

Document 9: Schedule I – Planning, Real Estate, and Economic Development Department

Table 1 – Purpose and scope of each delegated authority in Schedule I of the Delegation of Authority By-law

Section	Delegation	Purpose	Scope
1	<p>The General Manager, Planning, Real Estate and Economic Development, may approve, amend and rescind corporate administrative policies and procedures consistent with the department's mandate.</p> <p>The General Manager, Planning, Real Estate and Economic Development, may approve, amend and rescind departmental policies and procedures.</p>	<p>Provides the ability for the General Manager to ensure corporate administrative and departmental policies and procedures reflect the department's mandate as well as changing community and programming demands, provincial regulations, market conditions, etc.</p>	<p>General Manager</p>

Section	Delegation	Purpose	Scope
2	<p>The General Manager, Planning, Real Estate and Economic Development is authorized to approve, amend, extend and execute agreements with the federal or provincial government provided that such agreements are consistent with the departmental mandate and are at no cost to the City with the exception of associated operational and administrative costs that are within approved budgets.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability to negotiate, approve, amend, extend, conclude, and execute agreements with the federal or provincial government subject to certain criteria. Allows for flexibility within existing budgets to adapt to evolving government programs in a timely manner.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager
3 and 4	<p>For applications commenced prior to March 28, 1995, the General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review individually are authorized to approve applications under Section 51(1) of the <i>Planning Act</i>, subject to the conditions of Ontario Regulation 476/83 and the following conditions:</p> <p>a) the draft conditions of approval are supported by the applicant and the Ward Councillor of the ward in which the application is located;</p> <p>b) compliance with the relevant policies of the City's Official Plan;</p>	<p>Provides authority to General Manager, Director of Planning Services and Managers of Development Review individually are authorized to approve applications under Section 51 of the <i>Planning Act</i> subject to conditions.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Planning Services</p> <p>Managers, Development Review</p>

Section	Delegation	Purpose	Scope
	<p>c) the proposed development does not require the expenditure of municipal funds over and above those funds recovered by development charges or for which an allocation has been made in a Council approved budget; and</p> <p>d) delegated authority has not been withdrawn by the appropriate Standing Committee.</p> <p>For applications commenced on or after March 28, 1995, the General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review individually are authorized to approve applications under Section 51 of the <i>Planning Act</i> subject to the following conditions:</p> <p>a) the draft conditions of approval are supported by the applicant and the Ward Councillor of the ward in which the application is located;</p> <p>b) compliance with the relevant policies of the City's Official Plan;</p> <p>c) the proposed development does not require the expenditure of municipal funds over and above those funds recovered by development charges or for which an allocation has been made in a Council approved budget; and</p> <p>d) delegated authority has not been withdrawn by the appropriate Standing Committee.</p>		

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	<p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>		
5	<p>The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are authorized to revise, clarify or change conditions of a draft approved plan or make such other revisions deemed necessary pursuant to Section 51 of the <i>Planning Act</i>.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides authority to PRED GM, Director of Planning Services and Managers of Development Review individually to revise, clarify or change conditions of a draft approved plan of Subdivision.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Planning Services</p> <p>Managers, Development Review</p>

Section	Delegation	Purpose	Scope
6	<p>The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review individually are authorized to refuse subdivision applications provided that:</p> <ul style="list-style-type: none"> a) the applicant has not agreed to the proposed conditions of approval; b) the Ward Councillor of the ward in which the application is located concurs with the refusal; and c) delegated authority has not been withdrawn by the appropriate Standing Committee. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides authority to PRED GM, Director of Planning Services and Managers of Development Review individually to refuse subdivision applications with conditions.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Planning Services</p> <p>Managers, Development Review</p>
7	<p>Where the Ward Councillor has indicated in writing that such Councillor desires that delegated authority granted pursuant to Sections 3, 4 or 6 of this Schedule be removed from the General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, or a Manager of Development Review, as applicable, all authority under Section 51 of the Planning Act for any actions not taken to the date of the receipt of the written request to remove delegated authority shall rest with the appropriate Standing Committee.</p>	<p>Allows the Ward Councillor to remove delegated authority related to subdivision applications.</p>	<p>Ward Councillor</p>

Section	Delegation	Purpose	Scope
8	<p>The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review individually are delegated the authority to authorize the Mayor and City Clerk to sign a plan of subdivision where:</p> <ul style="list-style-type: none"> a) the City is the owner of lands within the plan of subdivision that are intended for a public purpose; and b) draft approval for the plan of subdivision has been given by the City in accordance with the provisions of the <i>Planning Act</i> and this by-law. 	<p>Provides authority to PRED GM, Director of Planning Services and Managers of Development Review to authorize the Mayor and City Clerk sign plans of subdivision subject to conditions.</p>	<p>General Manager</p> <p>Director, Planning Services</p> <p>Managers, Development Review</p>
9 and 10	<p>For applications commenced prior to March 28, 1995, the General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review individually are authorized to approve applications under Section 50 of the <i>Condominium Act</i>, subject to the conditions of Ontario Regulation 475/83 and the following conditions:</p> <ul style="list-style-type: none"> a) the draft conditions of approval are supported by the applicant and the Ward Councillor of the ward in which the application is located; b) compliance with the relevant policies of the City's Official Plan; c) the proposed development does not require the expenditure of municipal funds over and above those funds recovered by 	<p>Provides authority to PRED GM, Director of Planning Services and Managers of Development Review to approve applications under Section 50 of <i>Condominium Act</i> with specific conditions.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Planning Services</p> <p>Managers, Development Review</p>

Section	Delegation	Purpose	Scope
	<p>development charges or for which an allocation has been made in a Council approved budget; and</p> <p>d) delegated authority has not been withdrawn by the appropriate Standing Committee.</p> <p>For applications commenced on or after March 28, 1995, the General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review individually are authorized to approve applications under Section 50 of the <i>Condominium Act</i> subject to the following conditions:</p> <p>a) the draft conditions of approval are supported by the applicant and the Ward Councillor of the ward in which the application is located;</p> <p>b) compliance with the relevant policies of the City's Official Plan;</p> <p>c) the proposed development does not require the expenditure of municipal funds over and above those funds recovered by development charges or for which an allocation has been made in a Council approved budget; and</p> <p>d) delegated authority has not been withdrawn by the appropriate Standing Committee.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>		

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11	<p>Where the Ward Councillor has indicated in writing that such Councillor desires that delegated authority granted pursuant to Sections 9 or 10 of this Schedule be removed from the General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, or a Manager of Development Review, as applicable, all authority under Section 50 of the <i>Condominium Act</i> for any actions not taken to the date of the receipt of the written request to remove delegated authority shall rest with the appropriate Standing Committee.</p>	<p>Allows the Ward Councillor to remove delegated authority related to condominium applications.</p>	<p>Ward Councillor</p>
12	<p>The Managers of Development Review individually are authorized to approve part lot control exemption applications subject to the applicant agreeing to the standard conditions of approval.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the Manager of Development Review individual authorization to approve part lot control exemption applications.</p> <p>Includes accountability and reporting mechanism.</p>	<p>Managers, Development Review</p>
13	<p>Where the Ward Councillor has indicated in writing that such Councillor desires that delegated authority granted pursuant to Section 12 of this Schedule be removed from a Manager of Development Review, all authority under Section 50 of the <i>Planning Act</i> for any actions not taken to the date of the receipt of the written request to remove delegated authority shall rest with the appropriate Standing Committee.</p>	<p>Allows the Ward Councillor to remove delegated authority related to condominium applications.</p>	<p>Ward Councillor</p>

