

“OFFICER DESIGNATION AND DELEGATION OF AUTHORITY BYLAW”

Consolidated Version

2025-SEP-08

Includes Amendment: 7353.01, 7353.02, 7353.03, 7353.04

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 powers, duties and functions would foster good government; (*Bylaw 7353.01*)

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:

“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, Legislative Services” (<i>Bylaw 7353.01</i>)	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.
“General Manager, Corporate Services” (<i>Bylaw 7353.02</i>)	Means the municipal officer appointed under section 149 [<i>Financial officer</i>] of the <i>Community Charter</i> .

“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 (*Bylaw 7353.01*)
 - (c) General Manager, Corporate Services (*Bylaw 7353.02*)
- 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*. (*Bylaw 7353.01*)
- 6.4 General Manager, Corporate Services is assigned the powers, duties and functions of financial officer under [section 149](#) of the *Community Charter*. (*Bylaw 7353.02*)
- 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*: (*Bylaw 7353.01*)
- (a) [section 227\(1\)](#) - [*Notice of Permissive Tax Exemptions*]; and
 - (b) [section 647\(1\)](#) – [*Notice of Annual Tax Sale*].
- 9.3 The Manager, Real Estate is delegated authority to give notice under the following sections of *Community Charter*: (*Bylaw 7353.03*)
- (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, Planning & Development is delegated authority to give notice under the following sections of the *Local Government Act*: (*Bylaw 7353.02*)
- (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, Planning & Development is delegated authority to give and file notices under [section 29\(2\)](#) of the *Agricultural Land Commission Act* [*Exclusion applications – notice of public hearing*]. (*Bylaw 7353.02*)
- 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. (*Bylaw 7353.01*)

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. (*Bylaw 7353.01*)
- 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. (*Bylaw 7353.01*)

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. (*Bylaw 7353.01*)

14. Bylaw Enforcement

- 14.1 The Chief Administrative Officer and General Manager, Community Services/Deputy CAO are each delegated the authority to appoint Bylaw Enforcement Officers under [section 3\(f\)](#) [*Bylaw Enforcement Officers*] of the *Bylaw Enforcement Ticket Regulation*. (*Bylaw 7353.02*)

15. Land purchases

- 15.1 The Manager, Real Estate 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. (Bylaw 7353.01, 7353.03)

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 Director, Planning & Development, where required as a condition of a planning approval or building approval. (Bylaw 7353.02)

17. Builders liens

- 17.1 The Director, Planning & Development, is delegated the authority to file and discharge notices of interest under the *Builders Lien Act*. (Bylaw 7353.02)

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, Community Services/Deputy CAO, Director, Parks, Recreation & Culture, and Manager, Real Estate, are each delegated authority to authorize and execute encroachments within road and other rights-of-way. (Bylaws 7353.01, 7352.02, 7353.03)

20. Temporary municipal land and street use

20.1 Facility Rental Agreements (Parks and Municipal Recreation Facilities)

The General Manager, Community Services/Deputy CAO, Director, Parks, Recreation & 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. (Bylaw 7353.02, 7353.03)

20.2 Licence of Use Agreements (City Owned Parkland):

- a) The General Manager, Community Services/Deputy CAO and the Director, Parks, Recreation & Culture, and Deputy Director, Parks and Natural Areas 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. (Bylaw 7353.02, 7353.03)
- 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 Manager, Real Estate 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. (*Bylaw 7353.03*)

20.4 Assignment of Leases or Licenses (Parks Spaces)

The General Manager, Community Services/Deputy CAO and Director, Parks, Recreation and Culture are delegated the authority to assign leases and licenses for parks. (*Bylaw 7353.02, 7353.03*)

20.5 Assignment of Leases of Licenses (Municipal Land)

The Manager, Real Estate is delegated the authority to assign leases and licenses for municipal land. (*Bylaw 7353.03*)

20.6 Temporary Encroachment Agreements (Municipal Land)

The Manager, Real Estate is delegated the authority to enter into and execute temporary encroachment agreements for private use on municipal land. (*Bylaw 7353.03*)

20.7 Special Event Permits

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

- (a) municipal lands to the Director, Planning & Development, (*Bylaw 7353.02*)
- (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, Community Services/Deputy CAO, Director, Parks, Recreation & Culture, Deputy Director, Parks and Natural Areas, Director, Recreation and Culture, and Manager, Culture and Special Events, subject to the permit being for a term not more than 14 days. (*Bylaw 7353.02, 7353.03*)

20.8 For the purpose of subsections 20.1 through 20.8 above, the Chief Administrative Officer, Director, Planning & Development, General Manager, Engineering and Public Works, General Manager, Community Services/Deputy CAO, and the Manager, Real Estate 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. (*Bylaw 7353.02, 7353.03*)

21. Land use approvals

21.1 The Director, Planning & Development, and Corporate Officer are each delegated the following powers, duties and functions: (*Bylaw 7353.02*)

