



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 172 - 2016

To Amend Various By-laws, including Delegation of Authority By-law 191-2011, Purchasing By-law 310-2015 and Signing Authority By-law 116-2016, to Update Position Authorities Resulting from the New Corporate Structure

WHEREAS The Corporation of the City of Brampton implemented a new organization and department structure on September 6, 2016;

AND WHEREAS Corporate Services Committee, at its meeting of September 7, 2016, passed Recommendation CS122-2016, recommending Council authorize updates to various by-laws for position authorities resulting from the new organization and department structure;

NOW THEREFORE the Council of The Corporation of the City of Brampton ENACTS as follows:

Signing Authority By-law 116-2016

1. That Signing Authority By-law 116-2016 be amended as follows:

a. Section 2 of By-law 116-2016 be deleted and replaced as follows:

“Any one of the:

- (i) Chief Administrative Officer
- (ii) Commissioner, Corporate Services
- (iii) Treasurer
- (iv) Deputy Treasurer
- (v) Director, Finance
- (vi) Senior Manager, Accounting
- (vii) Senior Manager, Revenue
- (viii) Manager, Accounting
- (ix) Manager, Taxation and Assessment
- (x) Manager, Risk & Insurance

is hereby authorized to receive on behalf of the Corporation from the Corporation's authorized Bank a statement of the account of the Corporation together with all relative vouchers and all unpaid bills lodged for collection by the Corporation and all items returned unpaid and charged to the account of the Corporation, and to sign and deliver to the Bank, the Bank's form of verification, settlement of balance and release.”

b. Schedule A to By-law 116-2016 be deleted and replaced as follows:

“**SCHEDULE A TO BY-LAW**

The following are authorized parties for the purposes of this By-law:

Chief Administrative Officer
Commissioner, Corporate Services
Treasurer
Deputy Treasurer
Director, Finance
Senior Manager, Accounting
Senior Manager, Revenue
Manager, Accounting
Manager, Taxation and Assessment
Manager, Risk & Insurance"

- c. Schedule B to By-law 116-2016 be deleted and replaced as follows:

"SCHEDULE B TO BY-LAW

The following are authorized parties for the purposes of section 4(4) of this By-law:

Administrative Assistant to Director, Finance
Administrative Assistant to Senior Manager, Accounting
Administrative Assistant to Senior Manager, Revenue"

Purchasing By-law 310-2015

2. That Purchasing By-law 310-2015 be amended as follows:

- a. The phrases "City Manager", "Acting City Manager" and "Director of Treasury Services" in all Sections of By-law 310-2015 be deleted and replaced with "Chief Administrative Officer", "Acting Chief Administrative Officer" and "Director, Finance", respectively.
- b. The phrase "Executive Leadership Team" in all Sections of By-law 310-2015 be deleted and replaced with "Corporate Leadership Team".
- c. Schedule "E" to By-law 310-2015 be deleted and replaced as follows:

"SCHEDULE "E" TO BY-LAW

Designated Purchasing Agents

The Manager of Purchasing is designated as Purchasing Agent for the City of Brampton.

The Procurement Supervisor is designated as Deputy Purchasing Agent for the City of Brampton.

The Chief Administrative Officer or Treasurer may designate other employees as Purchasing Agent/Deputy Purchasing Agent on a temporary basis."

- d. Schedule "F" to By-law 310-2015 be deleted and replaced as follows:

"SCHEDULE "F" TO BY-LAW

Departments of the City of Brampton

The following are Departments of The City:

Department	Department Head
Office of the Mayor	Mayor
Chief Administrative Officer's Office	Chief Administrative Officer
Public Works and Engineering Department	Commissioner, Public Works and Engineering
Corporate Services Department	Commissioner, Corporate Services
Planning and Development Services Department	Commissioner, Planning and Development Services
Community Services Department	Commissioner, Community Services
Economic Development Department	Director, Economic Development
Fire and Emergency Services Department	Chief, Fire and Emergency Services
Transit Department	Head of Transit

Delegation of Authority By-law 191-2011

3. That Delegation of Authority By-law 191-2011, as amended, be further amended as follows:

a. Section 5.1 of Schedule "A" be deleted and replaced as follows:

"5.1 The Commissioner, Community Services is authorized to execute agreements relating to the usual operations of the Community Services Department but excluding those agreements governed by Schedule B of this By-law."

b. Section 8.1 of Schedule "A" be deleted and replaced as follows:

"8.1 The Director, Finance, or his or her designate, is authorized to execute, on behalf of the City, subject to approval of the City Solicitor, any and all forms by which the Corporation's claims for damages against other parties and their insurers are released."

c. Section 8.2 of Schedule "A" be deleted and replaced as follows:

"8.2 The Treasurer, Deputy Treasurer, Director, Finance, Senior Manager of Revenue or Manager of Taxation and Assessment are authorized to execute, on behalf of The Corporation of the City of Brampton, Minutes of Settlement arising out of tax appeals at the Assessment Review Board or the Ontario Municipal Board that, in the opinion of the signing officer, are in the best interests of The Corporation of the City of Brampton."

d. Section 8.3 of Schedule "A" be deleted and replaced as follows:

"8.3 1. The following officials are hereby authorized to settle claims within the existing insurance deductible in accordance with the requirements of section 2 below:

- (i) the Manager of Risk and Insurance;
- (ii) the Senior Manager of Accounting;
- (iii) the Director of Finance; and
- (iv) the Treasurer

