or Council resolution, in accordance with the prevailing legislation;

AND WHEREAS section 23.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25 confirms that a municipality has the authority to delegate its powers and duties, subject to certain restrictions;

AND WHEREAS section 51.2(4) of the *Planning Act*, R.S.O. 2990 c.P.13 as amended authorizes the delegation of authority to approve plans of subdivision and this authority is extended to approval of plans of condominium pursuant to section 9(2) of the *Condominium Act*, 1998, S.O. 1998 c.19 as amended;

AND WHEREAS the Council of the Corporation of the City of Stratford considers that it is appropriate to consolidate all existing delegations of authority into one by-law;

NOW THEREFORE BE IT ENACTED by the Council of The Corporation of the City of Stratford as follows:

SHORT TITLE

1. This By-law may be referred to as the **"Delegation of Authority By-law"**.

DEFINITIONS

2. That the following definitions shall apply:

"Chief Administrative Officer" means the Chief Administrative Officer of the City;

"City" means The Corporation of the City of Stratford;

"City Clerk" means the municipal clerk of the City;

"Council" means the municipal council of the City;

"Department" means a department of the City;

"Deputy Clerk" means the deputy clerk of the City;

"Director" means the appropriate Director of a Department of the City;

"emergency" means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to

property and that is caused by the forces of nature, a disease or other health risk, an accident or act whether intentional or otherwise, which, by its nature or magnitude, requires a co-ordinated response by a number of agencies under the direction of the Emergency Control Group as amended from time to time by the *Emergency Management and Civil Protection Act*. These are distinct from the normal, day-to-day operations carried out by first response agencies and as amended from time to time;

"Emergency Control Group" means those designated officials in the City Emergency Response Plan who are responsible for providing the essential services necessary to minimize the effects of an emergency on the community;

"Fire Chief" means the Fire Chief of the City;

"immaterial" means unimportant under the circumstances;

"Legislation Act" means the Legislation Act, 2006, S.O. 2006, chapter 21 as amended from time to time;

"material" means that which goes to the foundation or the decision or which goes to the crux of a central issue;

"Municipal Act" means the Municipal Act, 2001, S.O. 2001, c. 25 as amended from time to time;

"Municipal Freedom of Information and Protection of Privacy Act" means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56

"Planning Act" means the Planning Act, R.S.O. 1990, CHAPTER P.13 as amended from time to time;

"Purchasing By-law" means the Purchasing By-law of the City as amended from time to time;

"staff" means one or more employee(s) of the City who has been identified in this By-law for the purpose of delegating certain powers and duties by Council;

DESCRIPTION OF DELEGATION

3. That the routine approvals and delegated authorities set out in Schedule "A" attached hereto and forming part of this By-law are hereby delegated to the designated staff.
4. Within each row of the table in Schedule "A" to this By-law, the authority described in the column entitled, "Delegated Authority", is delegated to the person or person s identified in the column entitled "Delegate", subject to the restrictions, if any, in the column entitled "Delegate Restrictions".
 - a. Within each row of the table in Schedule "A" to this By-law, where more than one person is listed as a delegate, the delegated authority may be exercised by any of the persons listed provided that if any of such persons disagree as to whether or the manner in which to exercise the delegated authority or if any such person is unable to exercise the delegated authority by reason of the person's illness or absence, the determination of the earlier listed person shall prevail.
5. Within each row of the table in Schedule "A" to this By-law, the authority described in the column entitled, "Delegate", shall report or communicate in a manner, if any, specified in the column entitled "Communication". The Chief Administrative Officer and Director of the Department may from time to time, advise Council or its Committee of the exercise of delegated authority pursuant to this By-law in such manner and in such circumstances as the Chief Administrative Officer or Director of the Department considers appropriate.
6. For the purposes of subsection 23.2(4) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, it is the opinion of Council that any legislative powers delegated pursuant to this By-law are of a minor nature having regard to the number of people, the size of the geographic area and the time period affected by the exercise of each such power.

7. In the event of any inconsistency in this By-law and any other City by-law, the provision that more effectively delegates the authority prevails to the extent of any inconsistency.
8. This By-law shall come into force upon its final passage.
9. That By-law 134-97 and all amendments thereto, and By-law 128-2001 are hereby repealed upon this By-law coming into force.

Read a FIRST, SECOND and THIRD TIME and

FINALLY PASSED this 25th day of September, 2017.

"Daniel B. Mathieson"
Mayor – Daniel B. Mathieson

"Joan Thomson"
Clerk – Joan Thomson

Adopted September 25, 2017

THIS IS SCHEDULE "A" TO BY-LAW 135-2017**1. Delegation of authority related to corporate services:**

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
1.1	Authority to submit applications to any Federal or Provincial ministry, agency or fund for compensation, funding or other forms of subsidy or grant related to any City programs, operations or approved capital project	Director of Corporate Services	Municipal Act Policy E.3.4	None	Not applicable	✓	
1.2	Authority to execute any submissions, declarations or representations required for processing any applications for funding or relating to the receipt of funds.	Director of Corporate Services	Municipal Act	None	Not applicable	✓	
1.3	Authority to cancel reduce or refund all or part of the taxes levied on land caused by a gross or manifest error, including holding the required hearing under the Municipal Act	Director of Corporate Services	Municipal Act (s.358)	Within the limitations prescribed in s. 358, Municipal Act	Not Applicable	✓	
1.4	Authority to increase taxes levied on land to the extent of any undercharge caused by a gross or manifest error, including holding the required hearing under the Municipal Act	Director of Corporate Services	Municipal Act (s.359)	Within the limitations prescribed in s. 359, Municipal Act	Not Applicable	✓	
1.5	Authority to prepare feasibility studies and submit applications for funding for eligible projects	Director of Corporate Services	Tax Increment Financing Act (s.2)	None	Council informed by memorandum and funding approved by Council	✓	
1.6	Authority to enter into agreements for funding of eligible projects	Director of Corporate Services	Tax Increment Financing Act (s.3)	Project approved in current budget, multi-year budget, or is included in draft budget for following year	Signed copy to Clerk's Office	✓	

Adopted September 25, 2017

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
				Agreement to be in a form as approved by the legal counsel as reviewed and approved by the Chief Administrative Officer			
1.7	Authority to approve and execute contracts for tenders and proposals on behalf of the City in accordance with the City Purchasing By-law and Hiring of Consultants Policy C.2.1	Directors Chief Administrative Officer	Municipal Act Purchasing By-law Policy C.2.1	Project approved in annual budget and subject to limits set out in the City's Purchasing By-law for projects under \$100,000. Project approved in annual budget requires Council resolution awarding the tender acceptance of proposal and adoption of By-law for projects \$100,000 or greater. In circumstances where a formal contract is required, the contract must be signed by the Mayor and Clerk	Signed copy to Clerk's Office	✓	
1.8	Powers and duties of the Treasurer to collect taxes delegated to Treasurer and to Supervisor of Tax Revenue	Director of Corporate Services/Treasurer Supervisor of Tax Revenue	Municipal Act By-law 18-2003	Subject to passage of a by-law by City Council		✓	
1.9	Council may grant exemptions from the Purchasing By-law by resolution of Council	Staff or Department named in the Council resolution	Municipal Act Purchasing By-law	As determined by resolution of Council	Resolution of Council	✓	
1.10	Authority to approve and execute agreements for services with accountants for municipal	Chief Administrative Officer	Municipal Act	Amounts approved in annual budget	Signed copy to Clerk's Office	✓	

Adopted September 25, 2017

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
	purposes, including local boards, commissions and corporations.	Director of Corporate Services					
1.11	Authority to certify land title applications for developers which typically involve the municipality as an adjoining owner (ie a roadway) that are reviewed by administration	City Clerk Deputy City Clerk	Municipal Act	Subject to review by administration for any encroachments, fences on municipal roadway or property		✓	
1.12	Authority to execute documents and to engage in such activities as required to participate in the Ontario Municipal Employees Retirement System [OMERS]	Director of Corporate Services Manager of Financial Services Director of Human Resources	By-law 134-97	None	Not Applicable	✓	
1.13	Authority to cancel the awarding and acceptance of a tender, request for proposal, quotes prior to the work beginning	Director of Corporate Services Manager of Financial Services	Municipal Act	Subject to legal advice as necessary	Communication to purchasing staff and City Clerk		✓

Adopted September 25, 2017

2. Delegation of authority relating to the provision and enforcement of fire services, emergency services and airport services:

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
2.1	Authority to approve and execute assignment of land leases for hangars at the Stratford Municipal Airport	Fire Chief Deputy Fire Chief Director of Corporate Services	Municipal Act By-law 134-97		Signed copy to Clerk's Office	✓	
2.2	Authority to issue permits for open air burning activities, including authority to temporarily suspend or rescind a permit	Fire Chief Deputy Fire Chief Director of Fire Prevention	Fire Protection and Prevention Act (s.7.1) By-law 5-2006	Conditions for suspending or rescinding a permit: <ul style="list-style-type: none"> • Will temporary suspension or rescinding promote compliance with the conditions of approval granted • Conduct of the permit holder • Public interest • State of the premises, facilities, equipment, vehicle • First, Second or Third Breach of the conditions of approval • Did the permit holder voluntarily surrender the permit 	Not Applicable	✓	
2.3	Authority to issue approvals for the setting off of fireworks including authority to	Fire Chief	Municipal Act (s. 120, 121)	Conditions for suspending or rescinding fireworks approval:	Not Applicable	✓	

