

THE CORPORATION OF THE TOWN OF GEORGINA  
IN THE  
REGIONAL MUNICIPALITY OF YORK

**BYLAW NUMBER 2025- (     )**

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BEING A BYLAW TO DELEGATE VARIOUS POWERS AND  
DUTIES

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WHEREAS Section 23.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, (hereinafter referred to as "*the Act*"), authorizes a municipal Council to delegate its powers and duties under *the Act* or any other Act to a person or body, subject to the rules and restrictions set out in Part II of *the Act*;

AND WHEREAS Section 275 of *the Act* restricts the action that may be taken by a Council after nomination day until the new Council takes office;

AND WHEREAS the Council of The Corporation of the Town of Georgina deems that certain routine administrative and legislative powers are of a minor nature, and the delegation of these powers will contribute to the efficient management of the Town while still adhering to the principles of accountability and transparency;

AND WHEREAS Council wishes to consolidate previous delegations of authority to its officers and employees that have been made, through various bylaws and resolutions, and to further delegate powers and duties as set out in this Bylaw;

AND WHEREAS delegations under certain policies and other bylaws are not intended to be addressed in this Bylaw, but shall remain in full force and effect;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF GEORGINA ENACTS AS FOLLOWS:

**1. SHORT TITLE**

1.1 The short title of this Bylaw is the "Delegation of Authority Bylaw".

**2. DEFINITIONS**

2.1 In this Bylaw:

**“Acquisition”** means the acquiring by the **Town** of **property** by means of negotiation or gratuitous conveyance, but excluding expropriation;

**“Agreement”** means any contract, memorandum of understanding, settlement, minutes of settlement, letter of intent, offer to purchase, agreement of purchase and sale, or other similar **document**;

The term **“Approve”** includes the terms “agree to”, “accept”, “authorize”, “impose”, “determine”, “develop”, “implement”, “have authority to mediate”, “negotiate”, “resolve” and “settle”;

**“Building Code Act”** means the *Building Code Act, 1992*, S.O. 1992, c. 23;

**“CAO”** means the individual occupying the office of Chief Administrative Officer for the **Town**;

**“Condominium Act”** means the *Condominium Act, 1998*, S.O. 1998, c. 19;

**“Declare Surplus”** means to formally assert, in accordance with **Town** Bylaw or by a delegated authority, that a **property** is not required by the **Town** for present or future needs;

**“Deputy CAO/Treasurer”** means the individual occupying the office of Deputy Chief Administrative Officer/Treasurer for the **Town**;

**“Director”** means an individual occupying the office of a Director for the **Town**;

**“Disposal”** means the disposition by the **Town** of **property**, by means of negotiation or gratuitous conveyance;

**“Document”** means any written instrument whether on paper or in electronic form including, without limiting the foregoing, any deed, memorandum, consent, application, permit, release, form, retainer, report, waiver or acknowledgement;

**“Execute”** means to sign on behalf of the **Town** and to complete all formalities necessary to make an **agreement** or **document** effective;

**“Fair Market Value”** means the highest price, expressed in terms of money, that a **property** would bring, in an open and unrestricted market, between a willing buyer and a willing seller who are both knowledgeable, informed and prudent, and who are acting independently of each other;

**“Government Organization”** means another municipality, local board or public utility as those terms are defined in the *Municipal Affairs Act*, R.S.O. 1990, c. M. 46, a conservation authority, or an organization or entity forming a part of the provincial or federal government, including its ministries and agencies;

**“Head of Human Resources”** means the **Town’s** Head of Human Resources and includes a Human Resources Consultant acting on behalf of the **Town**;

**“Land Titles Act”** means the *Land Titles Act*, R.S.O. 1990, c. L. 5;

**“Legal Proceeding”** means any court or **tribunal** proceedings commenced by or against the **Town**, and includes carrying out any step or action required as part of a legal proceeding, including providing instructions to legal counsel and any attendance and/or representation on behalf of the **Town**;

