

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	BY-LAW NUMBER 000-2024

BEING A BY-LAW TO DELEGATE CERTAIN POWERS AND DUTIES UNDER THE MUNICIPAL ACT, 2001, S.O. 2001, C. 25, AND OTHER ACTS AS CONTAINED IN THE SCHEDULES HERETO.

WHEREAS subsection 23.1 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, (the “Municipal Act”), as amended, provides a municipality may delegate its powers and duties under the Municipal Act or any other Act to a person or body; and

WHEREAS subsection 23.2 (4) of the Municipal Act, as amended, provides that no delegation of a legislative power shall be made to an individual unless, in the opinion of the council of the municipality, the power being delegated is of a minor nature and, in determining whether or not a power is of a minor nature, the council, in addition to any other factors it wishes to consider, shall have regard to the number of people, the size of geographic area and the time period affected by an exercise of the power; and

WHEREAS By-law 088-2023 delegating authority to staff has been incorporated into the Delegation By-law and is no longer required; and

WHEREAS Council deems it appropriate to delegate certain routine powers and duties to Staff.

NOW THEREFORE BE IT RESOLVED THAT THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF COBOURG ENACTS AS FOLLOWS:

1. That the short title of this By-law is the “Delegated Authority By-law”.
2. That Staff of the Corporation of the Town of Cobourg are hereby delegated the powers and duties in accordance with the Delegation as set out in the schedules of this By-law.
3. The Chief Administrative Officer is authorized to further delegate and to authorize further delegations of any powers, duties, functions, and appointments delegated to the Chief Administrative Officer by Council under this or any other by-law or resolution to any Division Director of the Corporation provided such delegations are authorized in writing.
4. Where authority is delegated to a specific staff member in this by-law, the authority may be further delegated by the authorized person to staff members within the applicable department or branch provided that such delegation is authorized in writing and does not exceed the authority delegated by this by-law to the authorized person. The written sub-delegation must be provided to the Town Clerk and filed on the appropriate SharePoint site / records repository.
5. Council, as delegating agent, may impose such terms and conditions upon any delegation as it sees fit except with Site Plan Control applications made

under the Planning Act, and this shall include the power to vary such terms or rescind the delegation in question.

- 6. Where delegations of authority have been authorized to a General Manager such authority includes the person acting in the specific position in all cases where a General Manager has not been formally appointed or a specific position formally filled.
- 7. That Council delegate certain routine powers and duties to Staff as outlined in Schedules ‘A’, ‘B’, ‘C’, ‘D’, ‘E’, ‘F’, and ‘G’ attached hereto; and
- 8. That the following Schedules form part of this by-law:

Schedule A	By-laws with Delegated Authority
Schedule B	Office of the CAO
Schedule C	Corporate Services
Schedule D	Legislative Services
Schedule E	Planning and Development Services
Schedule F	Community Services
Schedule G	Public Works
Schedule H	Fire Services

- 9. That the following short forms apply:
 - a. Chief Administrative Officer (“CAO”).
 - b. Municipal Clerk/ Director, Legislative Services (“Clerk”).
 - c. Deputy Clerk / Manager, Legislative Services (Deputy Clerk”).
 - d. Manager, Municipal Law Enforcement (“Manager, MLE”).
 - e. Municipal Law Enforcement and Licensing Officer (“MLEO”).
 - f. Treasurer/Director, Corporate Services (“Treasurer”).
 - g. Director of Planning and Development (“Director, PD”).
 - h. Manager of Development Review (“Manager, DR”).
 - i. Director of Community Services (“Director, CS”).
 - j. Special Event or Tourism Coordinator (“SET Coordinator”).
 - k. Manager of Events, Culture, and Tourism (“Manager, ECT”).
 - l. Manager of Recreation (“Manager, REC”).
 - m. Director of Public Works & Engineering (“Director, PW”).
 - n. Manager of Roads & Sewers (“Manager, RS”).
- 10. That By-law 088-2023 is hereby repealed.
- 11. That this By-law shall come into effect on the 26th day of June, 2024.

READ and finally passed in Open Council this 26th day of June, 2024.

