

“OFFICER DESIGNATION AND DELEGATION OF AUTHORITY BYLAW”

Consolidated Version

2023-MAR-06

Includes Amendment: 7353.01

CITY OF NANAIMO

BYLAW NO. 7353

A BYLAW TO PROVIDE FOR THE APPOINTMENT OF OFFICERS AND THE DELEGATION OF AUTHORITY

WHEREAS under Section 146 of the *Community Charter*, the Council must, by bylaw, establish officer positions in relation to the powers, duties and functions under sections 148 and 149 and assign powers, duties and functions to its officer positions;

AND WHEREAS under Section 154 of the *Community Charter*, Council may, by bylaw, delegate its powers, duties and functions, including those specifically established by an enactment, to its officers and employees;

AND WHEREAS Council considers that there are a number of circumstances where delegation of certain of its powers, duties and functions would foster good government;

THEREFORE BE IT RESOLVED that the Council of the City of Nanaimo, in open meeting assembled, ENACTS AS FOLLOWS:

1. Title:

This Bylaw may be cited as “OFFICER DESIGNATION AND DELEGATION OF AUTHORITY BYLAW, 2022 NO. 7353”.

2. Scope of Bylaw:

Unless a power, duty or function of Council has been expressly delegated by this Bylaw or another City bylaw, all the powers, duties and functions of Council remain with Council. Nothing in this Bylaw affects Council’s authority to exercise any of the powers, duties and functions delegated by this Bylaw or another City bylaw, or Council’s authority to reconsider decisions delegated by this Bylaw or another City bylaw in accordance with the City’s Appeal Procedure Bylaw.

3. Interpretation:

3.1 Except as otherwise defined in this Bylaw, words or phrases herein will be construed in accordance with their meanings under the *Community Charter*, SBC 2003, c.26, *Local Government Act*, RSBC 2015, c.1 and *Interpretation Act*, RSBC 1996, c.238, as the context and circumstances may require.

3.2 A reference to a statute refers to a statute of the Province of British Columbia, and a reference to any statute, regulation or bylaw refers to that enactment as amended or replaced from time to time.

3.3 Headings in this Bylaw are for convenience only and must not be construed as defining, or in any way limiting the scope or intent of this Bylaw.

3.4 If any part of this Bylaw is held to be invalid by a court of competent jurisdiction, the invalid part is severed and the remainder continues to be valid.

3.5 In the event of a conflict between this Bylaw and another City bylaw or policy governing delegation of authority by Council, this Bylaw governs.

4. Schedules:

Schedule “A” “City Bylaws Delegating Authority” does not form part of this Bylaw and is attached for reference and information purposes only, and the absence or omission of a reference within Schedule “A” to another City bylaw delegating authority does not alter or affect the validity of such delegation.

5. Definitions:

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| “Applicant” and “Application” | Means the person submitting an application to the City. |
| “Approving Officer” | Means the person appointed as the City’s approving officer under section 77 of the Land Title Act, RSBC 1996 . |
| “Authorized Designate” | Means a person to whom the powers, duties and functions of a Statutory Officer or Employee are assigned under section 7 in the absence of that Statutory Officer or Employee. |
| “Bylaw Enforcement Officer” | Has the same meaning as in the <i>Local Government Bylaw Enforcement Notice Act</i> , SBC, 2003, c.60. |
| “Chief Administrative Officer” | Means the municipal officer appointed under section 147 [<i>Chief administrative officer</i>] of the <i>Community Charter</i> . |
| “City” | Means the City of Nanaimo. |
| “Council” | Means the Council of the City of Nanaimo. |
| “Director” | Means any Employee of the City fulfilling the function of the Director of a specific operational and/or functional area and/or program for the City. |
| “Director, Finance” | Means the municipal officer appointed under section 149 [<i>Financial officer</i>] of the <i>Community Charter</i> . |
| “Director, Legislative Services” | Means the municipal officer appointed under section 148 [<i>Corporate officer</i>] of the <i>Community Charter</i> . |
| “Employee” | Means an exempt or union employee of the City other than a Statutory Officer. |
| “Facility Rental Agreement” | Means an agreement for the rental of a City owned facility or parkland that is under one year in duration. |
| “General Manager” | Means the General Manager who has functional responsibility and accountability for operations of a specific City division. |