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
	temporarily suspend or rescind the approval	Deputy Fire Chief Director of Fire Prevention	Fire Protection and Prevention Act (s.7.1) By-law 73-2006	<ul style="list-style-type: none"> • Will temporary suspension or rescinding promote compliance with the conditions of approval granted • Conduct of the permit holder • Public interest • State of the premises, facilities, equipment, vehicle • First, Second or Third Breach of the conditions of approval • Did the permit holder voluntarily surrender the permit 			
2.4	Authority to approve and execute agreements for fire alarm systems to central fire alarm panels operated by the Fire Department of the City	Fire Chief Deputy Fire Chief	Municipal Act Fire Protection and Prevention Act		Signed copy to Clerk's Office	✓	
2.5	Authority to approve the designation of fire routes on private and public property including revisions to previously designated fire routes	Fire Chief Deputy Chief Director of Fire Prevention Director of Infrastructure and Development Services	Fire Protection and Prevention Act	Approval of designated fire route must be done in writing	Property owner must install appropriate signs Clerk's Office to be advised so that by-law schedules can be updated for enforcement		✓
2.6	Authority to approve use of Fire Department of the City vehicles for parades or other non-	Fire Chief		Fire Chief will have special circumstances reviewed by		✓	

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
	emergency usage or under special circumstances	Deputy Fire Chief		City Solicitor, City Insurer and Director of Corporate Services for advice on liability and insurance coverage. Special circumstances includes a unique, non-emergency or other situation not already covered by legislation, policy, procedure, delegated authority or direction of Council.			
2.7	Authority to approve and execute agreements with companies for testing and accessing prospective candidates wishing to become fire fighters for the Fire Department of the City	Chief Administrative Officer	Municipal Act	Cost of service to be included in annual budget and budget approved by Council	Signed copy to Clerk's Office	✓	
2.8	Authority to approve and execute agreements with telephone service providers for 9-1-1 service, including amending agreements and terminations of agreements	Chief Administrative Officer	Municipal Act	Agreement to be in a form approved by legal counsel	Signed copy to Clerk's Office		✓
2.9	Authority to resolve disputes involving airport hangar lease agreements	Chief Administrative Officer	Municipal Act	Agreement was approved by Council and a dispute by the tenant on interpretation of a clause or provision has arisen	Resolution of the dispute to be communicated to the City Clerk and Fire Chief		✓

Adopted September 25, 2017

3. Delegation of authority relating to information technology services:

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
3.1	Authority to approve and execute agreements for the exchange or release of electronic data or electronic software for internal City services	Chief Administrative Officer Director of Corporate Services Manager, IT & Business Services	Municipal Act	Agreement to be in a form previously approved by legal counsel and approved by the Chief Administrative Officer	Signed copy to Clerk's Office	√	
3.2	Authority to approve and execute software licensing agreements, online service, website and software terms of use and license agreements Includes Authority to make minor amendments to service agreements, including the purchase of routine services and equipment resulting from changing business needs and employee staffing changes (eg purchase of smart phones and resulting contract, per terms approved by Council)	Chief Administrative Officer Director of Corporate Services Manager, IT & Business Services	Municipal Act	The software product funded through the current year's operating or capital budget that has been approved by Council. Agreements are to be reviewed by City Solicitor. Minor amendments to agreements that result from changing business needs and employee staffing changes. Minor amendments to agreements that do not alter the decision or the intent of the decision and /or would not result in a material change in risk	Signed copy to Clerk's Office	√	

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
3.3	Authority to approve and execute data or software acquisition Agreements for internal City services	Chief Administrative Officer Director of Corporate Services Manager, IT & Business Services	Municipal Act	The data to be acquired is necessary to support a City program or initiative that is funded through the current year's operating or capital budget that has been approved by Council. Agreement to be in a form previously approved by legal counsel and reviewed and approved by the Chief Administrative Officer	Signed copy to Clerk's Office	√	
3.4	Authority to approve and execute confidentiality agreements relating to the acquisition of data or software for internal City services	Chief Administrative Officer Director of Corporate Services Manager, IT & Business Services	Municipal Act	Agreement to be in a form previously approved by legal counsel and reviewed and approved by the Chief Administrative Officer	Signed copy to Clerk's Office	√	

Adopted September 25, 2017

4. Delegation of authority relating to municipal operations and other general matters:

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
4.1	Authority to initiate claims, applications, motions, arbitrations and/or mediations for the collection of all debts, accounts and judgments owed to the City	Chief Administrative Officer	Courts of Justice Act (Regulation – Rules of Civil Procedure, Small Claims Court Rules) Municipal Act	None	Not Applicable	✓	
4.2	Authority to hire and promote employees, including authority to issue employment letters	Director of Human Resources	Municipal Act City Hiring Policies	Subject to administrative salary grid for administrative employees Human Resources must be consulted in all instances of hiring, termination and promotion.	Not Applicable	✓	
4.2.1	Authority to hire and issue employment letters for Director positions, subject to passage of a by-law by Council, where necessary Authority to sign employment agreements	Chief Administrative Officer Chief Administrative Officer and Director of Human Resources	Municipal Act City Hiring Policies	Subject to administrative salary grid for Directors Where individual written employment agreements are prepared, the Chief Administrative Officer <u>and</u> Director of Human Resources to both review and sign the contract where applicable. Must consult with City Solicitor on human resources matters in regard to terms in written employment	Copy of signed employment contract to City Clerk	✓	

Adopted September 25, 2017

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
				<p>agreements.</p> <p>With respect to hiring only, the Policy on interview teams to be followed</p> <p>Subject to section 275 of the Municipal Act and City's existing practice and policy [Restricted Acts after Nomination Day and after Voting Day provisions]</p>			
4.3	Authority to approve the termination of City employees below the deputy director level, including authority to execute termination agreements	Chief Administrative Officer	Municipal Act Policy H.1.19	In the opinion of legal counsel where the costs associated with the termination are below \$100,000, not including any costs normally incurred as a result of a resignation or retirement	Chief Administrative Officer to advise Council when termination of city employee has occurred.	✓	
4.4	Authority to sign Minutes of Settlement in labour relations contracts	Director of Human Resources	Municipal Act	The settlement value must be within the approved budget set by Council or otherwise will require Council's ratification		✓	
4.5	Authority to manage and settle labour grievances and labour arbitrations, subject to any other process or authority agreed upon in a binding collective agreement	Director of Human Resources Chief Administrative Officer	Municipal Act	<p>Where the financial settlement implications do not exceed \$25,000, Director of Human Resources can settle</p> <p>Where the financial settlement implications exceed \$25,000 and up to \$100,000, approval from the Chief Administrative Officer is</p>			✓

Adopted September 25, 2017

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
				required before signing by the Director of Human Resources			
4.6	Authority to execute receipts, releases, indemnities, minutes of settlement and other documents required for the settlement or compromise or any other resolution or any claim, demand, action or other proceeding brought or made by or against the City to settle claims and in keeping with the City's Corporate policy	Chief Administrative Officer	Courts of Justice Act (Regulation – Rules of Civil Procedure, Small Claims Court Rules) Municipal Act Policy 1.2.1 Note that this policy set the amount at \$20,000	Settlement must be for amounts up to \$100,000 as recommended by the City Solicitor and sufficient funds exist within the insurance reserve. For claims of wrongful dismissal below the managerial level and up to \$100,000, where supported by advice from the City's legal counsel.	Council informed by memorandum from Chief Administrative Officer or through in-camera reports where applicable Director of Corporate Services to provide annual report to Finance & LR Sub-committee regarding claims per year and amounts paid	✓	
4.7	Authority to initiate City applications, mediations, arbitrations, motions, and appeals for relief before any court, administrative tribunal, mediator or arbitrator Includes authority to defend, negotiate and resolve any matter against or by the Corporation, local boards and commissions Authority to initiate litigation at any Court, Commission, Tribunal, Board, Hearing or Arbitration Excludes labour relation matters provided for elsewhere in the delegation of authority by-law	Chief Administrative Officer	Ontario Municipal Board Act Building Code Act Fire Prevention and Protection Act Courts of Justice Act Farming and Food Production Protection Act Various other Acts Small Claims Court Rules	In the opinion of legal counsel where the matter is unlikely to give rise to a negative costs award against the City Subject to authority of insurance companies pursuant to insurance policies Up to \$100,000 for Chief Administrative Officer to resolve. Over \$100,000 requires Council approval	Chief Administrative Officer to inform Council on an annual basis or more frequent basis as determined by the Chief Administrative Officer using the discretion of the Chief Administrative Officer in determining the method used each time such as but not limited to memorandum, information report, verbal update at a meeting	✓	

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
4.8	Authority to execute consents and waivers of notice of applications under the <i>Land Titles Act</i>	City Clerk Deputy City Clerk	Land Titles Act	None	Not Applicable	✓	
4.9	Authority to execute agreements for the exchange or release of information that complies with the requirements of the <i>Municipal Freedom of Information and Protection of Privacy Act</i>	City Clerk Deputy City Clerk	Municipal Act	Subject to the provisions of Municipal Freedom of Information and Protection of Privacy Act	Not Applicable	✓	
4.10	To designate as "head of an institution" for the purposes of the <i>Municipal Freedom of Information and Protection of Privacy Act</i>	Chief Administrative Officer	Municipal Freedom of Information and Protection of Privacy Act Policy M.1.3	Subject to the provisions of Municipal Freedom of Information and Protection of Privacy Act	Not Applicable	✓	
4.11	Authority for the day to day administration of the <i>Municipal Freedom of Information and Protection of Privacy Act</i>	City Clerk Deputy City Clerk	Municipal Freedom of Information and Protection of Privacy Act Policy M.1.3	Subject to the provisions of Municipal Freedom of Information and Protection of Privacy Act	Not Applicable	✓	
4.12	Authority to make decisions to withhold documents, or release documents in whole or only in part requested under the provisions of the <i>Municipal Freedom of Information and Protection of Privacy Act</i>	City Clerk Deputy City Clerk	Municipal Freedom of Information and Protection of Privacy Act Policy M.1.3	Any requester who is dissatisfied with the City's decision to withhold documents or to release documents only in part, or any third party who does not agree with the City's decision to release documents that they felt should not be released, may appeal to the Information and Privacy Commissioner.	Not Applicable	✓	

