



**City of Kingston
Report to Council
Report Number 21-044**

To: Mayor and Members of Council
From: Brad Joyce, Commissioner, Corporate Services
Resource Staff: John Bolognone, City Clerk
Date of Meeting: June 22, 2021
Subject: A By-law to Amend By-law 2016-189, “A By-law to Consolidate the Delegation of Powers and Duties”

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

The Municipal Act, 2001, provides the Council of The Corporation of the City of Kingston with the authority to delegate its powers to a person or body, subject to some noted restrictions. Council has exercised its authority to delegate certain powers and duties to Committees and municipal staff. On October 4, 2016, Council passed [By-law 2016-189](#), “A By-law to Consolidate the Delegation of Powers and Duties” in order to consolidate a number of existing delegations of authority. The by-law being presented in this report does not change staff’s current delegated authority approved by Council. The by-law being presented is a housekeeping by-law, which will amend By-law 2016-189 by organizing the delegations by position and consolidating further delegations that were already approved by Council.

Recommendation:

THAT a by-law be presented to Council to amend By-law 2016-189, “A By-law to Consolidate the Delegation of Powers and Duties”, by deleting Schedule “A” in its entirety and replacing it with the revised Schedule “A” to By-law 2021-XX, attached as Exhibit “A” to Report Number 21-044.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Brad Joyce, Commissioner,
Corporate Services**

ORIGINAL SIGNED BY CHIEF
ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Community Services	Not required
Peter Huigenbos, Commissioner, Business, Environment & Projects	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Sheila Kidd, Commissioner, Transportation & Public Works	Not required

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Options/Discussion:

The delegation of authority from City Council contributes to the efficient management of the City, while still adhering to the principles of accountability and transparency. In 2016, City staff undertook a comprehensive review of City By-laws and Council resolutions to consolidate various authorities delegated by Council. On October 4, 2016, staff presented [Report Number 16-317](#) to Council, which recommended the enactment of a by-law to consolidate Council’s delegations of powers and duties. [By-law 2016-189](#), “A By-law to Consolidate the Delegation of Powers and Duties”, was passed at the same meeting, and includes a list of substantive delegations.

Since the passing of By-law 2016-189 (as amended), further authorities have been delegated from Council to staff. These delegations of authority are reflected in the revised Schedule “A” to By-law 2021-XX, attached hereto as Exhibit “A”, and will replace Schedule “A” of By-law 2016-189. For easier reference, the revised Schedule “A” of By-law 2016-189 has been organized by position. For future delegations of authority, City staff will continue to recommend the passing of a by-law to amend By-law 2016-189, by adding the specific delegation to Schedule “A” of the by-law.

Existing Policy/By-Law:

[By-law 2016-189](#), “A By-law to Consolidate the Delegation of Powers and Duties”

[Municipal Act, 2001](#), S.O. 2001, c.25

Notice Provisions:

None

Accessibility Considerations:

None

Financial Considerations:

None

Contacts:

John Bolognone, City Clerk, 613-546-4291 extension 1247

Other City of Kingston Staff Consulted:

Blair Johnson, Corporate Records and Information Officer, City Clerk’s Department

Jenna Morley, Associate Legal Counsel, Legal Services Department

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Exhibits Attached:

Exhibit A – By-law 2021-XX, to amend By-law 2016-189, “A By-law to Consolidate the Delegation of Powers and Duties”

By-Law Number 2021-XX

A By-Law to Amend By-Law 2016-189,

“A By-Law to Consolidate the Delegation of Powers and Duties”, as Amended

Passed: [ENTER DATE], 2021

Whereas the City of Kingston passed By-Law 2016-189, “A By-Law to Consolidate the Delegation of Powers and Duties”, as amended; and

Whereas since the passing of By-Law 2016-189, as amended, further authorities have been delegated from Council to staff;

Therefore be it resolved that the Council of The Corporation of the City of Kingston hereby enacts as follows:

1. By-Law 2016-189, “A By-Law to Consolidate the Delegation of Powers and Duties”, as amended, is hereby further amended as follows:
 - 1.1 Schedule “A” is hereby deleted in its entirety and replaced with Schedule “A” attached hereto.
2. This By-Law shall come into force and take effect on its passing.

Given First and Second Readings June 22, 2021

Given Third Reading and Passed [ENTER DATE], 2021

John Bolognone
City Clerk

Bryan Paterson
Mayor

Schedule “A”

Consolidated List of Delegations of Authority

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
Airport Manager	Authority for the removal of trees on approach to the Kingston Airport	Council Meeting Number 16 (minutes) 19 July 2011, Report Number 73, Clause (b)
Director of Arts & Culture Services	Authority to apply for an execute all documentation required to obtain approval from the Alcohol and Gaming Commission of Ontario for a liquor license application to the Grand Theatre	Council Meeting Number 2 (minutes) 17 December 2013, Report Number 9, Clause (d)
Director of Arts & Culture Services	Authority to administer the Public Art Policy to allow staff to initiate the mplementation of the Public Art Master Plan previously approved by Council in 2014 and to revise and update the Public Art Policy as needed	City Council Meeting Number 25 (minutes) 3 November 2015, Report Number 102, Clause 2
Director of Arts & Culture Services	Authority to amend the Film Policy for procedural purposes	City Council Meeting Number 1 (minutes) 6 December 2016, Report Number 4, Clause 3
Director of Arts & Culture Services	Authorized to execute any legal agreements as needed related to Engage for Change, under delegated authority, to the satisfaction of the Director of Legal Services, to enable the City of Kingston to work with community organizations to support the initiatives as proposed in Report Number 20-060 Update Report, Engage for Change: #YGK Reconciliation Journey, Phase II Review and Phase III Proposals).	Council meeting Number 2020-10 (minutes) 3 March 2020, Report 27, Clause 2
Director of Arts & Culture Services	Authority to amend the Kingston Civic Collections Management Policy, from	