Section	Delegation	Purpose	Scope
14	<p>Where a break should occur in the City Council meeting schedule such that there are twenty-two days or more between regular business meetings, the Director of Planning Services shall be delegated the authority to enact by-laws for the exemption from Part Lot Control pursuant to the Planning Act, Section 50 in respect of the land for which a part lot control exemption is sought.</p> <p>The exercise of this delegated authority shall be dependent upon the Director having received the concurrence of the Ward Councillor in respect of the land for which such exemption is sought prior to enactment, and shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the Director of Planning Services the authority to enact by-laws for the exemption from Part Lot Control pursuant to the <i>Planning Act</i>, Section 50 in respect of the land for which a part lot control exemption is sought. This is based upon there being a break in City Council meetings more than twenty-two days.</p> <p>Includes accountability and reporting mechanism.</p>	Director, Planning Services

Section	Delegation	Purpose	Scope
15	<p>The Director of Planning Services is appointed to approve Site Plan Control applications. The Director may delegate or extend approval authority, at their discretion to the Director, Economic Development and Long Range Planning, and/or the Managers of Development Review, and/or the staff person to whom the site plan application has been assigned to, provided the application complies with the relevant policies of the Official Plan.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, the Director, Economic Development and Long Range Planning, and the Managers of Development Review, individually the authority to approve site plan applications. This is contingent on conditions being met.</p> <p>Includes accountability and reporting mechanism.</p>	Director, Planning Services

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16	<p>The General Manager, Planning, Real Estate and Economic Development, with the concurrence of the General Manager of Recreation, Cultural and Facility Services, or the Manager of Parks and Facilities Planning Services, is authorized to approve, as a condition of development, the conveyance of land, cash-in-lieu of conveyance of parkland, or combination thereof for park or other recreational purposes whichever option, in the opinion of the General Manager, Recreation, Cultural and Facility Services, or the Manager, is appropriate and in compliance with the applicable Official Plan policies and the Parkland Dedication By-law.</p> <p>The General Manager, Planning, Real Estate and Economic Development, with the concurrence of the General Manager of Recreation, Cultural and Facility Services, or the Manager of Parks and Facilities Planning Services, is authorized not to accept conveyance of land that is considered not suitable for use as parkland, in accordance with the Parkland Dedication By-law.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides authority to senior PRED staff to approve, as a condition of development, the conveyance of land or an equivalent amount of cash-in-lieu of land for park or other recreational purposes.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager, Planning, Real Estate and Economic Development</p> <p>General Manager, Recreation, Cultural and Facility Services</p> <p>Manager, Parks and Facilities Planning Services</p>
17	<p>The Managers of Development Review individually are authorized to approve the release and conveyance of reserves of land held for the purposes of development control and not exceeding 30 centimetres in width to the holder in fee simple of</p>	<p>Provides authority to Management of Development Review to approve the release of</p>	<p>Managers, Development Review</p>

Section	Delegation	Purpose	Scope
	<p>the property abutting the reserve providing all conditions of the release have been satisfied.</p> <p>The Managers of Development Review individually are authorized to refuse the release and conveyance of reserves of land held for the purposes of development control and not exceeding 30 centimetres in width to the holder in fee simple of the property abutting the reserve in circumstances where one or more of the conditions required for the release have not been satisfied.</p> <p>The Managers of Development Review individually are authorized to approve the release and dedication as part of the public highway of land not exceeding 30 centimetres in width held for the purposes of development control providing all conditions of release and dedication have been satisfied.</p> <p>The Managers of Development Review individually are authorized to refuse the release and dedication as part of the public highway of land not exceeding 30 centimetres in width held for the purposes of development control in circumstances where one or more of the conditions required for the release and dedication have not been satisfied.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>reserves of land for development control and not exceeding 30 centimetres in width to the holder in fee simple of the abutting property.</p> <p>Includes accountability and reporting mechanism.</p>	

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18 and 19	<p>The Managers of Development Review individually are authorized to approve applications for road closures where the applications are initiated as part of the development approval process provided that the applicant is in agreement with all conditions related to the closure and no objection is received to the closure as a result of the public notice requirements of the <i>Municipal Act</i>, and the By-law No. 2002-522, as amended, being the Public Notice By-law.</p> <p>The Managers of Development Review individually are authorized to approve applications for road closures where the applications are not associated with the development approval process provided that the applicant is in agreement with all conditions related to the closure and no objection is received to the closure as a result of the public notice requirements of the <i>Municipal Act</i> and By-law No. 2002-522, as amended, being the City's Public Notice By-law.</p> <p>Where an objection has been received to an application for road closure, the appropriate Standing Committee shall hold a public hearing and the decision of the Committee is final.</p> <p>The Managers of Development Review individually are authorized to approve applications for road openings when the application is initiated as part of the development approval process and the applicant is in agreement with conditions related to the road opening.</p>	<p>Managers of Development Review have the authority to approve applications for road closures and openings with conditions.</p> <p>Includes accountability and reporting mechanism.</p>	Managers, Development Review

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	<p>The Managers of Development Review individually are delegated the authority to proceed with opening of a City road or a portion of a City road provided that:</p> <ul style="list-style-type: none"> a) the road opening is for the purpose of routine road operations including construction and rehabilitation; b) the road opening has been approved by City Council in accordance with the provisions of the Municipal Act; and c) funds have been approved in the annual operating or capital budget. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>		
20	<p>The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are authorized to approve the release of site plan agreements registered on title where:</p> <ul style="list-style-type: none"> (a) the release is a condition of a new site plan approval or a revision to a site plan; (b) the release of an agreement is initiated by the Planning, Real Estate and Economic Development Department; (c) the terms of the agreement have been completed or the terms of the agreement have been satisfied by the requirements of another agreement or the site is in compliance with the approved plans except that the site is found to vary from the registered agreement in that the “as built” development differs 	<p>Provides senior levels of PRED the authority to individually approve the release of site plan agreements registered on title.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Planning Services</p> <p>Managers, Development Review</p>

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	<p>from the approved site plan only by way of additional planting or replacement of approved planting with comparable plant materials or the location of hydro vaults, enclosures for the storage of garbage and waste material or garden sheds;</p> <p>(d) the registered owner pays all costs associated with the release of the agreement;</p> <p>(e) in the case of residential developments governed by site plan control, all financial securities have been released;</p> <p>(f) in the case of non-residential developments governed by site plan control, the release of the agreement is no earlier than five (5) years following the release of all financial securities; and</p> <p>(g) there is no history of non-compliance, complaints and enforcement regarding the terms and conditions of the agreement.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>		

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21	The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review individually are authorized to approve the release or partial release of financial securities related to subdivision and site plan control approvals provided that compliance with the terms and conditions for which the securities are held has occurred.	Provides senior levels of PRED the authority to individually approve the release of financial securities related to subdivision and site plan control approvals subject to conditions.	General Manager Director, Planning Services Managers, Development Review

Section	Delegation	Purpose	Scope
22 and 23	<p>The General Manager, Planning, Real Estate and Economic Development, is authorized to reduce or waive the application fee for,</p> <ul style="list-style-type: none"> a) Official Plan amendments, b) Zoning By-law amendments, c) site plan control applications, d) subdivision applications, or e) as otherwise required under the Planning Act <p>that is of a minor or technical nature.</p> <p>The General Manager, Planning, Real Estate and Economic Development is authorized to waive the application fee for,</p> <ul style="list-style-type: none"> a) lifting part lot control, b) demolition control, c) lifting holding by-law (where not tied to Site Plan Control approval), d) lifting 30cm reserve, e) standard plan of condominium applications, or f) as otherwise required under the Planning Act <p>where a decision was not rendered on-time under the Guaranteed Application Timeline Initiative by way of the issuance of a fee waiver letter.</p>	<p>Authority for the GM to waive fees for specific planning applications under conditions.</p>	<p>General Manager</p>