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| "Head" | Means the position designated as the head of the public body for the purposes of Section 77 of the <i>Freedom of Information and Protection of Privacy Act</i> . |
| "Licence of Use Agreement" | Means a contract up to one year in duration between two parties to use land (or space inside of a building) for a specific purpose. |
| "Park" | Has the same meaning as set out in the Parks, Recreation and Culture Regulation Bylaw . |
| "Statutory Officer" | Means a person appointed under section 146 of the <i>Community Charter</i> and holding a position described in section 6 of this Bylaw. |

6. Statutory Officers of the City:

- 6.1 The persons holding the following positions with the City are established as Statutory Officers of the City under [section 146](#) of the *Community Charter* and are also designated as "municipal employees" for the purposes of the [Financial Disclosure Act, RSBC 1996](#).
 - (a) Chief Administrative Officer;
 - (b) Director, Legislative Services; and
 - (c) Director, Finance
- 6.2 The Chief Administrative Officer is assigned the powers, duties and functions of Chief Administrative Officer under [section 147](#) of the *Community Charter*.
- 6.3 The Director, Legislative Services is assigned the powers, duties and functions of corporate officer under [section 148](#) of the *Community Charter*.
- 6.4 The Director, Finance is assigned the powers, duties and functions of financial officer under [section 149](#) of the *Community Charter*.
- 6.5 Notwithstanding any other section of this Bylaw, only the persons holding positions set out in s 6.1 are considered "Statutory Officers" for the purposes of [section 152 of the Community Charter](#). A person appointed as a Statutory Officer's deputy, or appointed to act in the place of a Statutory Officer from time to time, is not considered a Statutory Officer for the purposes of [section 152](#) of the *Community Charter*.

7. Authorized Designates:

- 7.1 During the absence of a Statutory Officer or Employee to whom powers, duties or functions have been delegated by bylaw, such powers, duties or functions are assigned:
 - (a) firstly, to the deputy of the Statutory Officer, if applicable;
 - (b) secondly, if no deputy has been appointed, or in the case of an Employee, to the immediate supervisor for the position to which the authority is delegated; and
 - (c) thirdly, if the Statutory Officer's or Employee's immediate supervisor is unable to act, to the Chief Administrative Officer.

8. Appointment to two or more positions:

- 8.1 Nothing in this Bylaw will prevent the appointment of the same person to two (2) or more offices or positions.

9. Notices

- 9.1 The Corporate Officer is delegated authority to give notice under the following sections of the *Community Charter* and *Local Government Act*:
- (a) [section 127\(1\)\(b\)](#) [*Notice of council meetings*] of the *Community Charter*;
 - (b) [section 99\(3\)](#) [*Annual meeting on report*] of the *Community Charter*;
 - (c) [section 466\(1\)](#) [*Notice of public hearing*] of the *Local Government Act* ;
 - (d) [section 467\(1\)](#) [*Notice if public hearing waived*] of the *Local Government Act*; and
 - (e) [section 494\(1\)](#) [*Public notice and hearing requirements*] of the *Local Government Act*.
- 9.2 The Director, Finance is delegated authority to give notice under the following sections of the *Community Charter*:
- (a) [section 227\(1\)](#) - [*Notice of Permissive Tax Exemptions*]; and
 - (b) [section 647\(1\)](#) – [*Notice of Annual Tax Sale*].
- 9.3 The Director, Corporate and Business Development is delegated authority to give notice under the following sections of *Community Charter*:
- (a) [section 26\(1\)](#) – [*Notice of proposed property disposition*]; and
 - (b) [section 40\(3\)](#) – [*Notice of permanent closure and removal of highway dedication*].
- 9.4 The Manager, Permit Centre and Business Licensing is delegated authority to give notice under [section 59\(2\) and \(3\)](#) of the *Community Charter* – [*Powers to require and prohibit – business regulation*].
- 9.5 The Director, Development Approvals is delegated authority to give notice under the following sections of the *Local Government Act*:
- (a) [section 499\(1\)](#) – [*Notice to affected property owners and tenants*];
 - (b) [section 503\(1\) and \(3\)](#) [*Notice of permit on land title*]; and
 - (c) [section 594\(1\)](#) - [*Notice on land titles*].
- 9.6 The Director, Development Approvals is delegated authority to give and file notices under [section 29\(2\)](#) of the *Agricultural Land Commission Act* [*Exclusion applications – notice of public hearing*].
- 9.7 A power to give notice under this section includes the power to exercise any associated discretion conferred on Council by the relevant section in respect of the notice, including to determine the form and content of the notice and the manner and time at which it is to be given, where such matters are not otherwise prescribed by statute, bylaw or the Council.