Lucas Cleveland, Mayor

Brent Larmer, Clerk

Schedule A By-laws with Delegated Authority				
#	Delegated Authority	Delegate	Authority	Council Report Requirements
1	Authority related to amending the records retention periods for the records of The Corporation of the Town of Cobourg.	Outlined in By-law	011-2020	Considered to be routine in nature.
2	Authority related to heritage permits.	Outlined in By-law	Heritage Permit By-law	Outlined in By-law.
3	Authority related administration and enforcement of adult entertainment establishments	Outlined in By-law	058-2015	Outlined in By-law
4	Authority related to Site Plan Agreements	Outlined in By-law	065-2022	Outlined in By-law
5	Authority related to Election Signs	Outlined in By-law	071-2017	Outlined in By-law
6	<p>All powers and duties of the Treasurer with respect to the collection of taxes,</p> <p>Reduce, waive or cancel late payment charges, penalties and interest on overdue tax accounts,</p> <p>Exercise the powers of Treasurer under the Municipal Act, 2001</p>	Treasurer	078-2023	<p>Within the limitations prescribed in the Municipal Act, 2001, s.357, 358, 359</p> <p>Where interest, penalties or charges result from inadvertent late payment for a period less than 14 days, the Treasurer may waive, reduce or cancel charges without limitation</p>
7	Authority to issue permits and impose conditions to permits	Arborist as Officer;	020-2006	Outlined in By-law
8	Authority to issue and rescind permits as prescribed	Director, CS	022-2016	Outlined in By-law
9	Approve Special Event Road Closures	Director, PW	040-2015	Outlined in By-law
10	Authority to amend Schedule P and PP for the purpose of winter maintenance requirements	Director, PW	030-2022	Changes shall be reported to the appropriate Standing Committee at least once in each calendar year.
11	Enter into and execute or amend sewer discharge agreements or permits, permits for the disposal of hauled liquid materials, and leachate agreements.	Director, PW	022-2008	The exercise of delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.

Schedule B Office of the CAO Division				
#	Delegated Authority	Delegate	Source/ Legislation	Limitations/ Reporting
1	A by-law to provide for the appointed office of Chief Administrative Officer and to define the duties and responsibilities of the position. Authorized by By-law #	CAO	Municipal Act, 2001, s. 229	Subject to the limitations set out in the by-law
2	Execute agreements and other documents related to the general control and management of the affairs of the Town for the purpose of ensuring its efficient and effective operation in the exercise of authority under section 229 of the Municipal Act, 2001	CAO / Clerk	Municipal Act, 2001, s. 229	Considered to be routine in nature.
3	Develop, approve and implement administrative policies, procedures and practices in the exercise of authority under section 229 of the Municipal Act, 2001	CAO	Municipal Act, 2001, s. 229	Consultation and/or Delegation to Appropriate Department Director
4	Responsible for legislative requirements under the Ontario Health and Safety Act legislation.	CAO, Division Director, responsible for Health and Safety Committee;	Occupational Health and Safety Act, R.S.O. 1990, c. O.1	Considered to be routine in nature.
5	Appoint, employ, promote, demote, suspend, discipline and dismiss all employees.	CAO	Municipal Act, 2001, s. 229	Considered to be routine in nature.
6	Approval of all emergency expenditures deemed essential to mitigate the emergency incident	CAO in consultation with Community Emergency Management Co-Ordinator	Municipal Act, 2001, s. 229 Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9	Considered to be routine in nature.



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7	Negotiate, enter into and execute collective agreements including minutes of settlement and contracts, arbitration, grievance and interpretation matters	CAO	Municipal Act, 2001, s. 229	Consultation with subject department required Consultation subject Division Director where appropriate or required Following the exercise of the authority, Collective Agreement Contracts must go to Council to ratify
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Schedule C Legislative Services Division				
#	Delegated Authority	Delegate	Source/ Legislation	Limitations/Reporting
1	Signing Authority for Agreements Under By-law and/or Council Resolution.	Mayor / Clerk	Municipal Act, 2001, ss. 11 (2) & (3)	All Agreements Authorized by Municipal By-law; Affix Corporate Seal; Two Signatures Required Note: Deputy Mayor appointed to act in Absence of Mayor; Deputy Clerk in Absence of Municipal Clerk
2	Issuance of Lottery Licenses	Clerk / Deputy Clerk	Criminal Code (Canada) Order-in-Council 1413/08 Gaming Control Act, 1992	Compliance with all applicable AGCO Regulations. Associated Policy Defines Criteria, S203-05.
3	Municipal Licensing	Clerk / Manager, MLE / MLEO	Municipal By-laws Authorizing Licensing	Subject to all applicable By-laws and policies; consultation with applicable departmental authorities.
4	Maintenance of Policy Manual	Clerk	Municipal Act, 2001, s. 270	Update and maintain Policy Manual upon Council adoption; maintain supporting Procedural Manual
5	Apply for, negotiate, enter into, and execute grant agreements and applications for federal, provincial or other grant funding to the town in amounts of \$250,000.00 and under.	Clerk	Municipal Act, 2001, ss. 11 (2) & (3)	Relevant department to review and prepare grant application in consultation with Finance and Legal Grant must be included in an approved budget, or the project is included in a plan approved by Council Treasurer/Director, Corporate Services to be secondary signature
6	Authority to act as head of the municipality for the purposes of MFIPPA.	Clerk	MFIPPA ss. 3 (1)	Considered to be routine in nature.
7	Authority to act as head of a public sector body that is a municipality for the purposes of Ombudsman Act.	Clerk	Ombudsman Act ss. 1.1 (1)	Considered to be routine in nature.