- 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 (*Bylaw 7353.01*)
- 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, Engineering and Public Works, Manager, Real Estate, Director, Planning & Development, and Corporate Officer are each delegated the following powers, duties and functions: (*Bylaws 7353.01, 7353.02, 7353.03*)
- 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. (*Bylaw 7353.01*)
22. Development Permits (*Bylaw 7353.04*)
- 22.1 Subject to Sections 22.2, 22.3, and 22.4, the Director, Planning & Development is delegated the power to issue a development permit under [Division 7 of Part 14](#) of the *Local Government Act*.
- 22.2 The Director, Planning & Development is delegated the power to issue a development permit that includes a variance for one or more of the following:
- a) Zoning Bylaw:
 - i. A leave strip variance not exceeding 20 percent;
 - ii. A building height variance not exceeding 15 percent;
 - iii. A landscaping variance up to 100 percent; or
 - iv. Any other variance not exceeding 50 percent of the bylaw standard.
 - b) Parking Bylaw:
 - i. A variance to the number of required off-street parking spaces not exceeding 2 spaces or 15%, whichever is greater;
 - ii. Any other variance that is no more than 50 percent of the bylaw standard.
 - c) Any variance not exceeding 50 percent of the Sign Bylaw standard but does not include animated signage, or signage in the Nanaimo Parkway Buffer.
- 22.3 The delegation does not include 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 the number of dwelling units proposed exceeds 150 units.
- 22.4 The Director, Planning & Development is delegated the power to renew a development permit, regardless whether the permit was originally issued by Council or a delegate, provided the Director issues the renewal prior to permit expiry.
- 22.5 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 Director, Planning & Development to evaluate the proposed development or subdivision; and
 - b) a security as condition of permit issuance pursuant to Section 502 of the *Local Government Act* as follows:
 - i. Where a landscape security is required, the security shall be equal to a minimum of 100% of the landscape cost estimate.

- ii. Where a landscape security for restoration is required, the security shall be equal to a minimum of 125% of the landscape cost estimate.

22.6 An Applicant who is subject to a decision of the Director, Planning & Development under Section 22.1 is entitled to have the decision reconsidered by Council in accordance with the City's Appeal Procedure Bylaw.

23. Development Variance Permits (Bylaw 7353.04)

23.1 The Director, Planning & Development is delegated the power to issue a development variance permit under [Division 9 of Part 14](#) of the *Local Government Act* for one or more of the following:

- a) A building or structure setback variance not exceeding 25 percent of the Zoning Bylaw standard.
- b) A fence height variance not exceeding 50 percent of the Zoning Bylaw standard.
- c) A variance not exceeding 50 percent of the Parking Bylaw standard but does not include a variance to the number of required off-street parking spaces that is greater than 2 spaces,
- d) Any variance not exceeding 50 percent of the Sign Bylaw standard but does not include animated signage, or signage in the Nanaimo Parkway Buffer.

23.2 The Director, Planning & Development must consider the following general guidelines in deciding whether to issue a development variance permit:

- a) Whether the variance is consistent with the general purpose and intent of applicable bylaws and City Plan policies or other applicable City policies.
- b) Whether the scope and scale of the variance result in inappropriate development of the site.
- c) Whether the variance substantially affects the use and enjoyment of adjacent land.
- d) Whether the variance creates a hazardous condition or adversely affects the natural environment.
- e) Whether strict compliance with the applicable bylaw(s) is unreasonable.

23.3 Without limiting the generality of the delegation of authority in Section 23.1, the authority delegated includes the authority to require an Applicant for a development variance permit to provide a report or other information required by the Director, Planning & Development to evaluate the proposed development.

23.4 An Applicant who is subject to a decision of the Director, Planning & Development under Section 23.1 is entitled to have the decision reconsidered by Council in accordance with the City's Appeal Procedure Bylaw.

24. Strata Conversion Approvals (Bylaw 7353.01)

24.1 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*.

25. Provision of Park Land through Subdivision (Bylaw 7353.01)

25.1 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*.

26. Minimum Lot Frontage Requirements (Bylaw 7353.01)

26.1 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.

27. Notices of Title

27.1 The Director, Planning & Development 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*. (Bylaw 7353.02)

28. Statutory Conditions and Restrictions

28.1 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.

