



## Consolidated By-law 29-2009 of The Corporation of the City of Oshawa

This consolidated by-law is made available for information and convenience purposes only. For accuracy, By-law 29-2009 along with amending By-laws 46-2009, 135-2011, 121-2012, 98-2013, 34-2015, 64-2015, 80-2015, 18-2016, 46-2016, 117-2016, 24-2017, 57-2017, 29-2018, 83-2018, 33-2022, 58-2022, 61-2022, 75-2022, 121-2022, 122-2022, 175-2022, 179-2022, 67-2023, 84-2023, 125-2023, 147-2023, 23-2024, 39-2024, 110-2024, 16-2025, 40-2025, 41-2025, 105-2025, 108-2025, 109-2025, 2-2026, 17-2026, 19-2026 should be reviewed.

Being a By-law to delegate authority.

### Whereas

1. On January 26, 2009, Oshawa Council approved in principle eighty-two delegations of authority outlined in Attachment 3 to Report CM-08-86 subject to amendments to items 44, 53 and 77 in the said Attachment and directed that a by-law be drafted to effect the delegations.

Now therefore the Council of The Corporation of the City of Oshawa enacts as follows:

### Interpretation

1. In this By-law:
  - 1.1. "By-law" means this By-law and includes its Schedule "A";
  - 1.2. "Chief Building Official" means the City's Chief Building Official;
  - 1.3. "City" means The Corporation of the City of Oshawa;
  - 1.4. "C.A.O." means the City's Chief Administrative Officer;
  - 1.5. "City Solicitor" means the City's City Solicitor;
  - 1.6. "Commissioner, Community and Operations Services", means the City's Commissioner, Community and Operations Services Department;
  - 1.7. "Commissioner, Corporate and Finance Services/Treasurer" means the City's Commissioner, Corporate and Finance Services Department and City Treasurer;
  - 1.8. "Commissioner, Economic and Development Services" means the City's Commissioner, Economic and Development Services Department;
  - 1.8. i) "Commissioner, Safety and Facilities Services" means the City's Commissioner, Safety and Facilities Services Department;
  - 1.9. "Community and Operations Services Committee" means the City's Community and Operations Services Committee;
  - 1.10. "Department Head" means any of the Commissioner, Community and Operations Services Department, Commissioner, Corporate and Finance Services Department, Commissioner, Economic and Development Services Department or Commissioner, Safety and Facilities Services Department.
  - 1.11. [deleted] (135-2011)
  - 1.12. "Economic and Development Services Committee" means the City's Economic and

Development Services Committee; and

- 1.13. "Hearing Officer" means the City's Hearing Officer from time to time appointed pursuant to the City's Screening and Hearing Officer By-law 17-2024. (23-2024)
- 1.14. Third Party Advertising/Sponsorship Agreement" means an agreement pursuant to which a third party uses City property or services in consideration of the third party's payment of money or provision of things of value to the City. (121-2012)

### **Delegation**

2. Within each row of each table in Schedule "A" to this By-law, the authority described in the column entitled, "Delegated Authority", is delegated to the person or persons identified in the column entitled, "Delegate", subject to the restrictions, if any, in the column entitled, "Delegation Restrictions".
- 2.1 Within each row of each table in Schedule "A" to this By-law, where more than one person is listed as a delegate, the delegated authority may be exercised by any of such persons provided that if any of such persons disagree as to whether or the manner in which to exercise the delegated authority or if any such person is unable to exercise the delegated authority by reason of the person's illness or absence, the determination of the earlier listed person shall prevail. (135-2011)
3. Within each row of each table in Schedule "A" to this By-law, each person identified in the column entitled, "Delegate", shall report or communicate in the manner, if any, specified in the column entitled, "Communication". The C.A.O. and Department Heads may, from time to time, advise Council or its Committees of the exercise of delegated authority pursuant to this By-law in such manner and in such circumstances as the C.A.O. or any Department Head considers appropriate. (135-2011)

### **Amendments to Licensing By-law**

4. The City's Licensing By-law 120-2005, as amended, is further amended as follows:
- 4.1. By deleting in the last full paragraph of paragraph 4(d) the words, "the Committee" and "Council", and by substituting the words, "the Hearing Officer". (23-2024)
- 4.2. By deleting in paragraph 4(e) the word, "Council", and by substituting the words, "the Hearing Officer"; (23-2024)
- 4.3. By deleting in paragraph 4(j) the word, "Council", and each occurrence of the words, "the Committee" and by substituting the words, "the Hearing Officer". (23-2024)
- 4.4. By deleting in paragraphs 14(a) and 14(b) the word, "Council", and by substituting the words, "the Hearing Officer"; (23-2024)
- 4.5. By deleting the text of paragraph 14(c) and by substituting the following:
- Hearing by Hearing Officer (23-2024)
- (1) The Hearing Officer shall not make a decision under paragraph 14(a) without first affording the person or applicant an opportunity to be heard. (23-2024)

(2) After such opportunity to be heard is afforded the person or applicant, the Hearing Officer may make any decision in respect of which the hearing was held or the opportunity for hearing afforded without holding a further hearing or affording further opportunity for a hearing in such matter.

(23-2024)

(3) The *Statutory Powers Procedure Act* applies to any hearing conducted pursuant to this paragraph.

4.6. By deleting paragraph 14(d); and

4.7. By re-lettering paragraph 14(e) to paragraph 14(d) and by deleting within the paragraph the word, "Council", and by substituting the words, "the Hearing Officer".

(23-2024)

5. [deleted]

(135-2011)

### **General**

6. For the purpose of subsection 23.2(4) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, it is the opinion of Council that any legislative powers delegated pursuant to this By-law are of a minor nature having regard to the number of people, the size of geographic area and the time period affected by the exercise of each such power. (135-2011)

7. In the event of any inconsistency between this By-law and any other City by-law, the provision that more effectively delegates authority prevails to the extent of the inconsistency.

8. This By-law is effective on the date of its passing.

9. The short title of this By-law is the "Delegation By-law".

By-law passed this twenty-seventh day of April, 2009.

