

THE CORPORATION OF THE CITY OF DRYDEN

BY-LAW NUMBER 2026-54

BEING A BY-LAW TO DELEGATE AUTHORITY PURSUANT TO THE MUNICIPAL ACT.

WHEREAS subsection 23.1(1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, authorizes a municipality to delegate its powers and duties subject to certain restrictions; and,

WHEREAS subsection 23.2 of the *Municipal Act, 2001, S.O. 2001, c. 25*, permits the delegation of a legislative power to an individual where, in the opinion of the Council, the power being delegated is of a minor nature and the delegation of these powers would contribute to the efficient management of the City while still adhering to the principles of accountability and transparency; and,

WHEREAS in determining whether or not a power is of Minor Nature, the council, in addition to any other factors it wishes to consider shall have regard to the number of people, the size of the geographic area and the time period affected by an exercise of the power, and,

WHEREAS Section 41 of the *Planning Act*, Subsection (13)(b) provides delegation to either a committee of Council or to an appointed officer of the Municipality identified in the by-law either by name or position occupied; any of the Council's powers or authorized under this section; and,

WHEREAS unless a power, duty or function of Council has been expressly delegated by by-law, all of the powers, duties and functions of Council remain with Council including revoking of previously delegated authorities.

NOW THEREFORE the Council of The Corporation of The City of Dryden enacts as follows:

1. THAT the delegation of authorities, powers and duties as set out in Schedules "A", "B", "C", "D", "E", "F", "G", "H", "I", "J", "K", "L", "M", "N", "O", "P", "Q", and "R" to this by-law are hereby adopted.

Schedule "A" – Temporary Street Closure for Special Events and Parades;

Schedule "B" – Temporary Street Closures Necessitated by Construction, Routine Operations, Rehabilitation, Maintenance and Repair;

Schedule "C" – Special Occasion Permits;

Schedule "D" – Minor Variances/Committee of Adjustment;

Schedule "E" – Records/Information Management – Retention Schedules, Destruction of Records;

Schedule "F" – Policy Amendments – Minor in Nature;

Schedule "G" – Freedom of Information and Protection of Privacy Head;

Schedule "H" – Lottery Licensing;

Schedule "I" – Liquor License Endorsements;

Schedule "J" – Business Licensing;

Schedule "K" – Scholarships;

Schedule “L” – General Management and Administration;

Schedule “M” – Bank Signing Authority;

Schedule “N” – Hiring;

Schedule “O” – Procurement;

Schedule “P” – Acquisition and Disposition of Land;

Schedule “Q” – Property Assessment and Tax Collection;

Schedule “R” – Legal Affairs.

- 2. THAT By-laws 4446-2017, 4502-2017, 4544-2018, 2022-28, 2025-57 and 2025-72 are hereby repealed.
- 3. THAT this By-law shall come into force and take effect on the final passage hereof.

Enacted and passed this 27th day of July 2026 as witnessed by the Seal of the Corporation and the hands of its proper Officers duly authorized in that behalf.

THE CORPORATION OF THE CITY OF DRYDEN

Mayor

Clerk

Schedule "A"
By-law 2026-54

DELEGATION OF AUTHORITY TO APPROVE TEMPORARY STREET CLOSURES FOR SPECIAL EVENTS AND PARADE PERMITS

Power to be Delegated	Authority to review and approve requests for temporary street closures for special events and parade permits within The Corporation of The City of Dryden. Events are one-time, annual or infrequently occurring activities that utilize a road or street, thus requiring a temporary street closure or parade permit.
Reasons in Support of Delegation	• Contributes to the efficient management of the City of Dryden. • Meets the need to respond to issues in a timely fashion. • Maintains accountability through conditions, limitations and reporting requirements. • Minor in nature.
Delegate(s)	The following staff or their successors thereof: • Traffic Committee (Director of Public Works, Fire Chief, Director of Community Services, Clerk, Deputy Clerk or designates) • Clerk or Deputy Clerk to sign and issue the permit. • A person who is appointed by the CAO or selected from time to time by one of the above delegates to act in their stead.
Conditions and Limitations	• Where the delegate grants approval for the temporary street closure for a special event or a parade permit, the approval shall be subject to the applicants being responsible for: a) Damage to City property however caused, arising out of or during the use of the roadway; b) Maintaining emergency access at all times for the use of any emergency vehicles as may be necessary; and, c) Such other conditions as may be required by the delegate. • Delegate is to ensure that the closure has been coordinated with appropriate City Departments and outside agencies. • Delegate is to ensure that any temporary traffic control measures will be designed to minimize the impact of the special event or parade on the community and Municipal operations.
Review or Appeal	• Where the delegate has not approved a request to permit a temporary street closure for a special event or a parade, the applicant may request the decision be reviewed by City Council. • A person who has reason to believe they will be negatively impacted by an approved special event or parade may request that the decision to approve be reviewed by City Council.
Reporting Requirements	Annual information report for all temporary street closure and parade permit authorized pursuant to this delegation of authority.

