

## **City of Burlington**

### **By-law 71-2023**

**a by-law to delegate approvals to staff and  
to repeal by-laws 07-2022, 53-2022, and 191-1990.**

### **Consolidation**

*This By-law is a consolidated version and includes amendments made by those amending by-laws listed on the following page. This consolidation is prepared for purposes of convenience only and is not the official or legal version of the By-law. For accurate reference to the By-law, certified copies should be obtained through the City Clerk's Office.*

**City of Burlington**  
**Consolidated By-law 71-2023**

**Incorporating amendments made by:**

<b>By-law No.</b>	<b>Effective Date:</b>	<b>Amendment(s)</b>
42-2024   042-2024-By-law.pdf  <a href="https://www.burlington.ca/en/by-laws-and-animal-services/resources/By-laws/By-law-Search/2024-By-laws/042-2024-By-law.pdf">https://www.burlington.ca/en/by-laws-and-animal-services/resources/By-laws/By-law-Search/2024-By-laws/042-2024-By-law.pdf</a>	May 21, 2024	<b>Schedule “I”</b> amended by adding <b>Sections 6 and 7</b> , immediately following Section 5, with the new heading “Agencies, Boards, and Commissions and Joint Venture Agreements”.
62-2024   062-2024-By-law.pdf  <a href="https://www.burlington.ca/en/by-laws-and-animal-services/resources/By-laws/By-law-Search/2024-By-laws/062-2024-By-law.pdf">https://www.burlington.ca/en/by-laws-and-animal-services/resources/By-laws/By-law-Search/2024-By-laws/062-2024-By-law.pdf</a>	October 15, 2024	<p><b>Schedule “D”</b> amended by adding <b>Section 26</b>, immediately after Section 25, with the new heading “Affordable Housing Agreements”.</p> <p><b>Schedule “F”</b> amended by adding <b>Section 18</b>, immediately following Section 17, and all subsequent sections in Schedule F renumbered accordingly.</p> <p>The following <b>definitions</b> are amended to delete the original position titles wherever they appear and replace them with new position titles as follows:</p> <p>“<b>City Manager</b>” replaced with “<b>Chief Administrative Officer</b>”</p> <p>“<b>Executive Director of Information Technology</b>” replaced with “<b>Chief Information Officer</b>”</p>

		<p><b>“Executive Director of Legal Services and Corporation Counsel” replaced with “Commissioner, Legal and Legislative Services/City Solicitor”</b></p> <p><b>“City Solicitor” replaced with “Commissioner, Legal and Legislative Services/City Solicitor”</b></p> <p><b>“Executive Director” replaced with “Commissioner”</b></p> <p><b>“Executive Director &amp; Chief Financial Officer” replaced with “Chief Financial Officer”</b></p> <p><b>“Executive Director EICS” replaced with “Commissioner, Public Works”</b></p> <p><b>“Executive Director of Human Resources” replaced with “Chief Human Resources Officer”</b></p> <p><b>“Executive Director of Strategy, Risk and Accountability” replaced with “Chief Transformation Officer”</b></p>
12-2025   012-2025-By-law.pdf  <a href="https://www.burlington.ca/en/by-laws-and-animal-services/resources/By-laws/By-law-Search/2025-By-laws/012-">https://www.burlington.ca/en/by-laws-and-animal-services/resources/By-laws/By-law-Search/2025-By-laws/012-</a>	March 18, 2025	<p><b>Schedule “A”</b> amended by adding <b>Section 6</b>, immediately following Section 5.</p> <p><b>Schedule “D”</b> amended by adding <b>Section 7.1</b>, immediately following Section 7.</p> <p><b>Schedule “G”</b> amended by adding <b>Section 9</b>, immediately following Section 8, with the new heading,</p>

<a href="#">2025-By-law.pdf</a>		"Memoranda of Understanding and Service Level Agreements".
37-2025   037-2025-By-law.pdf	June 17, 2025	<p><b>Subsection 2.1(1) of Part 2 – Nature and Scope of Delegation of Powers and Duties</b> amended by adding the words "Schedule K – Fire Services", immediately following "Schedule J – Information Technology".</p> <p><b>Subsection 2.1(2) through (4), Section 2.2 and Subsection 2.4(2) of Part 2 – Nature and Scope of Delegation of Powers and Duties</b> amended by deleting the words "Schedules A through J" and replacing them with words "Schedules A through K".</p> <p><b>Sections 3.1 through 3.5 of Part 3 – Execution and Amendment of Documents</b> amended by deleting the words "Schedules A through J" and replacing them with words "Schedules A through K".</p> <p><b>Schedule "B"</b> deleted and replaced in its entirety.</p> <p><b>Section 3 of Schedule "C"</b> deleted and replaced in its entirety.</p> <p><b>Schedule "C"</b> amended by adding <b>Section 4</b>, immediately following Section 3, with the new heading, "Agreement to Extend Timelines".</p> <p><b>Column 3</b> titled "Delegate" in <b>Section 12 of Schedule "D"</b> amended by</p>

		<p>replacing the words “applicable operational department” with “Recreation, Community and Culture”.</p> <p><b>Column 4</b> titled “Conditions/Restrictions” in <b>Section 12 of Schedule “D”</b> amended by deleting the words “consultation with the affected ward councillor and”.</p> <p><b>Schedule “E”</b> amended by adding <b>Section 2</b>, immediately after Section 1.</p> <p><b>Column 4</b> titled “Conditions/Restrictions” in <b>Section 6 of Schedule “I”</b> amended by deleting the words “Environment, Infrastructure, and”.</p> <p><b>Schedule “K”</b> added, immediately following Schedule “J”.</p>
<p>46-2025</p> <p> 046-2025-By-law.pdf</p> <p><a href="https://www.burlington.ca/en/by-laws-and-animal-services/resources/By-laws/By-law-Search/2025-By-laws/046-2025---A-by-law-to-amend-By-law-71-2023-to-delegate-approvals-to-staff.pdf">https://www.burlington.ca/en/by-laws-and-animal-services/resources/By-laws/By-law-Search/2025-By-laws/046-2025---A-by-law-to-amend-By-law-71-2023-to-delegate-approvals-to-staff.pdf</a></p>	<p>July 15, 2025</p>	<p><b>Schedule “B”</b> amended by adding <b>Section 2</b>, immediately following Section 1, with the new heading “Technical Changes to the Official Plan”, and renumbering all subsequent sections.</p> <p><b>Schedule “B”</b> amended by adding <b>Section 4</b> and <b>Section 5</b>, immediately following Section 3, with the new heading(s) “Minor Zoning By-law Amendments to Regulations in Employment Zones” and “Technical</p>

		Changes to the Zoning By-law", respectively, and renumbering all subsequent sections.
72-2025   7 - 072-2025-By-law.pdf	September 16, 2025	<b>Schedule "B"</b> deleted and replaced in its entirety.

<https://www.burlington.ca/en/by-laws-and-animal-services/resources/By-laws/By-law-Search/2025-By-laws/072-2025---A-by-law-to-amend-By-law-71-2023-to-delegate-approvals-to-staff.pdf>

The Corporation of the City of Burlington City of  
Burlington By-law 71-2023

A by-law to delegate approvals to staff and  
to repeal by-laws 07-2022, 53-2022 and 197-1990.

