

REPORT

Office of the Chief Administrative Officer

To: Mayor Cote and Members of Council **Date:** August 29, 2022

From: Lisa Spitale
Chief Administrative Officer **File:** 05.1035.10

Item #: 2022-573

Subject: Delegation Bylaw Update to facilitate Acting Director Roles

RECOMMENDATION

That Delegation Bylaw Amendment Bylaw No 8365, 2022 (attachment 1) be given three readings.

PURPOSE

To request Council amend the Delegation Bylaw 7176, 2015, and so respond to changed department structures to allow for effective delegation of the Director position.

BACKGROUND

To allow department directors to effectively delegate their duties during vacations and absences, the delegation bylaw designates individuals who are able to take on these roles when needed. Over the last year the City has been appointing new managers and reorganizing department structures. The amendments to the Delegation Bylaw (Attachment 1) reflect these changes. By approving these changes Council will ensure the smooth administration of the City.

DISCUSSION

The Amendments to the bylaw (Attachment 2) provide for the following delegations:

Director of Climate Action, Planning and Development:

In addition to the existing delegation to the Senior Manager of Climate Action, Planning and Development the amendment adds the following managers:

- Manager of Climate Action;
- Manager of Inspections; and

- Manager or Integrated Services.

Director of Engineering:

Due to staffing reorganizations the delegations for the Director of Engineering are modified by removing the Manager, Infrastructure Planning and replacing it with Senior Manager of Engineering.

Director of Finance:

Due to staffing changes the delegation for the Director of Finance is modified from the Manager of Financial Services to the Senior Manager of Financial Services.

Director of Parks and Recreation:

This amendment creates delegation powers to the following managers within Parks and Recreation:

- Senior Manager of Recreation Facilities and Programs;
- Manager, Business Operations;
- Manager, Parks and Open Space Planning, Design and Construction;
- Manager, Parks Operation and Services; and
- Manager, Special Projects and Community Partnerships.

Director of Human Resources and Information Technology:

This amendment creates delegated powers to the Senior Manager of Human Resources and Information Technology.

City Clerk

This amendment creates delegated powers to the Assistant City Clerk in the absence of the City Clerk.

OPTIONS

There are two options before Council:

- 1) That Delegation Bylaw Amendment Bylaw No. 8365, 2022 (Attachment 1) be given three readings.
- 2) That Council provide other direction.

Staff recommend option 1.

ATTACHMENTS

Attachment 1 Delegation Bylaw Amendment Bylaw No. 8365, 2022

Attachment 2 Redlined version of the consolidated Delegation Bylaw 7176, 2015

APPROVALS

This report was prepared by:

Jacque Killawee, City Clerk

This report was approved by:
Lisa Spitale, Chief Administrative Officer