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
				Any notice of appeal must be filed with the Information and Privacy Commissioner's Office within thirty (30) days of the date of the City's decision.			
4.13	<p>Authorized bank signing officers on behalf of The Corporation of the City of Stratford</p> <p>Authorized to open, maintain and close bank accounts as required for Municipal purposes, including local boards, commissions and corporations as necessary</p> <p>Authorized to issue and sign cheques and other negotiable instruments, make payments, and transfer funds for Municipal purposes, including local boards, commissions and corporations</p>	<p>Chief Administrative Officer</p> <p>Director of Corporate Services</p> <p>Manager of Financial Services</p> <p>Requires 2 signatures</p>	Municipal Act (sections 11(2), 23, 286 and 287)	<p>Subject to the provisions of the Municipal Act and the City's existing practice and policy</p> <p>Limited to terms approved in annual budget or as otherwise approved by Council</p>	Not Applicable	✓	
4.14	Authorized bank signing officers on behalf of The Corporation of the City of Stratford as the Consolidated Municipal Service Manager.	<p>Director of Corporate Services</p> <p>Director of Social Services</p> <p>Requires 2 signatures</p>	Municipal Act (sections 11(2), 23, 286 and 287)	<p>Subject to the provisions of the Municipal Act and the City's existing practice and policy</p> <p>Authorized to be signing officer for banking purposes for Social Services matters and bank accounts</p>	Not Applicable	✓	
4.15	Authority to issue and sign donation receipts	Director of Corporate Services	Municipal Act		Not Applicable	✓	

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
		Manager of Financial Services					
4.16	Authority to make amendments to the City's record retention and disposition schedule, as necessary	City Clerk Deputy City Clerk	Municipal Act		Not Applicable		✓
4.17	Authority to use discretion to apply inter-office charges for services provided to other City departments	Chief Administrative Officer Directors	Policy F.1.8 Need to review the policy as changes needed.	Department Heads provided with the discretion to make their resources and services available to other departments. The cost charged to other departments cannot be discretionary and must be set out in a policy	Not Applicable	✓	
4.18	Authority to waive fees in certain instances relating to routine information requests.	Chief Administrative Officer Delegate of the Chief Administrative Officer City Clerk Deputy City Clerk	Policy M.1.2	Authority to waive fees in certain circumstances set out in the applicable policy. Any decision made with respect to fees, including estimated fees, may be appealed to the Finance and Labour Relations Sub-committee	Not Applicable	✓	
4.19	Authority to dispose of municipal equipment	Directors Designates of Directors	Policy P.4.3	Directors or their designates have the authority to declare goods surplus and shall, from time to time, dispose of any surplus goods not required by	Not Applicable	✓	

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
			Purchasing By-law	the Corporation by way of: a) Offering to any other department b) Sealed bid c) Sale by auction or consignment, d) Direct negotiation with buyers, e) Donation to a charitable organization. No employee, member of Council or the public shall be allowed to purchase any surplus goods directly from the City. Surplus goods and/or products, at the discretion of the Manager of Financial Services and Department Head involved, may become the property of the Contractor, to be disposed of at their discretion. In the event that the item does not sell by any of the means provided, the department may use an alternate method of disposal. ie. scrap			
4.20	Authority to manage, organize and administer the city-wide purchasing policy, including authority to prepare, issue and receive	Director of Corporate Services	Purchasing By-law	Subject to the City's Purchasing By-law	Not Applicable	✓	

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
	Request for Proposals, as well as tenders, quotations, inquiries for goods and services	Manager of Financial Services		Purchase Orders can be authorized / issued by Department Managers or Staff Designates			
4.21	Authority to give routine approvals for projects approved in annual budget of the City	Director of Corporate Services	Municipal Act	Projects must be approved in annual budget and Council passed a resolution to award tender	Not Applicable	✓	
4.22	Authority to approve and make revisions minor in nature and/or administrative in nature to the City's emergency response plan appendices	Chief Administrative Officer Designate of the Chief Administrative Officer	By-law 129-2004	Changes to the appendices must be minor in nature and/or administrative in nature including but not limited to updating contacts and contact information, amending notifications, communications, resources, recovery and guideline provisions, etc.	Not Applicable	✓	
4.23	Authority to impose and collect fines and/or fees and charges in accordance with the City's By-laws	Chief Administrative Officer Directors	By-law 77-2013	The imposition of fines, fees and charges must be in accordance with the City's by-laws and policies	Not Applicable	✓	
4.24	Authority for general supervision over and direction of operations of the public library	CEO of Public Library	<i>Public Libraries Act</i> By-law 160-85	Subject to the provisions of <i>Public Libraries Act</i> , and operated by the public library board		✓	
4.25	Authority for enforcement of lot maintenance requirements	Chief Building Official Designate of Chief	By-law 94-2008 Code of Conduct Policy	Subject to the City's policies and all procedures and appeal rights set out in the applicable City by-law	Not Applicable	✓	

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
		Building Official	D.1.8				
4.26	Authority for enforcement of maintenance and occupancy requirements	Chief Building Official Designate of Chief Building Official	By-law 141-2002 Code of Conduct Policy D.1.8	Authority to administer policy provisions and issue any required approvals	Not Applicable	✓	
4.27	Authority to issue municipal addresses to properties and assign street names as per Council approved policy	Director of Infrastructure and Development Services Manager of Development Services	By-law 47-2008 Policy S.2.1	Owner of the property is required to ensure that any signage posted is in accordance with the City's current zoning by-law and sign by-law	Internal process for notice	✓	
4.28	Delegation by Council to the Chief Administrative Officer as "head of a public sector body" for the purpose of receiving notices from the Office of the Ombudsman Office. [Bill 8]	Chief Administrative Officer	Section 1.1(1) of Ombudsman Act Section 23 of Municipal Act	None	Not applicable		✓
4.29	Authority for day to day administration of corporate complaint procedures in each department or program area – delegated by Head	Chief Administrative Officer Directors Designates of Directors	Section 1.1(1) of Ombudsman Act		Not applicable		✓
4.30	Authority to approve exemptions from the Noise Control By-law for special events when first-time applications for an exemption previously approved by Council First time applications for a Noise Control By-law exemption for a special event shall	Director of Corporate Services Director of Community Services	Municipal Act Noise Control By-law 113-79	This delegation does not extend to an event that has changed substantially in nature since the prior exemption was granted. The delegation does not	Notice of exemptions shall be published in a local newspaper, and on the City's web site Applicant must complete 120 m / 400 ft property		✓

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
	continue to be considered by Council.			extend to construction related exemptions Where a request has not been approved, the applicant may request that a decision be reviewed by City Council	owner notification process Notice to Council on the next available Consent Agenda for their information when staff exercise their delegated authority		
4.31	Authority to sign Feed-in Tariff Program [FIT] solar applications that relate to a City Council blanket resolution	City Clerk Deputy City Clerk	Municipal Act	Request to apply the City Council blanket resolution is circulated to appropriate departments for comments prior to Clerk signing the Feed-in Tariff Program [FIT] solar application		✓	
4.32	Authority to approve, rescind and amend administrative policies	Chief Administrative Officer	Municipal Act		Administrative Policy sent to Clerk's Office for inclusion in City's Policy Manual	✓	
4.33	Authority to waive excess sanitary fees	Director of Corporate Services Director of Infrastructure and Development Services	Delegation of Authority By-law Policy E.3.5	As provided for in Policy E.3.5	Not Applicable	✓	
4.34	Authority to execute Alcohol and Gaming Commission of Ontario [AGCO] forms for Community Festivals/Special Occasion Permits for sale and/or serving of alcohol on municipal property	Director of Corporate Services Director of Community	Policy M.1.5 requires Council approval Policy P.3.7 – designation	Applicants must adhere to the City's Alcohol Risk Management Policy and meet all insurance and risk management requirements	Not Applicable		✓

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
		Services City Clerk Deputy City Clerk	of municipally significant event	requested by City Staff Prior Council designation of the Community Festival or Special Occasion Event is required			
4.35	Authority to bring by-laws directly to Council with respect to statutory appointments, municipal by-law enforcement officers, peace officers, appointments under the <i>Municipal Act</i> , <i>Building Code Act</i> , appointments under the <i>Fire Protection and Prevention Act</i> and <i>Legislation Act</i>	Chief Administrative Officer City Clerk Deputy City Clerk	Municipal Act, Building Code Act, Fire Protection and Prevention Act and Legislation Act, 2006, Police Services Act		Not Applicable	√	
4.36	Authority to make minor corrections to By-laws	City Clerk Deputy City Clerk	Municipal Act Council Procedural By-law	Limited to immaterial matters including but not limited to corrections, numbering, spelling corrections, as determined by the City Clerk	Not Applicable	√	
4.37	Authority to make minor amendments to the Auditorium Rental Agreement without Council approval, provided the spirit and intent of the February 13, 2017 auditorium rental policies are maintained and are to the satisfaction of the Chief Administrative Officer or designate	Director of Corporate Services Manager of Development Services	Municipal Act Policy on Rental of City Hall Auditorium P.3.4	Minor amendments are to the satisfaction of the Chief Administrative Officer or designate and that would not result in a material change in risk	Copy of amendments to be provided to the City Clerk	√	
4.38	Authority to take action as necessary in cases of an emergency or in special circumstances where it is necessary to act within or outside the normal mandate of the Chief Administrative Officer, and where such action is not strictly within the delegated authority, to rectify the situation	Chief Administrative Officer	Municipal Act Delegation of Authority By-law	All such actions shall be reported to the Mayor and then to Council Emergency includes an emergency as defined in the City's Emergency Response	As determined by Chief Administrative Officer or Mayor		