Whereas sections 8, 9 and 11 of the *Municipal Act*, S.O. 2001, c. 25, as amended (the "Municipal Act, 2001"), authorize The Corporation of the City of Burlington (the "City") to pass by-laws necessary or desirable for municipal purposes, and in particular, subsection 23.1 specifies that sections 9 and 11 authorize the City to delegate its powers or duties under the *Municipal Act, 2001* or any other Act to City staff, subjects to certain restrictions; and

Whereas *Municipal Freedom of Information and Protection of Privacy Act* section 3(3)(a) designates Council as the head and section 49(1) authorizes the head to delegate a power or duty granted or vested in the head to an officer or officers of the institution; and

Whereas section 33 of the *Ontario Heritage Act*, R.S.O. 1990, c. 0.18, provides that Council may delegate its authority to consent to alterations of properties designated under Part IV of the *Ontario Heritage Act*; and

Whereas the Council of The Corporation pursuant to subsection 33(15) of *the Ontario Heritage*

*Act*, R.S.O. 1990, c. 0. 18, consulted with its Heritage Advisory Committee prior to delegating powers under the Act; and

Whereas Section 286 of *the Municipal Act*, 2001, authorizes the municipality to appoint a treasurer who is responsible for handling the financial affairs of the municipality, and to appoint deputy treasurers, and to ensure investments of the municipality are made in compliance with the regulations made under section 418; and

Whereas Section 287 of *the Municipal Act*, 2001, allows the municipality to provide that the signatures on a cheque of the municipality be mechanically or electronically reproduced; and

Whereas pursuant to Section 15 of the *Police Services Act*, R.S.O. 1990, c.P.15, a municipal council may appoint persons as enforcement officers, who shall be peace officers for the purpose of enforcing municipal by-laws; and

Whereas Council passed By-law 07-2022 delegating certain powers or duties to staff; and

Whereas it is deemed necessary to update the various approvals to staff to reflect changes to the organizational structure, to update delegated authority reporting requirements to improve efficiencies, reporting to centralize additional approvals delegated to staff, and to delegate certain functions to staff to improve daily business

efficiencies and to ensure the continuity of business and the delivery of uninterrupted customer service; and

Whereas the Council of The Corporation of the City of Burlington deems it necessary to repeal and replace by-law 07-2022, as amended;

Now therefore the Council of the Corporation of the City of Burlington enacts as follows:

## **PART 1 – DEFINITIONS**

1.1 In this By-law:

**“approve” or “approval”** means authority to negotiate and/or sign for approval agreement, contract, release, waiver, payment authorization, application or document intended to bind the City, and includes any renewal, amendment or termination thereof, but does not include authority to execute;

**“approved as to content”** means that the content, substance and material dealt with in the document are approved and are in accordance with authority delegated under this By-law;

**“approved as to form”** means that the document is approved for execution in the correct form, style and procedures of the City in accordance with the authority delegated under this By-law;

**“By-law”** means this By-law and includes its Schedules;

**“Chief Financial Officer”** means the statutory officer position of Treasurer as prescribed by the *Municipal Act*, as appointed by Council from time to time;

**“Chief Information Officer”** or CIO means the Chief Information Officer reporting directly to the Chief Administrative Officer;

**“City” or “City of Burlington”** means The Corporation of the City of Burlington;

**“City Clerk”** means the holder of statutory officer position of City of Burlington City Clerk as prescribed by the *Municipal Act*, as appointed by Council from time to time;

**“Chief Administrative Officer”** means the individual appointed by Council as Chief Administrative Officer;

**“Commissioner, Legal and Legislative Services/City Solicitor”** means the Commissioner, Legal and Legislative Services/City Solicitor Legal

**“Claims”** means demand, action, application or other proceeding, and includes both potential and existing claims;

**"Council"** means the Council of the City of Burlington;

**"delegate"** means the person who has been delegated by Council an authority and includes any person:

- (a) sub-delegated such authority in accordance with this By-law; and,
- (b) acting temporarily in the delegate's position due to an absence or vacancy;

**"Director"** means the corporate position of executives as approved by the Chief Administrative Officer;

**"emergency"** means a situation or an impending situation of danger that could result in serious harm to persons or substantial damage to property, including the loss of an essential service or damage to infrastructure or equipment;

**"equipment"** includes but not limited to underground conduits and pipes, cabinets, poles, towers, anchors, guy wires, brackets, cross arms, insulators, foundations, overhead and underground conductors, wires, lines, cables and transformers, access nodes, ancillary appliances and fittings and reasonably required associated protective installations;

**"execute"** or **"execution"** means to sign, on behalf of the City, an agreement, contract, release, waiver, payment authorization, application or document intended to bind the City, and includes any renewal, amendment or termination thereof;

**"Commissioner"** means the corporate position of senior executives as approved by the Chief Administrative Officer;

**"fair market value"** means the most probable price which a property should bring in a competitive and open market as of a specified date under all conditions requisite to a fair sale, the buyer and seller each acting prudently, knowledgeably and in their own best interests and assuming the price is not affected by undue stimulus;

**"Procurement By-law"** means City of Burlington's Procurement By-law, as amended or replaced from time to time;

**"rent"** means the net of all sums due and payable by a tenant to a landlord pursuant to the terms of a lease;

**"sub-delegation record"** means a written record of any sub-delegation; and,

**"work"** means work on equipment that affects any land and includes any excavation, or installation, material alteration, demolition, repair, replacement or extension of equipment on, in, over, above, under, across, or along any land.

## PART 2 – NATURE AND SCOPE OF DELEGATION OF POWERS AND DUTIES

2.1 The following schedules are attached to and form part of this By-Law, delegating the powers and duties thereof:

- (1) Schedule A – City Clerk  
Schedule B – Planning  
Schedule C – Heritage  
Schedule D – Financial Management Schedule E  
– Transit  
Schedule F – Legal Services & Real Estate  
Schedule G – Engineering Services Schedule H  
– Roads, Parks and Forestry  
Schedule I – Recreation, Community and Culture  
Schedule J – Information Technology  
Schedule K – Fire Services
- (2) The delegates named in Column 3 of Schedules A through K are delegated the authority in Column 2 subject to the conditions or restrictions, if any, in Column 4.
- (3) A delegated authority shall not be sub-delegated unless sub-delegation is permitted in Column 3 of Schedules A through K or is permitted by resolution, by-law or other Council approved document.
- (4) Each delegate named in Column 3 of Schedules A through K shall:
  - (a) maintain a written record of any sub-delegation and file a copy of the written sub-delegation record with the Office of the City Clerk;
  - (b) maintain at least one original of a document executed under their delegated authority; and
  - (c) forward one original of an agreement executed under their delegated authority to the City Clerk unless otherwise directed by the City Clerk

(e) Inability to produce the sub-delegation record required under subsection 2.1(4) does not invalidate action taken pursuant to authority otherwise sub-delegated in accordance with this By-law.

2.2 A delegated authority in Schedules A through K is subject to such direction as may be given by a Standing Committee or Council from time to time.

2.3 Despite section 2.1 of this By-law, Council retains the authority to amend, revoke or reconsider, at any time and without notice, any delegated authority that has been delegated pursuant to this By-law.

- 2.4 Any exercise of a delegated authority that requires the expenditure of money or subjects the City to a potential financial obligation or loss, is subject to:
  - (1) funding for the expenditure or provision for the obligation or loss being included in an approved budget;
  - (2) the authority being reasonably incidental to the authority given to the delegate named in Column 2 of Schedules A through K to carry out their duties and responsibilities on behalf of the City of Burlington; and
  - (3) ensuring that all relevant requirements of Procurement By-law are followed as a condition to the exercise of the delegated authority.
- 2.5 Despite the provisions of the Procurement By-law, the delegated authority limitations in connection with Real Estate acquisition activities shall be in accordance with this By-law.