8	Designate an event as an event of municipal significance for the purposes of prescribing it as a special event occasion	Clerk	Liquor Licence Act, R.S.O. 1990, c. L.19 subsection 19(1)	In accordance with Requests for Designation of Public Events process
9	Authorize legal proceeding by the Town in any Ontario Court or administrative tribunal	Clerk / CAO / Town Solicitor	Municipal Act, 2001, ss. 11 (2) 7.	<p>Legal proceeding other than the ones specified in this Schedule</p> <p>Town Solicitor determines that the Town's case has merit Clerk determines in consultation with the CAO and Town Solicitor that the legal proceeding is in the Town's best interest</p> <p>Clerk/Town Solicitor shall report from time to time on actions on other legal proceedings involving the Town, including description of any settlement of any action or other legal proceeding</p>
10	Authorize defense to or opposition of legal proceeding against the Town in any Ontario Court or administrative tribunal	Clerk / Town Solicitor	Municipal Act, 2001, ss. 11 (2) 7.	<p>Town Solicitor determines that the Town's case has merit</p> <p>Clerk/Town Solicitor shall report from time to time on actions on other legal proceedings involving the Town, including a description of any settlement of any action or other legal proceeding</p>
11	Authorize appeal by Town against a decision of any Ontario Court or administrative tribunal	Clerk / Town Solicitor	Municipal Act, 2001, ss. 11 (2) 7.	<p>Town Solicitor determines that the Town's case has merit</p> <p>Clerk/Town Solicitor shall report from time to time on actions or other legal proceedings involving the Town, including a description of any settlement of any action or other legal proceeding</p>

12	Authorize a proceeding in Small Claims Court	Clerk / Town Solicitor	Municipal Act, 2001, ss. 11 (2) 7.	Proceeding is for the collection of a debt owed to the Town
13	Convey transfers, grant easements or licenses over Town owned lands and any associated Agreements with other levels of government public sector agencies and private property owners	Clerk / Town Solicitor	Municipal Act, 2001, ss. 11 (2) 7.	<p>Transfer, easement or licence</p> <ul style="list-style-type: none"> • is minor in nature; • is for the purpose of providing a right of access, utility, telecommunications, services, conservation or other municipal purpose; • will not substantially interfere with the utility or value of Town lands; or • will have a value of up to \$5000.00 <p>Agreement to be in a form approved by Town Solicitor</p>
14	Execute electronic forms for the registration of any documents that have already been executed on behalf of the Town	Clerk / Town Solicitor	Municipal Act, 2001, ss. 11 (2) 7.	Considered to be routine in nature.
15	Authorize the registration of all documents releases and discharges, including the electronic registration of documents related to real property matters	Clerk / Town Solicitor	Municipal Act, 2001, ss. 11 (2) 7.	Considered to be routine in nature.
16	Negotiate and execute Agreements, undertakings, certificates, declarations and similar documents required for the completion of any transaction involving the purchase, sale or exchange of any interest in land	Clerk / Town Solicitor	Municipal Act, 2001, ss. 11 (2) 7.	<p>Council approval obtained by Council resolution, by-law or policy</p> <p>Agreements to be in a form approved by the Town Solicitor</p>