Exhibit A to Report Number 21-044
 Schedule "A" – City of Kingston By-Law Number. 2016-189

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
	time to time, as required to reflect changing collection management practices, legislation, City policy and for minor housekeeping updates.	By-Law Number 2020-51
Director of Arts & Culture Services	Authorized to execute any legal agreements as needed, to the satisfaction of the Director of Legal Services, to enable the City of Kingston to work with local artists to support YGK Music as proposed in Report Number ARCP-20-003 (Report on the Pilot Project to Promote Local Music and Musicians and Terms of Reference for the Next Iteration of YGK Music in Support of Sector Development).	Council meeting Number 2020-28 (minutes), 3 November 2020 , Report 90, Clause 1
Director of Business, Real Estate & Environment	Authority to expedite the procurement of all necessary professional services to complete the CAF Intake 2 employment and projects within the timelines mandated by Industry Canada through the use of section 4.6(i) of the Purchasing By-Law which delegates the authority to issue contracts on a Time Sensitive basis where the time available to follow normal procedures is insufficient, including to ensure a sequence of contracts meets an overall timetable	Council Meeting Number 12 (minutes) 20 April 2010 , Report Number 55, Clause (g)
Director of Business, Real Estate & Environment	Authority to approve subsequent renewals of the agreement with Hydro One for trail lands, satisfactory to the Director of Recreation and Leisure and the Director of Legal Services	Council Meeting Number 2 (minutes) 18 December 2013 , Report Number 10, Clause c)
Director of Business, Real Estate & Environment	Authority to approve the execution of license agreements for all existing Partner Groups - Sports and Recreation as outlined in Report 13-228 and who are eligible under Section 15 of the Revenue Leasing and Licensing Policy	Council Meeting Number 16 (minutes) 18 June 2013 , Report Number 86, Clause (a)

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 Schedule "A" – City of Kingston By-Law Number. 2016-189

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
Director of Business, Real Estate & Environment	Authority to enhance the administration of the Brownfield Community Improvement Plan Program using a sliding scale approach to each eligible application so that benefits are proportional to: (1) the degree of environmental encumbrance relative to the value of the proposed development project; and (2) to the area of land as a percentage that requires remediation in order that the goal of creating a "level playing field" for brownfield development through the CIPs maintained	Council Meeting Number 20 (minutes) 3 June 2014 , Report Number 68, Clause b)
Director of Business, Real Estate & Environment	Authority to continue working with third parties to enable the City of Kingston's inclusion in funding requests to the Government of Ontario's Electric Vehicle Chargers Ontario (EVCO) incentive Program; and Authority to enter into any application or other documentation required to commit participation, on terms reasonable to the Commission of Community Services (formerly Commissioner of Corporate & Strategic Initiatives), in both or either the consortium bid to the EVCO program by Plug N Drive and/or by ChargePoint	City Council Meeting Number 5 (minutes) 2 February 2016 , Report Number 25, Clause (c)
Commissioner of Business, Environment & Projects	Authorized to execute any legal agreements as needed, to the satisfaction of the Director of Legal Services, to enable the City of Kingston to work with local artists to support YGK Music as proposed in Report Number ARCP-20-003 (Report on the Pilot Project to Promote Local Music and Musicians and Terms of Reference for the Next Iteration of YGK Music in Support of Sector Development).	Council meeting Number 2020-28 (minutes), 3 November 2020 , Report 90, Clause 1

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 Schedule "A" – City of Kingston By-Law Number. 2016-189

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
Chief Administrative Officer	Delegate the power for processing and approval of sale of industrial lands	By-Law Number 99-65
Chief Administrative Officer	Authority for the duties of the CAO. The By-law confirms the position and describes the authority held	By-Law Number 2002-86 . Amended by 2005-74 ; 2008-122 ; 2008-171 ; 2008-197 ; 2010-196
Chief Administrative Officer	Authority to delegate authority when positions identified in the By-law no longer exist	By-Law Number 2014-141
Chief Administrative Officer	Authority to enter into agreements as necessary with the private sector organization to manage the day-to-day operations of the small business accelerator centre	Council Meeting Number 17 (minutes) 16 June 2015 , Report Number 61, Clause 2
Chief Administrative Officer	The Chief Administrative Officer and City Treasurer be granted delegated authority to enter into any agreements required, including transfer payment agreements, related to the Public Transit Infrastructure Funding (PTIF) program.	Council Meeting Number 24 (minutes) 27 September 2016 , Report Number 94, Clause 1b
Chief Administrative Officer	Authority to sign grant applications related to assisting the implementation of the Workforce and In-Migration Strategy	City Council Meeting Number 12 (minutes) 25 April 2017 , Report Number 51, Clause 1b
Chief Administrative Officer	Authority to execute service agreements on behalf of the City of Kingston, in a form satisfactory to the Director of Legal Services, with any animal welfare stakeholders for Trap, Neuter, Vaccinate, Release (TNVR) services.	B-Law Number 2020-72
Chief Administrative Officer	Authorize the Mayor and Clerk, or where required the Chief Administrative Officer	Council Meeting Number 9