### **PART 3 – EXECUTION AND AMENDMENT OF DOCUMENTS**

- 3.1 A delegated authority to execute documents set out in Schedules A through K includes the authority to:
  - (1) execute any ancillary or subsidiary documents necessary to give effect to the delegation of authority; and
  - (2) amend the original document or any document that is ancillary or subsidiary to it, including extending the term of an agreement, provided that funding relating to any additional financial obligation is included in an approved budget.
- 3.2 A document executed under authority delegated by this By-law shall first be approved as to content by the delegate named in Column 3 of Schedules A through K as the person authorized to approve the document, and, in a case of an agreement or contract, approved as to form by the Commissioner, Legal and Legislative Services/City Solicitor
- 3.3 The execution or amendment of any document under a delegated authority in Schedules A through K shall be subject to compliance with any applicable City of Burlington by-laws, resolutions or policies, whether or not such by-laws, resolutions or policies are listed in Column 4 of Schedules A through K.
- 3.4 In addition to authorities otherwise delegated in Schedules A through K, the Mayor and City Clerk are authorized to execute any documents, approved as to form and content, in connection with any transactions taken under authorities delegated in those schedules.
- 3.5 When required in column 4 of Schedules A through K, the delegate shall report through the City Clerk on the exercised authority to Council, or a Standing Committee of Council.

## **PART 4 – GENERAL**

- 4.1 This By-law may be referred to as the “Delegated Authority By-law” or the “Burlington Delegated Authority By-law”.
- 4.2 Unless otherwise provided in this By-law, this By-law shall not be construed as waiving any provision of the Procurement By-law, or any other by-law or resolution delegating authority and such by-law or resolution shall continue to apply. In the event of any inconsistency between this By-law or any other City by-law (except the Procurement By-law) or resolution that pre-dates this By-law, this By-law shall prevail to the extent of the inconsistency.
- 4.3 Nothing in this By-law is to be construed as permitting anything which is prohibited under federal or provincial legislation, and where there is a conflict in this respect between federal or provincial legislation and this By-law, the federal or provincial legislation prevails.
- 4.4 Throughout this By-law: (a) the term "including" or phrases "e.g." or "for example" shall be interpreted to mean "including, without limitation", (b) the singular includes the plural and vice-versa and (c) any gender includes the other gender, unless the context requires otherwise.
- 4.5 If a court of competent jurisdiction declares any provision or part of a provision of this By-law invalid, the provision or part of a provision is deemed severable from this By-law and it is the intention of Council that the remainder of this By-law shall continue in force.

## **PART 5 – REPEAL AND ENACTMENT**

- 5.1 That By-Law 07-2022 being a by-law to delegate approvals to staff, as amended through By-Law 53-2022, be hereby repealed.
- 5.2 That By-law 197-1990, being a By-Law to designate a Head of the Municipal Corporation for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, as amended, are hereby repealed.
- 5.3 This By-Law comes into force on the date of its passing.

Enacted and passed this 14<sup>th</sup> day of November 2023

Mayor Marianne Meed Ward \_\_\_\_\_

City Clerk Kevin Arjoon \_\_\_\_\_

**SCHEDULE A to By-law 71-2023**

**City Clerk**

<b>No.</b>	<b>Delegated Authority</b>	<b>Delegate</b>	<b>Conditions/Restrictions</b>
1.	Execute authorized requestor agreements with His Majesty the King in Right of Ontario which provide designated users access to certain information from the Authorized Requester Information System of the Ministry of Transportation for the Municipal Parking Tag Program, including vehicle and driver abstracts for various internal enforcement, safety and administrative purposes.	City Clerk	
2.	Appoint By-law Enforcement Officers for purposes of enforcing the municipal by-laws of the City of Burlington.	City Clerk	
3.	Approve and execute routine confidentiality and non-disclosure agreements.	City Clerk or Commissioner of the applicable operational department	
4.	Powers and duties of Council as the Head for the purposes of the <i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, M.56</i>	City Clerk or delegate	
5.	Authority to submit recordkeeping affiliated by-law amendments required for (a) new or changing City programs or services, or (b) recordkeeping requirements to remain legislatively compliant, to Council for approval without the submission of a corresponding staff report	City Clerk or delegate	

6.	Approve and execute routine data sharing agreements.	City Clerk or Director of the applicable operational department or delegate	
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**SCHEDULE B to By-law 71-2023**

**Planning**

<b>No.</b>	<b>Delegated Authority</b>	<b>Delegate</b>	<b>Conditions/Restrictions</b>
	<b>Official Plan Amendments</b>		
1.	Authority to: <ul style="list-style-type: none"> <li>(a) declare an application complete or incomplete pursuant to subsection 22(6) of the Planning Act;</li> <li>(b) accept complete or refuse to accept incomplete applications pursuant to subsection 22(6) of the Planning Act</li> </ul>	Director of Community Planning or delegate	
	<b>Technical Changes to the Official Plan</b>		
2.	Authority to: <ul style="list-style-type: none"> <li>(a) alter the numbering, arrangement and cross-referencing of provisions;</li> <li>(b) correct clerical, grammatical, and spelling errors;</li> <li>(c) update address references;</li> <li>(d) add technical information to maps or schedules;</li> <li>(e) Change format or presentation</li> </ul>	Director of Community Planning or delegate	Changes shall not alter the meaning and intent of the policy.
	<b>Zoning By-law Amendments</b>		

3.	<p>Authority to:</p> <p>(a) declare an application complete or incomplete pursuant to subsection 34(10.3) of the Planning Act;</p> <p>(b) accept complete or refuse to accept incomplete applications pursuant to subsection 34(10.3) of the Planning Act</p>	Director of Community Planning or delegate	
	<b>Minor Zoning By-law Amendments to Regulations in Employment Zones</b>		
4.	<p>Authority to:</p> <p>(a) declare applications complete or incomplete pursuant to subsection 34(10.3) of the Planning Act;</p> <p>(b) accept complete or refuse to accept incomplete applications pursuant to subsection 34(10.3) of the Planning Act;</p> <p>(c) determine if proposed amendments are appropriate for approval under delegated authority;</p> <p>(d) approve uncontested minor amendments to zoning regulations for Employment Zones contained in Part 3 of the Zoning By-law.</p>	Director of Community Planning or delegate	Does not include permission to approve land uses otherwise not permitted or changes in Zoning Designation.
	<b>Technical Changes to the Zoning By-law</b>		
5.	<p>Authority to make minor changes to the Zoning By-law to:</p> <p>(a) alter the numbering, arrangement and cross-referencing of Zoning regulations;</p>	Director of Community Planning or delegate	Changes shall not alter the meaning and intent of the By-law

	<p>(b) correct clerical, grammatical, and spelling errors;</p> <p>(c) update address references; (d) add technical information to maps or schedules; and/or</p> <p>(e) change format or presentation</p>		
	<b>Housekeeping Amendments to the Zoning By-law</b>		
6.	Authority to make minor by-law amendments under Section 34 of the Planning Act for the purposes of housekeeping to ensure clarity and to assist in the consistent interpretation and application of the Zoning By-law.	Director of Community Planning or delegate	

	<b>Plans of Subdivision</b>		
7.	<p>Authority to:</p> <ul style="list-style-type: none"> <li>(a) declare an application complete or incomplete and refuse to accept incomplete applications pursuant to subsection 51(19) of the Planning Act;</li> <li>(b) upon receipt of a recommendation from City Council, grant draft plan of subdivision approval with or without conditions;</li> <li>(c) refuse an application if inactive for more than one year subject to 60 days' notice being provided to the applicant to respond;</li> <li>(d) grant extensions to draft plan of subdivision approval, subject to the concurrence of applicable department and external agencies;</li> <li>(e) withdraw the approval of draft plan of subdivision prior to final approval of subdivision plans pursuant to subsections 51(44) and 51(58) of the Planning Act;</li> <li>(f) sign plans for the purposes of indicating final approval of subdivision plans;</li> <li>(g) approve an application for approval of a plan of subdivision where such plan is essential to the implementation of a previously approved Zoning By-law Amendment;</li> <li>(h) interpret and administer conditions of draft plan approval to provide flexibility;</li> </ul>	Director of Community Planning or delegate	Interpretation and administration of conditions shall not alter the purpose and intent of the draft plan approval.