10. Personnel administration and appointments:

- 10.1 The Chief Administrative Officer is delegated the following powers and functions:
- (a) to designate a person to act in their absence;
 - (b) to appoint, promote, discipline, suspend and terminate its Employees, subject, to the terms of a contract of employment or a collective agreement.

- (c) to appoint Approving Officers under [section 77](#) [*Appointment of municipal approving officers*] of the *Land Title Act*;
- (d) to appoint or suspend Statutory Officers per [section 154\(3\)](#) [*Delegation of council authority*] of the *Community Charter*; and
- (e) regarding every closed meeting of Council during which the Corporate Officer or designate is excused from the meeting or part of the meeting, acting in the Corporate Officer's place for the purpose of:
 - (i) ensuring that accurate minutes for such portion of the meeting are prepared; and
 - (ii) maintaining and keeping safe the records of such portion of the meeting in a secure location.

10.2 The Director, Legislative Services is assigned the responsibility for administering civic elections and other voting procedures as the Chief Election Officer.

11. Agreements – Miscellaneous

- 11.1 The Director, Finance is delegated the power to enter into and execute agreements in relation to grant monies for approved projects.
- 11.2 The Director, Information Technology is delegated the power to enter into and execute agreements for information sharing.
- 11.3 The Corporate Officer may execute on behalf of the City instruments to be deposited with the Land Title and Survey Authority that are approved in accordance with this Bylaw.

12. Authority to commence legal action

- 12.1 The Chief Administrative Officer is delegated authority to instruct legal counsel to commence or defend any action or proceeding in any court of law, or before any tribunal, arbitrator, or any other person, for or on behalf of the City.

13. Authority to settle claims/liability suits

- 13.1 The Chief Administrative Officer is delegated the power to settle uninsured claims, whether legal proceedings have been commenced or not, subject to the settlement being for not more than \$100,000 and sufficient funds having been allocated and approved by Council under the Financial Plan Bylaw to satisfy the settlement.

14. Bylaw Enforcement

- 14.1 The Chief Administrative Officer and General Manager, Development Services are each delegated the authority to appoint Bylaw Enforcement Officers under [section 3\(f\)](#) [*Bylaw Enforcement Officers*] of the *Bylaw Enforcement Ticket Regulation*.

15. Land purchases

- 15.1 The Director, Corporate and Business Development is delegated authority to acquire land, or interests in land, up to \$75,000, subject to the purchase being for a municipal project approved by Council and sufficient funds having been allocated and approved by Council under the Financial Plan Bylaw.

16. Registration of road dedication, statutory rights-of-way and covenants

- 16.1 Council delegates its powers to authorize and execute the registration of statutory rights-of-way and covenants over land to the General Manager, Development Services and Director, Development Approvals, where required as a condition of a planning approval or building approval.

17. Builders liens

- 17.1 The General Manager, Development Services and Director, Development Approvals, ~~is~~ are delegated the authority to file and discharge notices of interest under the *Builders Lien Act*.

18. Discharge of obsolete charges

- 18.1 The Approving Officer is delegated the authority to discharge obsolete charges and legal notations from the title to real property where no longer required for subdivision, engineering, planning, or building purposes.

19. Encroachments within rights of way

- 19.1 The General Manager, Engineering and Public Works, General Manager, Parks, Recreation and Culture, and Director, Corporate and Business Development, are each delegated authority to authorize and execute encroachments within road and other rights-of-way.