29. 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
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 (<i>Bylaw 7353.01</i>)
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 (<i>Bylaw 7353.01</i>)

<u>Cross Connection Control Bylaw</u>	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
<u>Crossing Control Bylaw</u>	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
<u>Delegation of Authority (Property Maintenance) Bylaw</u>	To enforce the provisions of Property Maintenance and Standards Bylaw No. 7242	Manager, Bylaw Services
<u>Development Approval Information Bylaw</u>	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 (<i>Bylaw 7353.01</i>)
<u>False Alarm Bylaw</u> (<i>Bylaw 7353.03</i>)	To issue notice that Police shall not respond to property owners where multiple false alarms are incurred.	Director, Police Services
<u>Firearms Regulation Bylaw</u>	To issue a permit for the discharge of firearms for a specific purpose	Officer in Charge, RCMP
<u>Fire Protection and Life Safety Regulation Bylaw</u>	Take all measures to control and extinguish fires; enforce bylaws and the <u>Fire Services Act</u> and sign/execute First Responder Training Agreements (VIERA) Appointed as the Local Assistant to the Fire Commissioner	Fire Chief
<u>Fireworks Regulation Bylaw</u>	Approve, suspend or revoke Fireworks Permits	Fire Chief
<u>Flood Prevention Bylaw</u>	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
<u>Freedom of Information and Protection of Privacy Bylaw</u>	Appointed as the “Head”	Corporate Officer and Deputy Corporate Officer

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 (<i>Bylaw 7353.01</i>)
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, 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, Public Works Bylaw Enforcement Officers or Peace Officer
Off-Street Parking Regulations Bylaw (<i>Bylaw 7353.04</i>)	Issue Development Permits and Development Variance Permits	Director, Planning & Development

<u>Parks, Recreation and Culture Regulation Bylaw</u>	Impound and store or discard chattels and structures from any City park in violation of the bylaw Issue Park Licence Use Agreements and Administer provisions of the bylaw	General Manager, Parks, Recreation & Culture
<u>Political Signage Regulation Bylaw</u>	Remove political signs placed illegally	Bylaw Enforcement Officers
<u>Property Maintenance and Standards Bylaw</u>	To enforce the bylaw regulations Authority to enter on a property to determine whether the provisions of the bylaw are being complied with	Manager, Bylaw Services Bylaw Enforcement Officers
<u>Public Nuisance Bylaw</u>	To enforce the bylaw regulations	Bylaw Enforcement Officers
<u>Purchasing Power Delegation Bylaw</u>	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, Purchasing (<i>Bylaw 7353.01</i>)
<u>Recreational Vehicle Park and Campground Regulation Bylaw</u>	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
<u>Records Management Bylaw</u>	To manage and maintain the City's records management system	Corporate Officer
<u>Respectful Spaces Bylaw</u> (<i>Bylaw 7353.02</i>)	Issue suspensions for inappropriate behaviour in municipal facilities	Director of Public Safety
<u>Revitalization Tax Exemption Bylaw (Downtown)</u> (<i>Bylaw 7353.02</i>)	Enter into and execute Revitalization Tax Exemption Agreements	General Manager, Corporate Services
<u>Revitalization Tax Exemption Bylaw (Hotel and Motel)</u> (<i>Bylaw 7353.02</i>)	Enter into and execute Revitalization Tax Exemption Agreements	General Manager, Corporate Services

<u>Secondhand Dealers and Pawnbrokers Bylaw</u>	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
<u>Sewer Regulation and Charge Bylaw</u>	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
<u>Sign Bylaw</u> <i>(Bylaw 7353.04)</i>	Issue sign permits Remove signs. Authority to enter on a property to determine whether the provisions of the bylaw are being complied with	Building Inspector Director, Planning & Development Bylaw Enforcement Officers Building Inspector
<u>Soil Removal and Depositing Regulation Bylaw</u>	Administer soil removal permits	Director, Public Works City Engineer
<u>Street Entertainers Regulation Bylaw</u>	Approve, suspend, or cancel Street Entertainer Permits	Director, of Development Services
<u>Subdivision Control Bylaw</u>	Sign/execute Construction Agreements, Maintenance Agreements, and Works and Services Agreement	Approving Officer, Mayor & Director, Legislative Services <i>(Bylaw 7353.01)</i>
<u>Traffic and Highways Regulation Bylaw</u>	Issuing and cancelling "Disabled Persons Parking Placard" Issue temporary parking permits Placing of temporary "No Parking" signs and traffic control devices Authority to enter on a property to determine whether the provisions of the bylaw are being complied with Move, seize or impound a vehicle Remove chattel and obstructions that cause a nuisance	Nanaimo and Region Disability Resource Centre Manager, of Bylaw Services Fire Chief, Chief of Police, Peace Officer, Director of Engineering Director of Engineering Peace Officer Director of Engineering Peace Officer Bylaw Enforcement Officers Director of Engineering Director of Engineering

	Limit or prohibit use of a highway when damaged Temporarily closing a highway or portion thereof	Director of Engineering, Fire Chief, or any Peace Officer
Waterworks Rate and Regulation Bylaw	Administer the bylaw and approve water service connections and disconnections for bylaw violations Impose watering restrictions Authority to enter on a property to determine whether the provisions of the bylaw are being complied with Adjust errors in water charges	General Manager, Engineering & Public Works General Manager, Engineering and Public Works General Manager, Engineering & Public Works Public Works Employees Bylaw Enforcement Officers Director, Finance (<i>Bylaw 7353.01</i>)
Zoning Bylaw (<i>Bylaw 7353.04</i>)	Issue Development Permits and Development Variance Permits	Director, Planning & Development