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24	<p>The General Manager, Planning, Real Estate and Economic Development, is authorized to approve minor revisions to the standard form for Letters of Undertaking approved by Council on July 11, 2001, provided that the intent of the standard form for Letters of Undertaking is maintained.</p>	<p>Authority for the GM to make minor revisions to letters of undertaking.</p>	<p>General Manager</p>
25	<p>The Director, Planning Services, and the Managers of Development Review, individually are authorized to approve applications for lifting Holding Zones provided that the prescribed preconditions for the Holding Zone have been met.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the authority to lifting holding zones provides preconditions have been met by the Director, Planning Services and the Managers of Development Review.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Planning Services</p> <p>Managers, Development Review</p>
26	<p>In addition to the prescribed information identified by regulation made under the <i>Planning Act</i>, the General Manager, Planning, Real Estate and Economic Development, is authorized to require any person or public body that applies for an Official Plan or Zoning By-law amendment, or for draft Plan of Subdivision or Condominium approval, to provide such other information that the City may require pursuant to section 51(18) of the <i>Planning Act</i>.</p>	<p>Authority for the GM to require additional information from applicants for Official Plan or Zoning By-law amendments or draft Plan of Subdivision or Condominium approval.</p>	<p>General Manager</p>

Section	Delegation	Purpose	Scope
27	<p>The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are delegated the authority to approve an application to establish, alter or increase a cemetery or crematorium pursuant to the provisions of the <i>Funeral, Burial and Cremation Services Act</i>, as amended, and forward the approval to the Registrar appointed under this Act provided that:</p> <p>(a) the cemetery complies with the relevant provisions of the applicable Zoning By-law; and</p> <p>(b) the Ward Councillor has no objections to the approval</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the authority to approve applications for new, altered or increased cemetery or crematoriums pursuant to the <i>Funeral, Burial and Cremation Services Act</i>.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Planning Services</p> <p>Managers, Development Review</p>
28	<p>The Director, Planning Services, Director, Infrastructure Services, and the Managers of Development Review individually are delegated the authority to approve and execute an extension to standard form infrastructure agreements in accordance with the terms and conditions approved by Council from time to time and to make revisions of a minor technical or administrative nature to these agreements.</p>	<p>Provides the authority to approve extensions to standard infrastructure agreements subject to terms.</p>	<p>Director, Planning Services</p> <p>Director, Infrastructure Services</p> <p>Managers, Development Review</p>

Section	Delegation	Purpose	Scope
29	<p>The Manager, Right of Way, Heritage and Urban Design Services, and the Program Manager, Heritage Planning, Planning, Real Estate and Economic Development, or their designate, individually are delegated the following authority with respect to properties that are designated under Part IV of the Ontario Heritage Act:</p> <ul style="list-style-type: none"> a) to issue notices of inclusion in the Register according to Section 27(5) and (6) of the Ontario Heritage Act; b) to process notices of objection under Section 27(8) of the Ontario Heritage Act; c) to receive notices of intention to demolish non-designated buildings or structures listed on the Register pursuant to Section 27(9) of the Ontario Heritage Act; d) to request plans and information pursuant to Section 27(11) required as part of the 60 days' notice required under Section 27(9) of the Ontario Heritage Act; e) to 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, as described in Ontario Regulation 385/21 – General - Section 1; f) to process Notices of Objection under Section 29(6) of the Ontario Heritage Act and ensure consideration by Council within statutory timelines; g) to enter into agreements with property owners to waive or extend the 120-day statutory timeline for the passage of a designation by-law under Section 29(8) of the Ontario 	<p>Provides specific authorities related to heritage designated properties.</p> <p>Allows the Ward Councillor to remove delegated authority related to issuance of heritage permits.</p> <p>Includes accountability and reporting mechanism.</p>	<p>Manager, Right of Way, Heritage and Urban Design Services</p> <p>Program Manager, Heritage Planning</p>

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	<p>Heritage Act, and as described in Ontario Regulation 385/21 – General - Section 2;</p> <p>h) to enter into agreements with property owners to waive or extend the 90-day timeline prescribed under Sections 33(6) and 34 (6), pursuant to Sections 33(7) and 34 (4.3), of the Ontario Heritage Act;</p> <p>i) to prescribe additional materials and information required for applications under Sections 33(1) and 34(1), pursuant to Section 33(3) and 34(3) of the Ontario Heritage Act;</p> <p>j) to receive and issue notices of complete or incomplete application for heritage permits pursuant to Section 33 and Section 34 of the Ontario Heritage Act;</p> <p>k) to approve heritage permit applications under Section 33 of the Ontario Heritage Act that meet the definition of an emergency application;</p> <p>l) to approve heritage permit applications relating to minor alterations which include the following classes of alterations:</p> <ul style="list-style-type: none"> a. restoration or preservation projects including projects funded through the Heritage Grant Program for Building Restoration; b. changes or renovations to additions or outbuildings such as changes to barns, garages, or modern additions not identified in the Statement of Reason for Designation or the Statement of Cultural Heritage Value; c. landscape alterations including but not limited to tree removal, new hard landscaping, new soft landscaping 		

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	<p>and new driveways where the proposal does not impact the heritage attributes of the designated property;</p> <p>d. alterations that do not adversely impact or remove the heritage attributes of a property;</p> <p>e. additions that meet both of the following criteria:</p> <ul style="list-style-type: none"> i. the size is less than 30 per cent of the gross floor area of the existing building and, ii. the proposal does not adversely impact the heritage attributes of the property as defined in the Statement of Cultural Heritage Value or Statement of Reason for Designation; <p>f. additions that do not exceed 50% of the gross floor area of the existing building that create new residential unit(s), as defined by the Zoning By-law as amended, and do not adversely impact the cultural heritage value or attributes of the property as defined in the Statement of Cultural Heritage Value;</p> <p>g. construction of detached accessory structures, which do not impact the heritage attributes of the property;</p> <p>h. demolition of detached accessory structures including barns, outbuildings, and garages where the demolition does not impact the cultural heritage value of the property;</p>		

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	<ul style="list-style-type: none"> i. demolition of additions not identified in the Statement of Reason for Designation or the Statement of Cultural Heritage Value; and j. extension or re-issuance of heritage permits previously considered by the Built Heritage Sub-Committee or the Built Heritage Committee and issued by City Council where the proposal and the relevant policy framework are substantially unchanged since the initial approval. <p>The Manager, Right of Way, Heritage and Urban Design Services, and the Program Manager, Heritage Planning Branch, or their designate, individually are delegated the following authority with respect to properties that are designated under Part V of the Ontario Heritage Act:</p> <ul style="list-style-type: none"> a) to receive and issue notices of receipt for heritage permit applications that are received by the City pursuant to Section 42 (3) of the Ontario Heritage Act; b) to prescribe the required contents of an application under Section 42(1), pursuant to Section 42(2.2) of the Ontario Heritage Act; c) to enter into agreements with property owners to waive or extend the 90-day timeline prescribed in Section 42(4), for applications made under Section 42(1) of the Ontario Heritage Act; 		

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	<p>d) to approve heritage permit applications under Section 42(1) of the Ontario Heritage Act that meet the definition of an emergency application;</p> <p>e) to approve heritage permit applications under Section 42(1) of the Ontario Heritage Act which include the following classes of alterations:</p> <ol style="list-style-type: none"> 1. restoration or preservation projects including projects funded through the Heritage Grant Program for Building Restoration, 2. alterations to accessory or outbuildings such as changes to barns, garages, and sheds that meet the requirements of the applicable heritage conservation district plan or guidelines, 3. landscape alterations including but not limited to tree removal, new hard or soft landscaping and new driveways where the proposed alterations meet the requirements of the applicable heritage conservation district plan or guidelines, 4. alterations that do not adversely impact the heritage attributes of the property or the heritage conservation district and that meet the requirements of the applicable heritage conservation district plan or guidelines; 5. additions that meet both of the following criteria: <ol style="list-style-type: none"> 1. the size is less than 30% of the gross floor area of the existing building; and 		