Schedule "B"
By-law 2026-54

**DELEGATION OF AUTHORITY TO APPROVE TEMPORARY STREET
CLOSURES NECESSITATED BY CONSTRUCTION, ROUTINE
OPERATIONS, REHABILITATION, MAINTENANCE AND REPAIRS**

Power to be Delegated	Authority to approve temporary street closures for construction, routine operations, rehabilitation, maintenance and repairs.
Reasons in Support of Delegation	• Contributes to the efficient management of the City of Dryden. • Meets the need to respond to issues in a timely fashion. • Need to maintain health and safety of employees, contractors and the general public • Maintains accountability through conditions, limitations and reporting requirements. • Minor in nature.
Delegate(s)	The following staff or their successors thereof: • Director of Public Works or designate.
Conditions and Limitations	• For scheduled temporary street closures, advance notice is to be given through appropriate signage, advertising, and/or City website postings to provide reasonable advance notice of the temporary closures. • For un-scheduled operations such as emergency repairs that require the temporary closure of a street, appropriate signage shall be posted. • Delegates are to ensure that the closure has been coordinated with appropriate City Departments and outside agencies. • Closures should be of a term to minimize impact to the community. • Adequate steps are implemented to minimize impact on adjacent neighbourhoods. • All temporary street closures are to be consistent with the requirements set out in Book 7 of the Ontario Traffic Manual.
Review or Appeal	Not applicable.
Reporting Requirements	Annual information report for temporary street closures authorized pursuant to this delegation of authority.

Schedule "C"
By-law 2026-54

DELEGATION OF AUTHORITY TO APPROVE SPECIAL OCCASION PERMITS

Power to be Delegated	Authority to approve Special Occasion Permits as required by the Alcohol and Gaming Commission of Ontario to permit the sale and service of alcoholic beverages at such events.
Reasons in Support of Delegation	• Contributes to the efficient management of the City of Dryden. • Meets the need to respond to issues in a timely fashion. • Maintains accountability through conditions, limitations and reporting requirements. • Minor in nature.
Delegate(s)	The following staff or their successors thereof: • City Clerk or designate. • A person who is delegated by the City Clerk under Section 228(4) of the <i>Municipal Act</i> from time to time to act in their stead.
Conditions and Limitations	• Applicants must be a registered charity or non-profit corporation or association organized to promote charitable, educational and religious or community objects as required by the Alcohol and Gaming Commission of Ontario. • Applicants must adhere to the City of Dryden Municipal Alcohol Policy (MU-CO-08) and meet all insurance and risk management requirements requested by City Staff.
Review or Appeal	Not applicable.
Reporting Requirements	Annual information report for special occasion permits authorized pursuant to this delegation of authority.

Schedule "D"
By-law 2026-54

DELEGATION OF AUTHORITY TO GRANT MINOR VARIANCES

Power to be Delegated	Authority to grant minor variances pursuant to subsections 45(1) and (2) of the Planning Act.
Reasons in Support of Delegation	• Contributes to the efficient management of the City of Dryden. • Meets the need to respond to issues in a timely fashion. • Maintains accountability through conditions, limitations and reporting requirements. • Minor in nature.
Delegate(s)	The following or their successors thereof: • Committee of Adjustment which shall consist of three (3) members of the public appointed for the term of Council that appointed them and who are qualified to be elected as members of Council. • Chief Building Official and/or Committee Secretary to complete and issue all required permits and paperwork.
Conditions and Limitations	• Delegates are responsible for adhering to all of the guidelines of Chapter 42 of the Municipal Code of The Corporation of The City of Dryden, Committee of Adjustment and applicable legal and legislative requirements.
Review or Appeal	Ontario Land Tribunal.
Reporting Requirements	Annual information report for minor variances granted pursuant to this delegation of authority.