2. The authority to settle claims within the existing insurance deductible shall be exercised, in consultation with legal counsel on claims for amounts over \$25,000, as follows:

- (a) Claims for amounts up to \$25,000, by any one of the officials listed in section 1;

- (b) Claims for amounts over \$25,000 and up to \$100,000, by any two of the officials listed in section 1; and
 - (c) Claims for amounts over \$100,000 and up to \$500,000, by any two of the officials listed in section 1, one of whom must be either the Director of Finance or the Treasurer.
3. Staff will provide an annual report to Council on insurance claims.”
- e. Section 8.4 of Schedule “A” be deleted and replaced as follows:
- “8.4 The Treasurer is authorized, in consultation with the Engineering Services Division of the Public Works and Engineering Department, determine whether new development has advanced to the stage where environmental insurance is no longer required.”
- f. Section 10.2 (i) of Schedule “A” be deleted and replaced as follows:
- “10.2 (i) The Commissioner, Planning and Development Services is hereby delegated all of the Council's authority under Section 51 of the *Planning Act, R.S.O. 1990 c. P. 13* as amended, and to approve condominium descriptions under section 9 of the *Condominium Act, 1998*
- (ii) Despite the authority delegated in paragraph 10.2(i) to the Commissioner, Planning and Development Services, the Commissioner shall seek the approval of the Council prior to draft approving a plan and where a policy decision or a potentially difficult or controversial decision is being made.”
- g. Section 10.3 (i) of Schedule “A” be deleted and replaced as follows:
- “10.3 (i) The powers and authority given to Council under section 41 of the *Planning Act* as amended, are delegated to the Commissioner of Planning and Development Services,
- (ii) where the site plan application is a temporary structure, the powers and authority under section 41 of the *Planning Act*, may also be exercised by the Chief Building Official.
- (iii) The Commissioner, Planning and Development Services is authorized to execute any site plan agreement required pursuant to clause (c) of subsection 41(7) of the *Planning Act*, and any document which may be required to implement the provisions of a site plan agreement.
- (iv) where the site plan agreement or any document required to implement the provisions of the site plan agreement relates to a temporary sales office the Commissioner, Planning and Development Services or the Chief Building Official are is authorized to execute that site plan agreement or document.”
- h. Section 10.5 (i) of Schedule “A” be deleted and replaced as follows:
- “(i) The powers and authority that may be delegated by Council to a Committee or employee under section 70.2 and Regulation 608/06 of the *Planning Act R.S.O. 1990 c.P.13* as amended, with respect to Development Permit System Areas, are delegated to a Commissioner, Planning and Development Services for the following areas:
- 1) Main Street North Development Permit System Area as set out in By-law 230-2012.”
- i. Sections 11.1, 11.2 and 11.3 of Schedule “A” be deleted and replaced as follows:
- “Commissioner, Public Works and Engineering

- 11.1 The Commissioner, Public Works and Engineering is appointed as the person to designate construction zones in Brampton, for the purposes of subsection 128(8.1) of the *Highway Traffic Act* where a City permit involves construction or repair of a highway, or works near to a highway.
- 11.2 The Commissioner, Public Works and Engineering may authorize the use of a highway or boulevard during building operations and issuance of road occupancy permits subject to such conditions as the Commissioner may determine appropriate.
- 11.3 The Commissioner, Public Works and Engineering may authorize the use of highways or sidewalks under the City's jurisdiction by persons seeking to place, construct, maintain and use objects in, on or under or over the highways or sidewalks, prescribing conditions for such use and executing any agreements required for such use, but excluding those agreements governed by Schedule B."
- j. Section 11.4 of Schedule "A" be deleted and replaced as follows:
- "11.4. The Chief Administrative Officer or the Head of the Transit Department or his/her designate, are authorized to execute Standard Transit Service Agreements and amendments, defined as agreements between The Corporation of the City of Brampton and other parties, which help to improve the integration of transit services, improve connectivity between transit services, have no negative financial impact on the Corporation, and allow the Corporation to terminate the agreement within a six month time period, as may be required from time to time, in a form satisfactory to the City Solicitor."
- k. Section 18 of Schedule "A" be deleted and replaced as follows:
- "Commissioner, Planning and Development Services
18. The Commissioner, Planning and Development Services is authorized to approve applications under the Sign Permit Fee Subsidy Program of the Community Improvement Plan."
- l. All remaining references to "Chief" throughout all Sections, Schedule "A" and Schedule "B" be replaced with "Commissioner" unless the reference to "Chief" is to identify the Chief Administrative Officer or Acting Chief Administrative Officer
- m. All remaining references to "Chief Corporate Services Officer" throughout Schedule "A" and Schedule "B" be replaced with "Commissioner, Corporate Services"
- n. All remaining references to "Chief Public Services Officer" throughout Schedule "A" and Schedule "B" be replaced with "Commissioner, Community Services"
- o. All remaining references to "Chief Planning and Infrastructure Services Officer" throughout Schedule "A" and Schedule "B" be replaced with "Commissioner, Planning and Development Services"
- p. All remaining references to "Public Services Department" and "Planning and Infrastructure Services Department" in Schedule "A" be replaced by the "Community Services Department" and "Planning and Development Department", respectively



ENACTED and PASSED this 14th day of September, 2016.

Approved as to
form.
2016/09/20
Denis Squires

Approved as to
content.
2016/09/12
Peter Fay



Linda Jeffrey, Mayor

Peter Fay, City Clerk