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	<p>2. the proposal meets the heritage conservation district guidelines or heritage conservation district plan.</p> <p>6. additions that do not exceed 50% of the existing gross floor area that create new residential unit(s) and meet the policies and guidelines of the applicable heritage conservation district plan;</p> <p>7. construction of detached accessory structures that meet the requirements of the applicable heritage conservation district plan or guidelines;</p> <p>8. demolition of detached accessory structures including barns, outbuildings, and garages where the demolition does not impact the cultural heritage value of the property or district and meets the applicable heritage conservation district plan or guidelines;</p> <p>9. demolition of additions where the demolition does not impact the cultural heritage value of the property or heritage conservation district and meets the applicable heritage conservation district plan or guidelines; and</p> <p>10. extension or re-issuance of heritage permits previously considered by the Built Heritage Sub-Committee or the Built Heritage Committee and issued by City Council where the proposal and the relevant policy framework are substantially unchanged since the initial approval</p>		

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	<p>The delegated authority in the above subsections includes the authority to approve applications with conditions. It does not include the power to refuse an application.</p> <p>All applications that do not meet the criteria in the subsections will be forwarded to the Built Heritage Committee, the appropriate Standing Committee, and Council for approval. Other applications that may meet the criteria may be forwarded to the Built Heritage Sub-Committee, the appropriate Standing Committee, if applicable, and Council for approval at the discretion of the General Manager, Planning, Real Estate and Economic Development.</p> <p>The Program Manager, Heritage Planning Branch, shall notify the Ward Councillor of any heritage permit application received. The Ward Councillor may, within five (5) business days following notification, provide comments to the Program Manager on the heritage permit application and may at any time prior to issuance of the permit withdraw the authority delegated in subsections (1) or (2). If the delegated authority is withdrawn, the heritage permit application will be forwarded to the Built Heritage Committee, the appropriate Standing Committee, if applicable, and Council.</p> <p>The Program Manager, Heritage Planning Branch, Planning, Real Estate and Economic Development, is authorized to reduce or waive the application fee for permits under the</p>		

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	<p>Ontario Heritage Act that meet one of the following requirements:</p> <ul style="list-style-type: none"> a) Applications processed under the authority delegated to staff including: <ul style="list-style-type: none"> a. Those that meet the definition of restoration, rehabilitation, or preservation according to the Standards and Guidelines for the Conservation of Historic Places in Canada; b. Building maintenance projects; c. Landscaping projects. b) Applications related to demolishing or rebuilding existing buildings affected by catastrophic events; or c) Applications related to alterations of properties to bring them into compliance with the Accessibility for Ontarians with Disabilities Act. <p>The Manager, Right of Way, Heritage and Urban Design Services, Planning, Real Estate and Economic Development, will bring forward to the Built Heritage Committee and Council once every calendar year, an annual information report of heritage permits issued under delegated authority.</p>		

Section	Delegation	Purpose	Scope
30	<p>The General Manager, Planning, Real Estate and Economic Development, is delegated the authority to approve and execute agreements for City funding of road modifications to be carried out by applicants for planning approvals provided that:</p> <ul style="list-style-type: none"> a) the agreement is consistent with Council's approved front ending policy; b) the money to fund the work is within the department's approved budget; c) the modifications are to be tendered to the satisfaction of the General Manager, Planning, Real Estate and Economic Development; and d) the applicant obtains at least three quotations for the work satisfactory to the General Manager, Planning, Real Estate and Economic Development. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Authority for the GM to approve and execute agreements for City funding of road modifications to be carried out by applicants for planning approvals subject to conditions.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
31	<p>The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are authorized to enforce conditions of development approvals and award contracts to carry out the work where the enforcement entails work valued at \$50,000.00 or less or where securities to guarantee completion of the work are held by the City in the amount necessary to complete the work.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides authority to senior PRED staff to enforce conditions of development approvals.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Planning Services</p> <p>Managers, Development Review</p>

Section	Delegation	Purpose	Scope
32	<p>The General Manager, Public Works, the General Manager, Planning, Real Estate and Economic Development, the Director, Traffic Services, and the Director, Transportation Planning, individually are delegated the authority to make minor and administrative amendments to City Planning and Design Guidelines related to transportation infrastructure such as, but not limited to, Complete Streets, Regional Road Corridor Design Guidelines and Transportation Impact Assessment Guidelines. The Director, Infrastructure Services, is delegated the authority to make minor administrative amendments to City standards and specifications for the design and construction of municipal infrastructure.</p>	<p>Provides the ability to make minor and administrative amendments to City Planning and Design Guidelines.</p>	<p>General Manager, Public Works</p> <p>General Manager, Planning, Real Estate and Economic Development</p> <p>Director, Traffic Services</p> <p>Director, Transportation Planning</p> <p>Director, Infrastructure Services</p>

Section	Delegation	Purpose	Scope
33	<p>The Manager of Right-of-Way, Heritage and Urban Design Services and the Program Manager, Right-of-Way, individually are delegated the authority to issue permits for heavy vehicles, oversized vehicles and heavy loads pursuant to Section 110 of the Highway Traffic Act or any applicable City by-law.</p>	<p>Authority to issue special vehicle permits.</p>	<p>Manager, Right-of-Way, Heritage and Urban Design Services</p> <p>Program Manager, Right-of-Way</p>
34	<p>The Manager, Right-of-Way, Heritage and Urban Design Services, the Program Manager, Right-of-Way, and the Program Manager, Public Realm and Urban Design, individually are authorized to issue permits for private approaches, encroachments, road cuts, and right of way patios, in accordance with the applicable by-law and approved policy.</p> <p>The Manager, Right-of-Way, Heritage and Urban Design Services, the Program Manager, Right-of-Way, and the Program Manager, Public Realm and Urban Design, individually are authorized to waive the requirements of By-law No. 2003-447, as amended, being the Private Approach By-law, or any successor by-law thereto, including procedural requirements, as appropriate, where there are technical reasons to support the waiver based on the development review process.</p>	<p>Road Cut Permits for private approaches: Provides authority to area specific managers and program managers to issue permits for road cuts and private approaches.</p> <p>Authority is also provided to the Manager of Right of Way to waive requirements of By-law No. 2003-498.</p> <p>Includes accountability and reporting mechanism.</p>	<p>Manager, Right-of-Way, Heritage and Urban Design Services</p> <p>Program Manager, Right-of-Way</p> <p>Program Manager, Public Realm and Urban Design</p>

Section	Delegation	Purpose	Scope
	<p>The Managers of Development Review individually are authorized to waive the requirements of By-law No. 2003-498, as amended, being the Use and Care of Roads By-law, or any successor by-law thereto, where there are technical reasons to support the waiver based on the development review process.</p> <p>The Manager, Right-of-Way, Heritage and Urban Design Services, the Program Manager, Right-of-Way, the Program Manager, Public Realm and Urban Design, as well as the Director of Planning Services and Managers of Development Review, individually are authorized to issue permits for water and sewer connections.</p> <p>Subject to subsection 34 (5) (b), the Manager, Right-of-Way, Heritage and Urban Design Services, and the Program Manager, Right-of-Way, individually are authorized to issue approvals for temporary road closures in accordance with the Road Activity By-law No. 2003-445, as amended.</p> <p>The authority under subsection 34 (5) (a) as well as under the Road Activity By-law No. 2003-445, as amended, may not be exercised to authorize the temporary closure of a road for more than 20 days to support development without the written concurrence of the Ward Councillor in which the portions of the road proposed to be closed are located.</p>		Managers, Development Review