**“Manager”** means an individual occupying the office of a Manager for the **Town**;

**“Municipal Act”** means the *Municipal Act, 2001*, S.O. 2001, c. 25;

**“Planning Act”** means the *Planning Act*, R.S.O. 1990, c. P.13;

**“Property”** means any interest or rights in real property, which includes all land, buildings and structures firmly attached and integrated equipment on the land, and anything growing on the land, but excludes chattels, inventory and other personal property;

**“Restricted Act Period”** means the first day during the election for a new Council on which it can be determined that one of the following applies to the new Council that will take office following the election:

- (a) if the new Council will have the same number of members as the outgoing Council, the new Council will include less than three-quarters of the members of the outgoing Council;

- (b) if the new Council will have more members than the outgoing Council, the new Council will include less than three-quarters of the members of the outgoing Council or, if the new Council will include at least three-quarters of the members of the outgoing Council, three-quarters of the members of the outgoing Council will not constitute, at a minimum, a majority of the members of the new Council;
- (c) if the new Council will have fewer members than the outgoing Council, less than three-quarters of the members of the new Council will have been members of the outgoing Council or, if at least three-quarters of the members of the new Council will have been members of the outgoing Council, three-quarters of the members of the new Council will not constitute, at a minimum, a majority of the members of the outgoing Council;

**“Town”** means The Corporation of the Town of Georgina;

**“Town Clerk”** means the Clerk or the Deputy Clerk of the **Town** appointed by Council;

**“Town Solicitor”** means the Town Solicitor and includes Legal Counsel acting on behalf of the **Town**;

**“Treasurer”** means the Treasurer or the Deputy Treasurer of the **Town** appointed by Council;

**“Tribunal”** means any tribunal that hears and adjudicates matters, and includes, without limiting the foregoing, the Ontario Land Tribunal; and,

**“Usual Operations”** means the activities and administrative decision making required as part of the day-to-day operations of a Department of the **Town** in the ordinary course of business, including a project, program or service which is not legislative or quasi-judicial in nature.

### **3. DELEGATION OF POWERS AND DUTIES – NATURE AND SCOPE**

- 3.1 That Council hereby delegates the powers and duties set out in Columns A and B of Schedule “A” to this Bylaw to those officers and employees listed in Columns D and E subject to any limitations and conditions in Column F.

- 3.2 A person exercising a power or duty delegated pursuant to this Bylaw shall exercise the power or duty:
- (a) in compliance with the limitations and conditions set out in this Bylaw;
  - (b) in compliance with applicable **Town** policies (e.g. the **Town's** Procurement Policy) and applicable legislation; and,
  - (c) while considering the public interest, and acting in good faith.
- 3.3 Where the exercise of a delegated power or duty requires the expenditure of money or subjects the **Town** to a potential financial loss or obligation, funding for the potential financial loss or obligation must be included in an approved budget as a condition to the exercise of the delegated authority, unless during a **Restricted Act Period**.
- 3.4 Where required as a condition of the delegated authority, reports shall be submitted to Council advising of the exercise of the delegated power or duty.
- 3.5 Any delegated authority provided in this Bylaw includes the authority to:
- (a) execute any **documents** ancillary thereto required to give effect to the matter;
  - (b) terminate an **agreement** in accordance with the provisions contained in the **agreement**; and,
  - (c) extend or renew an **agreement** in accordance with the renewal or extension provisions contained in the **agreement**, provided that the remaining provisions of the **agreement** remain unchanged or are equal to or provide a greater benefit to the **Town** than the initial **agreement**.
- 3.6 This Bylaw does not apply to the settlement of any claim or **legal proceeding** that includes an allegation against a Member of Council, the powers and duties regarding which shall be exercised by Council unless otherwise delegated.
- 3.7 Notwithstanding Section 3.1, Council retains the authority to make or reconsider, at any time and without notice, the revocation or restriction of any power that has been delegated pursuant to this

Bylaw, provided that such revocation or restriction complies with applicable law.