20. Temporary municipal land and street use

20.1 Facility Rental Agreements (Parks and Municipal Recreation Facilities)

The General Manager, Parks, Recreation and Culture, Director, Facility & Parks Operations, Director, Recreation and Culture, Managers of Recreation, Aquatics Arenas, Culture and Events, and Parks Operations are each delegated the authority to enter into and execute Facility Rental Agreements for parks, and municipal recreation facilities, up to one year in duration.

20.2 Licence of Use Agreements (City Owned Parkland):

- a) The General Manager, Parks, Recreation and Culture, Director, Facility and Parks Operations and the Director, Recreation and Culture are delegated the authority to enter into and execute License of Use Agreements for City owned parkland with a market value annual rent up to \$50,000.
- b) The Chief Administrative Officer is delegated the authority to enter into and execute License of Use Agreements for City owned parkland with a market value annual rent up to \$250,000.

20.3 License of Use Agreements (Municipal Land)

The Director, Corporate and Business Development is delegated the authority to enter into and execute License of Use Agreements for uses of municipal land for properties with a market value annual rent less than \$50,000.

20.4 Assignment of Leases or Licenses (Parks Spaces)

The General Manager, Parks, Recreation and Culture is delegated the authority to assign leases and licenses for parks.

20.5 Assignment of Leases of Licenses (Municipal Land)

The Director, Corporate and Business Development is delegated the authority to assign leases and licenses for municipal land.

20.6 Temporary Encroachment Agreements (Municipal Land)

The Director, Corporate and Business Development is delegated the authority to enter into and execute temporary encroachment agreements for private use on municipal land.

20.7 Special Event Permits

Council delegates its powers to issue special event permits for temporary uses of:

- (a) municipal lands to the General Manager, Development Services,
 - (b) municipal roads (including temporary private uses or occupation of municipal streets) to the General Manager, Engineering and Public Works, and
 - (c) municipal parks and recreation areas to the General Manager, Parks, Recreation and Culture, Director, Recreation and Culture, Director, Facilities and Parks Operations, and Manager, Culture and Special Events,
- subject to the permit being for a term not more than 14 days.

20.8 For the purpose of subsections 20.1 through 20.8 above, the Chief Administrative Officer, General Manager, Development Services, General Manager, Engineering and Public Works, General Manager, Parks, Recreation and Culture, and the Director, Corporate and Business Development may set out conditions, including conditions relating to compensation, indemnification, insurance, security, machinery, equipment, times of use, and compliance with applicable laws and any restrictions on title to property to which the agreement, licence or permit relates.

21. Land use approvals

21.1 The General Manger, Development Services, Director, Development Approvals, and Corporate Officer are each delegated the following powers, duties and functions:

- a) The power to enter into, execute and have registered a covenant or amendment to a covenant under [section 56](#) [*Requirement for geotechnical report*] of the *Community Charter* or [section 219](#) [*Registration of covenant as to use and alienation*] of the *Land Title Act*; and
- b) the power to execute on behalf of the City a discharge of a covenant referred to in subsection (a) which is no longer required or is to be replaced.

21.2 The General Manager, Development Services, General Manager, Engineering and Public Works, Director, Corporate and Business Development, Director, Development Approvals, and Corporate Officer are each delegated the following powers, duties and functions:

- a) The power to acquire a statutory right of way or easement or amendment to a statutory right of way or easement on behalf of the City in connection with the operation of a sewer, water or drainage works, or for the purpose of trails or pedestrian or vehicular access.
- b) The power to execute a discharge of a statutory right of way or easement referred to in section 20.2 (a) which is no longer required by the City or is to be placed.

21.3 The Approving Officer is delegated the authority to enter into an agreement with an owner of land that is being subdivided, or land on which a building permit is being issued, which details the works and services required to be completed or which have been completed, in connection with the subdivision or building.

22. Development Permits

22.1 Subject to Section 22.3, the General Manger, Development Services and Director, Development Approvals are delegated the power to issue a development permit under [Division 7 of Part 14](#) of the *Local Government Act*.

