

 <p>City of Woodstock</p>	<h2>City Council Policy Manual</h2>
<b>Subject:</b>	<b>Delegation of Powers and Duties</b>
<b>Policy Number:</b>	<b>GA017</b>
<b>Revision:</b>	<b>21</b>
<b>Approved by Council:</b>	<b>December 13, 2007</b>
<b>Amended:</b>	<b>May 7, 2026</b>

### **Statement of Principle**

To establish a policy in regards to the delegation of powers and duties for routine and/or administrative matters. By delegating some of Council's traditional powers and duties, Council's decision making process can be streamlined and Council is able to focus on the larger issues in a more strategic manner and allow the public access to a streamlined process to achieving certain routine administrative matters.

### **Purpose**

The *Municipal Act, 2001, as amended*, (the Act) requires that all municipalities adopt and maintain a policy with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions and the manner in which the municipality will try to ensure that its actions are transparent to the public. The purpose of this policy is to provide guidance for the delivery of the municipality's activities and services in accordance with the principles outlined herein. This policy has been developed to comply with the provisions of Section 270 of the Act.

### **Scope of Power**

All delegations of Council powers, duties or functions shall be effected by by-law, resolution or policy adopted by Council.

Unless a power, duty or function of Council has been expressly delegated by by-law, resolution or policy, all of the powers, duties and functions remain with Council.

A delegation may be restricted or revoked at any time without notice unless the delegation by-law, resolution or policy, specifically limits Council's power to restrict or revoke the delegation. This limitation to Council's power shall not extend beyond the term of the current council and will not restrict the power of succeeding council's to revoke the delegation.

A delegation may provide that only the delegate can exercise the delegated power.

Where a power is delegated, the power is deemed to be delegated subject to any limits on the power and to any procedural requirements, including such conditions, approvals and appeals as Council considers appropriate.

Council has the authority to establish an appeal body to hear appeals or review decisions made under the delegated power as per Section 284.1 of the Act. This includes the power to determine procedures, powers and rules of those conducting the appeal.

<b>Delegated Power</b>	<b>Authority</b>
<b>1.</b> Approval of Parades, Walk-a-thons, Bike-a-thons to the Chief of Police	Policy GA004-Parades, Walk-a-thons & Bike-a-thons
<b>Purpose</b> <i>Operational-This policy was implemented in 2011 for the purpose of providing direction to groups or organizations that wish to conduct parades, walk-a-thons, bike-a-thons or similar events involving processions on City Streets. Such events shall not include the closure of any streets or highways.</i>	
<b>2.</b> Approval of minor variances where a consent is involved to the County Land Division Committee	By-law 2476-83 authorized the agreement.
<b>Purpose</b> <i>Reduce the length of time for an applicant to obtain necessary approvals by reducing administration for the applicant, staff and the public (i.e. one public meeting).</i>	
<b>3.</b> Approval for Special Occasion Permits and Temporary Extension of Liquor Sales Licence (Streetfest) clearance letters to the City Clerk	Policy Number GA-007-Special Occasion Permits
<b>Purpose</b> <i>No ongoing reporting to Council. If the City Clerk deems the request to be controversial in nature or the commenting Departments have concerns, the approval may be referred to Council for consideration.</i>	
<b>4.</b> Approval of Site Plans to Planning Commissioner –Director of Policy and Development	By-law 7087-94
<b>Purpose</b> <i>Review of Site Plan considered a technical exercise-In practice; the following persons are in attendance at the site plan meetings in addition to the applicant, staff team consisting of the City Engineer, City Planner, Chief Building Official and the Fire Chief. Agreements are drafted by the City Engineer’s department</i>	

<b>Delegated Power</b>	<b>Authority</b>
5. Approval of one day street and road closures to the City Engineer	By-law Number 8344-07
6. Authority for the issuance, administration, and enforcement of lotteries to the City Clerk and persons designated by the City Clerk.	By-law Number 8492-08
7. Authority to enforce by-laws	Municipal Code Chapter 127
8. Authority to handle Freedom of Information & Protection of Privacy matters to the City Clerk	Municipal Code Chapter 129
9. Authority to issue building permits	Municipal Code Chapter 127
10. Authority for the Mayor and City Clerk to sign certain documents - Development Agreements, Easement Agreements, Severance Agreements, release or exchange of security lots, Subdivision Agreements	By-law Number 8085-05 By-law Number 8208-06 (amended by by-law 9469-21)
11. Authority for the certain municipal officials (CAO, City Clerk, City Solicitor) to execute appeals or any processes under the Planning Act.	By-law Number 8443-08
12. Authority for the Clerk or designate to make minor corrections to By-laws limited to non-material matters such as numbering, spelling etc. which do not change the intended purpose of the by-law.	By-law Number 9098-16
13. Authority for the Deputy Treasurer to act as the Appeals Representative for the purposes of the Assessment Review Board	By-law Number 9143-17
14. Authority for the Treasurer to act as the Complaints Representative for the purposes of the Assessment Review Board.	By-law Number 9143-17
15. Authority for the Treasurer and Deputy Treasurer to bind the Corporation of the City of Woodstock for the purposes of the Assessment Review Board.	By-law Number 9143-17 By-law Number 9383-20 (to include Treasurer)