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
				Plan as amended from time to time Special circumstances includes a unique, non-emergency or other situation not already covered by legislation, policy, procedure, delegated authority or direction of Council that requires immediate action be taken by the Chief Administrative Officer			
4.39	All powers and duties that have been delegated by Council, are also conferred on the Chief Administrative Officer in addition to the named staff with the exception of statutory powers and duties conferred on certain staff by legislative authority. Authority to act on any delegated powers and duties as provided for in this provision	Chief Administrative Officer	Municipal Act Delegation of Authority By-law	Except statutory powers and duties conferred on certain staff by legislative authority	As determined by Chief Administrative Officer		
4.40	Authority to appoint Acting Chief Administrative officer	Chief Administrative Officer	Municipal Act Policy on "Delegation of Authority to Appoint Acting CAO"	As provided for in the draft policy	Chief Administrative Officer to communicate with Council when using the delegated authority		

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5. Delegation of authority relating to municipal by-law enforcement and licensing services:

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
5.1	Without a hearing, authority to temporarily suspend a business licence for a specified time and on such conditions as considered appropriate	City Clerk or Deputy Clerk for business licences issued by Clerk's Office Manager of Development Services – business licences issued by Development Services Department	Municipal Act (s.151(2)) By-law 187-2004	As provided for in applicable licensing by-law	Notice to Licensee as per By-law		✓
5.2	Authority to licence, regulate and govern drivers, owners and brokers of taxi cabs, limousines and sightseeing coaches and other vehicles including but not limited to rickshaws, horse-drawn vehicles, regularly used for hire for the conveyance of passengers in and about the City of Stratford	Police Services Board Police Chief or delegate	Municipal Act (ss. 151 and 156) Police Services By-law 3-2004 By-law 20-2001		Not Applicable	✓	
5.3	Authority to licence, regulate and govern salvage shops, salvage yards, second-hand goods, shops and other dealers in second hand goods	Police Services Board Police Chief or delegate	Municipal Act (s. 151) By-law 20-2001		Not Applicable	✓	
5.4	Authority to exempt any other person from the prohibition and regulations against discharging a firearm	Police Chief or delegate	Municipal Act (s.210) By-law 100-2002		Not Applicable	✓	
5.5	Authority to appoint by-law enforcement officers relating to contracted services and to rescind the appointments as necessary	Director of Corporate Services	Municipal Act Police Services Act	The provision of contracted enforcement services must be approved in the budget.	Not Applicable		✓

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
	Authority to appoint special by-law enforcement officers to enforce certain parking provisions on private property and to execute agreements and to rescind the appointments as necessary	City Clerk Deputy City Clerk	<u>By-law 134-2009</u>	Any appointments must be within approved budget if adding to the number of enforcement officers			
5.6	Without a hearing, authority to suspend a license or permit that authorizes a person or business to operate on a highway or other property of the City or any of its local boards for: 1. The holding of a special event 2. The construction, maintenance or repair of the property 3. The installation, maintenance or repair of a public utility or service 4. Pedestrian, vehicular or public safety or public health	Director of Infrastructure and Development Services Director of Corporate Services Director of Community Services Manager of Engineering Manager of Public Works	Municipal Act (s. 151(3))	Must be in keeping with the City's zoning by-law provisions Conditions: <ul style="list-style-type: none"> Will temporary suspension promote compliance with the conditions of approval granted by the City Conduct of the licence / permit holder Public interest State of the premises, facilities, equipment, vehicle First, Second or Third Breach of the conditions of approval granted by the City Did the license / permit holder voluntarily surrender the license / permit 	Notice to Licensee as per By-law		✓
5.7	Authority to issue business licenses, excludes licences issued by Development Services Division	Director of Corporate Services	<u>By-law 187-2004</u> includes any subsequent by-laws adopted by City Council	Must be in keeping with the City's zoning by-law provisions	Not Applicable	✓	

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
		City Clerk Deputy City Clerk					
5.8	Authority to review, approve, and issue lottery licenses	City Clerk Deputy City Clerk Lottery Licencing Clerk	Policy L.2.1 By-law 134-97	Applications must be in compliance with provincial and municipal requirements, terms and conditions for the conduct of charitable lottery and gaming events in the City. An Applicant or Licensee may appeal any decision relating to issuance, non-issuance, or cancellation of licence to the Finance and Labour Relations Sub-committee	Not Applicable	✓	
5.9	Authority to revoke a lottery license <u>including authority to temporarily suspend a lottery license without a hearing</u>	City Clerk Deputy City Clerk	Policy L.2.1	Revocation of licenses must be in compliance with provincial and municipal requirements, terms and conditions for the conduct of charitable lottery and gaming events in the City An Applicant or Licensee may appeal any decision relating to the revocation of licence to the Finance and Labour Relations Sub-committee	Not Applicable	✓	

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
				Conditions for temporary suspension of a lottery licence: <ul style="list-style-type: none"> • Will temporary suspension promote compliance with the conditions of approval granted by the City • Conduct of the licence holder • Public interest • First, Second or Third Breach of the conditions of approval granted by the City • Did the license / permit holder voluntarily surrender the license / permit 			
5.10	Authority to issue licenses to accommodation establishments	Director of Infrastructure and Development Manager of Development Services Chief Building Official	By-law 180-2004	Must be in compliance with City's Zoning By-law	Not Applicable	✓	
5.11	Authority to issue licenses for bicycles	City Clerk Deputy City Clerk Clerk's Office Staff	By-law 51-91	Subject to the City's policies and procedures	Not Applicable	✓	

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
		Program Sponsors					
5.12	Authority to issue Marriage licences	City Clerk Deputy City Clerk Designate of City Clerk	Marriage Act		Not Applicable	✓	
5.13	Authority to issue pet licences	City Clerk Deputy City Clerk Clerk's Office staff Stratford-Perth Humane Society Staff Stratford Veterinary Clinic Staff Stratford Pet Store Staff	Animal Control By-law 195-2002		Not Applicable	✓	
5.14	Authority to apply for approval of short form wording and set fines for licensing and regulatory by-laws approved by Council	City Clerk Deputy City Clerk	Municipal Act Provincial Offences Act	By-law approved by City Council	Copy of short form wording and set fine approved by Chief Judge circulated to Police Services and applicable departments and agencies	✓	

Adopted September 25, 2017

6. Delegation of authority relating to community services, cemetery, parks, recreational services:

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
6.1	Authority to issue orders to cemetery owners to restore the cemetery to good order and repair	Director of Community Services	Funeral, Burial and Cremation Services Act (s.59)	Delegation by the Director of Community Services to staff to be made in writing	Not Applicable	✓	
6.2	Authority to approve and execute agreements relating to the sale of internment rights, includes cemetery lot purchase contracts, lot transfers	Director of Community Services Manager of Cemetery	Funeral, Burial and Cremation Services Act (s.25)	Delegation by the Director of Community Services to staff to be made in writing Agreements to be in a form previously reviewed by legal counsel and reviewed and approved by the Chief Administrative Officer	Not Applicable	✓	
6.3	Authority to enter into agreements with the Ministry of Natural Resources and Forestry providing for the management or improvement of forestry lands and provision of grants to the City	Director of Community Services	Forestry Act (s.2)	Agreement to be in a form previously approved by legal counsel and reviewed and approved by Chief Administrative Officer	Signed copy of agreement to Clerk's Office		✓
6.4	Authority to enter into agreements with owners of lands for the purposes of reforestation, the entry and planting of trees, and/or fencing and conservation of growing trees	Director of Community Services	Forestry Act (s.12)	Agreement to be in a form previously approved by legal counsel and reviewed and approved by the Chief Administrative Officer	Signed copy of agreement to Clerk's Office		✓
6.5	Authority to approve and execute agreements to permit park access for short-term use	Director of Community Services	Municipal Act	Term not exceeding one (1) year	Not Applicable	✓	
6.6	Authority to approve and execute agreements, contracts and permits for the use of City parks for special events	Director of Community Services	Municipal Act Parks Board By-law	Term not to exceed one (1) year and relates to a special event of the City for only community facilities	Not Applicable	✓	

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
				<p>Subject to Municipal Alcohol Risk Policy and Special Event Application process</p> <p>Ensure that the special event has been coordinated with appropriate City Departments and outside agencies.</p> <p>Does not include the closure of streets in the park system.</p>			
6.7	Authority to approve and execute agreements for rentals of arenas	<p>Director of Community Services</p> <p>Arena Booking Office staff</p>	Policies C.1.1 , C.1.2 , C.1.3	None	Not Applicable	✓	
6.8	Authority to approve and execute agreements for the rental of Kiwanis Community Centre	<p>Director of Community Services</p> <p>KCC Booking Office staff</p>	Policy C.1.5	None	Not Applicable	✓	
6.9	Authority to temporarily close pool/programs	Operations staff in Community Services	Municipal Act	None	Not Applicable	✓	

Adopted September 25, 2017

7. Delegation of authority relating to real estate matters and rentals of property (excludes facilities) :

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
7.1	Authority to register any instrument on behalf of the City against the title to lands in which the City has an interest	City Clerk Deputy City Clerk	Land Titles Act/Registry Act	Prepared by or reviewed by City Solicitor	Not Applicable		✓
7.2	Authority to execute and register all applications on behalf of the City for entry or removal of a notice of caution of any kind, an inhibiting order, reference plan or similar registration of any kind of the Land Registry Office	City Clerk Deputy City Clerk	Land Titles Act/Registry Act	Prepared by or reviewed by City Solicitor	Not Applicable		✓
7.3	Authority to approve and execute Facility licence or rental agreements for occupancy of space on a short term basis in recreational facilities or on City owned lands but not including any previously delegated authority to the Chief Administrative Officer or Community Services	Chief Administrative Officer Director of Community Services	Municipal Act	Term must be less than one (1) year	Not Applicable	✓	
7.4	Authority to approve and execute agreements permitting the City or its contractors to enter upon land for any purpose of the City or permitting others to enter onto City lands for municipal or utility purposes	Chief Administrative Officer Director of Infrastructure and Development Services	Municipal Act	Agreement to be in a form reviewed and approved by the Chief Administrative Officer	Signed copy of agreement to Clerk's Office	✓	
7.5	Authority to approve and execute agreements to extend the closing date of purchase and sale transactions	Chief Administrative Officer Director of Corporate Services	Municipal Act	As considered in the opinion of the Chief Administrative Officer to be in the best interests of the City	Signed copy of extension to Clerk's Office	✓	