22.2 Without limiting the generality of the delegation of authority in Section 22.1, the authority delegated includes the authority to require an Applicant for a development permit to provide:

- a) a report or other information required by the General Manager, Development Services to evaluate the proposed development or subdivision; and
- b) security in an amount stated in the development permit by way of an irrevocable letter of credit or the deposit of other securities in a form satisfactory to the General Manager, Development Services or Director, Development Approvals.

22.3 The delegation does not include:

- a) development permits within the Development Permit Area DPA 2 (Hazardous Slopes), created to protect development from hazardous conditions under [section 488\(1\)\(b\)](#) of the *Local Government Act* where the estimated cost is greater than \$400,000;
- b) development permits within the Development Permit Area DPA1 (Environmentally Sensitive Area), created to protect the natural environment, its ecosystems and biological diversity under section 488(1)(a) of the *Local Government Act* and to protect development from hazardous conditions under section 488(1)(b) of the *Local Government Act* where one or more of the following is applicable:
 - (i) the applicant has requested a variance greater than 20 percent from the Zoning Bylaw standard or requirement for leave strips; or
 - (ii) a variance in excess of 50% of any other Zoning Bylaw standard or requirement.

- c) development permits within a Development Permit Area created under [section 488\(1\)\(f\)](#) of the *Local Government Act* in relation to form and character of multi-family development, where one or more of the following is applicable:
 - i) the number of dwelling units proposed exceeds 100 units; or
 - ii) the Applicant has requested a variance greater than 50 percent of the Zoning Bylaw standard or requirement;
- d) development permits within a Development Permit Area created under [section 488\(1\)\(f\)](#) of the *Local Government Act* in relation to form and character of industrial development where the following is applicable:
 - i) the Applicant has requested a variance greater than 50 percent of the Zoning Bylaw standard or requirement;
- e) development permits where the Applicant has requested a variance for signage that is not considered by the General Manager, Development Services to be an integral part of a building's design;
- f) development permits where the Applicant has requested a variance to increase height greater than one metre above the Zoning Bylaw standard or requirement.

22.4 The Applicant who is subject to a decision of the General Manager, Development Services or Director, Development Approvals under Section 22.1 is entitled to have the decision reconsidered by Council in accordance with the City's Appeal Procedure Bylaw.

23. Strata Conversion Approvals

23.1 The Approving Officer is delegated the authority for approving or rejecting applications for strata conversions of previously occupied buildings, pursuant to section 242(1) of the *Strata Property Act*.

24. Provision of Park Land through Subdivision

24.1 The Approving Officer is delegated the authority to determine whether the owner must provide land or cash in lieu of land under [section 510\(2\)\(b\)](#) of the *Local Government Act* and to determine the amount and acceptable location of park land to be dedicated under [section 510\(1\)\(a\)](#) of the *Local Government Act*.

25. Minimum Lot Frontage Requirements

25.1 The Approving Officer is delegated the authority pursuant to section 512(2) of the *Local Government Act* to exempt a parcel from minimum frontage requirements provided for within section 512(1) of the *Local Government Act* and the Zoning Bylaw.

26. Notices of Title

26.1 The General Manager, Development Services is delegated the authority to register, amend, or discharge from title, notice of a housing agreement under [section 483](#) of the *Local Government Act* or notice of a permit under [section 503](#) of the *Local Government Act*.

27. Statutory Conditions and Restrictions

27.1 A person to whom powers, duties or functions are delegated under this bylaw may only exercise those powers, duties or functions subject to any applicable conditions and restrictions established by statute in relation to them.

28. Repeal

The following bylaws, and any and all amendments, are hereby repealed:

- a) “Bylaw Enforcement Bylaw 1984 No. 2700”
- b) “Employees Financial Disclosure Bylaw 1986 No. 2986”
- c) “Officers Appointment and Delegation Bylaw 2006 No. 7031”

PASSED FIRST READING: 2022-SEP-21

PASSED SECOND READING: 2022-SEP-21

PASSED THIRD READING: 2022-SEP-21

ADOPTED: 2022-OCT-03

SCHEDULE "A"