Mayor

City Clerk

## Schedule "A"

### Chief Building Official

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
1.	Appeal any decision resulting from an appeal of a decision of the Chief Building Official	C.A.O. or Commissioner, Economic and Development Services	S.26 Building Code Act, 1992	Appeal to be on a basis acceptable to the City Solicitor	Not applicable
2.	<p>Authority to pass a by-law to appoint persons as Building Inspectors and Deputy Chief Building Officials</p> <p>Authority to pass a by- law to appoint persons authorized to enforce by-laws of the City</p>	C.A.O. or Commissioner, Economic and Development Services or Chief Building Official	<p>s. 3(2), Building Code Act, 1992</p> <p>s. 15, Police Services Act</p>	None	Not applicable

### **Third Party Advertising Sponsorship Agreements (2-2026)**

Section	Delegated Authority	Delegate	Source of Power or Duty	Delegation Restrictions	Communication
2.1	Negotiation and execution of Third-Party Advertising/Sponsorship Agreements	<p><b>Negotiation:</b> Corporate Partnerships Manager or Director, Corporate Performance and Initiatives or Manager, Corporate Policy and Partnerships</p> <p><b>Execution:</b> Corporate Partnerships Manager, or their designates (Director, Corporate Performance and Strategic Initiatives or Manager, Corporate Policy and Partnerships), to execute sponsorship and advertising agreements where the total value of the agreement does not exceed \$5,000 annually.</p> <p>C.A.O. or Commissioner, Corporate and Finance Services or Director, Corporate Performance and Strategic Initiatives</p>	Municipal Act, 2001	<p>Finance Services confirms that the value of everything to be provided by the City does not exceed the lesser of \$175,000 and the value of everything received by the City.</p> <p>Finance Services confirms that anything to be provided by the City that requires budget approval is in a budget approved by Council.</p> <p>Term of agreement must not exceed five (5) years.</p> <p>Agreement to be signed by C.A.O. or Commissioner, Corporate and Finance Services or where the value of the agreement is \$5,000 or less annually by the Corporate Partnerships Manager, or their designates (Director, Corporate Performance and Strategic Initiatives or Manager, Corporate Policy and Partnerships)</p> <p>Nothing may be provided by the City except as expressed in the agreement.</p> <p>Agreement in a final form approved by the City Solicitor</p>	

**Parks Services (117-2016)**

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
3.	Make application to the Registrar under the Cemeteries Act to own, establish, alter or increase the capacity of a cemetery, a declaration of the abandonment of interment rights, or a declaration of the abandonment of a cemetery	Commissioner, Community and Operations Services or Director, Recreation Services or Manager, Facilities Operations  (117-2016)	S. 2, 15, 30, 60 Cemeteries Act	Business plan approved by Council calls for the establishment, alteration or increased capacity of a cemetery owned by the City	Not applicable
4.	Enter into agreements for the sale of interment rights	Commissioner, Community and Operations Services or Director, Recreation Services  (117-2016)	S. 25 Cemeteries Act	Delegation of the Director, Operations Services to be made in writing  (117-2016)	Not applicable
5.	Order a cemetery owner who does not keep the cemetery in good order and repair to restore it to good order and repair	Commissioner, Community and Operations Services or Director, Recreation Services  (117-2016)	S. 59, Cemeteries Act	Delegation of the Director, Recreation Services to be made in writing  (117-2016)	Not applicable
6.	Enter into agreements with the Ministry of Natural Resources that provide for the management or improvement of forestry lands and provision of grants to the City	Commissioner, Community and Operations Services or Director, Operations Services  (117-2016)	S. 2 Forestry Act	Agreement to be in a form as approved by the City Solicitor	Not applicable
7.	Enter into agreements with owners of lands for the reforestation of portions of the land, the entry and planting of trees, fencing and conservation of growing trees	Commissioner, Community and Operations Services or Director, Operations Services  (117-2016)	S. 12 Forestry Act	Agreement to be in a form as approved by the City Solicitor	Not applicable

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
8.	Approve and execute special event related contracts, agreements and permits but not including authority delegated under item 2.1.  (121-2012)	Commissioner, Community and Operations Services or Director, Recreation Services or Commissioner, Economic and Development Services or Director, Business and Economic Development Services or Supervisor, Events & Community Engagement, or Senior Manager, Special Events and Culture, and Supervisor, Cultural Development  (109-2025)	Municipal Act, 2001	Term not exceeding one (1) year  City special event  Sufficient funds have been included in an approved budget	Not applicable
9.	Approve and execute agreements to permit park access for short-term use and private gate access to parks	Commissioner, Community and Operations Services or Director, Operations Services or Manager, Parks and Waste Operations  (117-2016) (33-2022)	Municipal Act, 2001	None (33-2022)	Not applicable
9.1 (33-2022)	Authorize written consent for a soil reuse source site to import soil onto City property, as a component of a Project.	Responsible Department Commissioner, Director or Manager	On-site and Excess Soil Management Regulation	Project is approved in current budget or multi-year budget.  Project-specific consent only.	Not applicable.
9.2 (122-2022)	Approve and execute agreements with groups and organizations for the purpose of ongoing stewardship projects, activities and partnerships.	Commissioner, Community and Operations Services, Director, Operations Services, or Manager of Parks and Waste Operations	Municipal Act, 2001	Provided that the stewardship project, activity and partnership does not require additional funding beyond approved operating budget or resources	Council informed by memorandum (written or electronic correspondence)
9.3 (121-2022)	Execute Encroachment Agreements related to parks and open space projects with the Regional Municipality of Durham.	Commissioner Community and Operations Services, or Director, Operations Services	Municipal Act, 2001	Agreement to be in a form approved by City Solicitor.	Not applicable.

9.4	Amend and Pass City by-laws as required to further amend Traffic By-law 79-99, as amended, to achieve legislated mandates related to Minimum Maintenance Standards  (19-2026)	Commissioner, Community and Operations Services Department or their designate	Municipal Act, 2001	None	Not applicable
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## **Municipal Law Enforcement & Licensing Services**

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
10.	Authority to appeal any decision of the Property Standards Committee to the Superior Court of Justice	Commissioner, Safety and Facilities Services or Director, Municipal Law Enforcement and Licensing Services	Section 15.3(4) Building Code Act, 1992	Appeal to be on a basis acceptable to the City Solicitor	Not applicable
11.	Authority to cause a property to be repaired or demolished in accordance with a confirmed Property Standards Order	Commissioner, Safety and Facilities Services or Director, Municipal Law Enforcement and Licensing Services	S.15.4(1) Building Code Act, 1992	Costs for enforcement are within the budget envelope for this purpose	Not applicable
12.	Issue an order requiring the owner of a pollutant or the person having control of a pollutant to pay to the municipality any reasonable costs or expenses incurred by the municipality to prevent, eliminate or ameliorate any adverse effects or to restore the natural environment	Commissioner, Safety and Facilities Services or Director, Municipal Law Enforcement and Licensing Services	s.100.1 Environmental Protection Act	None	Not applicable
13.	For the time and on such conditions as it considers appropriate, without a hearing, suspend a licence	Commissioner, Safety and Facilities Services or Director, Municipal Law Enforcement and Licensing Services	S. 151(2), Municipal Act, 2001	S. 151(2), Municipal Act, 2001	Not applicable
14.	Without a hearing, suspend a licence authorizing a business to operate on a highway or other property of the City or any of its local boards for: <ol style="list-style-type: none"> <li>1. The holding of a special event</li> <li>2. The construction, maintenance or repair of the property</li> <li>3. The installation, maintenance or report of a public utility or service</li> <li>4. Pedestrian, vehicular or public safety or public health</li> </ol>	Commissioner, Safety and Facilities Services or Director, Municipal Law Enforcement and Licensing Services	S. 151(3), Municipal Act, 2001	S. 151(3), Municipal Act, 2001	Not applicable