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 Schedule "A" – City of Kingston By-Law Number. 2016-189

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
	and/or the Chief Financial Officer, to sign grant agreements that align with the criteria as outlined in Report Number 21-100.	(minutes) 23 March 2021 , Report 34, Clause 5
Chief Building Official (CBO)	Authority to execute "Limiting distance Agreements" under the Building Code on behalf of the City in situations where the City's interests are not affected by such limiting distance agreements	See By-Law Number 2017-238
Chief Information Officer	Authority to enter into recurring annual agreements with respect to the continuance of technical software support services with Intellware Development Inc. for LifeRay Enterprise Portal software, subject to annual review	Council Meeting Number 4 (minutes) 22 January 2013 , Report Number 28, Clause 2)
Chief Information Officer	Authority to enter into recurring maintenance and support agreements with Accela Inc., subject to annual review and in a form satisfactory to the Director of Legal Services	Council Meeting Number 21 (minutes) 17 June 2014 , Report Number 71, Clause i)
Chief Information Officer	Authority to enter into annual maintenance agreements with Synergy Data Centres, at a total yearly cost of \$15,850 plus HST	Council Meeting Number 8 (minutes) 17 February 2015 , Report Number 18, Clause j)
Chief Information Officer	Authority to further renew or amend the General Municipal Licence Agreement with Teranet	City Council Meeting Number 147 (minutes) 03 May 2016 , Report Number 52, Clause (i)
Chief Information Officer	Authority to enter into recurring annual agreements with respect to the continuance of technical software support services with Oracle Corporation, subject to annual review	Council Meeting Number 7 (minutes) 1 March 2011 , Report Number 24, Clause (b)

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 Schedule "A" – City of Kingston By-Law Number. 2016-189

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
Chief Information Officer	Authority to renew subsequent data license agreements with Teranet Enterprises Inc., subject to review by and in a form satisfactory to the Director of Legal Services	City Council Meeting Number 10 (minutes) 4 April 2017 , Report Number 44, Clause A
Chief Information Officer	<p>Authority to enter into OECM Client/Supplier agreements for IT professional services/IT technical support services, as required, subject to project requirements, budget availability and review by and in a form satisfactory to the Director of Legal Services</p> <p>Authority to review, approve and release future software source code developed and owned by the City, to the Open Source community under appropriate licensing terms, where there is likely to be benefit to the corporation, partners and/or the community</p>	City Council Meeting Number 13 (minutes) 2 May 2017 , Report Number 52, Clauses B, G
Chief Information Officer	Authority to enter into recurring maintenance and support agreements with Perfect Mind Inc., subject to annual review and in a form satisfactory to the Director of Legal Services	City Council Meeting Number 14 (minutes) 16 May 2017 , Report Number 58, Clause 2
Chief Information Officer	Authority to enter into OECM Client/Supplier agreements for OECM Marketplace IS&T related products and services, on an as required basis, subject to requirements, budget availability and review by and in a form satisfactory to the Director of Legal Services.	Council meeting Number 2020-13 (minutes) 7 April 2020 , Report 37, Clause 1
Chief Information Officer	Granted delegated authority to enter into recurring annual agreements in a form	Council meeting Number 10-2021

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Schedule "A" – City of Kingston By-Law Number. 2016-189

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
	satisfactory to the Director of Legal Services, with respect to the continuance of technical software and data licencing, maintenance and support services for City applications.	(minutes) 6 April 2021 , Report 40, Clause 2
City Clerk	All powers and duties under the Municipal Freedom of Information and Protection of Privacy Act	By-Law Number 98-2
City Clerk	Authority to issue letters of support for future requests of breweries and wineries located within the boundaries of the City of Kingston for "By the Glass" Manufacturer's Limited Liquor Sales Licences to sell and serve their beer or their wine to patrons for consumption at their manufacturing site	City Council Meeting Number 11 (minutes) 18 April 2017 , Report Number 47, Clause G
City Treasurer	City Treasurer is authorized to receive applications from owners of residential property and allow such owners a deferral of up to 50% of the owner's residential tax bill up to \$1,000 per year subject to conditions.	By-Law Number 98-87
City Treasurer	Authority to determine if a low-income senior or low income individual with disabilities qualifies for deferral of residential tax increases and to request any information or documentation that is required in order to make such a decision	By-Law Number 98-216 Amended by 2002-79 ; 2017-152
City Treasurer	That the Chief Financial Officer/City Treasurer be delegated the authority to waive fees for not-for-profit organizations requesting the use of municipal facilities as defined in the Waiver of Fees Policy.	By-law Number 2005-10 ; 2016-108
City Treasurer	Where a surplus exists in any given year from net assessment growth, authority to consider transferring funds from the surplus to offset the Development Charges and Impost Fees exemptions for that year, thereby accelerating the	Council Meeting Number 24 (minutes) 15 November 2011 , Report Number 11, Clause (1)