Schedule "E"
By-law 2026-54

**DELEGATION OF AUTHORITY FOR THE MANAGEMENT OF ALL
RECORDS/INFORMATION IN THE CORPORATION
OF THE CITY OF DRYDEN**

Power to be Delegated	Authority to manage all records/information in The Corporation of The City of Dryden, including the management of paper and electronic records, the retention schedules and the destruction of records.
Reasons in Support of Delegation	• Contributes to the efficient management of the City of Dryden. • Meets the need to respond to issues in a timely fashion. • Maintains accountability through conditions, limitations and reporting requirements. • Minor in nature.
Delegate(s)	The following staff or their successors thereof: • City Clerk or designate is responsible for administering the corporate Records and Information Management Program, including the management of paper and electronic records, retention schedules and the destruction of records.
Conditions and Limitations	• Delegates are responsible for adhering to all of the guidelines of City of Dryden Policy/Procedure MU-IN-06, Vital Records, MU-IN-08, Paper Records Management, MU-IN-09, Records Disposition and MU-IN-10, Electronic Equipment Records Disposal as well as any legal or legislative requirements.
Review or Appeal	Not applicable.
Reporting Requirements	None.

Schedule "F"
By-law 2026-54

**DELEGATION OF AUTHORITY TO APPROVE POLICY AND PROCEDURE
AMENDMENTS WHICH ARE MINOR IN NATURE**

Power to be Delegated	Authority to approve City of Dryden Policy and Procedure amendments which are minor in nature.
Reasons in Support of Delegation	• Contributes to the efficient management of the City of Dryden. • Meets the need to respond to issues in a timely fashion. • Maintains accountability through conditions, limitations and reporting requirements. Minor in nature includes housekeeping purposes only (minor content change (i.e. staff title changes, legislation/Act name changes, renumbering, correction of spelling/grammar, etc.)
Delegate(s)	The following staff or their successors thereof: • City Clerk
Conditions and Limitations	• Delegate is responsible for adhering to all of the guidelines of City of Dryden Policy MU-CO-10, Corporate Policy and Procedure Development, Revisions and Reviews.
Review or Appeal	Not applicable.
Reporting Requirements	Pursuant to Policy MU-CO-10, a Staff Report will be provided to Council on a quarterly basis summarizing any changes approved.

Schedule “G”
By-law 2026-54

**DELEGATION OF AUTHORITY TO ACT AS HEAD PURSUANT
TO THE MUNICIPAL FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT**

Power to be Delegated	The powers and duties vested in the head of the municipality (City Council) for the purposes of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , R.S.O. 1990, c. M.56, (MFIPPA) as amended from time to time, to carry out the municipality’s requirements under said Act.
Reasons in Support of Delegation	• Contributes to the efficient management of the City of Dryden. • Meets the need to respond to issues in a timely fashion, according to legislation. • Maintains accountability through conditions, limitations and reporting requirements. • Minor in nature.
Delegate(s)	The following staff or their successors thereof: • Clerk or designate; or, • A person who is appointed by the CAO (i.e. lawyer) if required.
Conditions and Limitations	• Exercise of authority will be pursuant to the provisions of MFIPPA, as amended. • Delegate is responsible for adhering to all of the guidelines of City of Dryden Policy MU-IN-05, Freedom of Information and Protection of Privacy.
Review or Appeal	The decision of the “Head” is appealable to the Information and Privacy Commissioner of Ontario.
Reporting Requirements	Annual information report on the MFIPPA pursuant to this delegation is made to the IPC annually and reports through the City Clerk’s Department as required.

Schedule “H”
By-law 2026-54

DELEGATION OF AUTHORITY TO ISSUE LOTTERY LICENSES

Power to be Delegated	Authority to issue lottery licenses in the City of Dryden.
Reasons in Support of Delegation	• Contributes to the efficient management of the City of Dryden. • Meets the need to respond to issues in a timely fashion. • Maintains accountability through conditions, limitations and reporting requirements. • Minor in nature.
Delegate(s)	The following staff or their successors thereof: • Lottery License Officer or their designate as appointed by by-law.
Conditions and Limitations	• Delegate is responsible for adhering to the guidelines of the Order in Council 2688/93 which provides the legal authority for the Alcohol and Gaming Commission of Ontario and municipalities to issue licenses in Ontario. It authorizes the licensing framework for eligible charities or religious organizations to conduct lottery events and sets out the limits of municipal and provincial licensing.
Review or Appeal	If an Applicant disagrees with a decision regarding the refusal, revocation or suspension of a lottery license, they can appeal that decision to the Council of the City of Dryden.
Reporting Requirements	None.