Section	Delegation	Purpose	Scope
	<p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>		
35	<p>The General Manager, Planning, Real Estate and Economic Development Services, as arranged with the Ministry of the Environment and Climate Change, is delegated the authority to grant approvals pursuant to the applicable sections of the Ontario Water Resources Act.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides authority to senior PRED staff to grant approvals connected to the Ontario Water Resources Act.</p> <p>Including accountability and reporting mechanism.</p>	General Manager
36	<p>The Manager, Right-of-Way, Heritage and Urban Design Services, the Program Manager, Right-of-Way, and the Program Manager, Public Realm and Urban Design, individually are authorized to approve encroachment permits, execute encroachment agreements, release encroachment agreements, and consent to the assignment of encroachment agreements in accordance with By-law No. 2003-446, as amended, being the Encroachments on City Highways By-law, or any successor by-law thereto.</p> <p>The Manager, Right-of-Way, Heritage and Urban Design Services, the Program Manager, Right-of-Way, and the Program Manager, Public Realm and Urban Design, individually are authorized to waive the requirements of By-law No. 2003-446, as amended, being the Encroachments on City Highways</p>	<p>Authority to related to encroachment agreements.</p> <p>Including accountability and reporting mechanism.</p>	<p>Manager, Right-of-Way, Heritage and Urban Design Services</p> <p>Program Manager, Right-of-Way</p> <p>Program Manager, Public Realm</p>

Section	Delegation	Purpose	Scope
	<p>By-law, or any successor by-law thereto, where there are technical reasons to support the waiver based on the development review process.</p> <p>The General Manager, Planning, Real Estate and Economic Development, in consultation with the General Manager, Public Works, is delegated the authority to modify the Winter Cycling Network as each cycling project is completed in accordance with winter cycling needs, connectivity, and affordability.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>		and Urban Design

Section	Delegation	Purpose	Scope
37 and 38	<p>The Director, Planning Services, and the Managers of Development Review, individually are delegated the authority jointly with the City Solicitor to approve and execute the release of easements for waterworks and sewage works in development related situations to the holder in fee simple of the lands that are subject to the easement for nominal consideration where the utility services provided by these works at the location of the easements have been discontinued.</p> <p>The General Manager, Planning, Real Estate and Economic Development is delegated the authority jointly with the City Solicitor to approve and execute the release of easements for waterworks and sewage works in non-development situations to the holder in fee simple of the lands that are subject to the easement for nominal consideration where the utility services provided by these works at the location of the easements have been discontinued.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Release of Easements (Development): Provides the Director of Planning Services and Managers of Development Review the authority along with the City Solicitor to approve and execute the release of easements for waterworks and sewage works in development and non-development situations.</p> <p>Includes accountability and reporting mechanism.</p>	<p>Director, Planning Services</p> <p>Managers, Development Review</p>

Section	Delegation	Purpose	Scope
39	<p>The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are authorized to execute development related maintenance and liability agreements on behalf of the City provided that:</p> <p>(a) the agreement contains insurance and indemnity provisions satisfactory to the City Solicitor and the Officer, Insurance Services;</p> <p>(b) the applicant agrees to carry out the work in accordance with the City’s specifications and to assume all costs related to the work; and</p> <p>(c) the applicant agrees to pay all costs associated with the preparation and registration of the agreement</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>GM and senior leaders are authorized to execute development-related maintenance and liability agreements on behalf of the City provided certain conditions.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Planning Services</p> <p>Managers, Development Review</p>

Section	Delegation	Purpose	Scope
40	<p>The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Director, Transportation Planning, individually are delegated the authority to proceed with intersection or road modifications provided that</p> <p>a) there are no outstanding written objections in response to notice given by the City pursuant to the requirements of the Municipal Act and in accordance with the requirements of By-law No. 2002-522, as amended, being the Public Notice By-law; and</p> <p>b) the respective Ward Councillor has concurred with the modifications.</p> <p>Where a site plan is subject to road modifications, the approval of the road modifications shall be made in accordance with section 15 - Site Plan Control.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Authority to make intersection and road modifications with certain conditions.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Planning Services</p> <p>Director, Transportation Planning</p>

Section	Delegation	Purpose	Scope
41	<p>The Managers of Development Review individually are delegated the authority to enter into and execute standard pipe crossing agreements in development situations.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides authority to managers in Development Review to execute standard pipe crossing agreements in development situations.</p> <p>Includes accountability and reporting mechanism.</p>	Managers, Development Review
42	<p>The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are authorized, in the absence of an agreement with a utility, to determine a cost sharing agreement in accordance with the Public Service Works on Highways Act where, in the course of constructing, reconstructing, changing, altering or improving a highway, it becomes necessary to take up, remove, or change the location of the utility works as part of the development process.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides authority to senior PRED leaders to determine a cost sharing agreement with a utility. This authority is contingent on a previous agreement not existing and in accordance with the Public Services Works on Highways Act.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Planning Services</p> <p>Managers, Development Review</p>

Section	Delegation	Purpose	Scope
43	<p>The staff person to whom the application for municipal review of an antenna system or residential use antenna system has been assigned is delegated the authority to provide:</p> <ul style="list-style-type: none"> (a) concurrence; (b) concurrence with conditions; or (c) non-concurrence <p>on behalf of the City to the applicant and Innovation, Science and Economic Development Canada in accordance with the Municipal Concurrence and Public Consultation Process for antenna systems as approved by Council, provided that the applicant has complied with all applicable requirements as outlined therein.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides staff the authority to provide concurrence on behalf of the City to an applicant and Innovation, Science and Economic Development Canada for antenna systems approved by Council.</p> <p>Includes accountability and reporting mechanism.</p>	Staff assigned application

Section	Delegation	Purpose	Scope
44	<p>The General Manager, Planning, Real Estate and Economic Development and the Director, Economic Development and Long Range Planning, individually are authorized to appoint or withdraw the appointment, as the case may be, of fence-viewers for the City of Ottawa as may required to carry out the provisions of the Line Fences Act.</p> <p>The City Clerk is authorized to proceed directly to Council by way of placing a by-law on the Agenda of Council for enactment to amend By-law 2004-293, or any successor by-law thereto, in order to implement the exercise of authority.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides authority to PRED GM and Director of EDLRP are authorized to appoint or withdraw the appointment of fence-viewers for the City of Ottawa.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Economic Development and Long Range Planning</p>

Section	Delegation	Purpose	Scope
45	<p>The General Manager, Planning, Real Estate and Economic Development and the Director, Economic Development and Long Range Planning, individually are delegated the authority to approve, conclude and execute agreements for acceptance of funds for the Community Environmental Grant Program, provided that such agreements:</p> <p>(a) are in accordance with applicable Council-approved policies and by-laws;</p> <p>(b) are within approved budget limits; and,</p> <p>(c) contain appropriate insurance, termination, workplace safety and indemnification provisions.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides authority to PRED GM and the Director of EDLRP to approve, conclude and execute agreements for the grant program.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Economic Development and Long Range Planning</p>