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
7.6	Authority to approve and execute Agreements of Purchase and Sale with respect to approved capital projects and all deeds and transfers for the purchase or exchange of any interest in land, including easements	Chief Administrative Officer Director of Corporate Services City Clerk Deputy City Clerk	Municipal Act Planning Act	For any approved capital project with a Council approved location or required as a condition of approval imposed in connection with any application under the <i>Planning Act</i> . Consideration, including taxes and fees of an administrative nature to be paid, or a reasonable estimate of cost supported by an appraisal, and does not exceed the Council approved budget for the project. Council must have declared the City lands to be disposed of as surplus. Agreement to be in a form previously approved by legal counsel and reviewed and approved by the Chief Administrative Officer	Signed copy of agreement to Clerk's Office		✓
7.7	Authority to approve and execute documents for the renewal of encroachments on easements and other lands vested in the City, including lands that are a public highway, including encroachment agreements	Director of Corporate Services for renewals	Municipal Act Planning Act Policy P.3.2	Can be a standalone renewal encroachment agreement or required as a condition of approval	Signed copy of agreement to Clerk's Office	✓	

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
				New encroachments require Council approval Standard Agreement to be in a form previously approved by legal counsel and reviewed and approved by the Chief Administrative Officer			
7.8	Authority to approve and execute documents for new encroachments or recently identified existing encroachments	Mayor/Deputy Mayor City Clerk/Deputy City Clerk <u>Requires 2 signatures one of which must be Mayor's/Deputy's</u>	Municipal Act Planning Act Policy P.3.2	Can be a standalone encroachment agreement or required as a condition of approval Any new encroachments require Council approval	Requires encroachment application. A resolution for the encroachment and by-law authorizing the encroachment must be approved by Council before agreement signed by the Mayor and Clerk	✓	
7.9	Authority to approve and execute agreements to lease/licence lands or premises by the City for municipal purposes but not does include construction-related projects by the City.	Chief Administrative Officer Director of Community Services Director of Corporate Services Director of Infrastructure and Development Services	Municipal Act	Proposed lease of lands in approved budget Agreement to be in a form previously approved by legal counsel and reviewed and approved by the Chief Administrative Officer	Signed copy of agreement to Clerk's Office	✓	
7.10	Authority to approve and execute licence	Director of Corporate	Municipal Act	Agreement to be in a form	Signed copy of	✓	

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
	agreements for the occupancy of City lands or premises by a Third Party on a short term basis but does not include facility permits for recreational facilities, nor construction-related occupancy of City lands or premises, nor agreements for the use of municipal sidewalks in the downtown core for outdoor patios in 7.13	Services		previously approved by legal counsel and reviewed and approved by the Chief Administrative Officer	agreement to Clerk's Office		
7.11	Authority to issue notices prohibiting entry onto municipal property and facilities	Chief Administrative Officer Director of Infrastructure and Development Services Director of Community Services	Trespass to Property Act		Copy of Notice provided to Clerk's Office	✓	
7.12	Authority to execute and file Records of Site Condition and supporting or supplementary documentation as may be required by the Ministry of the Environment and Climate Change	Chief Administrative Officer Director of Infrastructure and Development Services	Environmental Protection Act	None	Not Applicable	✓	
7.13	Authority to approve use of municipal property, boulevards or sidewalks for outdoor patios and other matters including but not limited to merchandising and sale of goods and materials. Includes authority to sign agreements with third parties for said use as outdoor patios and merchandising and sale.	Director of Infrastructure and Development Services Director of Corporate Services	Policy P.3.3 Business Licensing By-law 187-2004	Must be in accordance with the City's Zoning and Business Licensing By-laws and in compliance with applicable City policies	Signed copy of agreement to Clerk's Office	✓	

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
		City Clerk Deputy City Clerk					
7.14	Authority to sign transfers and acknowledgement and directions for the transfer of municipal property as approved by Council	Director of Corporate Services City Clerk Deputy City Clerk	Municipal Act	Documents that have been prepared by or reviewed by the City Solicitor	Signed copy of agreement to Clerk's Office	✓	
7.15	Authority to sign documents related to any estate, right or interest in land to correct or address minor issues, such as correcting title or mortgage/loan discharges.	Director of Corporate Services City Clerk Deputy City Clerk	Municipal Act	Any approval must be of a routine nature, to correct or address minor issues such as correcting title or mortgage/loan discharges and for minimal consideration and must be approved by legal counsel prior to execution	Signed copy of agreement to Clerk's Office	✓	
7.16	Authority to execute agreements of sale for city-owned industrial lands in a business park or industrial subdivision.	Chief Administrative Officer Delegate of Chief Administrative Officer	By-law 134-97	Sale price is in accordance with direction provided by Committee of the Whole In-camera The Agreement is consistent with the standard agreements for industrial property approved by Council Agreement to be in a form previously approved by legal	Signed copy to Clerk's Office	✓	

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	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
				<p>counsel and approved by the Chief Administrative Officer</p> <p>The Agreement may include provisions for options to purchase additional adjacent lands provided it includes a refundable deposit equal to 10% of the value of the property and declining to fully refund after 120 days</p> <p>The Agreement is conditional upon acceptance by Council in their absolute discretion by by-law</p> <p>The Chief Administrative Officer may execute <u>amending agreements</u> provided they are consistent with City policy and the intent of the Agreement. Any material changes will require direction from Committee of the Whole in-camera</p>			
7.17	<p>Authority to execute agreements for the sale of City-owned land, excludes city-owned industrial lands in a business park or industrial subdivision.</p> <p>Authority to execute agreements for the</p>	<p>Chief Administrative Officer</p> <p>Delegate of Chief Administrative Officer</p>	Municipal Act	<p>Agreement is in accordance with direction provided by Committee of the Whole in-camera</p> <p>The Agreement has been</p>	Signed copy to Clerk's Office		✓

Adopted September 25, 2017

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
	purchase of property by the City for municipal purposes			<p>reviewed and approved by the City's legal counsel</p> <p>Where time is of the absolute essence and in accordance with the plans and strategic priorities of the City and within the availability of funding for such purchase.</p> <p>The Agreement is conditional upon acceptance by City Council in their absolute discretion by by-law</p> <p>The Chief Administrative Officer may execute <u>amending agreements</u> provided they are consistent with City policy and the intent of the Agreement. Any material changes will required direction from Committee of the Whole in-camera</p>			

Adopted September 25, 2017

8. Delegation of authority relating to the closure, use or any other matters relating to streets and roads:

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
8.1	Authority to approve temporary road closures for road work as it relates to City work and maintenance for sewers, water works and utilities	Director of Infrastructure and Development Services Manager of Engineering Manager of Public Works Manager of Environmental Services Public Works Supervisor Water Supervisor	Municipal Act By-law 134-97	Advance notice of any road closures is to be given through appropriate signage, advertising and/or City web site Road closures must minimize impact on the community All temporary road closures are to be consistent with the requirements set out in the Ontario Traffic Manual Subject to any approvals required by the Ministry of Transportation	To next available Consent Agenda for the information of Council	✓	
8.2	Authority to approve temporary road closures for special events relating to parades or other community events	Director of Infrastructure and Development Services Manager of Engineering Manager of Public Works	Municipal Act By-law 102-2008	All temporary road closures are to be consistent with the requirements set out in the Ontario Traffic Manual Subject to any approvals required by the Ministry of Transportation Consultation with all departments and agencies	To next available Consent Agenda for the information of Council	✓	

Adopted September 25, 2017

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
				through special event application			
8.3	Authority to approve Traffic Signal Drawings	Director of Infrastructure and Development Services Manager of Engineering	Municipal Act	None	Not Applicable		✓
8.4	Authority to approve minor amendments to Municipal Access Agreements to recover municipal costs from utilities occupying municipal road allowances	Director of Infrastructure and Development Services	Telecommunications Act Canadian Radio and Telecommunications Commission	Minor amendments can be made prior to the execution of the agreement by the Mayor and City Clerk Minor amendments are permitted to recover municipal costs that would not result in a material change in risk	Not Applicable		✓
8.5	Authority to approve and execute agreements providing for the control of access, ingress and egress to and from City roads	Director of Infrastructure and Development Services Manager of Engineering	Municipal Act Policy S.2.6 Access to Lorne Avenue	None	Signed copy to Clerk's Office	✓	
8.6	Authority to approve content of Municipal Access Agreements and amending agreements to recover municipal costs for utilities occupying municipal road allowances	Director of Infrastructure and Development Services Manager of Engineering	Telecommunications Act Canadian Radio and Telecommunications Commission	Any minor amendments to the agreement must be approved by the Director of Infrastructure and Development Services Minor amendments are permitted to recover	Signed copy to Clerk's Office		✓

Adopted September 25, 2017

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
				<p>municipal costs that would not result in a material change in risk</p> <p>Agreement to be executed by the Mayor and Clerk as approved by by-law</p> <p>Agreement to be in a form previously approved by legal counsel and reviewed and approved by the Chief Administrative Officer</p>			
8.7	Authority to rent out Meter Hoods to Third Parties	<p>City Clerk</p> <p>Deputy City Clerk</p> <p>Clerk's Office staff</p>	<p>Policy P.1.2</p> <p>Revise Policy to give more discretion for loading or unloading of equipment etc. and # of meter hoods that can be rented at a time. – ie Chef's School example so don't have to go to Council.</p>	Administration of the rental of a maximum of two double meter hoods. Any construction projects generally shall require approval by the Infrastructure and Development Services Department and all necessary licenses and permits prior to the rental	Not Applicable	✓	