#### **4. DELEGATION OF POWERS AND DUTIES – ADMINISTRATION**

- 4.1 The **CAO's** signature and the signatures of any other **Town** employees with delegated signing power may be written, engraved, printed, lithographed, or otherwise mechanically or electronically reproduced in accordance with **Town** policies and procedures.
- 4.2 Any delegation of a power or duty to a **Director** or the **Deputy CAO/Treasurer** shall be deemed to include the **CAO**.
- 4.3 Any delegation of a power or duty to a **Manager** shall be deemed to include the **Director**.
- 4.4 Any delegation of a power or duty to the **CAO** shall be deemed to include the **Deputy CAO/Treasurer** in the absence of the **CAO**.
- 4.5 Any delegation of a power or duty includes a delegation of the power or duty to a member of staff who is appointed or selected from time to time by the delegate to act in the capacity of the delegate in the delegate's absence.
- 4.6 Where a title or a position identified in this Bylaw no longer exists or is modified, the powers and duties may be exercised by a person deemed by the **CAO** to have the responsibilities of the original position until such time as an amending bylaw is adopted by Council.
- 4.7 A member of staff that has been delegated a power or duty shall not:
  - (a) delegate a power or duty to another member of staff other than as expressly permitted by this Bylaw; or,
  - (b) exceed the scope of the delegated authority.
- 4.8 In the event of inconsistency between this Bylaw or any other **Town** Bylaw or resolution, the more restrictive provision shall prevail to the extent of the inconsistency.
- 4.9 It is the opinion of Council that any of the legislative powers delegated pursuant to this Bylaw are of a minor nature.

4.10 Any reference to legislation, regulations, bylaws or policies in this Bylaw shall be interpreted to include all amendments and any successor legislation, regulation, bylaw or policy thereof.

4.11 Throughout this Bylaw:

(a) the term “including” or the phrases “e.g.” or “for example” shall be interpreted to mean “including, without limitation”; and,

(b) the singular includes the plural and vice-versa.

4.12 With respect to monitoring and compliance, the **Town’s** Delegation of Authority Policy shall be followed.

4.13 Notwithstanding the powers and duties delegated by this Bylaw, any matter may be referred to Council for consideration at the discretion of the **CAO**, or a **Director**, in consultation with the **CAO**.

## **5. SEVERABILITY**

5.1 If a court of competent jurisdiction declares any section or part of this Bylaw invalid, it is the intention of Council that the remainder of this Bylaw shall continue in force unless the court makes an order to the contrary.

## **6. REPEAL**

6.1 That Bylaws 92-32, 97-0125, 2002-0041, 2004-0078, 2005-0014, 2007-0148, 2007-0149, 2008-0001, 2020-0018, 2022-0056 and 2023-0034 are hereby repealed.

READ AND ENACTED this 16<sup>th</sup> day of April, 2025.

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Margaret Quirk, Mayor

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Rachel Dillabough, Town Clerk