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
15.	Pass by-laws to appoint persons to enforce the by-laws of the City	Commissioner, Safety and Facilities Services or Director, Municipal Law Enforcement and Licensing Services	S. 15, Police Services Act S. 49, Planning Act S. 1(1) Building Code Act, 1992 (117-2016)	None	Not applicable
16.	Approve variances to the Sign By-law respecting Mobile Signs	Commissioner, Economic and Development Services (117-2016)	Municipal Act, 2001	Commissioner may forward controversial or applications proposed to be denied for Council's consideration at his or her discretion	Not applicable
16.1	Designate an event as municipally significant in relation to an application to Alcohol and Gaming Commission of Ontario for a Public Event Sale Permit	C.A.O. or Commissioner, Safety and Facilities Services or Director, Municipal Law Enforcement and Licensing Services (117-2016)	Municipal Act, 2001	None	Council informed by memorandum (written or electronic correspondence)

## Legal Services

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
17.	Bring claims, applications, motions and undertake execution procedures for the collection of all debts, accounts and judgments owed to the City	C.A.O. or City Solicitor	Courts of Justice Act (Regulation – Rules of Civil Procedure; Small Claims Court Rules); Various Acts	None	Not applicable
18.	Execution of receipts, releases, indemnities, minutes of settlement and other documents required for the settlement or compromise of any claim, demand, action or other proceeding brought or made by or against the City	C.A.O. or Commissioner, Corporate and Finance Services/Treasurer  (117-2016)	Courts of Justice Act (Regulation – Rules of Civil Procedure; Small Claims Court Rules)  Municipal Act, 2001	Settlement must not exceed \$100,000, inclusive of costs, recommended by the City Solicitor and sufficient funds exist within a reserve  For claims of wrongful dismissal or for notice of termination of employment, up to 2 years' salary and benefits in lieu of notice supported by advice from the City's legal counsel (117-2016)	Council informed by memorandum (written or electronic correspondence)
19.	Bring applications, motions and appeals for relief before any court or administrative tribunal	C.A.O. or City Solicitor	Ontario Municipal Board Act; Building Code Act, Fire Protection and Prevention Act, 1997, Courts of Justice Act, Farming and Food Production Protection Act, 1998 and various other Acts	In the opinion of the City Solicitor, the facts and law support the City's position  (117-2016)	Not applicable
19.1	Bring applications, motions and appeals for relief to the Assessment Review Board	Commissioner, Corporate and Finance Services/ Treasurer  (117-2016)	Assessment Act and Municipal Act, 2001	Does not limit authority delegated under Item 19  In the opinion of the City Solicitor, the facts and laws support the City's position	Not applicable
19.2	Register, apply and manage intellectual property applications and matters (e.g., trademark registrations)  (40-2025)	C.A.O. or City Solicitor	Trademarks Act, Copyright Act, Patent Act, and various other acts	In the opinion of the City Solicitor, the facts and law support the City's position.	Not applicable

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
20.	Bring applications and post security for the removal of liens registered against municipal property	C.A.O. or City Solicitor	Construction Lien Act	Security posted to be in a form approved by the City Treasurer	Not applicable
21.	Execute agreements for the exchange or release of information which comply with the requirements of the Municipal Freedom of Information and Protection of Privacy Act	C.A.O. or City Clerk	Municipal Act, 2001	None	Not applicable
21.1	Execute agreements with His Majesty the King in Right of Ontario as represented by the Minister of Transportation for the exchange or release of information respecting ownership of vehicles	C.A.O. or Commissioner, Safety and Facilities Services or Director, Municipal Law Enforcement and Licensing Services (24-2017)	Municipal Act, 2001	None	Not applicable
21.2	Execute agreements with His Majesty the King in Right of Ontario as represented by the Minister of Transportation for the implementation and operation of an automated speed enforcement program.  (41-2025)	Commissioner, Safety and Facilities Services or Director, Municipal Law Enforcement and Licensing Services.	Municipal Act, 2001	None	Not applicable
21.3	Execute agreements with His Majesty the King in Right of Ontario as represented by the Attorney General for the implementation and operation of an automated speed enforcement program.  (41-2025)	Commissioner, Safety and Facilities Services or Director, Municipal Law Enforcement and Licensing Services.	Municipal Act, 2001	None	Not applicable
22.	Remit plate denial and collection costs to Ministry of Transportation for fines collected under Part II, Provincial Offences Act	C.A.O. or City Solicitor	Provincial Offences Act, Highway Traffic Act	None	Not applicable
23.	Accept filing of a notice of intention to appear under Part II, Provincial Offences Act (First Attendance Facility)	Commissioner, Safety and Facilities Services or Director, Municipal Law Enforcement and Licensing Services	s. 17.1, Provincial Offences Act; s.14, O.Reg. 949	None	Not applicable

## Real Estate

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
24.	Exercise all voting rights of a unit owner or execute and provide proxies for such voting rights for condominium units owned by the City	Deleted by By-law 179-2022	Deleted by By-law 179-2022	Deleted by By-law 179-2022	Deleted by By-law 179-2022
25.	Execute forms under the Land Registration Reform Act for the registration of any documents that have already been executed on behalf of the City	C.A.O. or City Solicitor	Land Registration Reform Act	None	Not applicable
26.	Make applications for first registration or consent or waive notice to such applications made by others	C.A.O. or City Solicitor	Land Titles Act	The C.A.O. or the City Solicitor may sign applications for first registration where it is desirable, in his or her opinion, that a parcel of City owned lands be either brought into the Land Titles system, or that qualifications to title be removed  The C.A.O. or the City Solicitor may consent to applications for first registration made by others and served on the City where he or she is satisfied that the rights of the City will not be prejudiced by the application	Not applicable
27.	Register any instrument on behalf of the City against the title to lands in which the City has an interest	C.A.O. or City Solicitor	Land Titles Act / Registry Act	None	Not applicable
28.	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	C.A.O. or City Solicitor	Land Titles Act  Registry Act	None	Not applicable