Section	Delegation	Purpose	Scope
46	<p>The General Manager, Planning, Real Estate and Economic Development, and the Director, Economic Development and Long Range Planning, individually are authorized to appoint or withdraw the appointment, as the case may be, of municipal investigators (livestock valuers) for the City of Ottawa as may be required for the purposes of the Ontario Wildlife Damage Compensation Program.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides authority to PRED GM and the Director of EDLRP to appoint or withdraw the appointment of municipal investigators (livestock valuers) for the City.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Economic Development and Long Range Planning</p>
47	<p>The Chief Building Official is authorized to negotiate and execute limiting distance agreements between the City and owners of properties with a contiguous property line regarding exceptions to the limiting distance requirements of the Building Code Act, in accordance with the provisions of that Act.</p>	<p>Provides authority to the Chief Building Official to negotiate and execute limiting distance agreements.</p>	<p>Chief Building Official</p>
48	<p>The Chief Building Official is authorized to execute agreements related to the issuance of a conditional building permit where:</p> <ul style="list-style-type: none"> a) the conditional building permit application complies with the requirements prescribed by the Building Code Act, 1992; b) the conditional building permit application complies with the conditional building permit policy; and c) the applicant and all departments and agencies having an interest in the application are in agreement with the conditions. 	<p>Provides authority to the Chief Building Official to execute agreements related to issuance of conditional building permit with specific conditions.</p> <p>Includes accountability and reporting mechanism.</p>	<p>Chief Building Official</p>

Section	Delegation	Purpose	Scope
49	<p>The Chief Building Official is authorized to approve the release of agreements, including maintenance and liability agreements and encroachment agreements entered into as a condition of site plan control where,</p> <p>(a) an owner or authorized agent or bona fide purchaser or authorized agent or mortgagee has requested the release in writing;</p> <p>(b) the requirements of the agreement have been fulfilled;</p> <p>(c) all parties having jurisdiction over the terms or conditions of the agreement have agreed to the release;</p> <p>(d) in the case of residential developments governed by site plan control agreements, all financial securities have been released;</p> <p>(e) in the case of non-residential developments governed by site plan control agreements, the release of the agreement is no earlier than five (5) years following the release of all financial securities;</p> <p>(f) the costs associated with the registration of the release of the agreement are incurred by the applicant; and</p> <p>(g) the authority to release the agreement has not been withdrawn by City Council.</p> <p>The Chief Building Official is authorized to approve the release of agreements, including maintenance and liability agreements and encroachment agreements entered into as a condition of subdivision, condominium, cash-in-lieu of parking, demolition</p>	<p>Provides authority to the Chief Building Official to approve the release of agreements.</p> <p>Includes accountability and reporting mechanism.</p>	Chief Building Official

Section	Delegation	Purpose	Scope
	<p>control, or zoning approvals, or heritage agreements, as part of the compliance or enforcement process subject to the following conditions:</p> <ul style="list-style-type: none"> (a) an owner or authorized agent or bona fide purchaser or authorized agent or mortgagee has requested the release in writing; (b) the requirements of the agreement have been fulfilled; (c) all parties having jurisdiction over the terms or conditions of the agreement have agreed to its release; (d) the applicant for the release agrees to assume all costs associated with the release of this agreement; and (e) the authority to release the agreement has not been withdrawn by the appropriate Standing Committee. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>		

Section	Delegation	Purpose	Scope
50	<p>The Chief Building Official is delegated the authority to enter into agreements with the Ontario Ministry of Municipal Affairs and Housing provided that such agreements:</p> <p>(a) relate to the Chief Building Official’s mandate under the Building Code Act, 1992;</p> <p>(b) are at no cost to the City with the exception of associated operational and administrative costs which costs are within approved budgets; and</p> <p>(c) contain appropriate termination, insurance and indemnity provisions as applicable</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides authority to Chief Building Official to enter agreements with the Ontario Ministry of Municipal Affairs and Housing</p> <p>Includes accountability and reporting mechanism.</p>	Chief Building Official

Section	Delegation	Purpose	Scope
51	<p>The General Manager, Planning, Real Estate and Economic Development, is delegated the authority to negotiate, amend, extend, and execute license of occupation agreements for private infrastructure installed in City rights-of-way provided that the agreements contain:</p> <p>(a) insurance and indemnity provisions satisfactory to the City Solicitor; and</p> <p>(b) a licence fee commensurate with the size, length, and type of infrastructure installed in the City's right-of-way.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides authority to the PRED GM to negotiate, amend, extend and execute license of occupation agreements in the City rights of way.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
52	<p>The General Manager, Planning, Real Estate and Economic Development, is delegated the authority to negotiate, amend, extend, execute and renew Municipal Access Agreements for the construction, maintenance and operation of transmission lines installed in City rights-of-way pursuant to the <i>Telecommunications Act</i> (S.C. 1993, c.38) provided that:</p> <p>(a) the agreements contain insurance and indemnity provisions satisfactory to the City Solicitor;</p> <p>(b) the agreements contain an annual cost recovery commensurate with the size and extent of equipment installed within the City’s rights-of-way as compensation costs incurred by the City due to the installation of the equipment and its presence in City rights-of-way; and,</p> <p>(c) the annual cost recovery as set out in (b) above does not exceed \$10,000 plus appropriate taxes.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides authority to the PRED GM to negotiate, amend, extend and renew Municipal Access Agreements.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
53	<p>The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are authorized, in the absence of an agreement with a utility, to determine a cost sharing agreement in accordance with the Public Service Works on Highways Act, R.S.O. 1990, c. P.49 where, in the course of constructing, reconstructing, changing, altering, or improving a highway, it becomes necessary to take up, remove, or change the location of the utility works as part of the development process.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Authority to determine cost sharing agreement for utility relocation costs during highway construction.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Planning Services</p> <p>Managers, Development Review</p>
54	<p>The General Manager, Planning, Real Estate and Economic Development, is delegated the authority to enter into agreements for the installation of works approved by the City which are identified in Schedule “D” to Development Charges By-law 2019-156 as amended, and to reimburse for reasonable costs of such works in accordance with the amounts set forth in Schedule “D” of By-law 2019-156 as amended.</p>	<p>Authority to enter into agreements for services in lieu of development charges and oversizing.</p>	<p>General Manager</p>

Section	Delegation	Purpose	Scope
55	The General Manager, Planning, Real Estate and Economic Development, may delegate to the Director, Planning Services and / or to the Managers, Development Review any of the General Manager's authority pursuant to the Demolition Control By-law 2012, being By-law 2012-377.	Authority for the General Manager to delegate any of their authority under the Demolition Control By-law to the Director of Planning Services and Managers of Development Review.	General Manager

Section	Delegation	Purpose	Scope
56	<p>The City Manager, the General Manager, Planning, Real Estate and Economic Development, and the Director, Economic Development and Long Range Planning, individually are delegated the authority to approve, conclude, extend and execute or amend agreements related to the following:</p> <p>(a) purchase of service agreements and contribution agreements and funding agreements for programs and services related to economic development including entrepreneurship and small business, industry (cluster) development, investment attraction and marketing, and workforce development;</p> <p>(b) one time project-based funding related to economic development including financial contributions to events related to economic development initiatives, and</p> <p>(c) minor capital projects related to economic development, provided that such agreements are in accordance with applicable City policies as approved by Council, are consistent with the monetary limits established in the Procurement By-law, as amended, are related to approved department programs and objectives, are within approved budget limits, and contain appropriate indemnification and insurance requirements, where applicable.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides authority to City Manager, PRED GM and Director of EDLRP to approve, conclude, extend and execute or amend agreements related to economic development.</p> <p>Including accountability and reporting mechanism.</p>	<p>City Manager</p> <p>General Manager</p> <p>Director, Economic Development and Long Range Planning</p>