**SCHEDULE "A" TO BY-LAW 2025-XXX  
DELEGATION OF POWERS AND DUTIES**

	"A" MATTER	"B" AUTHORITY DELEGATED	"C" CATEGORY	"D" DELEGATE	"E" DELEGATE	"F" LIMITATIONS/CONDITIONS
1	Reporting and supervisory structures - Non-Departmental	Approve	Administration	CAO		
2	Filing of applications under the Planing Act or other statute with respect to Town land	Approve	Administration	CAO		
3	Letters of Support - Community Organizations and Not-For-Profits	Issue	Administration	Director, Strategic Initiatives	Manager, Economic Development and Tourism or Manager, Communications or Manager, Corporate Strategy and Transformation or Manager, Service Excellence	Requires no commitment of Town funds or resources.
4	Committee of Adjustment Decision - Condition requires entering into an agreement	Approve and Execute	Agreement - Development	Director, Development Services	Manager of Development Engineering or Manager of Development Planning	Agreement in a form to the satisfaction of the Director.
5	Condominium	Approve and Execute	Agreement - Development	Director, Development Services	Manager of Development Engineering or Manager of Development Planning	In accordance with Council approved application and the conditions prescribed by Council. Agreement in a form to the satisfaction of the Director.
6	Pre-Servicing	Approve and Execute	Agreement - Development	Director, Development Services	Manager of Development Engineering	In accordance with Council approved application and the conditions prescribed by Council. Agreement in a form to the satisfaction of the Director.
7	Site Plan	Discharge and Release	Agreement - Development	Director, Development Services	Manager of Development Engineering	Where work has not taken place.
8	Subdivision	Approve and Execute	Agreement - Development	Director, Development Services	Manager of Development Engineering or Manager of Development Planning	In accordance with Council approved application and the conditions prescribed by Council. Agreement in a form to the satisfaction of the Director.
9	Site Alteration	Approve and Execute	Agreement - Development	Director, Development Services	Manager of Development Engineering or Manager of Development Planning	Where more than 250m <sup>3</sup> and less than 2000m <sup>3</sup> of fill is being dumped or placed in accordance with the Town's By-law. Agreement in a form to the satisfaction of the Director.
10	Limiting distance	Approve and Execute	Agreement - Development	Manager of Building and Chief Building Official	Deputy Chief Building Official or Supervisor of Inspectors	In accordance with the Building Code Act, 1992, S.O. 1992, c. 23.
11	Emergency Social Services - Government Organization	Approve and Execute	Agreement - Emergency Services	Director, Emergency Services/Fire Chief	Deputy Fire Chief	
12	Use of Emergency Services Training Facilities	Approve and Execute	Agreement - Emergency Services	Director, Emergency Services/Fire Chief	Deputy Fire Chief	Agreement provides for the recovery of costs.
13	Collective Agreement arising out of arbitration of matters	Approve and Execute	Agreement - Employee Matters and Labour Relations	Head of Human Resources		Provided the financial impact is within the mandate approved by Council. Written authorization from the CAO prior to execution.
14	Human Rights Tribunal of Ontario matters for the purpose of resolving applications or claims made related to employment, civil litigation, Labour Relations Act, 1995. S.O. 1995, c. 1, Sched. A	Approve and Execute	Agreement - Employee Matters and Labour Relations	Head of Human Resources		Settlement amount does not exceed the limit of Small Claims jurisdiction exclusive of interest and costs, and in consultation with the Director of Legislative Services/Town Solicitor and the CAO.
15	Community Organizations and Not-For-Profits - Compensation, funding, financial incentive, grants or subsidy	Approve and Execute	Agreement - Grants	Director, Strategic Initiatives	Program Manager, Strategic Initiatives	For an approved grant.
16	Data-Sharing and Services - Government Organization or Third-Party contracted by the Town	Approve and Execute	Agreement - Products, Construction or Services	Manager of Information Technology Services		



**SCHEDULE "A" TO BY-LAW 2025-XXX  
DELEGATION OF POWERS AND DUTIES**

17	Products, Construction or Services for the delivery of the usual operations of the Town	Approve and Execute	Agreement - Products, Construction or Services	Manager of Procurement Services	For all products and services procured in accordance with the Town's Procurement Policy.
18	Products, Construction or Services for the delivery of the usual operations of the department that are not subject to the Town's Procurement Policy	Approve and Execute	Agreement - Products, Construction or Services	Staff, Supervisor, Manager, Director, Head of Human Resources, Deputy CAO/Treasurer, CAO	In accordance with the "Purchasing Authorities" established by the Town's Procurement Policy. Contracts shall as required contain appropriate insurance, termination, workplace safety and indemnification provisions.
19	Licence - Telecommunications Equipment Site Licence	Approve	Agreement - Real Estate	CAO	In accordance with Town's Wireless Telecommunications Installations on Municipal Property Policy. The agreement to be in the form of the Town's Telecommunications Equipment Site Licence Template.
20	Acquisition or Disposal of Real Property	Approve and Execute	Agreement - Real Estate	CAO	During a pandemic and/or declared emergency where Council is not meeting. The CAO shall report to Council on the use of this authority as soon as practicable.
21	Encroachment - Abutting Landowners	Approve and Execute	Agreement - Real Estate	Director, Operations and Infrastructure	For less than fair market value consideration: (a) where the encroachment is on a highway and does not physically enclose any Town owned property;  (b) is as a result of a condition of development approval that requires the gratuitous transfer of the property to the Town and agreement from the Town permits the encroachment to be constructed on the property; or  (c) is a result of the Town's acquisition of the property  Agreement to be in a form approved by the Director, Operations and Infrastructure.  Nature of the agreement is minor as determined by affected departments and agencies.  Such other reasonable conditions as are necessary in the opinion of the Director, Operations and Infrastructure.  Any permit, legal fees or other costs as determined by the Town from time to time shall be paid.
22	Municipal Access Highways	Approve and Execute	Agreement - Real Estate	Director, Operations and Infrastructure	With utility companies only. To be in a form satisfactory to the Director of Operations and Infrastructure. Any permit, legal fees or other costs as determined by the Town from time to time shall be paid.
23	Municipal Consent Highways - Government Organization	Approve and Execute	Agreement - Real Estate	Director, Operations and Infrastructure	To be in a form satisfactory to the Director of Operations and Infrastructure Any permit, legal fees or other costs as determined by the Town from time to time shall be paid.
24	Purchase and sale for fee simple title in connection with Town's acquisition of property for Town projects	Approve and Execute	Agreement - Real Estate	CAO	In accordance with Council approved terms and conditions.
25	Purchase and sale for fee simple title in connection with Town's disposal of property for Town projects	Approve and Execute	Agreement - Real Estate	CAO	In accordance with Council approved terms and conditions.