	(i) approve non-financial and other minor amendments to conditions in plan of subdivision approval		
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	<b>Condominium</b>		
8.	<p>Authority to:</p> <p>(a) refuse to accept incomplete applications pursuant to the Condominium Act;</p> <p>(b) exempt eligible applications for condominium from the requirements of the Planning Act in accordance with section 9 of the Condominium Act;</p> <p>(c) grant extensions to draft plan of condominium approval, subject to the concurrence of applicable department and external agencies and recommendation from City Council, where applicable;</p> <p>(d) amend criteria to be satisfied prior to registration for standard and common element condominiums;</p> <p>(e) refuse an application if inactive for more than one year subject to 60 days' notice being provided to the applicant to respond;</p> <p>(f) settle and give draft approval for a three-year term to any uncontested proposed Plan of Condominium and exercise the powers of the approval authority related to condominiums as set out in the Condominium Act;</p> <p>(g) sign plans for the purposes of indicating that plans are ready for registration</p>	Director of Community Planning or delegate	
	<b>Model Home Agreement</b>		

9.	Authority to approve the model home agreements	Director of Community Planning or delegate	
	<b>Parkway Belt</b>		
10.	Authority to comment on applications to amend regulations in the Parkway Belt Plan.	Director of Community Planning or delegate	

	<b>Site Plan</b>		
11.	<p>Authority to:</p> <p>(a) declare a site plan application complete or incomplete and refuse to accept incomplete site plan applications;</p> <p>(b) approve site plan applications with or without conditions including a condition to require the approval of minor variances for the project by the Committee of Adjustment becoming final and binding;</p> <p>(c) amend conditions of site plan approval;</p> <p>(d) grant extensions to site plan approvals.</p>	Director of Community Planning or delegate	
	<b>Consent to Sever Land</b>		
12.	<p>Authority to:</p> <p>(a) determine if a plan of subdivision is required or if an application for consent is appropriate;</p> <p>(b) refuse to accept incomplete applications;</p> <p>(c) grant provisional consent to undisputed applications with or without conditions;</p> <p>(d) amend conditions of provisional consent to all applications, and provide notice if amendments are not minor</p>	Director of Community Planning or delegate	

13.	<p>Authority to:</p> <p>(a) hold Committee of Adjustment hearings for an application for consent where either of the following occurs:</p> <p>(i) the Application also involves an application for minor variance; or</p> <p>(ii) the Application is in dispute and cannot be resolved without a hearing;</p> <p>(b) approve with or without conditions, or refuse an application for consent heard at a Committee of Adjustment hearing.</p>	Committee of Adjustment Members	
	<b>Minor Variance</b>		
14.	<p>Authority to:</p> <p>(a) hold Committee of Adjustment hearings for an application for minor variance;</p> <p>(b) approve with or without conditions, or refuse an application for minor variance..</p>	Committee of Adjustment Members	Minor revisions must be in substantial conformity to the plans included as a condition of approval of an application by Committee of Adjustment.
	<b>Minor Revisions to plans included as a condition of approval by the Committee of Adjustment</b>		
15.	<p>Authority to:</p> <p>a) approve minor revisions to plans included in a condition of approval imposed by the Committee of Adjustment.</p>	Director of Community Planning or delegate	Minor revisions must be in substantial conformity to the plans included as a condition of approval imposed by the Committee of Adjustment

	<b>Validation Certificate</b>		
16.	<p>Authority to:</p> <p>(a) determine if a Validation Certificate Application is required or if an application for consent is appropriate;</p> <p>(b) refuse to accept incomplete applications;</p> <p>(c) approve with or without conditions, or refuse, an application for Validation Certificate</p>	Director of Community Planning or delegate	
	<b>Part Lot Control</b>		
17.	<p>Authority to:</p> <p>(a) refuse to accept incomplete applications;</p> <p>(b) upon receipt of a recommendation from City Council, approve applications for part lot control with or without conditions within a registered plan of subdivision;</p> <p>(c) refuse applications for part lot control;</p> <p>(d) amend conditions of a part lot control approval;</p> <p>(e) grant extensions to a part lot control approval.</p>	Director of Community Planning or delegate	
	<b>Niagara Escarpment Commission</b>		
18.	<p>Authority to:</p> <p>(a) review development permit applications from the Niagara Escarpment Commission;</p>	Director of Community Planning or delegate	

	(b) submit comments on behalf of the City to the Niagara Escarpment Commission regarding development permit applications.		
	<b>Execution of Development Agreements</b>		
19.	<p>Authority to:</p> <p>(a) execute agreements required in satisfaction of any condition of approval under the Planning Act in connection with the development of land such as subdivisions, plans of condominium, land divisions, part lot control removal, site plans and rezonings;</p> <p>(b) release of agreements where imposed or required in satisfaction of any condition of approval under the Planning Act or Condominium Act, in connection with the development of land.</p>	Director of Community Planning or delegate	Agreements to in a form as approved by the Commissioner, Legal and Legislative Services/City Solicitor
	<b>Lifting of Holding “H” Zones</b>		
20.	<p>Authority to:</p> <p>(a) approve applications to lift a Holding “H” Zone.</p> <p>(b) amend the applicable sections and maps in the Zoning By-law to reflect the lifting of a Holding “H” Zone.</p>	Director of Community Planning or delegate	
	<b>Temporary Use Provisions</b>		
21.	<p>Authority to:</p> <p>(a) approve the temporary use of land, buildings, or structures, in a defined area for a maximum period of three years.</p>	Director of Community Planning or delegate	

	(b) approve an extension of the temporary use through further periods of not more than three years each.		
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**SCHEDULE C to By-law 71-2023**

**Heritage**

<b>No.</b>	<b>Delegated Authority</b>	<b>Delegate</b>	<b>Conditions/Restrictions</b>
	<b>Heritage Permits</b>		
1.	<p>Authority to:</p> <p>(a) Establish practices and procedures to administer complete Heritage Permit applications in accordance with the <i>Ontario Heritage Act</i>;</p> <p>(b) Approve Heritage Permits, with conditions as needed, for alterations to a building or structure on a property designated under <i>Ontario Heritage Act</i>;</p> <p>(c) Issue Heritage Permits, with conditions as needed, where Council approval has been provided for the alteration, demolition, or removal of a building or structure on a property designated under the <i>Ontario Heritage Act</i>;</p> <p>(d) Issue Heritage Permits, with conditions as needed, where the Ontario Land Tribunal orders that the City consent to a demolition or removal of a building or structure under Part IV of the <i>Ontario Heritage Act</i>.</p>	Director of Community Planning or delegate	Consult with the Heritage Burlington Advisory Committee, as needed.
	<b>Community Heritage Fund</b>		
2.	Establish practices and procedures to administer Community Heritage Fund applications.	Director of Community Planning or delegate	Consult with the Heritage Burlington Advisory Committee, as needed.

3.	Authority to approve Community Heritage Fund grant applications.	Director of Community Planning or delegate	Consult with the Heritage Burlington Advisory Committee, as needed.
	<b>Agreement to Extend Timelines</b>		
4.	<p>Authority to:</p> <p>(a) Enter into agreements with property owners to waive or extend:</p> <p>(i) The 90 day timeline following a prescribed event to give notice of intention to designate under Section 29 (1.2) of the Ontario Heritage Act; and,</p> <p>(ii) The 120 day timeline for passing a designating by-law under Section 29 (8) of the Ontario Heritage Act.</p>	Director of Community Planning or delegate	

**SCHEDULE D to By-law 71-2023**

**Financial Management**

<b>No.</b>	<b>Delegated Authority</b>	<b>Delegate</b>	<b>Conditions/Restrictions</b>
	<b>Payments and Transfers</b>		
1.	Approval to authorize other signing limits as deemed necessary up to and including \$50,000.	Directors of the applicable operational department	Maximum payment authority limits apply to approval of purchase requisitions, payments and invoices. This payment authorization excludes expense reports and purchase card statements.  Contract signing authority for procurements and revenue generation are per the Procurement By-law.
2.	Approval to authorize payments, in writing, or electronically through the use of workflows within the enterprise resource planning (ERP) system, which are payments processed against purchases within budgets and all other financial transactions requiring signing authorization including purchase requisitions, payments, and invoices up to a value of \$100,000.	Directors of the applicable operational department or their delegate	
3.	Financial transactions approved by Council.	The Commissioner & Chief Financial Officer, Chief Administrative Officer and City Clerk – unlimited.	