<b>Delegated Power</b>	<b>Authority</b>
<p><b>16.</b> Authority for staff to provide comments to the Alcohol and Gaming Commission of Ontario with respect to any Cannabis store licence applications.</p>	<p>By-law Number 9268-19</p>
<p><b>17.</b> Authority for the Mayor and Clerk or Clerk/Designate to sign annual land use agreements of vacant industrial land at the request of the Development Commissioner.</p>	<p>By-law Number 9289-19</p>
<p><b>18.</b> That the Chief Financial Officer and the City Engineer or their designates have the authority to sign deferred development charge agreements.</p>	<p>By-law Number 9359-20 By-law Number 9825-26</p>
<p><b>19.</b> Authority for the Cultural Manager/Museum Curator, Director/Curator, Woodstock Art Gallery, Manager, the Small Business Centre, Supervisor of Recreational Programs and Sponsorship, Manager Facility Operations Cowan Park Sportsplex, Manager of Special Events, City Engineer, Director of Public Works, Chief Financial Officer, Development Commissioner, Development Officer, Downtown Development Officer, Director of Parks and Recreation, and Fire Chief to sign applications to any Federal or Provincial Government department, ministry, agency, fund, or program or to any non-governmental organization or foundation for compensation, funding, subsidies or grants related to any City programs, activities, operations or approved capital projects, and subsequent submissions, declarations, representations and any other documentation required in connection with the application.</p>	<p>By-law Number 9448-21 and 9512-22 and 9651-23 and 9660-24 and 9825-26</p>
<p><b>20.</b> Authority for the Mayor and Clerk to sign short-term use or lease agreements for vacant municipal buildings as requested by the Office of the Development Commissioner. Agreements must be non-renewing, less than 6 months, and cannot be extended beyond the approved termination date.</p>	<p>By-law Number 9455-21</p>
<p><b>21.</b> Authority for the City Engineer (or Deputy City Engineer) and Chief Building Official (or Deputy Chief Building Official) to sign Conditional</p>	<p>By-law Number 9469-21</p>

Delegated Power	Authority
Permit Agreements and Site Plan Control Agreements.	
<b>22.</b> Authority for the City Engineer (or Deputy City Engineer) <i>and the Chief Building Official</i> to sign Sidewalk Patio Café Encroachment Agreements.	By-law Number 9469-21 By-law Number 9825-26
<b>23.</b> Authority for the Chief Financial Officer (or Deputy Treasurer) to execute agreements with the Municipal Property Assessment Corporation (MPAC) that govern the use of MPAC data and electronic download of property assessment information.	By-law Number 9512-22 By-law Number 9825-26
<b>24.</b> Authority for the City Engineer or designate to sign letters to lenders authorizing reductions to or cancellations of Letters of Credit.	By-law Number 9572-23
<b>25.</b> Authority for the City Engineer or designate to sign letters advising the Secretary-Treasurer of the Land Division Committee that all requirements of the City of Woodstock have been met with respect to conditions provided in Notices of Decisions for Applications for Consent.	By-law Number 9572-23
<b>26.</b> Authority for the Development Commissioner or designate to sign Pop-Up Patio Agreements.	By-Law Number 9580-23
<b>27.</b> That the Treasurer or designate be authorized to cancel, reduce, or refund taxes in accordance with Sections 357 and 358 of the Municipal Act, 2001.	By- Law Number 9775-25
<b>28.</b> Council hereby delegates to the City Clerk the authority to: <ul style="list-style-type: none"> <li>a. Approve amendments to the Records Retention Schedule;</li> <li>b. Make administrative updates to reflect changes in legislation, best practices, or operational needs;</li> <li>c. Consult with affected departments prior to implementing amendments.</li> </ul> <p>Amendments approved by the City Clerk under this delegation shall be deemed to form part of the Records Retention By-law without the need for further Council approval.</p>	By-law Number 9787-25
<b>29.</b> Authority for the City Engineer (or Deputy City Engineer) and the Chief Building Official to sign	By-law Number 9825-26