17	Approve extension of the closing date of purchase and sale transactions and execute any related agreements	Clerk in Consultation with the Division Director	Municipal Act, 2001, ss. 11 (2) 7.	Considered to be routine in nature.
18	Amend the schedules of the by-law that appoints MLEO	Clerk	Municipal Act, 2001, ss. 11 (2) 8.	At the request of the CBO or the Manager of By-law Services, or Fire Chief Prior to appointment, each candidate for appointment must hold the necessary legislated qualifications for the position to which they are to be appointed
19	Enter into Encroachment Agreements on road allowances and over easements	Clerk	Municipal Act, 2001, ss. 11 (3) 1.	Agreements acceptable to Town Solicitor; Conditional on conditions such as survey, covenants to protect the Town; once satisfied submit By-law for Council approval
20	Authority to approve encroachment over easements with private property owners.	Clerk	Municipal Act, 2001, ss. 11 (3) 1.	Considered to be routine in nature.

Schedule D Corporate Services Division				
#	Delegated Authority	Delegate	Source/ Legislation	Limitations/ Reporting
1	Settle uninsured claims and execute associated Agreements	Treasurer / Town Solicitor	Municipal Act, 2001, ss. 11 (2) 3.	Considered to be routine in nature.
2	Settle insured claims by or against the Town that are below the Town's deductible and execute associated Agreements	Treasurer / Town Solicitor	Municipal Act, 2001, ss. 11 (2) 3.	Considered to be routine in nature.
3	Settle insured claims by or against the Town that are above the Town's deductible and execute any associated release documents	Treasurer / Town Solicitor	Municipal Act, 2001, ss. 11 (2) 3.	Considered to be routine in nature.
4	Execute Agreements relating to management and distribution of grant funds received by the Town at no cost to the Town	Treasurer	Municipal Act, 2001, ss. 11 (2) 3.	Considered to be routine in nature.
5	Sign cheques issued by the Town upon the Town's general bank account	Treasurer	Municipal Act, 2001, ss. 11 (2) 3.	Considered to be routine in nature.
6	Authorize, prior to transmission, electronic payments for the payment of vendors through the Accounts Payable system issued by the Town upon the Town's general bank account	Treasurer	Municipal Act, 2001, ss. 11 (2) 3.	Considered to be routine in nature.
7	Authorize, prior to transmission, all electronic payments for recurring payroll through the Town's payroll system issued by the Town upon the Town's general bank account	Either: Payroll Clerk or Manager of Finance and Treasurer	Municipal Act, 2001, ss. 11 (2) 3.	Considered to be routine in nature.
8	Execute Agreements related to conducting or facilitating daily financial transactions, including banking and related Agreements	Treasurer	Municipal Act, 2001, ss. 11 (2) 3.	Considered to be routine in nature.
9	Transfer funds between Town accounts to properly manage the Town's financial affairs	Treasurer	Municipal Act, 2001, ss. 11 (2) 3.	Considered to be routine in nature.
10	Initiate and file notices of tax or assessment appeals, including Requests for Reconsideration, to resolve, mediate, settle or withdraw any appeal for any property in Town with the Assessment Review Board and to attend before the Assessment Review Board on property tax or assessment matters as a party, whether filed by the Town or another person or entity	Treasurer / Manager of Finance	Municipal Act, 2001, ss. 11 (2) 3.	Considered to be routine in nature.

11	Execute minutes of settlement arising out of any appeal at the Assessment Review Board.	Treasurer	Municipal Act, 2001, ss. 11 (2) 3.	The minutes of settlement have to be, in the opinion of the Treasurer, in the best interests of the Town and in a form approved by the Town Solicitor
12	Write off interest and penalties added to trade account receivable balances as a result of administrative errors	Treasurer	Municipal Act, 2001, ss. 11 (2) 3.	Interest and penalties to not exceed \$10,000 Summary report required, on an annual basis
13	Write off of uncollectible taxes in accordance with the provisions of section 354 of the Municipal Act	Treasurer	Municipal Act, 2001, s. 354	In accordance with the provisions of section 354 of the Municipal Act, 2001
14	Prepare and administer appropriate write-off procedures and best practices relating to receivable accounts deemed uncollectable	Treasurer	Municipal Act, 2001, ss. 11 (2) 3.	Up to a maximum of \$10,000 per account
15	Close any capital project deemed complete including the adjustment to project funding to return or draw from originating funding sources	Treasurer	Municipal Act, 2001, ss. 11 (2) 3.	Summary report required, on an annual basis
16	Authority to enter into agreements with the Municipal Property Assessment Corporation (MPAC) for electronic download of property assessment information.	Treasurer	Municipal Act, 2001, ss. 11 (2) 3.	Considered to be routine in nature.
17	Oversight of Procurement of Goods and Services	Treasurer	By-law Various Approvals and delegation	Considered to be routine in nature.