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 Schedule "A" – City of Kingston By-Law Number. 2016-189

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
	allocation of the tax incremental financing program and bringing assessment growth to the operating fund sooner	
City Treasurer	Council waive the requirement under By-law No. 2010-1, requiring the Mayor and Clerk to sign all agreements binding the Corporation, and delegate authority to the City Treasurer to execute all related service agreements with Paymentus (Canada) Corporation, subject to the satisfaction of the Legal Services Department.	Council Meeting Number 22 (minutes) 15 October 2013 , Report Number 116, Clause (g)
City Treasurer	Authority to approve agreements entered into pursuant to the provisions of the City of Kingston Development Charge By-Law and the City of Kingston Highest Fee By -Law	By-Law Number 2014-179
City Treasurer	The Chief Administrative Officer and City Treasurer be granted delegated authority to enter into any agreements required, including transfer payment agreements, related to the Public Transit Infrastructure Funding (PTIF) program.	Council Meeting Number 24 (minutes) 27 September 2016 , Report Number 94, Clause 1b
City Treasurer	The Chief Financial Officer and his/her delegate to submit grant applications that align with the criteria as outlined in Report Number 21-100 including alignment with Council's strategic priorities and capital and operating plans and approved budget where a municipal share is required.	Council Meeting Number 9 (minutes) 23 March 2021 , Report 34, Clause 5
City Treasurer	Authorize the Mayor and Clerk, or where required the Chief Administrative Officer and/or the Chief Financial Officer, to sign grant agreements that align with the criteria as outlined in Report Number 21-100.	Council Meeting Number 9 (minutes) 23 March 2021 , Report 34, Clause 5
Committee of Adjustment	Empowered to grant minor variances from By-laws implementing official plan	By-Law Number 83-142

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 Schedule "A" – City of Kingston By-Law Number. 2016-189

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
Committee of Adjustment	Empowered to grant minor variances from any By-law of the Corporation of the 'New' City of Kingston that implements the Official Plan for the City of Kingston Planning Area	By-Law Number 98-3
Commissioner of Community Services	Authority to execute service agreements on behalf of the City of Kingston, in a form satisfactory to the Director of Legal Services, with providers of health care and health related services and programs not offered through the City of Kingston to the residents of Rideaucrest Home for services such as dental care and oral hygiene, physiotherapy, and pharmacy and prescription drug dispensing services that are made available on premises to the residents of Rideaucrest Home from time to time	Council Meeting Number 22 (minutes) 17 November 2009 , Report Number 116, Clause (f)
Commissioner of Community Services	Authority for discretionary fee adjustments due to service interruptions	Council Meeting Number 19 (minutes) 20 September 2011 , Report Number 91 , Clause (d)
Commissioner of Community Services	<p>Authority to approve agreements for the acquisition of real property...provided the value of the consideration does not exceed \$100,000;</p> <p>Authority to approve agreements for the disposal of real property...provided the value of the consideration does not exceed \$100,000;</p> <p>Authority to approve leases, licenses and other forms of temporary access agreements for real property</p>	By-Law Number 2014-141
Commissioner of Community Services	Authority to execute contracts and agreements that are implemented to provide health care and support services to residents pursuant to regulatory requirement in a form satisfactory to the	Council Meeting Number 15 (minutes) 15 April 2014 ,

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Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
	City Solicitor that do not exceed \$50,000 in expenditure out of the municipal budget	Report Number 49, Clause f)
Commissioner of Community Services	Authority to provide an exemption to the moratorium on commemorative monument in parks and public spaces to allow for an addition to the existing monument in Navy Memorial Park	Council Meeting Number 4 (minutes) 6 January 2015 , Report Number 5, Clause a)
Commissioner of Community Services	Authority to enter into any renewals with Docupet Inc. after the initial five year contract	Council Meeting Number 13 (minutes) 21 April 2015 , Report Number 37, Clause b)
Commissioner of Community Services	Authority to execute contracts and agreements related to the work of the Cultural Services Department in a form satisfactory to the City Solicitor and consistent within the approved municipal budget	Council Meeting Number 19 (minutes) 11 August 2015 , Report Number 75, Clause d
Commissioner of Community Services	Authority to review and make amendments to the Newcomer Welcome Gift program, as appropriate and required to support newcomers in Kingston, that are within the scope of the approved budget	City Council Meeting Number 20 (minutes) 12 July 2016 , Report Number 77, Clause 2
Commissioner of Community Services	Authority to redistribute the Council approved yearly funding between the Spay/Neuter voucher program and the Trap, Neuter, Vaccinate, Release/Return program, depending on demand and need	City Council Meeting Number 21 (minutes) 9 August 2016 , Report Number 82, Clause I
Commissioner of Community Services	Authority to amend the Film Policy for procedural purposes	City Council Meeting Number 1 (minutes) 6 December 2016 , Report Number 4, Clause 3