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
29.	Approve and Execute Facility licence or rental agreements for occupancy of space on a short-term basis in recreational facilities or on City owned lands but not including authority delegated under item 2.1.  (121-2012)	Commissioner , Community and Operations Services or Director, Recreation Services or Director, Business and Economic Development Services or, Supervisor, Business and Customer Service or Program Supervisor or Program Coordinator or Facility Booking Clerk C, and Senior Manager, Special Events and Culture”, or Supervisor, Cultural Development and Supervisor, Events and Community Engagement  (109-2025)	Municipal Act, 2001	Term is less than 1 year	Not applicable
29.1 (110-2024)	Offer incentives of up to a maximum of 30 per cent discount of any of the fees in Schedules B of the Fees and Charges By-law	Commissioner , Community and Operations Services	Municipal Act, 2001, S.O. 2001, c. 25	Incentive must not be contrary to section 106 of the Municipal Act, 2001, S.O. 2001, c. 25.	Not applicable
30.	Approve and execute agreements permitting the City or its contractors to enter upon land for any of the purposes of the City or permitting others to enter onto City lands for municipal or utility purposes	C.A.O. or any Department Head	Municipal Act	Provided that the total consideration, including applicable taxes and fees of an administrative nature to be paid or a reasonable estimate of cost of the obligations to be incurred by the City does not exceed \$10,000  Agreement to be in a form approved by City Solicitor	Not applicable

31.	Undertakings, certificates, declarations and similar documents required for the completion of any transaction involving the purchase, sale or exchange of any interest in land other than agreements of purchase and sale, deeds and transfers, leases and agreements to lease	City Manager, City Solicitor, Commissioner, Economic and Development Services or Director, Planning Services  (179-2022)	Municipal Act, 2001	None	Not applicable
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	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
31.1	<p>Authorize the Commissioner, Community and Operations Services, or their designate, to execute licence and/or lease agreements for City facilities or any City owned lands for up to a 5 year term.</p> <p>(105-2025)</p>	<p>Commissioner, Economic and Development Services Department, or Director, Planning Services, or their designate(s)</p>	<p>Municipal Act, 2001</p>	<p>Up to a 5 year term</p>	<p>Not applicable</p>
32.	<p>Approve and Execute agreements to extend the closing date and condition dates of purchase and sale transactions</p> <p>(179-2022)</p>	<p>City Manager, City Solicitor, Commissioner, Economic and Development Services or Director, Planning Services</p> <p>(179-2022)</p>	<p>Municipal Act, 2001</p>	<p>As considered in the opinion of the City Manager, City Solicitor, Commissioner, Economic Development Services or Director, Planning Services to be in the best interests of the City</p> <p>(179-2022)</p>	<p>Not applicable</p>
32.1 (179-2022)	<p>Approve and execute any documents required to complete the conveyance of lands to the City as a donation for open space and recreation purposes</p>	<p>Commissioner, Economic and Development Services</p>	<p>Municipal Act, 2001</p>	<p>Provided that the property taxes for the lands to be donated are not in arrears</p> <p>Conveyance is supported by any documents required to complete the transfer of ownership in the opinion of the City Solicitor</p>	<p>Not applicable</p>

33.	Approval and execution of Agreements of purchase and sale and all deeds and transfers for the purchase or exchange of any interest in land, including easements	Commissioner, Economic and Development Services or Director, Planning Services  (117-2016)	Municipal Act, 2001  Planning Act	<p>For any approved capital project with a Council approved location or required as a condition of approval imposed in connection with any application under the Planning Act</p> <p>Consideration, including taxes and fees of an administrative nature to be paid, or a reasonable estimate of cost supported by an appraisal, and does not exceed the Council approved budget for the project.</p> <p>Provided that Council has first declared the City lands disposed of as surplus</p> <p>Agreement to be in a form approved by City Solicitor</p>	Not applicable
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	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
33.1	Approve requests from the Central Lake Ontario Conversation Authority, any Public Authority as defined under Zoning By-law 60-94, as amended, any School Board created by the Province of Ontario, and utility provider for access or servicing easements over City-owned lands for infrastructure, services and/or equipment  (179-2022)	Commissioner, Economic and Development Services or Director, Planning Services  (18-2016)	Municipal Act, 2001	Controversial requests proposed to be denied to be reported to Council	Not applicable
34.	Approve and Execute documents permitting encroachment on easements and other lands vested in the City, including lands which are a public highway, and including encroachment agreements and related amending agreements for extensions/ renewals  (179-2022)	Commissioner, Economic and Development Services or Director, Planning Services or Director, Engineering Services  (117-2016)	Municipal Act, 2001	Provided that the total consideration, including applicable taxes and fees of an administrative nature paid to the City does not exceed \$75,000  Agreement to be in a form approved by City Solicitor  (179-2022)	Not applicable
34.1 (179-2022)	Matters of delegated authority identified in Section 8 of Encroachment By-law 177-2022	As specified in Section 8 of Encroachment By-law 177-2022	Municipal Act, 2001  Encroachment By-law 177-2022	Commissioner, Economic and Development Services, may forward controversial or encroachments proposed to be refused/removed for Council's consideration at their discretion	Not applicable
34.2 (110-2024)	Increase annual fees applied in an Encroachment Agreement by an amount between 0% to 2% per year	Commissioner, Economic and Development Services	Municipal Act, 2001, S.O. 2001, c. 25	Annual fee in Schedule D of the Fees and Charges By-law is applied in an Encroachment Agreement as the fee owed during the first year of the term of the agreement	Not applicable

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
35.	<p>Approve and Execute agreements to lease/licence and leases/licences of premises required for City purposes and agreements to lease and leases of premises to be temporarily disposed and any notice of lease, excluding leases exceeding 21 years, and approve and execute extensions and renewals of leases/licences provided the entirety of the term does not exceed 21 years</p> <p>(179-2022)</p>	<p>Commissioner, Economic and Development Services or Director, Planning Services</p> <p>(117-2016) (179-2022)</p>	Municipal Act, 2001	<p>Provided that the total consideration, or a reasonable estimate of cost of the obligations to be incurred by the City, does not exceed \$75,000 or, where a leasehold is involved, \$75,000 per annum</p> <p>For leases exceeding 21 years, provided Council has first declared lands to be leased from the City as surplus</p> <p>Agreement to be in a form approved by City Solicitor</p> <p>Council Approval required if lease exceeds 21 years; in the event approval is given, execution of the lease agreement is delegated as indicated</p> <p>(179-2022)</p>	Not applicable
35.1 (179-2022)	<p>Approve and Execute agreements for the assignment and sub-leasing/sub-licensing of existing agreements</p>	<p>City Manager, Commissioner, Economic and Development Services or Director, Planning Services</p>	Municipal Act, 2001	<p>Provided that the total consideration, or a reasonable estimate of cost of the obligations to be incurred by the City, does not exceed \$75,000 or, where a leasehold is involved, \$75,000 per annum</p>	Not applicable