Section	Delegation	Purpose	Scope
57	The General Manager, Planning, Real Estate and Economic Development, is delegated the authority to appoint to a Business Improvement Area Board of Management those directors who have been selected by a vote of the membership of the improvement area in accordance with Subsection 204(3)(b) of the <i>Municipal Act</i> , 2001.	Authority for the GM to appoint directors to board of directors of a BIA when they have been voted on by the members of the BIA.	General Manager
58 and 59	<p>Notwithstanding any other Section in this Schedule, where the concurrence of a Ward Councillor is required for a planning approval under this Schedule and the Ward Councillor declares a pecuniary interest in the matter pursuant to the Municipal Conflict of Interest Act, concurrence may be given either:</p> <p>a) jointly by a Chair or Vice-Chair of the Planning and Housing Committee or the Chair or Vice-Chair of the Agriculture and Rural Affairs Committee, as applicable; or</p> <p>b) by the Mayor, where the Chair or Vice-Chair has declared a pecuniary interest in the matter.</p> <p>During the vacancy of a Ward Councillor position pursuant to Section 259 of the Municipal Act, the Mayor may exercise any of the authority of this Schedule that would ordinarily reside with the Ward Councillor.</p>	Authority when concurrence from a Ward Councillor is required but they have a pecuniary interest in the matter or the seat is vacant.	<p>Chair and Vice-Chair, Planning and Housing Committee</p> <p>Chair and Vice-Chair, Agriculture and Rural Affairs Committee</p> <p>Mayor</p>
60	Despite subsection 72(3), the Director, Corporate Real Estate Office, is delegated the authority to approve, execute documentation as required, and conclude real estate transactions related to the Ottawa Light Rail Transit Project, which includes O-Train Line 1 (“O-Train Confederation Line”),	Director of CREO is provided authority to approve, execute documentation and real	Director, Corporate Real Estate Office

Section	Delegation	Purpose	Scope
	<p>and Capital Railway O-Train Line 2 (“O-Train Trillium Line”), and any additional future LRT projects, involving the acquisition of an interest in land or property, including fee simple acquisitions, easements, rights of way, leases including extensions and renewals thereof, joint use and maintenance agreements, licences including licences of occupation, 118 consents to enter, and mortgages, including amendments to such transactions, provided that:</p> <p>(a) the total value of the transaction is \$ 1,000,000.00 or less;</p> <p>(b) the funds are within those provided in estimates approved by City Council;</p> <p>(c) Local Planning Appeal Tribunal approval is not required; and</p> <p>(d) all applicable Council-approved policies have been met.</p> <p>Despite subsection 72(4), the General Manager, Planning, Real Estate and Economic Development is delegated the authority to approve, execute documentation as required, and conclude real estate transactions related to the Ottawa Light Rail Transit Project which includes O-Train Confederation Line, O-Train Trillium Line, and any additional future LRT projects, involving the acquisition of an interest in land or property, including fee simple acquisitions, easements, rights of way, leases including extensions and renewals thereof, joint use and maintenance agreements, licences including licences of occupation, consents to enter, and mortgages, including amendments to such transactions, provided that:</p> <p>(a) the Mayor and the Ward Councillor concur;</p>	<p>estate transactions related to LRT.</p> <p>Includes accountability and reporting mechanism.</p>	

Section	Delegation	Purpose	Scope
	<p>(b) the funds are within those provided in estimates approved by City Council;</p> <p>(c) Local Planning Appeal Tribunal approval is not required; and</p> <p>(d) all applicable Council-approved policies including the Real Property Acquisition Policy have been met.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee when all property related to the Ottawa Light Rail Transit Project which includes O-Train Confederation Line, O-Train Trillium Line, and any additional future LRT projects, has been acquired.</p>		
61	<p>The General Manager, Planning, Real Estate and Economic Development and the Director, Corporate Real Estate Office, individually are delegated the authority to sign notices of intention to expropriate where such notices relate to the Ottawa Light Rail Transit Project which includes O-Train Confederation Line, O-Train Trillium Line, and any additional future LRT projects and to place any required expropriations by-law on the Agenda of Council for enactment.</p>	<p>Authority to sign notices of intention to expropriate properties related to LRT projects.</p>	<p>General Manager</p> <p>Director, Corporate Real Estate Office</p>
62	<p>The Program Managers of the Corporate Real Estate Office individually are delegated the authority to approve, execute documentation as required, and conclude real estate transactions involving the sale of an interest in land or property including fee simple sales, easements, rights of way, leases including extensions and renewals thereof, joint use and maintenance agreements, licences including licences of</p>	<p>Provides authority to approve, execute documentation and conclude real estate transactions regarding the sale of an interest in land or property.</p>	<p>General Manager</p> <p>Director, Corporate</p>

Section	Delegation	Purpose	Scope
	<p>occupation, consents to enter, and mortgages, including amendments to such transactions, provided that:</p> <ul style="list-style-type: none"> a) the market value of the land or property as determined by a current market value appraisal is \$100,000.00 or less; b) the sale price is at least 90% of the appraised value of the land or property; c) Ontario Land Tribunal approval is not required; and d) all applicable Council-approved policies including the Disposal of Real Property Policy and Procedures have been met. <p>The Manager, Realty Services, and the Manager, Realty Initiatives and Development, individually are delegated the authority to approve, execute documentation as required, and conclude real estate transactions involving the sale of an interest in land or property including fee simple sales, easements, rights of way, leases including extensions and renewals thereof, joint use and maintenance agreements, licenses including licenses of occupation, consents to enter, and mortgages, including amendments to such transactions, provided that:</p> <ul style="list-style-type: none"> a) the market value of the land or property as determined by a current market value appraisal is \$200,000.00 or less; b) the sale price is at least 90% of the appraised value of the land or property; c) Ontario Land Tribunal approval is not required; and 	<p>Includes accountability and reporting mechanism.</p>	<p>Real Estate Office</p> <p>Program Mangers, Corporate Real Estate Office</p> <p>Manager, Realty Services</p> <p>Manager, Realty Initiatives and Development</p>

Section	Delegation	Purpose	Scope
	<p>d) all applicable Council-approved policies including the Disposal of Real Property Policy and Procedures have been met.</p> <p>The Director of the Corporate Real Estate Office is delegated the authority to approve, execute documentation as required, and conclude real estate transactions involving the sale of an interest in land or property including fee simple sales, easements, rights of way, leases including extensions and renewals thereof, joint use and maintenance agreements, licences including licences of occupation, consents to enter, and mortgages, including amendments to such transactions, provided that:</p> <p>a) the market value of the land or property as determined in accordance with the Council-approved Disposal of Real Property Policy is \$1,000,000.00 or less;</p> <p>b) the sale price is at least 90% of the appraised value of the land or property;</p> <p>c) Ontario Land Tribunal approval is not required; and</p> <p>d) all applicable Council-approved policies including the Disposal of Real Property Policy and Procedures have been met.</p> <p>The General Manager, Planning, Real Estate and Economic Development is delegated the authority to approve, execute documentation as required and conclude real estate transactions involving the sale of an interest in land or property</p>		

Section	Delegation	Purpose	Scope
	<p>including fee simple sales, easements, rights of way, leases including extensions and renewals thereof, joint use and maintenance agreements, licences including licences of occupation, consents to enter, and mortgages, including amendments to such transactions, provided that:</p> <ul style="list-style-type: none"> a) the market value of the land or property as determined in accordance with the Council-approved Disposal of Real Property Policy is \$2,000,000.00 or less; b) the sale price is at least 90% of the appraised value of the land or property; c) Ontario Land Tribunal approval is not required; and d) all applicable Council-approved policies including the Disposal of Real Property Policy and Procedures have been met. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee on a semi-annual basis.</p> <p>In respect of the sale of fee simple interests, easements, or rights of way, the reports shall include:</p> <ul style="list-style-type: none"> a) a list of all offers received in writing for the sale in question together with the name of the persons who made the offers; and, b) a statement as to why each offer was successful or unsuccessful. 		