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Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
Commissioner of Community Services	Signing authority for grant applications and agreements for financial assistance related to the implementation of the Kingston Electric Vehicle Strategy in a form satisfactory to the Director of Legal Services, it being understood that any City contributions will be consistent with approved municipal budgets	Council meeting Number 2017-22 (minutes) 3 October 2017 , Report Number 98, Clause 2
Commissioner of Community Services	The authority to execute any legal agreements as needed, to the satisfaction of the Director of Legal Services, to enable the City of Kingston to work with community organizations to support the project recommendations as proposed in Report Number 18-091 Update Report on Engage for Change: #YGK Reconciliation Journey and the Need to Continue Strengthening Relations with Indigenous Peoples in Kingston).	Council meeting Number 2018-11 (minutes), 3 April 2018 , Report 36, Clause 6
Commissioner of Community Services	<p>The authority to review and approve the Development Charges Rebate project commitments and report to Council annually on program uptake and funding contributions</p> <p>The authority to review and approve all documents and agreements, including the implementation procedure, related to the Development Charges Rebate Program which are in a form satisfactory to the Director of Legal Services</p>	Council meeting Number 2018-08 (minutes) 20 February 2018 , Report Number 24, Clause 1
Commissioner of Community Services	<p>Authority to:</p> <ul style="list-style-type: none"> • Enter into service agreements with the Province or its agents for funding and cost shared programs and initiatives related to the delivery of social assistance, social housing, homelessness, child care, EarlyON, 	Council meeting Number 2019-03 (minutes) 18 December 2018 , Report Number 01, Clause 3. By-Law Number 2019-3

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Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
	<p>homemaking, social services, health and long term care.</p> <ul style="list-style-type: none"> • Enter into service agreements with service providers, related to social services programs and service delivery (including provincially selected/recognized technology, information services and data suppliers) and affiliation agreements with educational institutions and training agencies. • Enter into service agreements between the City and Service Providers, for the implementation of provincial programs, cost shared programs and initiatives, funding and other agreements related to provincial and municipal programs and other social services essential and or beneficial to the wellbeing of the community, including but not limited to funding for rent supplements, the seniors centre, eviction prevention, emergency shelter services, homeless services and residential housing supports. • Enter into service agreements with service providers associated with municipal emergency response and reception centre operations. • Submit grant applications and agreements providing that they are time sensitive and they support and enhance an existing service and/or program and is within the approved operational budget. <p>Sign for budget schedules, contract addenda, service description documents, financing postponements, releases and assignments, contract amendments, amending agreements</p>	

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 Schedule "A" – City of Kingston By-Law Number. 2016-189

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/ Resolution
	and any agreements containing personal information of individual recipients.	
Commissioner of Community Services	The authority to use all or a portion of the annual funding for the Trap, Neuter, Vaccinate, Return component of the Responsible Pet Ownership Program to enter into service level agreements with animal welfare stakeholders for Trap, Neuter, Vaccinate, Return services	Council meeting Number 2019-14 (minutes) 8 May 2019 , Report Number 35, Clause 2
Commissioner of Community Services	Authorized to execute any legal agreements as needed related to Engage for Change, under delegated authority, to the satisfaction of the Director of Legal Services, to enable the City of Kingston to work with community organizations to support the initiatives as proposed in Report Number 20-060 Update Report, Engage for Change: #YGK Reconciliation Journey, Phase II Review and Phase III Proposals).	Council meeting Number 2020-10 (minutes) 3 March 2020 , Report 27, Clause 2
Director of Corporate Asset Management and Fleet	Authority to enter into Local Authority Services (LAS) supplier agreements for Capital Equipment acquisition, in a form satisfactory to the Director of Legal Services, on an as required basis and subject to a review of the requirements, budget availability, and competitiveness or each acquisition.	Council meeting Number 2020-21 (minutes) 7 July 2020 , Report 54, Clause 2
Commissioner of Corporate Services	Authority to negotiate and enter into agreements with third parties for the provision of alternate locations for the municipal Emergency Operations Centre	Council Meeting Number 24 (minutes) 15 November 2011 , Committee of the Whole
Director of Engineering	Authority to review and recommend for execution by the Mayor and Clerk, service agreements, subject to the satisfaction of the Legal Services Department, with any board or agency of the City for which services are provided	Council Meeting Number 3 (minutes) 20 December 2011 , Report Number 9, Clause (11)

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Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
	by city administrative departments, including accounting and financial reporting services, information technology support or other related support services; and authority to respond on behalf of the city administrative departments to appropriate competitive procurements of any boards or agencies of the City	
Director of Engineering	Authority to sign agreements with CN for cost sharing of warning systems at level rail crossings	By-Law Number 2002-173
Director of Engineering	Authority to approve the installation of all service providers that wish to install infrastructure in the City right-of-way on behalf of the City of Kingston	By-Law Number 2002-176
Director of Engineering	Approval authority for the erection or installation of any new traffic control signal systems or traffic control signal used in conjunction with traffic control signal system that has been authorized	By-Law Number 2003-209
Director of Engineering	Authority to approve encroachment over easement agreements with private property owners, in a form satisfactory to the Legal Services Division	Council Meeting Number 20 (minutes) 13&14 July 2004 , Report Number 66, Clause (b)
Director of Engineering	<p>1. May temporarily close any highway or portion of a highway in accordance with the "Policy Framework – Delegated Authority for Road Closures" for the following purposes:</p> <p>(a) The construction, repair or improvement of the highway or portion of the highway or the construction or repair of any works, under, over, along, across, or upon the highway or portion of highway;</p>	By-Law Number 2005-255 . Amended by 2015-119