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
36.	Approve and Execute agreements pertaining to the sale of land or grant by deed, quit claim or transfer including easements	Approval: Economic and Development Services Committee  Execution: Commissioner, Economic and Development Services or Director, Planning Services  (117-2016)	Municipal Act, 2001	Provided that total consideration, or a reasonable estimate of cost of the obligations is supported by an appraisal and does not exceed \$75,000  Conveyance is supported by an executed Agreement of Purchase and Sale, Option Agreement, Land Exchange Agreement or other agreement  Agreement to be in a form approved by City Solicitor  (179-2022)	Not applicable
37.	Approval of Quit Claims and the abandonment of easements no longer required for municipal purposes	Commissioner, Economic and Development Services or Director, Planning Services  (117-2016)	Municipal Act, 2001	Provided that total consideration, or a reasonable estimate of cost of the obligations does not exceed \$75,000  Documents to be in a form approved by City Solicitor  (179-2022)	Not applicable
38.	Approval and execution of facility licence or rental agreements for occupancy of space on a short-term basis for the purposes of the City, such as staff meetings, public meetings and open houses.	Commissioner, Community and Operations Services or Director, Recreation Services or Director, Business and Economic Development Services or Supervisor, Business and Customer Service or Program Supervisor or Program Coordinator or Facility Booking Office Clerk F or Recreation Clerk C	Municipal Act, 2001	Provided that the total consideration, or a reasonable estimate of cost of the obligations to be incurred by the City does not exceed \$5,000  Agreement to be in a form approved by City Solicitor  Sufficient funds have been included in an approved budget	Not applicable

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
39.	Approval and execution of licence agreements for the occupancy of City lands or premises on a short term basis by others, but not including facility permits for recreational facilities or authority delegated under items 2.1 and 60.3.  (121-2012) (34-2015)	C.A.O. or Each Department Head	Municipal Act, 2001	Agreement to be in a form approved by City Solicitor	Not applicable
40.	Approval and execution of licence agreements for the occupancy of lands or premises by the City on a short term for municipal purposes	C.A.O. or Each Department Head	Municipal Act, 2001	Provided that the total consideration, or a reasonable estimate of cost of the obligations to be incurred by the City does not exceed \$10,000  Agreement to be in a form approved by City Solicitor  Sufficient funds have been included in an approved budget	Not applicable
41.	Execute acknowledgements of the status, term and conditions of any lease under which the City is either a tenant or a landlord and issue notices thereunder	Commissioner, Economic and Development Services or Director, Planning Services  (117-2016)	Municipal Act, 2001  Commercial Tenancies Act  Residential Tenancies Act, 2006	None	Not applicable
42.	Issue notices prohibiting entry onto municipal property	Deleted by-By-law 50-2021  (50-2021)	Deleted by-By-law 50-2021	Deleted By-by-law 50-2021	Deleted by-By-law 50-2021
43.	Execute and file Records of Site Condition and supporting or supplementary documentation as may be required by the Ministry of the Environment	Commissioner, Economic and Development Services or Director, Planning Services  (117-2016)	Environmental Protection Act	None	Not applicable
44.	Execute and register release or transfer of an interest in land where City appears to have to no supportable title or interest	C.A.O. or Commissioner, Economic and Development Services or Director, Planning Services  (117-2016)	Registry Act / Land Titles Act	City Solicitor opines that City appears to have no supportable title or interest in the subject land	Not applicable

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
44.1 (179-2022)	Approval of sign variance applications on City lands	Commissioner, Economic and Development Services or Director, Planning Services  (117-2016)	Municipal Act, 2001	Approval subject to such conditions as the Commissioner, Economic and Development Services or Director, Planning Services considers appropriate	Not applicable
44.2 (179-2022)	Authority to sign CLOCA applications on behalf of the City for work on City land	Commissioner, Economic and Development Services, Director, Planning Services or Director, Engineering Services	Municipal Act, 2001	Commissioner, Economic and Development Services is satisfied with the proposed work on City land	Not applicable
44.3 (179-2022)	Declare surplus 1 foot reserves, roads, road widenings, and landscape strips.	Commissioner, Economic and Development Services or Director, Planning Services  (117-2016)	Municipal Act, 2001	For lands required by Durham Region for the Widening of Regional Roads.  In those instances where the roads are already within Regional jurisdiction and the lands have yet to be transferred.  Lands may be conveyed for a nominal sum  Notice of Declaration as Surplus and Notice of Disposition is waived.  (179-2022)	Not applicable

## Economic and Development Services

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
45.	Enter into front-ending agreements	Approval: Economic and Development Services Committee  Execution: Commissioner, Economic and Development Services or Director, Engineering Services	S. 44 Development Charges Act, 1997	Agreement to be in a form as approved by the City Solicitor Agreement is required as a condition of development approval	Not applicable
46.	Execute contracts or agreements for the construction or the installation of any works in the nature of road/bridge works, water and wastewater works, including Regional Servicing Agreements, and works related to the collection, disposal, reuse or recycling of waste	C.A.O. or Each Department Head	Municipal Act, 2001	Agreement to be in a form approved by City Solicitor  Sufficient funds have been included in an approved budget or the agreement is in response to an emergency, in the opinion of the C.A.O. The procurement of the goods and services in question has been approved in accordance with the Purchasing By-law or is included in an executed agreement	Not applicable
46.1	Execute agreements and other documents to effect cost sharing arrangement for erosion or bank stabilization works	Commissioner, Economic and Development Services or Director, Engineering Services  (117-2016)	Municipal Act, 2001	Subject to Council policy respecting erosion and bank stabilization works  Sufficient funds have been included in an approved budget Agreements and other documents in a form acceptable to City Solicitor	Not applicable
46.2	Approve subdivision servicing prior to execution of a subdivision or development agreement  Execute agreement and other documents to effect pre-servicing approval	Commissioner, Economic and Development Services or Director, Engineering Services  (117-2016)	Municipal Act, 2001	Approval subject to such conditions as Commissioner, Economic and Development Services or Director, Engineering Services considers appropriate  Agreement and other documents in a form acceptable to City Solicitor	Not applicable