City Bylaws Delegating Authority
(for reference and information purposes)

| Bylaw | General Description of Authority | Position |
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| Animal Responsibility Bylaw | To establish, maintain, operate and regulate a Pound. Enforce provisions of the bylaw | Poundkeeper Peace Officer Bylaw Enforcement Officer Poundkeeper Animal Control Officer |
| Breachin Boat Ramp Facilities Regulation Bylaw | Issue commercial permits | Director, of Parks, Recreation and Culture |
| Building Bylaw | Administer the Bylaw; establish that the methods and types of construction and materials conform to the requirements; issue permits, refuse to issue a Building Permit or withhold occupancy; revoke a Building Permit; and order the correction of any work; and may post a Stop Work Order | Building Official |
| Business Licence Bylaw | Issue, suspend or cancel business licences. To enter onto any property to ascertain whether the requirements of the bylaw are being met | Licence Inspector |
| Cemetery Bylaw | To grant an Interment Rights Certificate and issue licences and permits for interment and/or memorial installation | Director, Finance |
| Chauffeurs Regulation Bylaw | To grant, suspend, and cancel Chauffeur permits | Officer in Charge, RCMP |
| Consolidation of Bylaws Authorization Bylaw | To consolidate bylaws | Director, Legislative Services |

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| Cross Connection Control Bylaw | To enter onto any property to access private water systems on private property, impose minimum standards regarding backflow prevention and inspect backflow preventers | Public Works Employees Bylaw Enforcement Officers |
| Crossing Control Bylaw | Approve Crossing Permits and enter onto any parcel served by a crossing to ascertain whether the requirements of the bylaw are being met. | City Engineer |
| Delegation of Authority (Property Maintenance) Bylaw | To enforce the provisions of Property Maintenance and Standards Bylaw No. 7242 | Manager, Bylaw Services |
| Development Approval Information Bylaw | To require an Applicant to provide development approval information | General Manager, Development Services Director, Development Approvals, General Manager, Engineering & Public Works, Director, Engineering, Director, Community Development |
| Firearms Regulation Bylaw | To issue a permit for the discharge of firearms for a specific purpose | Officer in Charge, RCMP |
| Fire Protection and Life Safety Regulation Bylaw | Take all measures to control and extinguish fires; enforce bylaws and the Fire Services Act and sign/execute First Responder Training Agreements (VIERA) Appointed as the Local Assistant to the to the Fire Commissioner | Fire Chief |
| Fireworks Regulation Bylaw | Approve, suspend or revoke Fireworks Permits | Fire Chief |
| Flood Prevention Bylaw | Issue permits for works that will affect the flow of water in a watercourse, subject to Development Permit approval by Council | General Manager, of Development Services |
| Freedom of Information and Protection of Privacy Bylaw | Appointed as the “Head” | Corporate Officer and Deputy Corporate Officer |

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| Heritage Procedures Bylaw | Approve Heritage Alteration Permits subject to conditions set out in section 5.3 and sign Heritage Revitalization Agreements (once the Design Advisory Panel has provided its recommendation) | General Manager, of Development Services |
| Management and Protection of Trees Bylaw | Administer the bylaw and issue tree removal permits | Director, Development Approvals |
| Management Terms and Conditions of Employment Bylaw | Hiring, termination and restructuring for all staff Administering exempt staff compensation in accordance with the Exempt Salary Administration Policy Appointing Excluded Employees Termination of Excluded Employees | Chief Administrative Officer Chief Administrative Officer Department Directors and Chief Administrative Officer Director in consultation with Chief Administrative Officer |
| Mobile Home Parks Bylaw | To enter into any mobile home part in order to inspect and ensure provisions of the bylaw are being complied with | Manager, Building Inspections |
| Municipal Solid Waste Collection Bylaw | To enter on a property to determine whether the provisions of the bylaw are being complied with | General Manager, Engineering and Public Works, RCMP Officer or any Bylaw Enforcement Officers |
| Nanaimo Emergency Program Bylaw | To act as Director of the Emergency Coordination Centre in the event of an emergency. Authority to expend funds (not in the City's financial plan) required for the preservation of life, health and protection of property up to \$250,000 | Director, of Engineering and Public Works |
| Noise Control Bylaw | To provide bylaw exemptions for extraordinary construction projects To enter on any property to ascertain whether the requirements of the bylaw are being met | Director, of Public Works Bylaw Enforcement Officers or Peace Officer |