<b>Delegated Power</b>	<b>Authority</b>
<p>encroachment permits for permanent structures in road allowances.</p>	
<p><b>30.</b> Authority for the Chief Administrative Officer to make any expenditures or incur any other liability which exceeds \$50,000 in instances where the Chief Administrative Officer deems the matter to be of an urgent nature, significantly impacting operational needs or service delivery.</p> <p>Delegation only applies if Council is restricted from taking action after nomination day under section 275 of the Municipal Act, during “lame duck”. The Chief Administrative Officer shall report action taken or decisions made in accordance with the delegated authority given during the periods outlined in this by-law to Council, at its next regularly scheduled meeting convened by Council.</p>	<p>By-law Number 9825-26</p>
<p><b>31.</b> Authority for the Chief Administrative Officer to:</p> <ul style="list-style-type: none"> <li>• Within Statutory limits and Council limits, to direct the performance of staff through the organization’s Department Heads, Deputy Department Heads and Supervisory Staff;</li> <li>• To recommend to Council the appointment, employment, suspension or dismissal of Directors;</li> <li>• In cooperation with the appropriate Director, to appoint, employ, promote, transfer, suspend or dismiss employees not covered by collective bargaining agreements or those employees not covered in the previous paragraph;</li> <li>• In cooperation with the appropriate Director, to appoint and employ all other employees of the Municipality in accordance with procedures laid down in collective bargaining agreements or to dismiss or suspend such employees for cause.</li> </ul>	<p>(Outlined in the Job Description)</p>

Revision Date	Rev #	Particulars
November 11, 2009	01	Amended (housekeeping)
August 11, 2011	02	Repeal and replace
July 12, 2012	03	Formerly GA020
November 17, 2016	04	Additions are per by-law 9098-16
May 18, 2017	05	Delegated authority to the City Clerk to approve temporary extensions to liquor licences for Streetfest
July 13, 2017	06	Delegated authority to the Treasurer and Deputy Treasurer for matters relating to the Assessment Review Board.
February 7, 2019	07	Delegated authority to staff to provide comments to the Alcohol and Gaming Commission of Ontario with respect to any Cannabis store licence applications.
April 4, 2019	08	Delegation of signing authority for annual land use agreements of vacant industrial land.
April 16, 2020	09	Delegate authority to the Director of Administrative Services and the City Engineer to sign deferred development charge agreements
July 9, 2020	10	Delegate authority to the Treasurer to bind the Corporation in matters related to Assessment Appeals before the Assessment Review Board.
April 1, 2021	11	Delegate authority to various staff members to sign compensation, funding, subsidies, and grant submissions and applications on behalf of the City of Woodstock.
May 6, 2021	12	Delegate authority to the Mayor and Clerk to sign short-term lease agreements for the use of vacant municipal properties.
June 17, 2021	13	Delegate authority to the City Engineer and Chief Building Official to sign Conditional Permit Agreements and Site Plan Control Agreements and for the City Engineer to sign Sidewalk Patio Café Encroachment Agreements.
January 13, 2022	14	Delegate authority to the Director of Administrative Services to execute agreements with the Municipal Property Assessment Corporation (MPAC) that govern the use of MPAC data and electronic download of property assessment information.
January 12, 2023	15	Delegate authority to the City Engineer or designate to sign letters to lenders authorizing reductions to or cancellations of Letters of Credit and to clear conditions provided in Notices of Decisions for Applications for Consent.

Revision Date	Rev #	Particulars
March 2, 2023	16	Delegate authority to the Development Commissioner to sign Pop-Up Patio Agreements.
December 14, 2023	17	Include the Fire Chief in the delegated authority to sign compensation, funding, subsidies, and grant submissions and applications on behalf of the City of Woodstock.
January 18, 2024	18	Include the Manager of Special Events in the delegated authority to sign compensation, funding, subsidies, and grant submissions and applications on behalf of the City of Woodstock.
September 18, 2025	19	Authorize the Treasurer or designate to cancel, reduce, or refund taxes in accordance with Sections 357 and 358 of the Municipal Act, 2001.
November 20, 2025	20	Authorize the City Clerk to approve amendments to the Records Retention By-law and associated retention schedule
May 7, 2026	21	Added encroachment permits, restricted acts, and updates to delegated power 18, 19, 22 and 23