



## STAFF REPORT ACTION REQUIRED

### Delegation of the City Clerk's signing authority to staff

<b>Date:</b>	June 18, 2007
<b>To:</b>	Government Management Committee
<b>From:</b>	City Clerk
<b>Wards:</b>	All
<b>Reference Number:</b>	

### SUMMARY

---

This report requests City Council to amend Section 257-8 of the City of Toronto Municipal Code, which delegates the City Clerk's signing authority to other City staff. The amendment would permit:

- staff of Elections and Registry Services Unit of the City Clerk's Office to produce certified copies of records at the all civic centres for the public; and
- the Planning and Growth Management Committee Administrator to produce certified copies of all documents related to planning matters.

### RECOMMENDATIONS

---

**The City Clerk recommends that:**

1. City Council amend Section 257-8 of the City of Toronto Municipal Code to authorize:
  - a. Elections and Registry Services Office Leads (Support Assistant A) to sign documents and affix the corporate seal on behalf of the City of Toronto in respect to matters pertaining to Community Councils and decisions of the former Councils for certification purposes only; and

- b. the Committee Administrator, Planning and Growth Management Committee to sign documents and affix the corporate seal on behalf of the City of Toronto in respect to all documents related to planning matters for certification purposes only.
2. City Council authorize the City Solicitor, in consultation with the City Clerk's Office, to introduce the necessary bill to the July 16 and 17, 2007 meeting of City Council to give effect to Recommendation 1.

## **Financial Impact**

There are no financial implications associated with this report.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

## **ISSUE BACKGROUND**

Sections 137 and 199 of the *City of Toronto Act, 2006* require the City Clerk to record, file and preserve all decisions, bylaws and proceedings of Council, and to furnish certified copies of records under the City Clerk's control. The Clerk may also be required to certify documents under other statutes. Under Section 257-8 of the City's Municipal Code, Council has approved delegating the City Clerk's signing authority to various staff members of the City Clerk's Office to make sure that sufficient staff are available to sign and seal documents when necessary.

## **COMMENTS**

The Elections and Registry Services (ERS) unit acts as the front-line service arm of the City Clerk's Office and has offices at City Hall, the Etobicoke Civic Centre, the North York Civic Centre and the Scarborough Civic Centre. The organizational structure of the office changed in 2004, reducing the management staff in Registry Services to one manager and two supervisors. Currently, only management staff are authorized to certify documents and may not always be available at each front line office. Each front line office, however, has an Office Lead (Support Assistant A) to make sure that the unit operates efficiently. Enabling the service leads to certify required documents for the City Clerk's Office will allow ERS staff to offer more efficient service to the public in a timely fashion.

In the Secretariat unit, Community Council administrators have the authority to certify all planning records that fall under the jurisdiction of community councils. Community

council administrators primarily certify these documents for Ontario Municipal Board purposes. The Planning and Growth Management Committee also deals with planning matters, but City Council has not authorised the Planning and Growth Management Committee Administrator to sign those planning records which fall under that Committee's mandate. This results in other staff with delegated signing authority having to certify the records and inefficiently uses staff time and expertise. Delegating signing authority to the Administrator of the Planning and Growth Management Committee avoids this situation.

## **CONTACT**

Lalitha Flach, Manager, Registry Services, City Clerk's Office, Tel: 416-392-4382; Fax: 416-392-3781

Frances Pritchard, Manager, Community Councils and Committees, City Clerk's Office, Tel: 416-392-4339; Fax: 416-392-1879

## **SIGNATURE**

---

Ulli S. Watkiss  
City Clerk