Adopted September 25, 2017

9. Delegation of authority relating to City communications and advertising:

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
9.1	Authority to approve and execute agreements for the use of the City's logo including but not limited to the City's Coat of Arms and Dramatically Different Logo by non-municipal groups under certain conditions	Director of Corporate Services City Clerk Deputy City Clerk	Municipal Act By-law 71-94	Use of City's logo by non-municipal groups is limited to recognizing the City as a sponsor, or funding source or major contributor of resources for a specific project. Agreement to be in a form approved by Legal Counsel New Policy and standard agreement under development and subject to legal review	Not Applicable		✓
9.2	Authority to issue and release media releases on behalf of the City and its local boards and committees	Chief Administrative Officer Designate of the CAO	Municipal Act Emergency Management and Preparedness Act Social Media Policy I.1.6	None	Media City Council City Staff	✓	

Adopted September 25, 2017

10. Delegation of authority relating to development services:

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
10.1	Authority to enter into front-ending agreements, amending agreements and terminations	Director of Infrastructure and Development Services	S. 44 Development Charges Act	Agreement to be in a form previously approved by legal counsel and reviewed and approved by the Chief Administrative Officer. Agreement must be required as a condition of development approval	Signed copy to Clerk's Office		✓
10.2	Authority to enter into limiting distance agreements, amending agreements and terminations	Director of Infrastructure and Development Services	Municipal Act Planning Act Building Code	Agreement to be in a form previously approved by legal counsel and reviewed and approved by the Chief Administrative Officer	Signed copy to Clerk's Office		✓
10.3	Authority to execute documents to remove limiting distance agreements registered on title as a condition of planning or development approval	Director of Infrastructure and Development Services City Clerk Deputy City Clerk	Municipal Act Planning Act Building Code	Confirmation from Director of Infrastructure and Development Services that the limiting distance agreement is no longer required	Signed copy to Clerk's Office		✓
10.4	Authority to approve minor amendments to the City's Infrastructure Standards and Specifications Manual adopted by Council	Director of Infrastructure and Development Services	Municipal Act	Minor amendments including but not limited to accommodating new technologies, methodologies and materials	Copy to Clerk's Office if the Standards were originally approved by Council	✓	
10.5	Authority to execute agreements and amending agreements imposed or required in	Mayor/Deputy Mayor	Planning Act	Agreement to be in a form previously approved by legal	Signed copy to Clerk's Office	✓	

Only 1 "Delegate" signature required unless otherwise specified

Adopted September 25, 2017

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
	satisfaction of any condition of approval under the <i>Planning Act</i> including development drawings, subdivision agreements, plans of condominium, part lot control exemptions	City Clerk/ Deputy City Clerk Requires 2 signatures, one of which must be the Mayor's/Deputy's	Condominium Act By-law 103-2012	counsel and reviewed and approved by the Chief Administrative Officer Must be a condition arising from a Planning Act approval from a project already approved by Council			
10.6	Authority to execute documents imposed or required in satisfaction of any condition or approval under the <i>Planning Act</i> by the Committee of Adjustment	Director of Infrastructure and Development Services Manager of Development Services	Planning Act	Agreement to be in a form approved by legal counsel	Signed copy to Clerk's Office		✓
10.7	Authority to execute releases from agreements where development has not proceeded or if imposed or required in satisfaction of any condition of approval under the <i>Planning Act or Condominium Act</i> , in connection with the development of land	Director of Infrastructure and Development Services Manager of Development Services	Planning Act Condominium Act	None	Signed copy to Clerk's Office Note – existing By-law 44-68 to be repealed		✓
10.8	Authority to provide notice that information required under any <i>Planning Act</i> application has either been provided or not provided and that the application is either deemed to be complete or incomplete, as the case may be	Director of Infrastructure and Development Services Manager of Development Services	ss. 22(6.1) 34(10.4) and 51(19.1), Planning Act	None	Not Applicable		✓
10.9	Authority to provide notice of complete applications to prescribed persons and public bodies, (a) in the prescribed manner and	Director of Infrastructure and Development	ss. 22(6.1) 34(10.4) and	None	Not Applicable		✓

Only 1 "Delegate" signature required unless otherwise specified

Adopted September 25, 2017

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
	accompanied by the prescribed information, and (b) making the prescribed information and material available to the public	Services Manager of Development Services	51(19.1), Planning Act				
10.10	Prior to Council passing an official plan amendment, a zoning by-law amendment, approving a plan of subdivision or approving a vacant land or common elements plan of condominium, authority to forward the prescribed information and material to public bodies that may have an interest	Director of Infrastructure and Development Services Manager of Development Services	Planning Act	None	Not Applicable		✓
10.11	Authority to enter into agreements under the Community Improvement Programs (CIP), including Brownfield Community Improvement Plan, but excludes heritage loan agreements provided for elsewhere	Director of Corporate Services Chief Administrative Officer	Planning Act Brownfields Community Improvement Plan City of Stratford Brownfield Community Improvement Plan Program Guidelines	Implements Council approval or CIP program requirements. Applications must be first approved by Council Agreement to be in a form previously approved by legal counsel and approved by the Chief Administrative Officer	Signed copy to Clerk's Office		✓
10.12							
10.13							
10.14	Authority to execute grant and loan agreements relating to Community Improvement Plan Heritage applications The authority to remove registered heritage lien is in 10.28	Mayor/Deputy Mayor City Clerk/ Deputy City Clerk	Municipal Act Planning Act Ontario Heritage Act	Project must be approved by City Council Grant or loan used to facilitate heritage conservation, district façade improvement loans, Building	Signed copy to Clerk's Office	✓	

Adopted September 25, 2017

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
		Requires Mayor/Deputy and one other signature	By-law 134-97 Policy F.1.12 Procedure for Processing Loan and Grant Applications <i>(Heritage Conservation District Façade Improvement)</i>	Code upgrades			
10.15	Authority to execute documents related to building rehabilitation grants	Mayor/Deputy Mayor City Clerk/ Deputy City Clerk Requires Mayor/Deputy and one other signature	Municipal Act Planning Act Ontario Heritage Act	Property owner must meet eligibility requirements Approval required by Council	Signed copy to Clerk's Office	√	
10.16	Authority to execute releases for restrictive covenants and registered outdated obsolete or satisfied development conditions	City Clerk Deputy City Clerk	By-law 134-97	All covenants and conditions have been met to the satisfaction of the City, subject to the Mayor and Chair of Finance and Labour Relations Committee being advised prior to the release	Mayor and Chair of Finance and Labour Relations Committee being advised prior to the release	√	
10.17	Authority to execute releases of encroachment agreements, releases and quit claims for easements no longer required for municipal purposes and to execute Acknowledgement and Directions prepared by or reviewed by legal counsel	City Clerk Deputy City Clerk	By-law 134-97	Clerk to first consult with City Departments	Not Applicable	√	
10.18	Authority to execute documents relating to driveway removals or relocations on engineering projects between private owners	Director of Infrastructure and Development	By-law 134-97	Documents previously reviewed and approved by legal counsel and reviewed	Not applicable	√	

Adopted September 25, 2017

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
	and the City	Services		and approved by the Chief Administrative Officer			
10.19	Authority to issue permits to move heavy vehicles, loads, objects, or structures in excess of the regulatory limits including weight and dimension limits	Director of Infrastructure and Development Services Manager of Public Works	Highway Traffic Act By-law 24-2000	In accordance with the City's By-law	Not Applicable	✓	
10.20	Authority to permit the temporary placement of signs on City Hall or flags, banners and pennants in the City Centre	Director of Infrastructure and Development Services Manager of Development Services	Policy E.1.5 Policy E.1.6	Placement of signs must be approved by City Council and removal of any signage to be completed by a contractor approved by the Director of Infrastructure and Development Services and in compliance with all applicable City policies	Not Applicable	✓	
10.21	Authority to enter into agreements for projecting signs, projections, awnings and sandwich board signs in the downtown core Currently signed by Mayor and Clerk	Director of Infrastructure and Development Services Manager of Development Services Chief Building Official	By-law 149-66	Must be in accordance with the City's Zoning By-law and City policies	Signed copy to Clerk's Office	✓	
10.22	Authority to issue sign permits	Director of Infrastructure and Development Services Manager of Development Services	By-law 159-2004	Must meet the requirements of the City's sign by-law	Not Applicable	✓	

Adopted September 25, 2017

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
		Chief Building Official					
10.23	Authority to fix City Boulevard Damage	Director of Infrastructure and Development Services Manager of Engineering	Policy S.2.5	Approval of installation of brick on the boulevard area between sidewalk and curb due to past damage relating to sanding and snow plowing	Not Applicable	✓	
10.24	Authority to allow for temporary access across municipal property	Director of Infrastructure and Development Services Manager of Engineering	Policy P.3.6	Access is not required for a period of more than sixty (60) days Any access more than sixty (60) days requires approval of City Council	Not Applicable	✓	
10.25	Authority to impose requirements on a right-of-way in a new Plan of Subdivision	Director of Infrastructure and Development Services Manager of Development Services	Policy D.1.7	That a 20 metre right-of-way be established as a new standard and be used in new subdivisions only on minor local streets at the discretion of City Staff	Not Applicable	✓	
10.26	Authority to require a property to be repaired or demolished in accordance with a Property Standards Order	Chief Building Official By-law Enforcement Officer	s.15.4(1) Building Code Act By-law 112-2005	Costs for enforcement are set out in approved budget	Not Applicable	✓	
10.27	Authority to remove a lien registered on title due to the conditions of a property standards order being met	City Clerk Deputy City Clerk	Building Code Act	Confirmation in writing from the Chief Building Official or By-law Enforcement Officer that conditions have been met	Not Applicable	✓	

Adopted September 25, 2017

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
10.28	Authority to remove a heritage lien registered on title for grant and loan agreements relating to Community Improvement Plan Heritage applications	City Clerk Deputy City Clerk	Municipal Act Heritage Act	Confirmation in writing from Manager of Financial Services that payment in full has been received	Correspondence to property owner	√	