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Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
	<p>(b) Any social, recreational, community, athletic, or cinematographic purpose, or a combination of such purposes</p> <p>2. Notwithstanding the provision of section 1 of this By-law, Council shall retain all powers and authority under Section 42 of the <i>Ontario Municipal Act, 2001</i> where:</p> <p>(a) The Manager or his/her designate, or in the absence of a designate the Commissioner of Planning & Development Services, at his/her sole discretion refers to the matter to Council;</p> <p>(b) The applicant requests in writing that the matter be referred to Council; or</p> <p>(c) Any member of City Council requests, in writing to the Manager, that the request for the temporary road closure approval be referred to Council. Upon receipt of such request, the Manager shall refer the matter to Council.</p> <p>Notwithstanding the provisions of section 1 of this By-law, prior to approving any temporary road closure, the Manager shall notify the Mayor and Council of the pending closure</p>	
Director of Engineering	<p>Be authorized to approve the dedication of the following city-owned lands for public highway, lane or walkway purposes, in the absence of explicit council authority where:</p> <p>(a) The lands have been acquired or accepted for a public highway, lane or walkway purposes pursuant to a development review, council approval or delegated authority;</p> <p>(b) The reserves on registered plans or lands used as reserved are no longer</p>	By-Law Number <u>2006-116</u>

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 Schedule "A" – City of Kingston By-Law Number. 2016-189

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
	<p>needed to control access to an abutting property;</p> <p>(c) Council's intent to open a road can be implied from one or more documents such as Official Plan, Kingston Transportation Master Plan, or other written documentation with specific reference to the road; or</p> <p>(d) The lands are used by the public as public highway, lane or walkway</p> <p>2. Be authorized to approve the issuance of the "Preliminary Certificate of Approval of the Works" (PCAW) to accept the public works within the subdivision;</p> <p>3. Be authorized to release easements, blocks, and/or lots taken in favour of the City for the purpose of temporary turning circles or temporary access roads, as well as temporary storm water management facilities within subdivisions;</p> <p>4. Be authorized to take all steps necessary to implement the proposed dedication, approval or release referred to in recommendations 1,2 and 3, including ensuring that the relevant by-law is placed on the Council agenda and that payment of any costs related to the dedication, approval or release are made, to register the resultant by-law, release or other documentation in the Land Registry Office;</p> <p>6. That prior to the approval of any proposed dedication of land or release of easement, the Director of Engineering inform the affected district councillor, who will have the option of referring the proposed dedication of land or release of easement to Council</p>	

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Schedule "A" – City of Kingston By-Law Number. 2016-189

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
Director of Engineering	Authorized to designate a lower rate of speed for vehicles traveling in construction zones	By-Law Number 2009-80
Director of Engineering	Authority over various routine processes related to tile drainage loan applications under the tile drainage act	By-Law Number 2010-195
Director of Engineering	Authorized to review, approve, decline and issue new and existing temporary sidewalk patio permits until March 31, 2021, upon terms and conditions satisfactory to the Director of Engineering Services, in consultation with the Legal Services Department	Council meeting Number 2020-29 (minutes), 17 November 2020 , Report 91, Clause 1
Director of Facility Management & Construction	Authority to enter into amending agreements with neighbouring land owners of the Grand Theatre to add encroachments, to extend parking agreements and to provide for any other matters into existing or new legal arrangements	Council Meeting Number 22 (minutes) 24 October 2006 , Report Number 114, Clause 1
Director of Financial Services	Authority of the Treasurer under the Alternative Instalments (Pre-Authorized) Tax Payment Program	By-Law Number 2003-368 Amended by 2017-153
Director of Financial Services	Authority over various routine processes related to tile drainage loan applications under the tile drainage act	By-Law Number 2010-195
Fire Chief	Authority to take all proper measures for the prevention, control and extinguishment of fires and protection of life and property and shall exercise all powers mandated by the Fire Protection and Prevention Act	By-Law Number 2007-193
Fire Chief	Approval and signing authority to execute agreements and any other documents to provide fire and public safety training, facility and equipment rentals, and other related fee for services to external clients	City Council Meeting Number 9 (minutes) 21 March 2017 , Report Number 38, Clause A

Exhibit A to Report Number 21-044
 Schedule "A" – City of Kingston By-Law Number. 2016-189

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
Director of Heritage Services	<p>All the authority that Council has respecting the granting of permits to approve minor alterations to designated properties</p> <p>Authority under the Ontario Heritage Act, to request, receive, review and accept or reject plans, information, reports and any other documentation required to make a decision, when an application is made under the Act</p> <p>Authority to process permits in accordance with the terms of By-Law 2013-141</p>	By-Law Number 2013-141
Director of Housing & Social Services	Authority to approve the allocation of funding for the creation of affordable housing secondary suites	By-Law Number 2013-180
Director of Housing & Social Services	Authority to execute service agreements on behalf of the City of Kingston, in a form satisfactory to the Director of Legal Services, with Nimble Information Strategies Inc. for the provision of document scanning and imaging services related to the implementation of Electronic Document Management.	By-Law Number 2021-45
Director of Human Resources and Organization Development	<p>Authority to approve staff positions from time to time provided that:</p> <ul style="list-style-type: none"> a) Funds are available within current budgetary allocations b) All expenditures are deemed essential for the purpose of achieving the objectives of the City, and c) Alternate methods of achieving the objectives have been evaluated and proven more costly or less effective than staffing a position 	Council Meeting Number 6 (minutes) 3 March 1998 , Committee of the Whole, Clause 4
Director of Legal Services and City Solicitor	Authority over a variety of administrative matters	By-Law Number 2010-179