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
47.	Approve engineering criteria and design specification standards	Commissioner, Economic and Development Services or Director, Engineering Services	Municipal Act, 2001	None	Not applicable
48.	Execute agreements imposed or 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	Commissioner, Economic and Development Services or Director, Planning Services	Planning Act Condominium Act, 1998	Agreements to be in a form as approved by the City Solicitor	Not applicable
48.1	Approve and execute agreement to amend site plan agreement	Commissioner, Economic and Development Services or Director, Planning Services  (117-2016) (175-2022)	Municipal Act, Planning Act 2001  (175-2022)	Agreement to be in a form as approved by the City Solicitor  (175-2022)	Not applicable
48.2	Sign statement on behalf of the City in relation to a condominium declaration	Commissioner, Economic and Development Services  (117-2016)	Condominium Act, 1998 and O.Reg. 48/01	Commissioner, Economic and Development Services is satisfied that the statutory or regulatory conditions for the statement have been satisfied	Not applicable
48.3 (175-2022)	Approve plans and drawings and impose conditions for the approval of plans and drawings submitted with an application for site plan approval	Commissioner, Economic Development Services or Director, Planning Services	Planning Act	None	Not applicable
48.4 (125-2023)	Execute agreements to waive the refund of fees for applications for site plan approval or for a zoning by-law amendment	Commissioner, Economic and Developments Services or Director, Planning Services	Planning Act	Agreement to be in a form as approved by the City Solicitor	Not applicable

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
49.	Releases of agreements where development has not proceeded or if imposed or required in satisfaction of any condition of approval under the Planning Act or Condominium Act, in connection with the development of land	Commissioner, Economic and Development Services or Director, Planning Services	Planning Act Condominium Act, 1998	None	Not applicable
50.	Provide notice that the information and material required under any application under the Planning Act has either been provided or not provided and that the application is deemed to be complete or incomplete, as the case may be	Commissioner, Economic and Development Services or Director, Planning Services	ss. 22(6.1), 34(10.4) and 51(19.1), Planning Act	None	Not applicable
50.1	Provide notice that the information and material required under a Section 33 application under the Ontario Heritage Act has either been provided or not provided and that the application is deemed to be complete or incomplete, as the case may be	Commissioner, Economic and Development Services (84-2023)	S. 33, Ontario Heritage Act	None	Not applicable
50.2	Provide notice that the information and material required under a Section 34 application under the Ontario Heritage Act has either been provided or not provided and that the application is deemed to be complete or incomplete, as the case may be	Commissioner, Economic and Development Services (84-2023)	S. 34, Ontario Heritage Act	None	Not applicable

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
50.3	Enter into agreements with property owners to waive or extend the 90-day timeline for issuance of a Notice of Intention to Designate after the occurrence of a prescribed event  (108-2025)	Commissioner, Economic and Development Services Department, or Director, Planning Services, or their designate(s)	S. 29(1.2), Ontario Heritage Act, in accordance with S. 1(2), O. Reg. 385/21	None	Not applicable
50.4	Enter into agreements with property owners to extend the 120-day timeline for a designating by-law to be passed following the publication of Notice of Intention to Designate  (108-2025)	Commissioner, Economic and Development Services Department, or Director, Planning Services, or their designate(s)	S. 29(8), Ontario Heritage Act, in accordance with S. 2(1), O. Reg. 385/21	None	Not applicable
50.5	Enter into agreements with property owners to extend the 150-day timeline to consider Section 33 and Section 34 applications to alter or demolish properties designated under Section 29 of the Ontario Heritage Act, respectively.  (108-2025)	Commissioner, Economic and Development Services Department, or Director, Planning Services, or their designate(s)	34(4.3), Ontario Heritage Act		
50.6	Enter into agreements with property owners to extend the 90-day timeline to consider a Section 42 application to alter, demolish or remove heritage attributes or erect a new building or structure in a Heritage Conservation District  (108-2025)	Commissioner, Economic and Development Services Department, or Director, Planning Services, or their designate(s)	S. 42(4), Ontario Heritage Act	None	Not applicable

51.	Give notice of complete applications to the prescribed persons and public bodies, in the prescribed manner and accompanied by the prescribed information, and (b) make the prescribed information and material available to the public	Commissioner, Economic and Development Services or Director, Planning Services	ss. 22(6.4), 34(10.7) and 51(19.4), Planning Act	None	Not applicable
52.	Before Council passes an official plan amendment or approves a subdivision, zoning by-law implementing an application proposal, forward to such public bodies as may have an interest in the zoning proposal, sufficient information to enable them to generally understand the proposal	Commissioner, Economic and Development Services or Director, Planning Services	Planning Act	None	Not applicable
53.	Approve applications to remove part lot control, pass by-laws to designate lands not subject to part-lot control	Commissioner, Economic and Development Services or Director, Planning Services	s.50(7), Planning Act	Controversial applications proposed to be denied to be reported to Council	Not applicable
53.1 (147-2023)	Authority for the giving of consents under Section 53 of the Planning Act	Committee of Adjustment	Planning Act	None	Not applicable
54.	Approve applications to remove holding symbol	Commissioner, Economic and Development Services (117-2016)	5.36, Planning Act	Conditions for lifting of holding symbol have been satisfied to satisfaction of Commissioner	Not applicable
54.1	Pass by-laws to remove holding symbol	Commissioner, Economic and Development Services (58-2022)	39.2, Planning Act	Conditions for lifting of holding symbol have been satisfied to satisfaction of Commissioner	Council informed by memorandum (written or electronic correspondence) by Director, Planning Services

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
55.	Execute agreements under the Community Improvement Programs	Commissioner, Economic and Development Services or Director, Business and Economic Development Services or Director, Planning Services	Planning Act	Implements Council approval or CIP program requirements	Not applicable
55.1	Extend timing conditions in the approval of an application under a Community Improvement Plan	C.A.O. or Commissioner, Economic and Development Services  (64-2015) (117-2016)	Municipal Act and Planning Act, 2001	Any request for a time extension that is proposed to be denied will be reported to the Economic and Development Services Committee and Council	Not applicable
56.	Approve condominium applications that do not require a public meeting under Condominium Act, Planning Act or under Council policy	Commissioner, Development Economic and Services or Director, Planning Services	Planning Act and Condominium Act, 1998	Consistent with approved site plan and zoning	Not applicable
57.	Permit variances to car wash queuing standards	Commissioner, Development Economic and Services or Director, Planning Services	Municipal Act, 2001  Business Licensing By-law, Schedule "P"	New standards are consistent with an approved Site Plan	Not applicable
58.	Approve variances to the Sign By-law except with respect to Mobile Signs	Commissioner, Development Economic and Services or Director, Planning Services	Municipal Act, 2001	Commissioner may forward controversial or applications proposed to be denied for Council's consideration at his or her discretion	Not applicable
59.	Close inactive development applications	Commissioner, Development Economic and Services or Director, Planning Services	Municipal Act, 2001 and Planning Act	Commissioner, Economic and Development Services or Director, Planning Services to establish policy that prescribes minimum periods of inactivity to which delegated authority applies.  Policy to be published on City's website	Not applicable