Schedule E Planning and Development Services				
#	Delegated Authority	Delegate	Source/ Legislation	Limitations/ Reporting
1	Authorization of Mayor and Clerk to enter into development agreements, including amendments, imposed or required in satisfaction of any condition of approval under the Planning Act or Condominium Act in connection with the development of land such as subdivisions, pre-servicing, plans of condominiums, land divisions, minor variances, part lot control exemption, and zoning by-law amendments	Director, PD / Manager, DR	Planning Act, R.S.O. 1990, c. P.13 ("Planning Act") s. 51, 34, 53, 45, and 50(5) Condominium Act, 1998, S.O. 1998, c. 19	Agreement to be in a form approved by the Town Solicitor. Agreement presented to Mayor and Clerk for signing with memo from Director of Planning and Development or Manager of Development Review outlining purpose of agreement. Yearly report of applications.
2	Deeming any application under the Planning Act complete or incomplete, as the case may be	Director, PD / Manager, DR	Planning Act, ss. 22(6.1), 34 (10.4), and 51(19.1)	Council Members to receive Notice of Complete Applications and Notice of Public Meetings. Yearly report of applications
3	Approve applications for Part Lot Control Exemption	Director, PD / Manager, DR	Planning Act, ss. 50 (7)	Controversial applications proposed to be denied are to be reported to Council. If approved, By-law presented to Council. Yearly report of applications.
4	Approve an extension of a Draft Plan of Subdivision or Draft Plan of Condominium approval period	Director, PD / Manager, DR	Planning Act, ss. 51(33)	Controversial applications proposed to be denied are to be reported to Council. Yearly report of applications.
5	Approve applications for removal of holding provision	Director, PD / Manager, DR	Planning Act, s. 36	Conditions for lifting holding provision have been satisfied in the opinion of the Director, PD and Manager, DR.

				Controversial applications proposed to be denied are to be reported to Council. If approved, By-law presented to Council. Yearly report of applications.
5	From the month of July and August each year and notwithstanding By-law No. 097-2009, Paragraph 7, Council hereby delegates Council's authority to consider and consent to all applications for alterations to designated properties, with the exception of major alterations (defined as new buildings and additions greater than 93 sq m) and major demolition (defined as the removal of any primary buildings, but excluding accessory structures, porches, and small additions less than 93 sq m.)	Director, PD	By-Law No.097-2009 Ontario Heritage Act RSO 1990, c. 0. 18	All decision and permits granted or denied must be to be reported to Council in September of the same year.
6	Authority to sign final approvals for plans of subdivision and condominium descriptions or amendments to condominium descriptions upon satisfaction of all draft conditions and upon receiving approval from Council	Director, PD	Planning Act, s. 51 Condominium Act, 1998, S.O. 1998, c. 19	Considered to be routine in nature.
7	Authority to exempt from the provisions of Section 51 and 51.1 of the Planning Act any condominium description or any amendment to a condominium description upon such terms and conditions as the Director, PD or Manager, DR deems appropriate.	Director, PD / Manager, DR	Planning Act, R.S.O. 1990, c.p. 13, section s(1)	Considered to be routine in nature.

Schedule F Community Services Division				
#	Delegated Authority	Delegate	Source/ Legislation	Limitations/Reporting
1	Negotiate, enter into and execute agreements for the purposes of a capital project as required to implement an approved capital project	Director, CS	Municipal Act, 2001, 11 (2) 7.	Capital project approved by Council through the budget process or other means, alignment with Purchasing By-law Relevant department to review and prepare document in consultation with Finance and Legal Treasurer to be secondary signature
2	Issuance of contracts for camping sites and marina slips	Manager of Recreation or Manager of Events, Culture, & Tourism	Agreements for the short-term license or rental for use by the Town of facilities owned by others	Marina Slip Allocation Policy and Transient Slip Allocation Policy
3	Approval of Standard Terms and Conditions for Camping Sites and Marina Slips, and seasonal athletic use	Director, CS	Standard terms for short-term license or rental	Marina Slip Allocation Policy; Transient Slip Allocation Policy
4	Approval of mutual aid for local recreational facilities, marine operations	Director, CS	Municipal Act, 2001 11 (2) 7.	Coast Guard; neighbouring municipalities or marinas
5	Sign off on Special Event Application Approvals	SET Coordinator / Manager ECT	Municipal Act, 2001 11 (2) 7.	(once all requirements have been met)
6	Authority to submit a grant application Authority to submit a grant application that does not meet the above criteria in time sensitive circumstances The authority to approve and amend grant agreements or authorize other grant reporting,	Director, CS	Municipal Act, 2001 11 (2) 3.	Provided that the Municipal contribution is included in an approved budget, or the project is included in a plan approved by Council A report is required to Council following the application; and where the grant has been endorsed by Council or the Municipal contribution is included in an approved budget.