4.	<p>Approval to authorize payments, in writing, or electronically through the use of workflows within the enterprise resource planning (ERP) system, which are payments processed against a Council approved capital construction project.</p>	<p>Managers responsible for Capital Projects up to \$250,000;</p> <p>Directors responsible for Capital Projects up to \$350,000;</p> <p>The Chief Administrative Officer, Commissioner, Public Works or Commissioner &amp; Chief Financial Officer - Unlimited.</p>	
5.	<p>Approval to authorize payments from contingency for legal matters.</p>	<p>Commissioner, Legal and Legislative Services/City Solicitor and Commissioner &amp; Chief Financial Officer</p>	<p>Finance to report to a Standing Committee a minimum of three times per year on the status of the contingency reserve.</p>
6.	<p>Approval to authorize payments from contingency for human resource matters.</p>	<p>Chief Human Resources Officer and Commissioner &amp; Chief Financial Officer</p>	<p>Finance to report to a Standing Committee a minimum of three times per year on the status of the contingency reserve.</p>
7.	<p>Approval to authorize payments from contingency for all other matters (not legal or human resource matters).</p>	<p>Chief Administrative Officer and Commissioner &amp;</p>	<p>Finance to report to a Standing Committee a minimum of three</p>

		Chief Financial Officer	times per year on the status of the contingency reserve.
7.1.	<p>Approval to authorize payments from the insurance reserve for legal matters, including, but not limited to:</p> <p>(a) the insurance premium, as applicable;</p> <p>(b) the insurance broker fee, as applicable;</p> <p>(c) any settlements as they relate to insurance matters;</p> <p>(d) any awards as they relate to insurance matters;</p> <p>(e) costs and expenses related to insurance matters, including expert, adjuster, and external counsel fees and disbursements.</p>	Commissioner, Legal and Legislative Services/City Solicitor & Chief Financial Officer	

8.	Approval of expense reports and purchase card statements.	<p>Staff up to the position of Director by their direct Supervisor;</p> <p>Commissioners by Chief Administrative Officer or Commissioner &amp; Chief Financial Officer;</p> <p>Mayor and Council by Chief Administrative Officer or Commissioner &amp; Chief Financial Officer;</p> <p>Chief Administrative Officer by Commissioner &amp; Chief Financial Officer.</p>	In accordance with the Travel Expenses Organizational Policy and the Payment Card User Policy and Procedures reference guide.
9.	Approval to authorize year-end transfers for accruals, deferred revenues, carry forwards and transfers to Reserves and Reserve Funds as part of year-end close process.	Chief Administrative Officer and Commissioner & Chief Financial Officer	Report annually on year-end close and retained savings disposition results.

10.	Approval to reallocate operating budgets.	Commissioner & Chief Financial Officer	<p>The Chief Financial Officer may authorize reallocations of budgets between services provided they do not affect overall service levels or the net overall operating budget for the City.</p> <p>Service Leads are responsible for managing within their existing service budget.</p>
11.	Approve capital variances post tender approval.	<p>Director responsible for the Capital Project and the Commissioner &amp; Chief Financial Officer up to \$30,000;</p> <p>Director of Engineering Services and Commissioner &amp; Chief Financial Officer up to \$50,000;</p> <p>Chief Administrative Officer, Commissioner, Public Works, Commissioner &amp; Chief Financial Officer up to \$100,000.</p>	<p>In accordance with the <a href="#">Capital Budget Variance Reporting Corporate Policy</a>, approval must be documented in writing and a funding source identified in advance of over expenditure.</p> <p>Prior to over expenditure, notification of the possible over expenditure may take the form of an e-mail to the Chief Financial Officer and the Manager of Budgets and Policy.</p> <p>All post tender capital project net variances greater than \$100,000 are to be reported and approved by Council.</p>

12.	Approve the transfer of funds from the Public Art Reserve Fund.	Director of Recreation, Community and Culture or delegate	Pending approval from the Public Art Development Implementation Team.
	<b>Taxes</b>		
13.	Approve and execute Tax Extension Agreements on behalf of the City.	Commissioner & Chief Financial Officer or delegate	<p>Subject to the following limitations:</p> <p>(i) The Tax Extension Agreement must be requested by and entered into with the owner of the land, the spouse of the owner, a mortgagee, a tenant in occupation of the land or any person the treasurer is satisfied has an interest in the land, in accordance with Section 378 of the <i>Municipal Act, 2001</i>, S.O. 2001; and</p> <p>(ii) The Tax Extension Agreement must be compliant with the requirements of section 378 of the <i>Municipal Act, 2001</i>, S.O. 2001; and</p> <p>(iii) The Tax Extension Agreement must be executed no later than the Redemption Date</p>

			for that property.
14.	Authorized to adjust taxes on behalf of the City in accordance with sections 345(7), 356, 357, 357.1, 358, 359 and 359.1 of the <i>Municipal Act, 2001</i> , S.O. 2001.	Commissioner & Chief Financial Officer or delegate	
15.	Authorize apportionment of unpaid taxes for properties in accordance with section 356 of the <i>Municipal Act, 2001</i> , S.O. 2001.	Commissioner & Chief Financial Officer or delegate	
16.	Authorize the appeal of Current Value Assessment, represent the City before the Assessment Review Board, execute Minutes of Settlement and submit Requests for Reconsideration.	Commissioner & Chief Financial Officer or delegate	Finance to report to a Standing Committee annually on city initiated appeals if required.
<b>Grant Agreements and Transfer Payment Agreements</b>			
17.	Approve, execute and submit operating grant applications, agreements, and any and all other required documentation for receipt of funding by the City.	Manager of Government Relations or Manager or Director of applicable operational department	If the grant requires a Transfer Payment Agreement, authority to execute the agreement is as set out in sections 25 and 26 of Schedule D.
18.	Approve, execute and submit capital grant applications, agreements, and any and all other required documentation for receipt of funding by the City.	Commissioner & Chief Financial Officer or Manager or Director of applicable	If the grant requires a Transfer Payment Agreement, authority to execute the agreement is as set out in sections 25 and 26 of Schedule D.

		operational department	Unless application requires resolution of Council as part of grant application.
19.	Approve any and all required documentation, including transfer payment agreements and attestations, for receipt of funding by the City from Federal or Provincial governments.	<p>Commissioner &amp; Chief Financial Officer or Chief Administrative Officer for transfer payment agreements equal to or greater than \$100,000;</p> <p>Commissioner &amp; Chief Financial Officer or Director of the department receiving the funding for transfer payment agreements less than \$100,000.</p> <p>Commissioner &amp; Chief Financial Officer for Attestations</p>	
20.	Execute any and all required documentation, including transfer payment agreements, for receipt of funding by the City from Federal or Provincial governments.	Mayor and Clerk	

21.	Authorized to submit any by-law(s) required to authorize the execution of a transfer payment agreement directly to Council for approval without the submission of a corresponding staff report.	Chief Transformation Officer	Subject to approval by Commissioner, Legal and Legislative Services/City Solicitor.
	<b>Donations and Sponsorships</b>		
22.	Authorized to accept all donations and sponsorship submissions.	Director of the applicable operational department	In accordance with the <a href="#"><u>Donations and Sponsorship Corporate Policy</u></a> .  Agreement is required for any donation or sponsorship valued at \$50,000 and over.
23.	Approve and execute donation or sponsorship agreements for donations.	Director of the applicable operational department.	In accordance with the <a href="#"><u>Donations and Sponsorship Corporate Policy</u></a> .  Agreement is required for any donation or sponsorship valued at \$50,000 and over.
	<b>Rates and Fees</b>		
24.	Authority to submit amendments to the rates and fees by-law directly to Council for approval without the submission of a corresponding staff report.	Director of applicable operational department	In accordance with the <a href="#"><u>Public Notice Corporate Policy</u></a>

