

The Corporation of the City of Burlington

City of Burlington By-law XX-2026

A by-law to amend B-law 71-2023, to delegate approvals to staff

File: LLS-13-26

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

Whereas Council of The Corporation of the City of Burlington passed By-law 71-2023 being the Delegated Authority By-law delegating certain approvals to staff; and

Whereas it is deemed necessary to amend Schedule A of the Delegated Authority By-law to authorize the City Clerk to designate an event as an event of municipal significance for the purpose of obtaining a Special Occasion Permit; and

Whereas it is deemed necessary to amend Schedule B of the Delegated Authority By-law to streamline decision making processes for various planning matters related to part lot control; and

Whereas it is deemed necessary to amend Schedule C of the Delegated Authority By-law to authorize the Director of Community Planning, or their designate, to execute Heritage Conservation Agreements; and

Whereas it is deemed necessary to amend Schedule G of the Delegated Authority By-law to authorize the Director of Engineering Services, or their designate, to approve and execute site alteration agreements; and

Whereas it is deemed necessary to amend Schedule I of the Delegated Authority By-law to improve operational efficiencies; and

Whereas it is deemed necessary to add Schedule M to the Delegated Authority By-law to authorize the Chief Building Official to approve and execute demolition agreements to reduce administrative delays and support timely service delivery; and

Whereas it is deemed necessary to amend By-law 71-2023 to reflect the addition of Schedule M to By-law 71-2023, Building in the listing of schedules throughout By-law 71-2023;

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

1. That Part 2 – Nature and Scope of Delegation of Powers and Duties, subsection 2.1 (1), be amended by adding the words “Schedule M – Building” immediately following “Schedule L – By-law Compliance”.
2. That Part 2 – Nature and Scope of Delegation of Powers and duties, subsection 2.1 (2) through to (4), section 2.2, and subsection 2.4 (2), be amended by deleting the words “Schedules A through L” and replacing them with words “Schedules A through M”.
3. That Part 3 – Execution and Amendment of Documents, sections 3.1 through to 3.5, be amended by deleting the words “Schedules A through L” and replacing them with words “Schedules A through M”.
4. That Schedule A to By-law No. 71-2023, City Clerk, be amended by adding the following new section immediately following section 6:

7.	Authority to designate an event as an event of municipal significance for the purpose of obtaining a Special Occasion Permit under the Alcohol and Gaming Commission of Ontario, in accordance with the City of Burlington’s Municipal Alcohol Policy.	City Clerk or delegate	
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5. That Schedule B to By-law No. 71-2023, Planning, section 17(b), Part Lot Control, be amended by deleting the words “upon receipt of a recommendation from City Council,” in the Delegated Authority column.
6. That Schedule C to By-law No. 71-2023, Heritage, be amended by adding the following new section immediately following section 3 and renumbering the sections that follow:

4.	Authority to execute Heritage Conservation Agreements.	Director of Community Planning or delegate	Consult with the Heritage Burlington Advisory Committee, as needed.
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7. That Schedule G to By-law No. 71-2023, Engineering Services, be amended by adding the following new heading and section immediately following section 9:

Site Alteration Agreements			
10.	Authority to approve and execute site alteration agreements.	Director of Engineering Services or delegate	

8. That Schedule I to By-Law No. 71-2023, Recreation, Community and Culture, section 3, Provision of Recreation, Community and Culture Services be amended by adding the words “or designate” immediately following “Director of Recreation, Community and Culture” in the Delegate column.
9. That By-law No. 71-2023 be amended by adding the following new Schedule M to By-law 71-2023, Building, immediately following Schedule L:

SCHEDULE M to By-law 71-2023

Building

No.	Delegated Authority	Delegate	Conditions/Restrictions
1.	<p>Authority to negotiate, execute, administer and discharge demolition agreements, including authority to:</p> <p>(a) enter into, execute, and administer demolition agreements on behalf of the City, where such agreements are required as a condition of issuing a demolition permit under the Ontario Building Code Act or applicable municipal by-laws;</p> <p>(b) collect, hold, and release any securities or deposits associated with demolition agreements;</p> <p>(c) execute any ancillary documents necessary to give effect to the demolition agreement;</p>	Chief Building Official	

	<p>(d) take all actions necessary to enforce the terms of the demolition agreement;</p> <p>(e) enter any building subject to a demolition agreement, at reasonable times and upon reasonable notice where required, for the purpose of securing the site and removing any contents or materials remaining within the building;</p> <p>(f) remove, transport, and store any such contents or materials at the sole cost and expense of the owner, without liability to the City, the CBO, or their agents for loss of or damage to such contents, except in cases of gross negligence or willful misconduct; and</p> <p>(g) authorize the disconnection, termination, or securing of any utility or service to the building, where necessary to carry out or enforce the Demolition Agreement or to address health, safety, or property protection concerns.</p>		
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10. Subject to the amendments made in this By-law, in all other respects, By-Law No. 71-2023 is hereby confirmed and remains unchanged.

11. This By-law comes into force on the date of its passing.

Passed this 10th day, of March, 2026

Mayor Marianne Meed Ward

City Clerk Mike de Rond