7	Authority to make minor price adjustments <10% to fees or less than \$50.00/unit	Director, CS	Municipal Act, 2001 11 (2) 3.	For existing rates and fees only
8	Authority to create new fees <\$500.00/unit on an interim basis to operate new events or programs, for inclusion in the following rates and fees schedule	Director, CS	Municipal Act, 2001 11 (2) 3.	For temporary or short-term use only, for inclusion in the following rates and fees schedule
9	Authority to quote services for hire to other organizations, agencies, and persons up to expense authority thresholds	Director, CS	Municipal Act, 2001 11 (2) 3.	For services offered to other agencies, municipalities, and organizations such as the dredging service.
10	Authority to approve recurring Special Events with no significant changes	SET Coordinator / Manager ECT	Municipal Act, 2001 11 (2) 7.	No significant changes
11	Special Events with no special permissions requested.	SET Coordinator / Manager ECT	Municipal Act, 2001 11 (2) 7.	No special permissions requested
12	Authority to approve, amend, extend, and execute agreements related to the use of City recreational, administrative, and cultural land, and any other municipal purpose facilities provided that such agreements	Director, CS	Municipal Act, 2001 11 (2) 7.	-are in accordance with applicable Town policies; -are related to approved departmental programs and objectives; -are within approved budget limits; and -contain appropriate insurance, termination, workplace safety and indemnification provisions.
13	Authority to approve, amend, extend, and execute agreements related to the provision of instructors, contractors, and others for community programs	Manager, REC	Municipal Act, 2001 11 (2) 7.	Within approved budgets and programs

14	Authority to approve minor exceptions and adjustments to facility allocations policies, including adjustments in the designation of prime and non-prime hours, exceptions to cancellation provisions, adjustments to play time standards, exceptions to established deadlines for applications and permit cancellation notices, and one-time adjustments,	Director, CS	Municipal Act, 2001 11 (2) 7.	<p>Provided that the minor exceptions and adjustments are:</p> <ul style="list-style-type: none"> • in accordance with applicable Council policies and directions; • related to approved departmental service levels and objectives; and are within approved budget limits.
15	Authorization to close municipal parks and outdoor facilities due to seasonal restrictions, inclement weather, and emergencies which could affect the health and well-being of the community	Director, CS	Municipal Act, 2001 11 (2) 7.	Considered to be routine in nature.
16	Authorization as noted for any of the above respectively, if named position is not available direct supervisor is authorized	Direct supervisor of named position	Municipal Act, 2001 11 (2) 1.	To allow authorization when named individual is unavailable: vacations, leave, etc

Schedule G Public Works Division				
#	Delegated Authority	Delegate	Source/ Legislation	Limitations/Reporting
1	Authority to temporarily close a highway under the jurisdiction of the Town for any period of time during the construction, repairing or improvement of such highway or any works under, over, along, across or upon such highways	Director, PW	Municipal Act, 2001 11 (3) 1.	Considered to be routine in nature.
2	Authorize/Execute Pre-Servicing Agreements	Director, PW	Municipal Act, 2001 11 (2) 7.	For Draft Plan Approved developments
3	Pass by-law to establish land as part of a Highway and to assume it for public use	Director, PW	Municipal Act, 2001 11 (3) 1.	Land has been acquired by the Town for the purpose of widening a Highway as identified in the Town's Zoning by-law
4	Issue permit pursuant to Highway Traffic Act, s.110 for the use of a Highway by a vehicle or combination of vehicles in excess of the dimensional limits set out in Highway Traffic Act, s. 109 or the weight limits set out in Highway Traffic Act, Part VIII	Director, PW	Highway Traffic Act, s.110(1).	Delegate determines that the use will not damage the Highway or materially impair the Town's transportation systems.
5	Approve, amend, extend and execute service agreements, contribution agreements and grant agreements provided that such agreements: <ul style="list-style-type: none"> i. are in accordance with applicable Town policies approved by Council; ii. are related to approved Divisional programs and objectives; iii. are within approved budget limits; and iv. contain appropriate insurance, termination, workplace safety and indemnification provisions. 	Director, PW	Municipal Act, 2001 11 (2) 7.	The exercise of delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.