Exhibit A to Report Number 21-044
 Schedule "A" – City of Kingston By-Law Number. 2016-189

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/ Resolution
Director of Legal Services and City Solicitor	Authority to approve future requests from the Confederation Place Hotel for the City to enter into Consents and Acknowledgements arising from new mortgages or increases of existing mortgages placed on the Confederation Place Hotel	Council Meeting Number 6 (minutes) 15 February 2011 , Report Number 20, Clause 4
Director of Legal Services and City Solicitor	Authority to approve agreements entered into pursuant to the provisions of the City of Kingston Development Charge By-Law and the City of Kingston most Fee By -Law	By-Law Number 2014-179
Manager of Licensing & Enforcement	Authority over future actions taken concerning the dispute involving the cutting of grass on the boulevard in front of 5 Gibson Avenue	Community Development Committee Meeting Number 9-98
Manager of Licensing & Enforcement	Authorized to appoint livestock valuers and fence viewers	By-Law Number 2010-194
Mayor	Authority to approve and sign Grant Applications that enable Cultural Services to access funding from higher levels of government and private foundations to build partnerships, secure alternative sources of revenue and raise Kingston's profile at a regional, provincial and national level	City Council Meeting Number 19 (minutes) 11 August 2015 , Report Number 75, Clause d
Mayor and City Clerk	Authorized to enter into a demand response agreement with EnerShift for a term of three years ending May 31, 2013, in a form satisfactory to the Director of Legal Services- and further - THAT Council give staff delegated authority to extend, amend or add other acilities to the agreement as required and as opportunities arise	Council Meeting Number 12 (minutes) 20 April 2010 , Report Number 55, Clause (f)
Mayor and City Clerk	Authority to enter into an agreement with The Boiler Room Climbing Gym, for the coordinated program deliver of the Walls and Waves summer camp program, in a	Council Meeting Number 12 (minutes) 17 May 2011 , Report

Exhibit A to Report Number 21-044
 Schedule "A" – City of Kingston By-Law Number. 2016-189

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
	form satisfactory to the Director of Legal Services, and further, authority to enter into such agreement annually	Number 52, Clause (j)
Mayor and City Clerk	Authority to execute all documents and agreements related to the Municipal Home Ownership Program and AHP Home Ownership Program as approved by the Commissioner, Community Services	Council Meeting Number 12 (minutes) 3 April 2012 , Report Number 46, Clause (b)
Mayor and City Clerk	Authority to enter into agreements with the Community Foundation for Kingston and Area on an annual basis	Council Meeting Number 19 (minutes) 10 September 2013 , Report Number 108, Clause (d)
Mayor and City Clerk	Authority to enter into annual agreements with the Ministry of Tourism, Culture and Sport for Celebrate Ontario project funding in support of the sheep dog trials event	Council Meeting Number 23 (minutes) 5 November 2013 , Report Number 119, Clause (e)
Mayor and City Clerk	Authority to execute Service Level Agreements between the City and Service Providers for services related to the mandate of the Cultural Services Department and the recommendations contained in the Kingston Culture Plan	Council Meeting Number 19 (minutes) 11 August 2015 , Report Number 75, Clause d
Mayor and City Clerk	Authority for the administration, management, care, maintenance and improvement of the cemetery	By-Law Number 99-280 Amended by: 2010-126 ; 2010-198
Mayor and City Clerk	Authorize the Mayor and Clerk, or where required the Chief Administrative Officer and/or the Chief Financial Officer, to sign grant agreements that align with the criteria as outlined in Report Number 21-100.	Council Meeting Number 9 (minutes) 23 March 2021, Report 34, Clause 5

Exhibit A to Report Number 21-044
 Schedule "A" – City of Kingston By-Law Number. 2016-189

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
Board of Pine Grove Cemetery	Council's power and authority with respect to all matters provided for by 51.58) of the <i>Planning Act, 1990</i> , As Amended, is hereby delegated to the Director of Planning and Development; Mayor and Clerk are authorized to sign and seal all model home agreements and pre-servicing agreements which have been approved by staff in order to permit model home construction prior to final subdivision approval	By-Law Number 2006-75 . [Consolidation of prior Planning Act delegations of authority] Amended by 2006-209 ; 2009-179 ; 2012-104
Director of Planning Services	Authority for approval of any further adjustments required to the Scope of Work for alterations under the Ontario Heritage Act to 370 King Street West (J.K. Tett Centre) under the Ontario Heritage Act for the remainder of the project, including the issuance of heritage permits, as required	Council Meeting Number 32 (minutes) 18 November 2014 , Report Number 11, Clause i)
Director of Planning Services	Authority to sign the "Authorized Requester Agreement" and enter into future agreements with the Ministry of Transportation, to enable the City to continue to obtain vehicle owner information to assist in investigations into violations of specific city by-laws Authority to be the "Authorized Signatory" for the purposes associated with the "Authorized Requester Agreement"	City Council Meeting Number 18 (minutes) 11 July 2017 , Report Number 75, Clause 7, By-Law Number 2017-133
Director of Planning Services	Authority to enforce the By-Law, to issue Tree Permits under the By-Law and to impose terms and conditions to such permits.	By-Law Number 2018-15
Director of Planning Services	Authorized to make payments and reimbursements from the Trees for Kingston Fund	Council Meeting Number 12 (minutes) 28