Schedule "I"
By-law 2026-54

DELEGATION OF AUTHORITY TO PROVIDE ENDORSEMENT/NON-ENDORSEMENT OF RECOMMENDATIONS TO THE ALCOHOL AND GAMING COMMISSION OF ONTARIO REGARDING LIQUOR LICENSE APPLICATIONS

Power to be Delegated	Authority to provide endorsement/non-endorsement recommendations to the Alcohol and Gaming Commission of Ontario with respect to applications for new liquor licenses, amendments to existing liquor licenses or for temporary liquor licenses in the City of Dryden.
Reasons in Support of Delegation	• Contributes to the efficient management of the City of Dryden. • Meets the need to respond to issues in a timely fashion, according to legislation. • Maintains accountability through conditions, limitations and reporting requirements. • Minor in nature.
Delegate(s)	The following staff or their successors thereof: • City Clerk or designate with written approval and/or comments/concerns to be provided by the Dryden Fire Service, Fire Chief or Deputy Fire Chief, and Chief Building Official.
Conditions and Limitations	• Delegate is responsible for adhering to all of the guidelines of City of Dryden Policy/Procedure MU-CO-04, Liquor License Endorsement.
Review or Appeal	Not applicable.
Reporting Requirements	Annual information report for liquor license endorsements provided pursuant to this delegation of authority.

Schedule "J"
By-law 2026-54

DELEGATION OF AUTHORITY TO APPROVE BUSINESS LICENSING

Power to be Delegated	Authority to approve or deny business licensing in the City of Dryden.
Reasons in Support of Delegation	• Contributes to the efficient management of the City of Dryden. • Meets the need to respond to issues in a timely fashion. • Maintains accountability through conditions, limitations and reporting requirements. • Minor in nature.
Delegate(s)	The following staff or their successors thereof: • Chief Building Official or designate
Conditions and Limitations	• Delegate is responsible for adhering to all of the guidelines of the City of Dryden Business and Trade Licensing By-law.
Review or Appeal	A person whose application for a new license or renewal of a license has been refused or a person whose license has been suspended or revoked, may within 15 days of being notified of the decision, apply to the City of Dryden Council for a review of the decision.
Reporting Requirements	Annual information report for business licenses provided pursuant to this delegation of authority.

Schedule "K"
By-law 2026-54

**DELEGATION OF AUTHORITY TO SELECT RECIPIENTS OF
THE CITY OF DRYDEN AND WILLARD COMMUNITY SCHOLARSHIPS**

Power to be Delegated	Authority to select graduating Dryden High School students who are continuing their education at the post-secondary level in the fall of the applicable year to receive the City of Dryden and Willard Community Scholarships.
Reasons in Support of Delegation	• Contributes to the efficient management of the City of Dryden. • Meets the need to respond to issues in a timely fashion. • Maintains accountability through conditions, limitations and reporting requirements. • Minor in nature.
Delegate(s)	Selection Committee to be comprised of the following members of Council, staff or their successors: • Mayor • Deputy Mayor • City Clerk or designate
Conditions and Limitations	• Delegates are responsible for adhering to the guidelines of City of Dryden Policy MU-CO-01, City of Dryden Scholarship Program.
Review or Appeal	Not applicable.
Reporting Requirements	Motions to award the scholarships to be presented annually at an Open Council Meeting for approval.

Schedule “L”
By-law 2026-54

**DELEGATION OF AUTHORITY TO CAO FOR GENERAL MANAGEMENT
AND ADMINISTRATION**

Power to be Delegated	Powers and duties as the senior administrative official as per the Municipal Act.
Reasons in Support of Delegation	• Contributes to the efficient management of the City of Dryden. • Meets the need to respond to issues in a timely fashion. • Maintains accountability through conditions, limitations and reporting requirements.
Delegate(s)	• CAO
Conditions and Limitations	• As set out in the appointment of a CAO as a Statutory Officer under the <i>Municipal Act</i>, the Employment Agreement and job description authorized by by-law.
Review or Appeal	Not applicable.
Reporting Requirements	None.