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
60.	Execute Heritage Easement Agreements and cause such agreements to be registered on title to the subject property	Commissioner, Economic and Development Services	Municipal Act, 2001 and Ontario Heritage Act	Provided that the property has been designated by Council under Part IV or Part V of the Ontario Heritage Act.  Agreement to be in a form approved by City Solicitor (39-2024)	Not applicable
60.1	Approve annual implementing by-laws under the Downtown Oshawa Outdoor Café Program	Commissioner, Economic and Development Services or Director, Business and Economic Development Services	Municipal Act, 2001  (34-2015)	By-law to be in a form approved by City Solicitor	Not applicable
60.2	Repeal annual implementing by-laws approved the previous year under the Downtown Oshawa Outdoor Café Program	Commissioner, Economic and Development Services or Director, Business and Economic Development Services	Municipal Act, 2001  (34-2015)	By-law to be in a form approved by City Solicitor	Not applicable
60.3	Approval and execution of licence agreements for participating restaurants in the Downtown Oshawa Outdoor Café Program	Commissioner, Economic and Development Services or Director, Business and Economic Development Services	Municipal Act, 2001  (34-2015)	Agreement to be in a form approved by City Solicitor	Not applicable

**Facilities Management Services (117-2016)**

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
61.	Make application to the Minister of the Environment for approval for undertakings	C.A.O. or Commissioner, Economic and Development Services	S. 5 Environmental Assessment Act	Undertaking is approved in current budget, a multi-year budget, the Strategic Financial Plan or is included in draft budget for following year	Not applicable
62.	Make applications for Certificates of Approval for Permits to Take Water	Commissioner, Economic and Development Services or Director, Engineering Services	Environmental Protection Act	None	Not applicable
62.1	Make applications for approvals and permits related to City projects	Commissioner, Safety and Facilities Services or Director, Facilities Management Services Commissioner Community and Operations Services; or, Director, Operations Services; or, Manager, Parks Planning & Development; or, Manager, Parks & Waste Operations (117-2016) (33-2022)	Municipal Act, 2001	Project is approved in current budget or a multi-year budget	Not applicable

## Fire Services

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
63.	Enter into agreements for the provision of fire protection services to lands located outside Oshawa or to receive fire protection services from a fire department located outside of Oshawa	C.A.O. or Fire Chief  (117-2016)	Fire Protection and Prevention Act, 1997	Agreement to be in a form as approved by the City Solicitor	Not applicable
64.	Enter into an automatic aid agreement to provide or receive the initial or supplemental response to fires, rescues and emergencies	C.A.O. or Fire Chief	Fire Protection and Prevention Act, 1997	Agreement to be in a form as approved by the City Solicitor	Not applicable
65.	Authority to pass by-laws to appoint persons as officers to enter upon land and into structures at any reasonable time to inspect the land and structures to determine whether by-laws enacted in accordance with the Fire Protection and Prevention Act are being complied with  Authority to pass by-laws to appoint persons to enforce by-laws of the City	C.A.O. or Fire Chief	s.7.1(4), Fire Protection and Prevention Act, 1997  s. 15, Police Services Act	None	Not applicable
65.1 (110-2024)	Delay the payment of, reduce the amount of, and/or waive the requirement for the payment of Fire Services Specific Response Fees	Commissioner, Safety and Facilities Services	Municipal Act, 2001, S.O. 2001, c. 25	Commissioner, Safety and Facilities Services is satisfied that the Owner does not have insurance coverage, the Owner does not make a claim to their insurer where there is insurance coverage, and/or the Owner does not have sufficient insurance coverage to pay the Fires Services Specific Response Fees in full or at all.	Not applicable

## Legislative Services

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
66.	Approve payments to owners of livestock which has been injured or killed by a wolf or dog	C.A.O. or City Clerk	s. 3 Livestock, Poultry and Honeybee Protection Act	Finding of liability shall be supported by the report of the City's Livestock Valuator	Not applicable
67.	Conduct an inquiry in order to ascertain the owner of a dog that has killed or injured livestock or poultry within Oshawa	Commissioner, Safety and Facilities Services or  Director, Municipal Law Enforcement and Licensing Services	s. 6 Livestock, Poultry and Honeybee Protection Act	None	Not applicable
67.1	Amend and pass City By-laws to effect minor amendments that are of a housekeeping and administrative nature and those resulting from changes to applicable legislation  (61-2022)	City Clerk or Deputy City Clerk	Municipal Act, 2001	Exception: Where the change to legislation results in multiple options to change a by-law, unless the matter is already clear in an existing City Policy, another City by-law or Council's position on the matter	Report through the Council Information Package
67.2	Execute agreements and contracts for the purposes of securing equipment, facility rentals, purchasing of goods and other services in order to conduct Municipal and School Board Elections.  (75-2022)	City Clerk or C.A.O. or Deputy City Clerk	Municipal Elections Act, 1996	None	Not applicable
67.3	Amend schedules attached to the Records Retention By-law 32-2021, as amended, with respect to the types of records or length of time required for retention in order to ensure compliance with legislation.  (17-2026)	City Clerk or their designate	Municipal Act, 2001	None	Not applicable

## Finance

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
68.	<p>Execute applications for compensation, funding or other forms of subsidy related to any City programs, operations or approved capital project, and subsequent submissions, agreements, declarations or representations required for processing the application or the receipt of funds</p> <p>(29-2018)</p>	<p>C.A.O. or Treasurer or any Commissioner or any Director</p> <p>(117-2016) (29-2018)</p>	Municipal Act, 2001	<p>Funding relates to a program, operation or project where funding is available in an approved operating or capital budget, in an uncommitted reserve or another funding source identified by the Treasurer; C.A.O., Treasurer or Commissioner executes applications and agreements for funding <math>\geq</math>\$100,000; Director executes applications and agreements for funding <math>&lt;</math>\$100,000; Agreements for funding <math>\geq</math>\$100,000 in a form acceptable to the City Solicitor</p> <p>(29-2018)</p>	Not applicable
69.	<p>Write off of taxes in accordance with the provisions of section 354 of the Municipal Act</p>	<p>Commissioner, Corporate and Finance Services/ Treasurer or Director, Finance Services</p>	S.354 (2)(a), Municipal Act, 2001	<p>Within the limitation prescribed by s.356 provided that where the write off of taxes is pursuant to subsection 354(4), the Commissioner, Corporate and Finance Services/Treasurer shall report to the Corporate and Finance Services Committee, which is delegated authority to make the final decision</p>	Not applicable
70.	<p>Divide land which is assessed in one block into two or more parcels or apportion unpaid taxes on land among parcels, including holding the required hearing under the Municipal Act</p>	<p>Commissioner, Corporate and Finance Services/ Treasurer or Director, Finance Services</p>	S.356, Municipal Act, 2001	<p>Within the limitations prescribed by s.356, Municipal Act, 2001</p>	Not applicable