Exhibit A to Report Number 21-044
 Schedule "A" – City of Kingston By-Law Number. 2016-189

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
		April 1998 , Report Number 32, Clause 4
Poet Laureate Working Group	The authority to identify and appoint a new Poet Laureate every four years to coincide with the term of Council.	Council meeting Number 2018-14 (minutes) 15 May 2018 , Report Number 50, Clause 3
Director of Public Works Services	The authority to extend the closing date of a patio season by up to 30 days, subject to weather conditions and City operational requirements. The authority to temporarily close any patio for the purpose of maintenance or operational needs. The patio operator shall not make a claim against the City or business losses due to the temporary closure.	-Law Number 2018-162
Director of Recreation and Leisure Services	Authority to enter into license agreements with community groups, for the purpose of granting permission to use City-owned lands for the purpose of growing and harvesting of fruit trees, nut trees and/or shrubs, as outlined in the Community Orchard & Edible Forest Policy	City Council Meeting Number 1 (minutes) 6 December 2016 , Report Number 5, Clause 1
Director of Recreation and Leisure Services	Authority for discretionary fee adjustments due to service interruptions	Council Meeting Number 19 (minutes) 20 September 2011 , Report Number 91 , Clause (d)
Director, Strategy, Innovation and Partnerships or his/her delegates	Authority with regard to airport operations including agreements, licences, and contracts	By-Law Number 2008-98 Amended By 2019-41

Exhibit A to Report Number 21-044
Schedule "A" – City of Kingston By-Law Number. 2016-189

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/ Resolution
Manager of Taxation and Revenue	Authority of the Treasurer under the Alternative Instalments (Pre-Authorized) Tax Payment Program	By-Law Number 2003-368 Amended by 2017-153
Manager of Taxation and Revenue	The City's responsibility relating to assessment and taxation appeal matters	By-Law Number 2005-58 Amended by 2017-154
Manager of Taxation and Revenue	Authority to enter into agreements, in a form satisfactory to the Director of Legal Services, with the Municipal Property Assessment Corporation (MPAC) for the electronic download of property assessment information from the Municipal Property Assessment Corporation's Municipal Connect website	Council Meeting Number 12 (minutes) 15 May 2007 , Report Number 51, Clause (e)
Manager of Taxation and Revenue	The City's responsibility relating to assessment and taxation appeal matters	By-Law Number 2005-58
Director of Transportation Services	Authorized to develop agreements with sales agencies for the sales of transit smart cards	By-Law Number 2009-109
Director of Transportation Services	Authority to approve extensions to an agreement with the Kingston Tennis Club Inc., under the same terms and conditions	City Council Meeting Number 11 (minutes) 22 March 2016 , Report Number 35, Clause (f)
Director of Transportation Services	Authorized to identify and implement the temporary conversion of public paid parking spaces to unpaid 10-minute maximum parking to facilitate pick-up and drop-off activities, where and when deemed warranted, between December 1, 2020 and May 31, 2021	Council meeting Number 2020-29 (minutes), 17 November 2020 , Report 91, Clause 1
Director of Transportation Services or Designate	Authority to appoint persons for the purpose of issuing parking infraction notices under the provisions of By-Law Number 99-166 on designated properties, and to revoke the	City Council Meeting Number 2 (minutes) 20 December 2016 ,

Exhibit A to Report Number 21-044
 Schedule "A" – City of Kingston By-Law Number. 2016-189

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
	authorization of any person as deemed necessary	Report Number 12, Clause (a)
President and CEO, Utilities Kingston	Authority to sign applications to the Ministry of the Environment and Climate Change under sections 52 and 53 of the Ontario Water Resources Act on behalf of the City of Kingston	By-Law Number 2003-170
President and CEO, Utilities Kingston	Signing authority for water compliance reports	Council Meeting Number 8 (minutes) 18 February 2003 , Report Number 24, Clause 1(n)
Representatives of Utilities Kingston	Authority to act, on behalf of the Corporation of the City of Kingston, in order to comply with the legislated requirements of the Ontario Cap and Trade Program	City Council Meeting Number 2 (minutes) 20 December 2016 , Report Number 13, Clause 3
Representatives of Utilities Kingston	Authority to execute any required operational documents that falls within the provisions of the Ontario Cap and Trade Program	City Council Meeting Number 2 (minutes) 20 December 2016 , Report Number 13, Clause 3
Representatives of Utilities Kingston	Authority for requesting multiple draws on the revolving letter of credit for the Ontario Cap and Trade Program	City Council Meeting Number 6 (minutes) 21 February 2017 , Report Number 26, Clause 2