Adopted September 25, 2017

11. Delegation of authority relating to facility and project management:

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
11.1	Authority to submit applications to the Minister of the Environment and Climate Change for the approval for undertakings	Director of Infrastructure and Development Services Chief Administrative Officer	S. 5 Environmental Assessment Act	Undertaking is approved in current budget, a multi-year budget, or is included in draft budget for following year	Not Applicable	√	
11.2	Authority to submit applications for Environmental Compliance Approvals and Renewals	Director of Infrastructure and Development Services Chief Administrative Officer	Environmental Protection Act By-law 134-97	None	Not Applicable	√	
11.3	Authority to approve special events in City Recreational and Cultural Facilities not including the City Hall Auditorium	Chief Administrative Officer Director of Community Services	Municipal Act	Ensure that the event has been coordinated with appropriate City Departments and outside agencies where applicable	Any signed agreement, signed copy to Clerk's Office	√	
11.4	Authority to approve and execute agreements for events in City Hall Auditorium	Director of Corporate Services City Clerk Deputy City Clerk	Municipal Act	Auditorium Rental Policy	Signed copy to Clerk's Office	√	
11.5	Authority to approve and execute facility licence or rental agreements for occupancy of space on a short term basis for the purpose of the City, such as staff meetings, public	Managers in each Department of the City	Municipal Act Municipal Elections Act	Provided that the total consideration or a reasonable estimate of cost of the obligations to be	Not Applicable	√	

Only 1 "Delegate" signature required unless otherwise specified

Adopted September 25, 2017

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
	meetings and open houses			incurred by the City does not exceed \$5,000 Agreement to be in a form approved by the Chief Administrative Officer			
11.6	Authority to approve special fees and charges for use of Rotary Recreation Complex	Director of Community Services	Municipal Act See Council Resolution	Annual maximum of \$25,000 provided the Director of Community Services is convinced that it is in the financial interest of the City	Copy to Director of Corporate Services	✓	

Adopted September 25, 2017

12. Delegation of authority relating to the execution of confidentiality agreements:

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
12.1	Authority to execute confidentiality agreements where the need for the agreement relates to commercial entities in respect of information supplied to the City in circumstances where confidentiality is required, including but not limited to economic development relating to the following: intellectual property, pending patents, trademarks, financial, operating, technical, industry, marketing and other information and materials concerning a commercial entity's processes, engineering and construction detail	Chief Administrative Officer Delegate of Chief Administrative Officer	By-law 134-97	Confidentiality agreements may not exceed five (5) years in duration from the date of execution Agreement must include provisions permitting the disclosure of any information as required by the Municipal Freedom of Information and Protection of Privacy Act The authority does not apply to confidentiality agreements executed for information technology Agreement to be in a form previously approved by legal counsel and approved by the Chief Administrative Officer	Signed copy to Clerk's Office	✓	

Adopted September 25, 2017

13. Delegation of authority relating to the provision of social services:

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
13.1	Authority to execute Child Care service contracts between Consolidated Municipal Service Manager – City of Stratford Social Services Department and the applicable Ministry	Mayor/Deputy Mayor City Clerk/Deputy City Clerk Requires 2 signatures, one of which must be the Mayor's/Deputy's	By-law 134-97	In circumstances where a formal contract is required, a resolution to accept the service contract and by-law authorizing the execution of the contract must be signed by the Mayor and Clerk	Signed copy to Clerk's Office	✓	
13.2	Authority to execute standard Child Care service contracts used by the applicable Ministry implemented by the Municipal Service Manager outlining responsibilities and obligations of each: Day Care Centre; Nursery School; and Resource Centre for 100% funding to the service providers for wage subsidy, special needs resource and resource centres	Mayor/Deputy Mayor City Clerk/ Deputy City Clerk Requires 2 signatures one of which must be the Mayor's/Deputy's	By-law 134-97	In circumstances where a formal contract is required, a resolution to accept the service contract and by-law authorizing the execution of the contract must be signed by the Mayor and Clerk	Signed copy to Clerk's Office	✓	
13.3	Authority to execute Purchase of Service contracts for needs testing – subsidized child care	Mayor/Deputy Mayor City Clerk/Deputy City Clerk Requires 2 signatures one of which must be the	By-law 134-97	In circumstances where a formal contract is required, a resolution to accept the service contract and by-law authorizing the execution of the contract must be signed by the Mayor and Clerk	Signed copy to Clerk's Office	✓	

Adopted September 25, 2017

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
		Mayor's/Deputy's					
13.4	Authority to execute Pro Forma Part V agreements pursuant to the Housing Services Act	Mayor/Deputy Mayor City Clerk/Deputy City Clerk Requires 2 signatures one of which must be the Mayor's/Deputy's	Housing Services Act By-law 134-97	None	Signed copy to Clerk's Office	✓	
13.5	Authority to execute quarterly reports year to date	Chief Administrative Officer Director of Social Services Requires 2 signatures	By-law 134-97	Quarterly reports submitted by day care centres, nursery schools, resources centres and needs testing – fee subsidy that are forwarded to the applicable Ministry	Not Applicable	✓	
13.6	Authority to execute budget submissions to the Consolidated Municipal Service Manager – City of Stratford Social Services Department	Chief Administrative Officer Director of Social Services Requires 2 signatures	By-law 134-97	Budget submissions from day care centres, nursery schools, resource centres, needs testing – fee subsidy to be forwarded to the applicable Ministry	Not Applicable	✓	
13.7	Authority to execute quarterly reports year to date completed by the Ontario Works office	Director of Corporate Services Director of Social Services	By-law 134-97	Quarterly reports submitted to the Consolidated Municipal Service Manager – City of Stratford Social Services Department	Not Applicable	✓	

Adopted September 25, 2017

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
		Requires 2 signatures					
13.8	Authority to execute community placement agency agreements	Director of Social Services	By-law 134-97	Standard form of the community placement agency agreement adopted by By-law 67-2000, as amended, with community placement agencies for Ontario Works	Signed copy to Clerk's Office	✓	
13.9	Authority to execute purchase of service agreements with agencies to provide subsidized childcare	Director of Social Services	By-law 134-97	Approved recreational agencies in accordance with Ministry of Education guidelines and previously approved by Council	Signed copy to Clerk's Office	✓	
13.10	Authority to execute all Provincial Rent Bank Program Agreements	Director of Social Services	By-law 134-97		Not Applicable	✓	
13.11	Authority to execute standard Strong Communities Rental Supplement Agreements with private landlords, social housing providers, rent-geared-to-income housing providers and in-situ arrangements	Director of Social Services	Housing Services Act By-law 134-97	Must be in accordance with By-law 22-2005	Not Applicable	✓	
13.12	Authority to conduct internal review of housing related matters in relation to <i>Housing Services Act</i> and the applicable regulations and policies	Director of Social Services	Policy S.3.3 Housing Services Act	The review is to be conducted by the Director in accordance with all legislative, regulatory and policy requirements Internal review of a decision of a service manager, supportive housing provided	Not Applicable	✓	

Adopted September 25, 2017

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
				or lead agency			
13.13	Authority to execute documents for the registration and discharge of liens for Ontario Works and Ontario Housing Renewal Program	City Clerk Deputy City Clerk	By-law 134-97	None	Not Applicable	✓	
13.14	Authority to execute purchase of service agreements for Ontario Works with the Ministry	Director of Social Services Manager of Ontario Works	Ontario Works Act	Undertaking is approved in current budget	Not Applicable	✓	
13.15	Authority to submit utilization statements, funding confirmation statements and other reporting requirements for funding of childcare program.	Director of Social Services Manager of Child Care	Child Care and Early Years Act	Undertaking is approved in current budget	Not Applicable	✓	
13.16	Authority to award proposals, tenders or quotes up to \$200,000 for projects associated with the 2016 Social Infrastructure Fund Allocation	Chief Administrative Officer Director of Social Services Requires 2 signatures	By-law 134-97 Specific Council Resolution	Undertaking is approved in current budget	Not Applicable	✓	
13.17	Authority to execute administrative agreements with the Province of Ontario in order to participate in funding for the Survivors of Domestic Violence – Portable Housing Benefit (SDV-PHB) Pilot program for the 2016-17 and 2017-18 funding periods	Chief Administrative Officer Director of Social Services Requires 2 signatures	By-law 134-97 Specific Council Resolution	Undertaking is approved in current budget	Not Applicable	✓	

Adopted September 25, 2017

Adopted September 25, 2017

14. Delegation of authority relating to Stratford Perth Centre for Business (Small Business Enterprise Centre):

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
14.1	Authority to manage the contract for the Stratford Perth Centre for Business (Small Business Enterprise Centre)	Stratford Economic Enterprise Development Corporation (SEED Co.)	By-law 134-97	City Council retains the right to amend, revise or repeal the signing authority delegated to SEED Co. in its sole and absolute discretion Programs must be consistent with Council and City goals and objectives	Not Applicable	✓	
14.2	Authority to make annual funding requests	Stratford Economic Enterprise Development Corporation (SEED Co.)	By-law 134-97	City Council retains the right to amend, revise or repeal the signing authority delegated to SEED Co. in its sole and absolute discretion Programs must be consistent with Council and City goals and objectives	Not Applicable	✓	
14.3	Authority to execute agreements for activities and services relating to the SEED Co. program	Stratford Economic Enterprise Development Corporation (SEED Co.)	Municipal Act By-law 134-97	City Council retains the right to amend, revise or repeal the signing authority delegated to SEED Co. in its sole and absolute discretion Programs must be consistent with Council and City goals and objectives	Not Applicable	✓	