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
71.	Cancel, reduce, refund or restore all or part of taxes levied on land in the year in which the application is made, including holding the required hearing under the Municipal Act	Commissioner, Corporate and Finance Services/ Treasurer  Or Director Finance Services	S. 357 Municipal Act, 2001	Within the limitations prescribed in s.357, Municipal Act, 2001 save for where applicant is unable to pay taxes because of sickness or extreme poverty (s.357(1)(d.1)), in which case the application will be referred to the Corporate and Finance Services Committee, which is delegated authority to make the final decision	Not applicable
72.	Cancel, reduce or refund all or part of the taxes levied on land caused by a gross or manifest error, including holding the required hearing under the Municipal Act	Commissioner, Corporate and Finance Services/ Treasurer  or Director, Finance Services	S.358, Municipal Act, 2001	Within the limitations prescribed in s.358, Municipal Act, 2001	Not applicable
73.	Increase the taxes levied on land to the extent of any undercharge caused by a gross or manifest error, including holding the required hearing under the Municipal Act	Commissioner, Corporate and Finance Services/ Treasurer  or Director, Finance Services	S.359, Municipal Act, 2001	Within the limitations prescribed in s.359, Municipal Act, 2001	Not applicable
74.	Execute extension agreement extending the period of time in which the cancellation price is to be paid after registration of a tax arrears certificate  (29-2018)	Commissioner, Corporate and Finance Services/ Treasurer or  Director, Finance Services	S.378, Municipal Act, 2001	Within the limitations prescribed in s.378, Municipal Act, 2001.  Where the cancellation price is in excess of \$25,000, the application will be referred to the Corporate and Finance Services Committee, which is delegated authority approve the execution of an extension agreement, in which case the Commissioner, Corporate and Finance Services/Treasurer may execute the agreement on behalf of the City  (29-2018)	Not applicable

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
75.	Reduce, waive or cancel late payment charges, penalties and interest on overdue tax accounts	Commissioner, Corporate and Finance Services/ Treasurer or  Director, Finance Services	S.345, Municipal Act, 2001	Up to \$500.00 may be waived in the discretion of the Commissioner, Corporate and Finance Services/Treasurer in support of customer service  Where interest, penalties or charges result from inadvertent late payment for a period less than 14 days, the Commissioner, Corporate and Finance Services/Treasurer may waive, reduce or cancel charges without limitation  In all other cases, the Commissioner, Corporate and Finance Services/Treasurer shall report to the Corporate and Finance Services Committee, which is delegated authority to make the final decision	Not applicable
76.	Prepare feasibility studies and make application for funding for eligible projects	Commissioner, Corporate and Finance Services/Treasurer or  Director, Finance Services	S. 2 Tax Increment Financing Act	None	Not applicable
77.	Enter into agreements for funding of eligible project	Commissioner, Corporate and Finance Services/Treasurer or  Director, Finance Services	S.3 Tax Increment Financing Act, 2006	Project is approved in current budget, a multi- year budget, the Strategic Financial Plan or is included in draft budget for following year  Agreement to be in a form as approved by the City Solicitor	Not applicable
77.1 (83-2018)	Waive fees in extreme weather circumstances	Commissioner, Corporate and Finance Services/Treasurer or Designate	Municipal Act, 2001	Up to \$6,000	Not applicable

## Information Technology

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
78.	Approve and execute agreements for the exchange or release of electronic data or electronic software	Commissioner, Corporate and Finance Services/Treasurer or Director, Information Technology Services	Municipal Act, 2001	Agreement to be in a form approved by City Solicitor	Not applicable

## Communications

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
79.	Approve and execute sponsorship and advertising contracts or agreements	C.A.O. or Manager, Corporate Communications, or, Commissioner, Community and Operations Services, or, Commissioner, Economic and Development Services, or Director, Recreation Services, or Director, Business and Economic Services	Municipal Act, 2001	Agreement to be in a form approved by City Solicitor  Agreement is consistent with the Council approved Corporate Advertising Policy	Not applicable
80.	Approve and execute agreements for the use of the City's Logo	C.A.O. or Manager, Corporate Communications	Municipal Act, 2001	Agreement to be in a form approved by the City Solicitor	Not applicable

## Roads

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
81.	Approve and enact by-laws for temporary road closures for road work, street parties and festivals	C.A.O. or Commissioner, Community and Operations Services or Commissioner, Economic and Development Services or Director, Operations Services or Director, Engineering Services (117-2016)	Municipal Act, 2001	Requests proposed to be denied to be reported to the Community and Operations Services Committee	Not applicable
81.1	Pass a by-law to close a road allowance, highway, street or lane as a highway	Commissioner, Development Economic and Services Department or Director, Engineering Services (46-2016)	Municipal Act, 2001	Council has authorized the closure.  Commissioner, Economic and Development Services Department or Director, Engineering Services, is satisfied that Council's conditions to its authorization, if any, have been satisfied.	Not applicable
82.	Enter into boundary road agreements	C.A.O. or Commissioner, Economic and Development Services	S. 29.1, Municipal Act, 2001	Agreement to be in a form as approved by the City Solicitor and Council	Not applicable
83.	Enter into Municipal Road Access agreements	Commissioner, Economic and Development Services or Director, Engineering Services	Municipal Act, 2001	Agreement to be in a form as approved by the City Solicitor	Not applicable
84.	Pass by-laws to dedicate or to assume a road allowance, highway, street or lane as a public highway required for City purposes	Commissioner, Economic and Development Services or Director, Engineering Services (80-2015)	s.31(4), Municipal Act, 2001	By-law is in a form as approved by the City Solicitor Maintenance/ assumption period established by a development agreement has lapsed and there are no outstanding deficiencies	Not applicable
85.	Agreements providing for the control of access, ingress and egress to and from City roads	Commissioner, Community and Operations Services or Director, Operations Services (117-2016)	Municipal Act, 2001	None	Not applicable

	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>
86.	Pass by-law to name or to rename a private road	Commissioner, Economic and Development Services or Director, Planning Services  (57-2017)	Municipal Act, 2001	Public notice of intention to pass by-law is given by such means considered to be appropriate by the Commissioner Economic and Development Services or the Director, Planning Services, each in consultation with the City Clerk.  Subject to Council policy respecting the naming or renaming of private roads	Not applicable
87.	Declare a significant weather event for the purposes of O. Reg. 239/02 - Minimum Maintenance Standards for Municipal Highways  (16-2025)	Commissioner, Community and Operations Services or Director, Parks and Roads Operations Services	Municipal Act, 2001, S.O. 2001, c. 25, Ontario Regulation 239/02	None	Council informed by memorandum (written or electronic correspondence)