

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON JUNE 22, 2020
FROM:	ANNA LISA BARBON MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER
SUBJECT:	DELEGATION OF AUTHORITY FOR BUILDING PERMIT APPLICATIONS

RECOMMENDATION

That, on the recommendation of the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer, the attached proposed by-law (Appendix "A") being "A by-law to delegate authority to the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer or designate, to apply through the City's Building Division for any necessary permits with respect to Council approved Capital Works Project **BE INTRODUCED** at the Municipal Council meeting to be held on June 29, 2020.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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May 10, 2006 – Board of Control – Building Division Permit Application

BACKGROUND

Background

Under the *Building Code Act*, the Province prescribes various administrative forms including, but not limited to, the "Application for a Permit to Construct or Demolish". This form requires the representative who is completing the application on behalf of a corporation to declare that they have the "authority to bind the Corporation".

Finance and Corporate Services, through the Facilities Division, routinely applies for permits to complete Council approved capital projects and other permits for maintenance activities e.g. plumbing permits.

In 2006, Municipal Council approved the delegation of authority to apply for building permits through the City's Building Division to the Director of Fleet, Facilities and Departmental Resources and the Division Manager of Facilities Design and Construction. Unfortunately, these positions no longer exist in the Civic Administration organizational chart.

Purpose

The purpose of this report is to seek delegation authority to procure the necessary building permits issued by the Chief Building Official under the *Ontario Building Code Act* for Council approved projects.

The proposed attached by-law (Appendix "A") would provide for the delegation of authority to apply for building permits for City of London Council approved capital projects to the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer, and allow for specific Facilities Division personnel to be designated to sign for the building permits.

The Facilities Division on average applies for 50 permits each year which could potentially add 50 additional committee reports each year in order to seek Council approval to apply for building permits. The delegation of authority will continue to reduce administrative costs and maintain efficiencies.

Conclusion

Building permit applications required by the City’s Facilities Division for Council approved capital projects can be efficiently handled by providing the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer with the authority and the ability to designate specific Facilities Division personnel to sign for the building permits.

PREPARED BY:	CONCURRED BY:
JOHN DEVITO, P.ENG. MANAGER FACILITIES DESIGN & CONSTRUCTION	TIM WELLHAUSER, C.I.M. DIVISION MANAGER FACILITIES
RECOMMENDED BY:	
ANNA LISA BARBON, CPA, CGA MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER	

cc. George Kotsifas, P. Eng., Managing Director, Development and Compliance Services and Chief Building Official

Appendix “A”

Bill No.
2020

By-law No.

A by-law to delegate authority to the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer, or designate, to apply through the City’s Building Division for any necessary permits with respect to Council approved Capital Works Projects.

WHEREAS section 5(3) of the *Municipal Act, 2001* S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS section 23.1 of the *Municipal Act, 2001* provides that a municipality may delegate its powers and duties to a person or body subject to the restrictions set out in that section of the *Municipal Act, 2001*;

AND WHEREAS The Corporation of the City of London (the “City”) has by by-law adopted a Delegation of Powers and Duties Policy;

AND WHEREAS it is deemed expedient for the City to delegate authority to the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer, or designate, to apply through the City’s Building Division for any necessary permits with respect to Council approved Capital Works Projects;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. The authority to apply through the City’s Building Division for any necessary permits with respect to Council approved Capital Works Projects is hereby delegated to the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer, or designate;
2. Scope of Power:
 - i) The municipality may revoke any delegation under this by-law at any time without notice;
 - ii) Nothing in this delegation shall limit the municipality’s right to revoke the delegation beyond the term of the council that made the delegation;
 - iii) Both the City and the delegate can exercise the powers delegated under this by-law.
3. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council on _____, 2020.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First reading -
Second reading –
Third reading –