6	Minor administrative amendments to Town standards and specifications for the design and construction of municipal infrastructure.	Director, PW	Municipal Act, 2001 11 (2) 7.	Considered to be routine in nature.
7	<p>Authority to submit a grant application provided that the Municipal contribution is included in an approved budget, or the project is included in a plan approved by Council; and</p> <p>Authority to submit a grant application that does not meet the above criteria in time sensitive circumstances.</p> <p>The authority to approve and amend grant agreements or authorize other grant reporting, where the grant has been endorsed by Council or the Municipal contribution is included in an approved budget.</p>	Director, PW	Municipal Act, 2001 11 (2) 3.	A report is required to Council following the application
8	Issuance of Road Occupancy Permits and Municipal Consent for utility maintenance and works within road right-of-way	Director of Public	Municipal Act, 2001 11 (2) 7.	Considered to be routine in nature.
9	Authority to declare a significant weather event in order to extend the response time to achieve Minimum Maintenance Standards	Director, PW / Manager RS	Ontario Regulation 239/02 minimum Maintenance Standards for Municipal Highways	Considered to be routine in nature.
10	Authority to provide reciprocal assistance to Public Works Departments in other Local Area Municipalities	Director, PW	Mutual Aid Agreement between Local Area Municipalities	Considered to be routine in nature.

11	Authority to enter into applications, contracts and agreements with third parties, that in effect bind the Town, for the provision or acquisition of goods and services or other Town activities, works or services that are ordinary to the business of all Town's service areas but subject to any limitations as set out in Town policies established by Council. The delegation also applies equally to any amendment or termination of such applications, contracts and agreements.	Director PW	Municipal Act, ss. 11 (2) & (3)	The application, contract and agreement is funded through a current year's operating or capital budget which has been approved by Council and; the application, contract and agreement is within the limits set forth in the Purchasing By-law
12	Owner's authorized representative, for the purposes of any application and administration of the Ministry of the Environment, Conservation and Parks (MECP) for a Consolidated Linear Infrastructure Environmental Compliance Approval (CLI ECA) for the Town's Municipal Sewage Collection System and the Town's Stormwater Management System.	Director, PW	Environmental Protection Act, Ontario Water Resources Act	Considered to be routine in nature.
13	Execution of various governmental forms and applications related to proposed Works on Town lands as applicable (Permit to Take Water, Environmental Compliance Approval, Conservation Authority permit, etc.).	Director, PW	Municipal Act, 2001 11 (2) 7.	Considered to be routine in nature
14	Execute agreements for the purposes of a capital project as required to implement an approved capital project	Director, PW	Municipal Act, 2001 11 (2) 7.	Capital project approved by Council through the budget process and complies with Purchasing Policy
15	Execute agreements, and other documents related to the Usual Operations of the Department (operational contracts-not capital)	Director, PW	Municipal Act, 2001 11 (2) 7.	Works approved through the budget process and complies with Purchasing Policy

16	Authority to appoint Risk Management Officials and Risk Management Inspectors.	Director, PW	Clean Water Act Clerk issues a certificate of appointment for these officials S.47(6&7) By-law 094-2014	Upon appointment, report to Council on the current appointments under this delegation.
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	Schedule H Fire Services Division			
	Delegated Authority	Delegate	Source/ Legislation	Limitations/Reporting
1.	<p>CEMC Amendments to the Emergency Response Plan and Emergency Management Program</p> <p>Authority to:</p> <ul style="list-style-type: none">• make revisions and amendments to the Emergency Response Plan and Emergency Management Program as required• to negotiate and execute agreements between the municipality and other municipalities, agencies, or organizations to supplement specialized emergency planning, response or recovery services.	Fire Chief	Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9	Considered to be routine in nature.
2.	Authority to take all proper measures for the prevention, control and extinguishment of fires and protection of life and property and shall exercise all powers mandated by the <i>Fire Protection and Prevention Act</i>	Fire Chief	Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4	Considered to be routine in nature.