



Office Consolidation
Administrative Authority By-law 216-2017

To delegate certain powers and duties under the *Municipal Act, 2001*, S.O. 2001 c.25, the *Planning Act*, R.S.O. 1990 c. P. 13 and other Acts, and to repeal By-law 191-2011.

WHEREAS a municipality is authorized to delegate its powers and duties under section 23.1 of the *Municipal Act, 2001*, S.O. 2001, c.25, subject to the restrictions set out in Part II thereof;

AND WHEREAS the Administrative Authority By-Law 216-2017, as amended, provides for various delegations of authority to officers and employees of The Corporate of the City of Brampton;

AND WHEREAS it is considered expedient to provide for updated delegated authority in connection with various functions within Finance Division for the City;

AND WHEREAS City Council, at its meeting of June 12, 2024, passed a Resolution approving the enactment of a by-law to amend Administrative By-Law 216-2017, as amended;

NOW THEREFORE, the Council of the Corporation hereby ENACTS as follows:

1. THAT Schedule “A” of By-Law 216-2017, as amended, is hereby further amended by deleting Activity #28, #31 and #34 and replacing with the following Activity #28, #31 and #34
2. THAT Schedule “A” of By-Law 216-2017, as amended, is hereby further amended by adding Activity #30A; #35A and #35B

#	Delegation	Delegate	Limitation
28	Execute minutes of settlement arising out of tax appeals and assessment appeals at the ARB that, in the opinion of the signing officer, are in the best interests of the City.	Treasurer, Senior Manager, Revenue, Manager, Taxation and Assessment and Supervisor, Tax Policy and Assessment	Subject to approval by Treasurer
30A	Cancellation of Penalty and Interest added to taxes due to a City administrative error	Treasurer, Senior Manager, Revenue, Manager, Taxation Assessment and Supervisor, Tax	a) Supervisor, Tax Policy and Assessment, Supervisor, Tax Services where the

#	Delegation	Delegate	Limitation
		Policy and Assessment, Supervisor, Tax Services	Penalty and Interest 10,000 or less b) Senior Manager, Revenue, Manager, Taxation and Assessment where the Penalty and Interest 25,000 or less; or c) Treasurer where the Penalty and Interest over 25,000
31	Settle claims within the existing insurance deductible as follows: (a) up to \$100,000 – any delegated staff; (b) for amounts > \$100,000 up to \$500,000 - any two of the delegated staff; and (c) for amounts > \$500,000 up to \$1,000,000 - any two of the delegated staff and CAO	Manager, Risk and Insurance; Treasurer; Department Head; CAO	Legal to be advised on all settlements and consulted as required Provide an annual report to Council on insurance claims
34	Execute extension agreements extending the period of time in which the cancellation price is to be paid in municipal tax sales proceedings	Treasurer, Senior Manager Revenue, Manager Corporate Collections	Subject to the restricted period set out in the Municipal Act, 2001
35A	Write-off of uncollectable Provincial Offences Act Fines, costs and fees, when all collection efforts have been exhausted or when unable to enforce	Treasurer, Manager Court Administration, Manager Corporate Collections, Supervisor Court Operation and Administration	Balance up to \$25,000 subject to the limit and authority set out in the Council Policy Provincial Offences Act Fines Collection and Write-Off
35B	Write-off of accounts receivable, interest, administration fees when uncollectable or added due to a City administrative error.	Treasurer, Manager Corporate Collection	Balance up to \$25,000 subject to the limit and authority set out in the Council Policy Accounts Receivable and Collection

ENACTED and PASSED this 12 day of June, 2024

Approved as to form.
____/____/____

Legal

Patrick Brown, Mayor

Approved as to
content.
____/____/____

Treasurer

, City Clerk