Schedule “M”
By-law 2026-54

DELEGATION OF AUTHORITY FOR BANK SIGNING AUTHORITY

Power to be Delegated	Signing Authority for Banking Services
Reasons in Support of Delegation	• Contributes to the efficient management of the City of Dryden. • Meets the need to respond to issues in a timely fashion. • Maintains accountability through conditions, limitations and reporting requirements.
Delegate(s)	• CAO, Treasurer, Deputy Treasurer, or Clerk and any one member of Council or Mayor.
Conditions and Limitations	• As set out in Council Resolution • Signing Authority requires any two signatures
Review or Appeal	Not applicable.
Reporting Requirements	None.

Schedule "N"
By-law 2026-54

DELEGATION OF AUTHORITY FOR HIRING

Power to be Delegated	Approval of hiring and selection of employees
Reasons in Support of Delegation	• Contributes to the efficient management of the City of Dryden. • Meets the need to respond to issues in a timely fashion. • Maintains accountability through conditions, limitations and reporting requirements.
Delegate(s)	• CAO; and, • Managers and Supervisors.
Conditions and Limitations	• As per City Policy – Recruitment and Selection HR-RE-06 • Council to approve by by-law for statutory positions upon recommendation of the CAO.
Review or Appeal	Not applicable.
Reporting Requirements	None.

Schedule “O”
By-law 2026-54

DELEGATION OF AUTHORITY TO PROCURE GOODS AND SERVICES AND
DISPOSE OF GOODS (PROCUREMENT)

Power to be Delegated	Authority to purchase goods or services for the purposes of their departments and for the purpose of those other entities on behalf of which the City is responsible by contract or otherwise for acquiring goods and services within the scope of the approved budget.
Reasons in Support of Delegation	• Contributes to the efficient management of the City of Dryden. • Meets the need to respond to issues in a timely fashion. • Maintains accountability through conditions, limitations and reporting requirements.
Delegate(s)	• CAO • Treasurer • Others as per the City of Dryden Procurement Policy
Conditions and Limitations	• As set out in the City of Dryden Procurement Policy (FI-PR-01).
Review or Appeal	None.
Reporting Requirements	As set out in the City of Dryden Procurement Policy (FI-PR-01)

Schedule "P"
By-law 2026-54

DELEGATION OF AUTHORITY FOR THE ACQUISITION AND DISPOSITION OF
LAND

Power to be Delegated	The CAO is authorized to approve simple land acquisitions, acquisition of easements, leases/licenses and agreements including the assignment and sub-leasing/sub-licensing of existing agreements or consents to enter or temporary working easements up to and including a limit of \$125,000 (exclusive of any taxes, registrations and legal fees, real estate commissions and survey costs) subject to the conditions and limitations as noted. The CAO may approve fee simple land sales including vacant land or improved properties and closed rights-of-way if not sold to abutting property owner and is permitted the other conveyances of an interest in land up to and including \$125,000 (exclusive of any taxes, registrations and legal fees, real estate commissions and survey costs), subject to the conditions and limitations as noted. The CAO, Treasurer and City Clerk may execute any documents to permit the registration of any of the above actions subject to the conditions and limitations as noted.
Reasons in Support of Delegation	• Contributes to the efficient management of the City of Dryden. • To promote consistent, transparent, timely and equitable processes in the acquisition and disposition of City lands with the best interest of the City. • Maintains accountability through conditions, limitations and reporting requirements.
Delegate(s)	• CAO • Treasurer • City Clerk
Conditions and Limitations	Land Acquisition or Interest: The CAO is authorized to approve land acquisitions subject to the following conditions or limitations: (a) Transactions over \$50,000 must be supported by an independent appraisal or market valuation. (b) The transaction must be in accordance with either a Council resolution or a Council approved budget; or in the case of donation, the acquisition must be in the best interests of the City. (c) The land is not being acquired by means of expropriation. (d) The owner must not be a City employee, the Mayor or a member of Council, a family member of a City employee, the Mayor or a member of Council where the family member is a parent, spouse, child, sibling, grandparent, grandchild, step and common-law relationship and in-law relationships; or a corporation or partnership of which they are a shareholder or partner. Land Disposition or Interest: The CAO may approve land disposition or sales subject to the following conditions or limitations:

	(a) The land has been declared surplus by Council resolution and Council has granted authority to offer the land for sale; (b) The land was not acquired by the City by means of expropriation; (c) Transactions over \$50,000 must be supported by an independent appraisal or market valuation. (d) Disposition of Land requires Council approval unless the transaction meets the criteria of authority delegated to the CAO and other City staff under the City's Procurement Policy, Delegation of Authority By-law or Restricted Acts By-law. (e) The owner must not be a city employee, the Mayor or a member of Council, a family member of a City employee, the Mayor or a member of Council where the family member is a parent, spouse, child, sibling, grandparent, grandchild, step and common-law relationship and in-law relationships; or a corporation or partnership of which they are a shareholder or partner. The CAO, City Clerk or Treasurer or designates may execute any documents to permit the registration of any of the above actions including: (a) Any instrument on behalf of the City against the title to the lands in which the City has an interest; (b) Applications on behalf of the City for entry or removal of a notice or caution of any kind, an inhibiting order, reference plan or similar registration of any kind in the Land Registry Office; (c) Undertakings, certificates, declarations and any other documents required for the completion of any transaction involving the purchase, sale or exchange of any interest in land including any documents required to be delivered under the applicable agreement of purchase and sale; (d) Agreements to extend the closing date of purchase and sale transactions; (e) Agreements of purchase and sale and all transfers for the purchase or exchange of any interest in land, including easements, for: A. Any approved capital project; or B. Any requirement under a condition of approval imposed in connection with any application under the <i>Planning Act</i>; C. Provided that in the case of an exchange of any interest in land, that the transfer of the interest in land on the part of the City is completed only if the land is declared surplus. (f) Documents permitting encroachments onto easements and other City-owned land, including land which is a public highway, and including encroachment agreements; The CAO may refer any matter arising under this delegation of authority to Council for its consideration. Notwithstanding any delegated authority in this schedule, Council must approve any sale or acquisition where, in the opinion of the CAO, there is perceived or apparent conflict of interest.
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Schedule “Q”
By-law 2026-54

DELEGATION OF AUTHORITY FOR PROPERTY ASSESSMENT AND THE
COLLECTION OF TAXES

Power to be Delegated	To the CAO: Authority to object to a settlement arrived at pursuant to sections 39.1 and 40 of the <i>Assessment Act</i> within 90 days after receiving notice under this section and file complaints as required. To the Treasurer: Authority to initiate and file notices of assessment appeal, for any property in the City of Dryden. Authority to withdraw any appeal filed by the City of Dryden should it be determined that it is not in the City’s best interest to proceed. Authority to attend any mediation or settlement conferences on property tax or assessment matter as a party to all appeals whether filed by the City of Dryden or another person, entity or agent. Authority to attend before the Assessment Review Board on property tax or assessment matter as a party to all appeals whether filed by the City of Dryden or another person, entity or agent. Authority to execute settlement agreements, on behalf of the City of Dryden, reached in the course of a taxation or property assessment appeal, mediation or settlement conference.
Reasons in Support of Delegation	• Contributes to the efficient management of the City of Dryden. • Meets the need to respond to issues in a timely fashion. • Reduce City’s costs for outside assistance. • Protect the City’s assessment base.
Delegate(s)	• CAO or designate • Treasurer or designate
Conditions and Limitations	None.
Review or Appeal	None.
Reporting Requirements	Quarterly information report pursuant to this delegation of authority.

Schedule “R”
By-law 2026-54

DELEGATION OF AUTHORITY FOR LEGAL AFFAIRS

Power to be Delegated	Authority to attend to legal affairs where the City’s CAO has a direct personal interest in the matter being considered.
Reasons in Support of Delegation	• Contributes to the efficient management of the City of Dryden. • Meets the need to respond to issues in a timely fashion. • Reduces City’s costs for outside assistance.
Delegate(s)	• Legal Affairs Committee (members appointed by Council)
Conditions and Limitations	Oversight of legal affairs where the CAO has a direct personal interest in the matter being considered.
Review or Appeal	None.
Reporting Requirements	Quarterly information report pursuant to this delegation of authority.