Adopted September 25, 2017

15. Delegation of authority relating to Board of Park Management

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
15.1	<p>Authority for the proper signing officers of the Board of Park Management to enter into and execute agreements and leases for use of municipal park property and facilities related to:</p> <p>a) Art in the Park b) Avon Boat Rentals c) Upper Queens Park Concession Booth d) tennis club facility</p> <p>that have received Board approval in accordance with applicable by-laws and policies of The Corporation of the City of Stratford and the Board of Park Management.</p>	Proper signing officers of the Board of Park Management	<p>Municipal Act</p> <p>By-law 134-97</p>	None	Signed copy to Clerk's Office	✓	

16. Delegation of authority relating to Committee of Adjustment

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
16.1	Authority to approve minor variances and consents	Committee of Adjustment	<p>Planning Act</p> <p>By-law 4796</p> <p>Appointments By-law</p>	None	As required by Planning Act and City Policies	✓	

Adopted September 25, 2017

17. Delegation of authority relating to Finance and Labour Relations Sub-committee

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
17.1	Authority for Committee of Revision to conduct hearings and make decisions about objections against the local improvement roll and the municipality's proposed revisions to the local improvement roll in accordance with the Act	Finance and Labour Relations Sub-committee	Municipal Act Ont Reg. 586 / 06 Appointments By-law	None	Notice to applicable property owners	✓	
17.2	Special Committee under s 443 Conduct hearings and make decision under section 443 of the Act regarding certain applications for the cancellation, reduction or refund of taxes	Finance and Labour Relations Sub-committee	Municipal Act By-law 128-2001	Recommend repeal of By-law 128-2001		✓	
17.3	Authority for Finance and Labour Relations Sub-committee to hear and decide on appeals of decisions made by staff, boards and outside boards under their delegated powers and duties, with the exception of decisions made under statutory powers and duties conferred on staff by legislation.	Finance and Labour Relations Sub-committee	Municipal Act, Delegation of Authority By-law -2017 Council resolution from September 25, 2017				✓



MANAGEMENT REPORT

Date: November 20, 2017
To: Finance and Labour Relations Committee
From: Ed Dujlovic, Director of Infrastructure and Development Services
Report#: FIN17-046
Attachments: None

Title: 2018 Rates for Water, Sanitary and Waste Management User Fees and Charges

Objective: To consider setting the 2018 rates for Water, Sanitary and Waste Management User Fees and Charges.

Background: It is necessary to review the water, sanitary sewer, and waste management rates and receive public input so as to establish the 2018 rates. A By-law will be required in order to establish the proposed new rates. A Notice of Intent to amend a By-law to set these user fees and charges for 2018 has been advertised in accordance with the City's notification policy. The public was invited to provide comments and/or attend the Finance and Labour Relations Committee meeting on November 27, 2017, and no comments have been received to date.

Analysis: The proposed increases for water and sanitary sewage are based on the Water and Wastewater Rate Study that was approved by Council in 2014 that included a 10 year plan for increasing water and wastewater rates.

Potable Water Rate

The proposed increase, an additional \$1.00 per month on the fixed charge, would result in the average residential customer's (204 m³ per year) billing increasing from \$297.36 per year to \$309.36 per year (4.0%). The proposed rate accounts for 2018 operating costs, pays for planned 2018 capital projects, and also contributes to a reserve for future capital requirements. The proposed fees and charges are:

Consumption Charge	2017	2018 PROPOSED
First 3 cubic metres	\$2.50/m ³	\$2.50/m ³
All additional cubic metres	\$1.02/m ³	\$1.02/m ³
Minimum consumption charge	\$7.50	\$7.50
Monthly flat charge		
Under 1 inch meter	\$3.00	\$4.00
1 inch meter	\$6.50	\$7.50
1½ inch meter	\$10.00	\$11.00
2 inch meter	\$13.00	\$14.00
3 inch meter	\$19.00	\$20.00
4 inch meter	\$26.00	\$27.00
6 inch meter	\$47.00	\$48.00
8 inch meter	\$65.00	\$66.00

For clarification 1m³ = 220 Imperial Gallons

Sanitary Sewer Rate

The sanitary sewer rate provides funding for the operation of Stratford Water Pollution Control Plant, maintenance of pumping stations and the sanitary sewer collection system, direct funding for planned 2018 projects, and also covers the existing ongoing financing costs for previously constructed major Trunk Sanitary Sewer Upgrade Projects. At the end of 2016, there was a \$3.8 million deficit in the sanitary reserve fund that needs to be addressed.

At the present time, the sanitary sewer rate is 160.8% of water consumption cost and it is proposed that the rate increase to 162.8% of the water consumption rate and an increase from \$3.00 to \$4.00 per month for the fixed charge. The proposed increases would result in the average residential customer's (204 m³ per year) billing increasing from \$456.27 per year to \$473.52 per year (3.8%).

Sewage Service Rate	2017	2018 Proposed
Percentage of the water rate	160.8%	162.8%
Fixed monthly charge	\$3.00	\$4.00

Landfill Site, Tipping Fees, Waste Tag and Recycling Fees

The City's Infrastructure and Development Services Department is also responsible for the collection and disposal of waste and recyclable material. It is recommended that changes to the fees be implemented in 2018.

	2017	2018 Proposed
Bag Tag	\$2.50	\$2.55
Bag or Can at Landfill Site	\$3.00	\$3.25
Minimum scale rate	\$15.00	\$16.25
Tip Fee – regular	\$77.00 per tonne	\$78.00 per tonne
Tip Fee – large hauler	\$72.00 per tonne	\$73.00 per tonne
Scale down – car	\$15.00	\$16.25
Scale down – truck	\$20.00	\$20.00
Scale down – trailer	\$20.00	\$20.00
Scale down- Roll off	\$10.00/cubic yard	\$10.00/cubic yard
Scale down - Packer	\$15.00/cubic yard	\$15.00/cubic yard
Large Item Tag	\$10.00	\$10.00
Recycle Box	\$6.00	\$6.19
Backyard Composter	\$25.00	\$25.66
White Goods – Freon removal	\$40.00	\$40.00
White Goods – No Freon	\$22.00	\$22.00
Televisions & computer monitors	\$0.00	\$0.00
Commission Fee on sale of garbage bag tags	5%	5%
Finished compost produced through the City's organic diversion program to Commercial Users and Landscapers	\$3.50/cubic metre	\$3.50/cubic metre

An administrative fee of \$20.00, excluding applicable taxes, shall be charged by the City to provide duplicate copies of tickets for tipping fees when requested to do so.

Financial Impact: With the proposed increases, the City of Stratford will still have one of the lowest combined water and sewer rates when compared to neighbouring municipalities.

Staff Recommendation: THAT the following rates be charged for water starting January 1, 2018:

Consumption Charge	2018
First 3 cubic metres	\$2.50/m ³
All additional cubic metres	\$1.02/m ³
Minimum consumption charge	\$7.50
Monthly Flat Charge	
Under 1 inch meter	\$4.00
1 inch meter	\$7.50
1½ inch meter	\$11.00
2 inch meter	\$14.00
3 inch meter	\$20.00
4 inch meter	\$27.00
6 inch meter	\$48.00
8 inch meter	\$66.00

THAT the following rates be charged for sanitary sewer starting January 1, 2018:

Sewage Service Rate	2018
Percentage of the water rate	162.8%
Fixed monthly charge	\$4.00

AND THAT the following rates be charged for waste management starting January 1, 2018:

	2018
Bag Tag	\$2.55
Bag or Can at Landfill Site	\$3.25
Minimum scale rate	\$16.25
Tip Fee – regular	\$78.00 per tonne
Tip Fee – large hauler	\$73.00 per tonne
Scale down – car	\$16.25
Scale down – truck	\$20.00
Scale down – trailer	\$20.00
Scale down- Roll off	\$10.00/cubic yard
Scale down - Packer	\$15.00/cubic yard
Large Item Tag	\$10.00
Recycle Box	\$6.19
Backyard Composter	\$25.66
White Goods – Freon removal	\$40.00

	2018
White Goods – No Freon	\$22.00
Televisions & computer monitors	\$0.00
Commission Fee on sale of garbage bag tags	5%
Finished compost produced through the City's organic diversion program to Commercial Users and Landscapers	\$3.50/cubic metre

An administrative fee of \$20.00, excluding applicable taxes, shall be charged by the City to provide duplicate copies of tickets for tipping fees when requested to do so.

Ed Dujlovic, Director of Infrastructure and Development Services

Rob Horne, Chief Administrative Officer



MANAGEMENT REPORT

Date: November 27, 2017
To: Finance & Labour Relations Committee
From: Marilyn Pickering, Supervisor of Tax Revenue
Report#: FIN17-047
Attachments: None

Title: Canadian Legion Branch 8, Stratford

Objective: To amend By-law 126-2011 pertaining to the new premise occupied by Canadian Legion Branch 8, Stratford.

Background: Canadian Legion Branch 8, Stratford previously occupied 207 St. Patrick St., Stratford and has moved to 804 Ontario St., Stratford. In order for the Stratford Legion to continue to be exempt from the municipal portion of the property taxes, By-law 126-2011 needs to be updated to reflect their current premise.

Under the Assessment Act, Section 6.1(1) can apply to provide exemption for: land that is used and occupied as a memorial home, clubhouse or athletic grounds by persons who served in the armed forces of His or Her Majesty or any ally of His or Her Majesty in any war is exempted from taxation in the circumstances and to the extent described in this section.

Analysis: Ownership is not a requirement for a by-law under Section 6.1(2) to apply; the requirement is occupation and use. By-law 126-2011 should be amended to describe the Legion's new premise in order to continue the exemption from the municipal portion of the property taxes.

Financial Impact: None. The municipal tax portion has been reinstated at 207 St. Patrick Street and the portion of the assessed value occupied by the Legion at 804 Ontario St. will be reduced.

Staff Recommendation: **THAT By-law 126-2011 be amended to revise the affected property address for Canadian Legion Branch 8, Stratford.**

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Marilyn Pickering, Supervisor of Tax Revenue

Rob Horne

Rob Horne, Chief Administrative Officer