<b>MPAC Data Sharing Agreements</b>			
25.	Authority to execute data sharing and services agreements with the Municipal Property Assessment Corporation ("MPAC") relating to data/information shared between the parties.	Commissioner & Chief Financial Officer	
<b>Affordable Housing Agreements</b>			
26.	Approve and execute agreements required to exempt affordable residential housing units (rental and owned) from payment of development charges and community benefits charges, and from parkland dedication requirements and to secure obligations in respect of those exemptions.	Chief Financial Officer, or delegate	<p>With content satisfactory to the Chief Financial Officer and in a form satisfactory to the Commissioner, Legal and Legislative.</p> <p>Delegation of authority to enter into agreements required to exempt development charges and/or other development related fees may be exercised where such exemptions are required pursuant to the <i>Development Charges Act</i> or <i>Planning Act</i>.</p> <p>Delegation of authority includes authority to approve security by way of collateral mortgage in favour of the City and/or restriction under section 118 of the <i>Land Titles Act</i>, with content satisfactory to the Chief Financial Officer and in a form satisfactory to the Commissioner, Legal and Legislative.</p>

**SCHEDULE E to By-law 71-2023**

**Transit**

<b>No.</b>	<b>Delegated Authority</b>	<b>Delegate</b>	<b>Conditions/Restrictions</b>
1.	Authority to approve operational changes within programs, to bus routes, schedules, the Specialized Transit and community transportation initiatives.	Director of Transit or delegate	
2.	Authority to approve and execute agreements, and amending agreements, for purposes relating to the integration of transit services, fares, regional connectivity and supporting fare and service integrations program.	Director of Transit or delegate	Subject to the approval as to form of the Commissioner of Legal Services/City Solicitor  Subject to the approval as to content of the Commissioner of Community Services  Final authority to enter into the agreement to be brought to Council if there is a financial impact on the City.

**SCHEDULE F to By-law 71-2023**

**Legal Services & Real Estate**

No.	Delegated Authority	Delegate	Conditions/Restrictions
	<b>Retain External Counsel/Experts:</b>		
1.	Retain external legal counsel, any expert or other person to assist in legal matter or proceeding as the Commissioner, Legal and Legislative Services/City Solicitor considers necessary to protect the City.	Commissioner, Legal and Legislative Services/City Solicitor or delegate	
2.	Retain any expert or other person to assist in City real estate matters.	Commissioner, Legal and Legislative Services/City Solicitor or delegate	
	<b>Accept Service:</b>		
3.	Accept service of any legal document on behalf of the City.	City Clerk or Commissioner, Legal and Legislative Services/City Solicitor or delegate of either	
	<b>Claims:</b>		
4.	Take any and all necessary steps to defend any claim made against the City.	Commissioner, Legal and Legislative Services/City Solicitor or delegate	Corporate Legal Services will report to a Standing Committee a minimum of three times per year on all legal proceedings involving the City.
	<b>Small Claims Court Proceedings:</b>		

5.	<p>Commence, maintain or settle any claim within the jurisdiction of the Small Claims Court, including the authority to:</p> <ul style="list-style-type: none"> <li>(a) initiate proceedings or participate in proceedings initiated by another party;</li> <li>(b) take any steps within an active proceeding (including, but not limited to, commencing or defending a Defendant's Claim, motion or appeal);</li> <li>(c) negotiate resolutions and participate in any mediation, arbitration or other dispute resolution technique;</li> <li>(d) approve and execute minutes of settlement, agreements, releases, indemnities, consents, or other documents required for the settlement or disposition of any claim made by or against the City; and,</li> <li>(e) withdraw from proceedings.</li> </ul>	Commissioner, Legal and Legislative Services/City Solicitor or delegate	<p>Proceedings within Small Claims Court monetary jurisdiction limit applicable at the time of the proceeding, plus interest, costs and disbursements.</p> <p>Corporate Legal Services will report to a Standing Committee a minimum of three times per year on all legal proceedings involving the City.</p>
	<b>Claims and Court and Administrative Proceedings (Other than those within the jurisdiction of the Small Claims Court and POA)</b>		
6.	Commence, maintain, obtain standing in, or settle any claim within a Court or Tribunal jurisdiction other than Small Claims Court and POA, including the authority to:	Commissioner, Legal and Legislative Services/City Solicitor or delegate	This authority relates to proceedings other than to which section 5 (Small Claims Court) and section 10 (Municipal Prosecutions) apply.

<ul style="list-style-type: none"> <li>(a) initiate proceedings or participate in proceedings initiated by another party;</li> <li>(b) take any steps within an active proceeding (including, but not limited to, commencing or defending a motion, cross-claim, third party claim, counterclaim or appeal);</li> <li>(c) negotiate resolutions and participate in any mediation, arbitration or other dispute resolution technique;</li> <li>(d) approve and execute minutes of settlement, agreements, releases, indemnities, consents, or other documents required for the settlement or disposition of any claim made by or against the City;</li> <li>(e) withdraw from proceedings.</li> </ul>	<p>Corporate Legal Services will report to a Standing Committee a minimum of three times per year on all legal proceedings involving the City.</p> <p><b>Financial Limits:</b></p> <p>For insured claims and legal proceedings:</p> <ul style="list-style-type: none"> <li>i) up to the City's applicable insurance deductible; or</li> <li>ii) in excess of the City's applicable insurance deductible in consultation and with the approval of the insurance provider or its legal counsel.</li> </ul> <p>For uninsured claims – unlimited value - provided that Corporate Legal Services will report to confirm its instructions to either the next round of applicable Committee and Council or in its</p>
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			scheduled litigation report, as deemed appropriate by the Commissioner, Legal and Legislative.
	<b>Proceedings – Limitation Period, Protection of Interests or Emergency</b>		
7.	Commence any legal proceeding, including a proceeding above the financial limits set out in section 6 of Schedule F, on behalf of the City to ensure limitation period or other time restriction does not expire, in an emergency, or where immediate action is required to protect the City's interests.	Commissioner, Legal and Legislative Services/City Solicitor or delegate	Corporate Legal Services will report to a Standing Committee a minimum of three times per year on all legal proceedings involving the City.
	<b>Ontario Land Tribunals:</b>		
8.	Represent the City or proceedings before Ontario Land Tribunal as Commissioner, Legal and Legislative Services/City Solicitor considers necessary to protect the City, including the authority to: <ul style="list-style-type: none"> <li>(a) support Committee of Adjustment approvals where City staff have no objections or are in support of the application;</li> <li>(b) support the Committee of Adjustment refusals where City staff support the refusal of an application;</li> <li>(c) take all necessary steps to respond to appeals filed in accordance with Council</li> </ul>	Commissioner, Legal and Legislative Services/City Solicitor or delegate	Corporate Legal Services will report to a Standing Committee a minimum of three times per year on all legal proceedings involving the City.