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| Parks, Recreation and Culture Regulation Bylaw | <p>Impound and store or discard chattels and structures from any City park in violation of the bylaw</p> <p>Issue Park Licence Use Agreements and Administer provisions of the bylaw</p> | General Manager, Parks, Recreation & Culture |
| Political Signage Regulation Bylaw | Remove political signs placed illegally | Bylaw Enforcement Officers |
| Property Maintenance and Standards Bylaw | <p>To enforce the bylaw regulations</p> <p>Authority to enter on a property to determine whether the provisions of the bylaw are being complied with</p> | <p>Manager, of Bylaw Services</p> <p>Bylaw Enforcement Officers</p> |
| Public Nuisance Bylaw | To enforce the bylaw regulations | Bylaw Enforcement Officers |
| Purchasing Power Delegation Bylaw | To execute contracts and/or purchases of goods and services, subject to limits delegated in Council's Procurement Policy and Standard Operating Procedures | Chief Administrative Officer Director, Finance Manager, of Purchasing |
| Recreational Vehicle Park and Campground Regulation Bylaw | To administer the provisions of the bylaw and authority to enter on a property to determine whether the provisions of the bylaw are being complied with | Building Inspector |
| Records Management Bylaw | To manage and maintain the City's records management system | Corporate Officer |
| Secondhand Dealers and Pawnbrokers Bylaw | Authority to enter on a property to determine whether the provisions of the bylaw are being complied with | Officer in Charge, RCMP Licence Inspector Bylaw Enforcement Officers |
| Sewer Regulation and Charge Bylaw | Authority to enter on a property to inspect the premises and determine whether the provisions of the bylaw are being complied with | Director, of Public Works Building Inspector |

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| <p>Sign Bylaw</p> | <p>Issue sign permits.</p> <p>Remove signs. Authority to enter on a property to determine whether the provisions of the bylaw are being complied with</p> | <p>Building Inspector</p> <p>Bylaw Enforcement Officers Building Inspector</p> |
| <p>Soil Removal and Depositing Regulation Bylaw</p> | <p>Administer soil removal permits</p> | <p>Director, of Public Works City Engineer</p> |
| <p>Street Entertainers Regulation Bylaw</p> | <p>Approve, suspend, or cancel Street Entertainer Permits</p> | <p>Director, of Development Services</p> |
| <p>Subdivision Control Bylaw</p> | <p>Sign/execute Construction Agreements, Maintenance Agreements, and Works and Services Agreement</p> | <p>Approving Officer, Mayor & Director, Legislative Services</p> |
| <p>Traffic and Highways Regulation Bylaw</p> | <p>Issuing and cancelling “Disabled Persons Parking Placard”</p> <p>Issue temporary parking permits</p> <p>Placing of temporary “No Parking” signs and traffic control devices</p> <p>Authority to enter on a property to determine whether the provisions of the bylaw are being complied with</p> <p>Move, seize or impound a vehicle</p> <p>Remove chattel and obstructions that cause a nuisance</p> <p>Limit or prohibit use of a highway when damaged</p> <p>Temporarily closing a highway or portion thereof</p> | <p>Nanaimo and Region Disability Resource Centre</p> <p>Manager, of Bylaw Services</p> <p>Fire Chief, Chief of Police, Peace Officer, Director of Engineering</p> <p>Director of Engineering Peace Officer</p> <p>Director of Engineering Peace Officer Bylaw Enforcement Officers</p> <p>Director of Engineering</p> <p>Director of Engineering</p> <p>Director of Engineering, Fire Chief, or any Peace Officer</p> |

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| <p><u>Waterworks Rate and Regulation Bylaw</u></p> | <p>Administer the bylaw and approve water service connections and disconnections for bylaw violations</p> <p>Impose watering restrictions</p> <p>Authority to enter on a property to determine whether the provisions of the bylaw are being complied with</p> <p>Adjust errors in water charges</p> | <p>General Manager, Engineering & Public Works</p> <p>General Manager, Engineering and Public Works</p> <p>General Manager, Engineering & Public Works Public Works Employees Bylaw Enforcement Officers</p> <p>Director, Finance</p> |
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