Section	Delegation	Purpose	Scope
63	<p>The Program Managers of the Corporate Real Estate Office individually are delegated the authority to approve and execute documentation as required, and conclude real estate transactions involving the acquisition of an interest in land or property, including fee simple acquisitions, easements, rights of way, leases including extensions and renewals thereof, joint use and maintenance agreements, licences including licences of occupation, consents to enter, and mortgages, including amendments to such transactions, provided that:</p> <p>(a) the total value of the transaction is \$100,000.00 or less;</p> <p>(b) the funds are within those provided in estimates approved by City Council;</p> <p>(c) Local Planning Appeal Tribunal approval is not required; and</p> <p>(d) all applicable Council-approved policies have been met.</p> <p>The Manager, Realty Services, and the Manager, Realty Initiatives and Development, individually are delegated the authority to approve and execute documentation as required, and conclude real estate transactions involving the acquisition of an interest in land or property, including fee simple acquisitions, easements, rights of way, leases including extensions and renewals thereof, joint use and maintenance agreements, licences including licences of occupation, consents to enter, and mortgages, including amendments to such transactions, provided that:</p> <p>(a) the total value of the transaction is \$200,000.00 or less;</p>	<p>Provides authority to approve, execute documentation and conclude real estate transactions regarding the purchase of an interest in land or property.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Corporate Real Estate Office</p> <p>Program Mangers, Corporate Real Estate Office</p> <p>Manager, Realty Services</p> <p>Manager, Realty Initiatives and Development</p>

Section	Delegation	Purpose	Scope
	<p>(b) the funds are within those provided in estimates approved by City Council;</p> <p>(c) Local Planning Appeal Tribunal approval is not required; and</p> <p>(d) all applicable Council-approved policies have been met.</p> <p>The Director of the Corporate Real Estate Office is delegated the authority to approve and execute documentation as required, and conclude real estate transactions involving the acquisition of an interest in land or property, including fee simple acquisitions, easements, rights of way, leases including extensions and renewals thereof, joint use and maintenance agreements, licences including licences of occupation, consents to enter, and mortgages, including amendments to such transactions, provided that:</p> <p>(a) the total value of the transaction is \$1,000,000.00 or less;</p> <p>(b) the funds are within those provided in estimates approved by City Council;</p> <p>(c) Local Planning Appeal Tribunal approval is not required; and</p> <p>(d) all applicable Council-approved policies have been met.</p> <p>The General Manager, Planning, Real Estate and Economic Development is delegated the authority to approve and execute documentation as required, and conclude real estate transactions involving the acquisition of an interest in land or property, including fee simple acquisitions, easements, rights of way, leases including extensions and renewals thereof, joint</p>		

Section	Delegation	Purpose	Scope
	<p>use and maintenance agreements, licences including licences of occupation, consents to enter, and mortgages, including amendments to such transactions, provided that:</p> <ul style="list-style-type: none"> (a) the total value of the transaction is \$2,000,000.00 or less; (b) the funds are within those provided in estimates approved by City Council; (c) Local Planning Appeal Tribunal approval is not required; and (d) all applicable Council-approved policies have been met. <p>The Director of the Corporate Real Estate Office is delegated the authority to approve, conclude and execute amending agreements or consolidation agreements, including related documentation as required, in respect of existing development or redevelopment agreements, as required for the ease of administration, provided that:</p> <ul style="list-style-type: none"> (a) no financial liability is created for the City by the amendment or consolidation; and (b) Local Planning Appeal Tribunal approval is not required. <p>The exercise of this delegated authority pursuant shall be reported to the appropriate Standing Committee on a semi-annual basis. In respect of acquisitions of fee simple interests, easements, or rights of way, the reports shall include a description of the major terms and conditions of such acquisitions.</p>		

Section	Delegation	Purpose	Scope
64	<p>The Manager, Realty Services, the Manager, Realty Initiatives and Development, and the Director of the Corporate Real Estate Office, individually are delegated the authority to execute Agreements of Purchase and Sale which are subject to approval by City Council or which are subject to approval pursuant to delegated authority.</p> <p>The Manager, Realty Services, the Manager, Realty Initiatives and Development, and the Director of the Corporate Real Estate Office, individually are delegated the authority to execute leases, lease extensions/renewals and option agreements which have been approved by City Council or which have been approved by the General Manager, Planning, Real Estate and Economic Development pursuant to subsections 70(2), 72(4) and 73(4).</p> <p>Despite subsection (2), where the City is the owner of property that has been leased by the City to a lessee/tenant, and the lease contains a clause providing for termination on six (6) months notice by the City if the property is required for municipal purposes, the Manager, Realty Services, the Manager, Realty Initiatives and Development, and the Director of the Corporate Real Estate Office individually are delegated the authority to approve, execute documentation as required, and conclude leases, and amendments thereto.</p>	<p>Provides authority to senior levels of CREO to enter into agreements related to the purchase and sale. The authority requires the approval of Council.</p> <p>Includes accountability and reporting mechanism.</p>	<p>Director, Corporate Real Estate Office</p> <p>Manager, Realty Services</p> <p>Manager, Realty Initiatives and Development</p>

Section	Delegation	Purpose	Scope
	Subject to subsection 60(3), the exercise of delegated authority pursuant to subsections (1) to (3) inclusive shall be reported to the appropriate Standing Committee on a semi-annual basis.		
65	<p>The Director of the Corporate Real Estate Office, the Manager, Realty Initiatives and Development, and the Manager, Realty Services, individually are delegated the authority to terminate lease agreements where an event of default has occurred as defined by the specific lease agreement.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee on a semi-annual basis.</p>	<p>Provides authority to the director of CREO and senior managers to terminate City lease agreements.</p> <p>Includes accountability and reporting mechanism.</p>	<p>Director, Corporate Real Estate Office</p> <p>Manager, Realty Services</p> <p>Manager, Realty Initiatives and Development</p>

Section	Delegation	Purpose	Scope
66	<p>The Manager of Realty Services, the Manager, Realty Initiatives and Development, and the Director of the Corporate Real Estate Office, individually are authorized to execute agreements with respect to remediation of contamination in the right-of-way provided that the other party or parties to the agreement:</p> <p>(a) indemnify the City and provide proof of insurance to the satisfaction of the City Solicitor;</p> <p>(b) assume all costs, including the City's costs, associated with the preparation, review and implementation of the off-site management plan and/or remediation plan;</p> <p>(c) provide all test results to the City;</p> <p>(d) assume all responsibility for obtaining approvals associated with the remediation; and</p> <p>(e) pay all costs associated with the preparation and registration of the agreement.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee on a semi-annual basis.</p>	<p>Provides authority to the director of CREO and senior managers to execute agreements with respect to remediation of contamination in the right of way.</p> <p>Includes accountability and reporting mechanism.</p>	<p>Director, Corporate Real Estate Office</p> <p>Manager, Realty Services</p> <p>Manager, Realty Initiatives and Development</p>

Section	Delegation	Purpose	Scope
67	<p>The Director of the Corporate Real Estate Office, the Manager, Realty Initiatives and Development, and the Manager, Realty Services, individually are delegated the authority to waive the administrative fees for the preparation of agreements within the mandate of the Corporate Real Estate Office where the agreement is with another government agency, a charitable organization with a registered Canada Revenue Agency number, a not for profit group funded by the City, or a not for profit group under contract with the City to provide a City program.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee on a semi-annual basis.</p>	<p>Provides authority to the director of CREO and senior managers to waive administrative fees for the preparation of agreements.</p> <p>Includes accountability and reporting mechanism.</p>	<p>Director, Corporate Real Estate Office</p> <p>Manager, Realty Services</p> <p>Manager, Realty Initiatives and Development</p>