	<p>decisions and file and respond to procedural matters, as deemed necessary; and</p> <p>where time does not allow for obtaining Council authority, take all steps necessary to respond to appeals prior to the expiry of any time restrictions or limitation periods.</p>		
	<b>Collection of Debts and Enforcement of Orders:</b>		
9.	Take all necessary steps to collect debts and outstanding accounts, and to enforce orders, decisions, awards and judgments made in favour of the City, including commencing legal proceeding as part of the enforcement.	Commissioner, Legal and Legislative Services/City Solicitor or delegate	Corporate Legal Services will report to a Standing Committee a minimum of three times per year on all legal proceedings involving the City.
	<b>Municipal Prosecutions:</b>		
10.	Authority to conduct prosecutions under Parts I, II, III or VII of the <i>Provincial Offences Act</i> (which includes prosecutions of municipal by-laws and statutory offences enforced by the City (including Building and Fire Safety)).	Commissioner, Legal and Legislative Services/City Solicitor or delegate	<p>Contravention the subject of the proceeding relates to a standard administered or enforced by the City.</p> <p>For a proceeding under Parts I, II or III of the Act, Commissioner, Legal and Legislative Services/City Solicitor or delegate determines that there is a reasonable prospect of a conviction and that it is in the public interest to proceed with the charge.</p>

			<p>For a proceeding under Part VII of the Act, Commissioner, Legal and Legislative Services/City Solicitor or delegate determines that the City's case has merit and that it is in the public interest to proceed with the appeal.</p> <p>Corporate Legal Services will report to a Standing Committee a minimum of three times per year on all legal proceedings involving the City.</p>
	<b>Routine Real Estate Matters:</b>		
	<b>Routine rights as owner, occupier, landlord or tenant:</b>		
11.	Take all necessary steps to protect or pursue routine rights of the City in its capacity as an owner, occupier, landlord or tenant of property.	Commissioner, Legal and Legislative Services/City Solicitor or delegate	
	<b>Acquisitions:</b>		
12.	Approve transactions and execute agreements, offers and other documents in connection to acquisition of land or any interest in land (except for leasehold interest).	Manager of Realty Services up to \$200,000;	<p>Subject to the following limitations:</p> <p>(i) Sufficient funds are available within the</p>

	<p>Director of the relevant department up to \$300,000;</p> <p>Chief Administrative Officer up to \$500,000.</p>	<p>departmental budgets approved by City Council;</p> <p>(ii) The acquisition price is at or below fair market value;</p> <p>(iii) Fair market value is determined by appraisal; (internal appraisal to be documented in a memo on file, including the criteria to determine value, or an external written appraisal);</p> <p>(iv) Any agreements, offers and other documents in connection with transactions approved under this provision shall be to the satisfaction of the Commissioner, Legal and Legislative Services/City Solicitor or delegate.</p> <p>Reported at a minimum quarterly through the City Clerk on all instances where the authority is exercised</p>
	<b>Dispositions:</b>	

13.	<p>Approve transactions and execute agreements, offers and other documents in connection to disposition of land or any interest in land (except for a leasehold interest).</p>	<p>Manager of Realty Services up to \$200,000;</p> <p>Director of the relevant department up to \$300,000;</p> <p>Chief Administrative Officer up to \$500,000.</p>	<p>Subject to the following limitations:</p> <ul style="list-style-type: none"> <li>(i) The departmental circulation process continues to be used for land considered to be surplus to a department;</li> <li>(ii) The sale of land is carried out in accordance with Council approved policy and procedures, including the giving of Notice, governing the sale of real property, where applicable;</li> <li>(iii) The disposition price is at or greater than fair market value;</li> <li>(iv) Fair market value is determined by appraisal; (internal to be documented in a memo on file, including the criteria used to determine value or external written appraisal);</li> <li>(v) Any agreements, offers and other documents in connection</li> </ul>
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			<p>with transactions approved under this provision shall be to the satisfaction of the Commissioner, Legal and Legislative Services/City Solicitor or delegate.</p> <p>Reported at a minimum quarterly through the City Clerk on all instances where the authority is exercised</p>
	<b>Leases and Licences:</b>		
14.	Approve and execute lease/licence of land or buildings for ten-year terms or less, by or to the City, including any renewal of existing or expired leases/licenses.	<p>Authority for annual fair market value rent not to exceed:</p> <p>Manager of Realty Services up to \$200,000;</p> <p>Director of the relevant department up to \$300,000;</p> <p>Chief Administrative Officer up to \$500,000.</p>	<p>Subject to the following limitations:</p> <p>(i) The annual rent is at fair market value;</p> <p>(ii) Fair market value rent be determined by appraisal; (internal to be documented in a memo on file, including the criteria used to determine value or external written appraisal);</p> <p>(iii) The lease/licence be on terms and conditions and in a form satisfactory to the Commissioner, Legal and Legislative Services/City Solicitor</p>

			Reported at a minimum quarterly through the City Clerk on all instances where the authority is exercised
	<b>Day to Day Real Estate Transactional Matters:</b>		
15.	<p>The Authority to:</p> <p>(a) Execute any document in accordance with the <i>Land Registration Reform Act</i> (Ontario) as required to permit registration of such document under the <i>Land Titles Act</i> (Ontario) or <i>Registry Act</i> (Ontario), as applicable, for any action otherwise approved;</p> <p>(b) Register any instrument on behalf of the City against the title to the lands in which the City has interest;</p> <p>(c) Execute and register all 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;</p> <p>(d) Execute and register routine releases of subdivision and other agreements, subject to the prior approval of the operational department responsible for the agreement;</p> <p>(e) Approve and execute undertakings, certificates, declarations and any other documents required for</p>	<p>Commissioner, Legal and Legislative Services/City Solicitor or delegate</p>	

	<p>the completion of any transaction otherwise approved involving the purchase, sale, acquisition, disposition, dedication or exchange of any interest in land including any documents required to be delivered under an applicable agreement of purchase and sale;</p> <p>(f) Execute affidavits required in connection with the <i>Land Transfer Tax Act</i>; and,</p> <p>(g) Approve and execute agreements to extend the closing date of purchase and sale transactions.</p>		
16.	Approve consent and waivers of notice forms under <i>Land Titles Act (Ontario)</i> .	Commissioner, Legal and Legislative Services/City Solicitor or delegate	Applicant to pay all fees applicable to such requests.
17.	Execute and register documents in connection with routine release of easements and routine releases of any other interest in land.	Commissioner, Legal and Legislative Services/City Solicitor or delegate	Subject to departmental circulation process for any release of easement/interests in land, including approval of operational department responsible for or benefitting from easement/interest in land

18.	In the City's capacity as chargee/mortgagee, take all steps necessary to effect the registration of a charge/mortgage on title to real property.	Commissioner, Legal and Legislative Services/Commissioner, Legal and Legislative or delegate.	Substantive provisions of loan being secured by the charge/mortgage, including but not limited to principal, interest rate, payment and due dates, and any additional loan provisions shall be to the satisfaction of the Chief Financial Officer or delegate.  Registration of charge/mortgage pursuant to this paragraph is subject to prior approval of loan or other amount being secured by Council, or under delegated authority.
	<b>Insurance</b>		
19.	Approve and execute any agreement or other legal document on behalf of the City that is necessary to secure or maintain City's municipal insurance.	Commissioner, Legal and Legislative Services/City Solicitor or delegate	
	<b>Agreements:</b>		
20.	Approve and execute any agreement or other legal document on behalf of the City that is necessary to carry out the Commissioner, Legal and Legislative's delegated authority under this Schedule.	Commissioner, Legal and Legislative Services/City Solicitor or delegate	



**SCHEDULE G to By-law 71-2023**

**Engineering Services**

<b>No.</b>	<b>Delegated Authority</b>	<b>Delegate</b>	<b>Conditions/Restrictions</b>
	<b>Permission to Enter and Crossing Agreements</b>		
1.	Authority to approve and execute the following documents: <ul style="list-style-type: none"> <li>(a) Easement agreements and any associated documents with other levels of government and agencies including conservation authorities;</li> <li>(b) Memoranda of understanding and undertakings and any associated documents with other levels of government and agencies including conservation authorities.</li> </ul>	Director of the relevant operational department	
2.	Approve and execute agreements with landowners, including Permission to Enter, Encroachment, Landscaping and Parking Agreements.	Director of the relevant operational department responsible for the land and/or agreement.	Subject to the nature of the Agreement being minor, as determined and approved by all affected departments; and  The permit, legal fees and other costs, as determined by the City, are paid by the applicant or landowner seeking to enter into the agreement.
3.	Approve and execute crossing agreements where City is seeking to conduct work.	Director of Engineering Services	
	<b>Municipal Access Agreements</b>		

4.	Approve municipal access agreements to permit work within City rights-of-way and other City owned land.	Director of Engineering Services	
5.	Execute municipal access agreements to permit work within City rights-of-way and other City owned land.	Mayor and Clerk	
	<b>Road Widenings</b>		
6.	Authority to submit any by-law(s) required to dedicate parcels of land acquired for roads or road widening as part of the public highway directly to Council for approval without the submission of a corresponding staff report.	Director of Engineering Services or delegate	
	<b>Geospatial data license agreements</b>		
7.	Authority to enter into geospatial data license agreements used to support internal programs and services	Director of Engineering or delegate	
	<b>Dedicated locate service agreements</b>		
8.	Authority to execute dedicated locate service provider agreements as the project owner/or the infrastructure owner as required.	Director of Engineering or delegate	
	<b>Memoranda of Understanding and Service Level Agreements</b>		
9.	Approve and execute memoranda of understanding, service level agreements, and any associated agreements or documents with other levels of government and agencies, including conservation authorities, in respect to services provided by and to the City.	Chief Administrative Officer or Director of the applicable operational department or	

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**SCHEDULE H to By-law 71-2023**

**Roads, Parks and Forestry**

<b>No.</b>	<b>Delegated Authority</b>	<b>Delegate</b>	<b>Conditions/Restrictions</b>
	<b>Vehicle Identification and Drivers Abstracts</b>		
1.	Approve authorized requestor agreements with His Majesty the Queen in Right of Ontario which provide designated users access to certain information from the Authorized Requester Information System of the Ministry of Transportation for the Municipal Parking Tag Program, including vehicle and driver abstracts for various internal enforcement, safety and administrative purposes.	Supervisor of Parking Services or Manager of By-law enforcement or Manager of Fleet Services	
	<b>Temporary and Emergency Road Closures</b>		
2.	Approve emergency road closures up to 30 days.	Director of Transportation Services, or Director of Engineering Services, or Director of Roads, Parks and Forestry, or Fire Chief, or delegate(s), as applicable	In accordance with the <a href="#"><u>Road Closure – Temporary and Permanent Corporate Policy.</u></a>

3.	Approve temporary road closures up to 30 days.	Director of Transportation Services, or Director of Engineering Services, or Director of Roads, Parks and Forestry, or delegate(s), as applicable	In accordance with the <a href="#">Road Closure – Temporary and Permanent Corporate Policy</a> , Traffic By-law and permit requirements.
	<b>Road Maintenance and Boundary Road Agreements</b>		
4.	Approve agreements between the City and neighbouring municipalities for the provision of highway maintenance and repair.	Director of Roads, Parks and Forestry and Director of Transportation Services	
5.	Execute agreements between the City and neighbouring municipalities for the provision of highway maintenance and repair.	Mayor and Clerk	
	<b>Traffic Control and Posting of Speed Signs</b>		
6.	Authority to designate a highway or portion of a highway as a construction zone and to set a lower rate of speed within the designated construction zone, in accordance with subsection 128(8.1) of the <i>Highway Traffic Act</i> .	Director of Transportation Services and Director of Engineering Services	

	<b>Traffic</b>		
7.	Approve routine amendments to Traffic By-law 086- 2007, as amended from time to time, and submit the required by-laws directly to Council for approval without the submission of a corresponding staff report.	Director of Transportation Services	
8.	Authority to approve traffic signal drawings and to erect and install traffic control signals and signal systems.	Director of Transportation Services	
	<b>Permits for Large Vehicles</b>		
9.	Authority to issue permit pursuant to <i>Highway Traffic Act</i> , s.110 for the use of a Highway by a vehicle or combination of vehicles in excess of the dimensional limits set out in <i>Highway Traffic Act</i> , s. 109 or the weight limits set out in <i>Highway Traffic Act</i> , Part VIII.	Director of Transportation Services	
	<b>Forestry</b>		
10.	Authority to remove and replace trees for capital projects on public highways and creek blocks.	Director of Engineering Services	In consultation with the City Forester or consulting arborist.
	<b>Cemeteries</b>		
11.	Approve and execute care and maintenance agreements for the maintenance of cemetery lands where the cemetery board retains ownership of the lands.	Director of Roads, Parks and Forestry and Commissioner, Legal and Legislative Services/City Solicitor	Reported through the City Clerk each time the authority is exercised

**SCHEDULE I to By-law 71-2023**  
**Recreation, Community and Culture**

<b>No.</b>	<b>Delegated Authority</b>	<b>Delegate</b>	<b>Conditions/Restrictions</b>
	<b>Joint Use Agreements</b>		
1.	Approve and execute amendments to on-going relationship and partnership agreements with user groups who have dedicated or exclusive use of City buildings or parts thereof (e.g. Tennis Club; Gymnastic Centres; Drama Centre, Burlington Performing Arts Centre, Art Gallery of Burlington, Tourism Burlington, Museums of Burlington).	Director of Recreation, Community and Culture	
	<b>Facility Rental</b>		
2.	Approve and execute facility rental agreements.	Director of Recreation, Community and Culture	In accordance with <a href="#"><u>Facility Rentals Corporate Policy</u></a> .  Facility rental denials are reported through the City Clerk each time the authority is not exercised.
	<b>Provision of Recreation, Community and Culture Services</b>		
3.	Approve and execute agreements for the provision of recreation, community and culture services.	Director of Recreation, Community and Culture	In accordance with the <a href="#"><u>Framework for Community Recreation in Burlington Corporate Policy</u></a> .

4.	Approve and execute reciprocal agreements with local school boards.	Director of Recreation, Community and Culture	
	<b>Events</b>		
5.	Approve all events on City property meeting the Special Events Teams (S.E.T.) criteria.	Director of Recreation, Community and Culture or delegate	In consultation with the affected stakeholders and ward councillor.
	<b>Agencies, Boards, and Commissions and Joint Venture Agreements</b>		
6.	Approve all agreements with the City's agencies, boards and commissions and joint ventures, including without limitation any such shared services agreements, operating agreements, relationship agreements, leases, licenses and other agreements as are necessary for the implementation and administration of the matters set out in recreation, community and culture department report RCC-11-24.	Director of Recreation, Community and Culture	With content satisfactory to the Commissioner of Community Services and in a form satisfactory to the Commissioner, Legal and Legislative.
7.	Execute agreements with City's agencies, boards and commissions and joint ventures approved under section 6 of this Schedule	Mayor and City Clerk	

**SCHEDULE J to By-law 71-2023**

**Information Technology**

<b>No.</b>	<b>Delegated Authority</b>	<b>Delegate</b>	<b>Conditions/Restrictions</b>
1.	Approve and execute routine software service agreements and any associated documents.	Chief Information Officer	

**SCHEDULE K to By-law 71-2023**  
**Fire Services**

<b>No.</b>	<b>Delegated Authority</b>	<b>Delegate</b>	<b>Conditions/Restrictions</b>
	<b>Memoranda of Understanding and Service Level Agreements</b>		
1.	Authority to approve and execute memoranda of understanding, service level agreements, including dispatch agreements and aid agreements, and any other related agreements or documents, relating to emergency fire services and/or the delivery of 9-1-1 fire communications services with other municipalities or other levels of government.	Chief Administrative Officer or Director of the Fire Department or delegate	Subject to the approval as to form of the Commissioner of Legal Services/City Solicitor
2.	Authority to approve and execute agreements with telecommunication carriers related to the delivery of 9-1-1 fire communication services.	Chief Administrative Officer or Director of the Fire Department or delegate	Subject to the approval as to form of the Commissioner of Legal Services/City Solicitor