**SCHEDULE "A" TO BY-LAW 2025-XXX  
DELEGATION OF POWERS AND DUTIES**

	Licence - Temporary - Short Term - permitting the Town, their contractors or agents to enter upon land or to permit others, their contractors or agents to enter upon				For access or construction purposes.
26	Town lands	Approve and Execute	Agreement - Real Estate	Director, Operations and Infrastructure	
27	Compliance Audit Committee (Elections)	Approve and Terminate	Appointment	Town Clerk	A report to Council is not required and staff shall bring the by-law directly to Council.
28	Fence Viewers	Approve and Terminate	Appointment	Town Clerk	A report to Council is not required and staff shall bring the by-law directly to Council.
29	Livestock Valuer	Approve and Terminate	Appointment	Town Clerk	A report to Council is not required and staff shall bring the by-law directly to Council.
30	Minutes of settlement arising out of tax appeals and assessment appeals at the Assessment Review Board	Approve and Execute	Assessment and Taxation	Manager of Taxation, Revenue	
31	Exercise the functions of Council pursuant to Sections 357, 358 and 359 of the Municipal Act, 2001, S.O. 2001, c. 25, regarding tax adjustments	Conduct, Approve or Deny	Assessment and Taxation	Manager of Taxation, Revenue	Powers and duties to be exercised in accordance with the Municipal Act, 2001, S.O. 2001, c. 25
32	Tax Certificates	Execute	Assessment and Taxation	Manager of Taxation, Revenue	
33	Exercise the functions of Council pursuant to Section 356 of the Municipal Act, 2001, S.O. 2001, c. 25, regarding Town-owned land which is assessed in one block into two or more parcels or apportion unpaid taxes on land among parcels	Conduct, Divide and Apportion	Assessment and Taxation	Manager of Taxation, Revenue	Powers and duties to be exercised in accordance with the Municipal Act, 2001, S.O. 2001, c. 25.
34	Annual Interim Stormwater Rate and Installment Dates	Approve	Assessment and Taxation	Manager of Taxation, Revenue	Interim stormwater rate equal to 50% of the previous year's annualized rates in advance of the approval of rates for the coming year in accordance with Resolutions C-2024-0134 to C-2024-0137. No report to Council is required and staff shall bring the by-law directly to Council prior to issuing Interim Bill.
35	Annual Interim Tax Levy and Installment Dates	Approve	Assessment and Taxation	Manager of Taxation, Revenue	Interim tax bills equal to 50% of the previous year's annualized taxes in advance of the approval of rates for the coming year and in accordance with the Municipal Act, 2001, S.O. 2001, c. 25. No report to Council is required and staff shall bring the by-law directly to Council prior to issuing Interim Tax Bill.
36	Plan of Condominium including Condominium descriptions under Section 9 of the Condominium Act, 1998, S.O. 1998, c. 19, and minor amendments, changes, additions or deletions to the draft plan and conditions imposed.	Approve and Execute	Development	Director, Development Services	Manager of Development Engineering In accordance with the Council approved draft plan and the conditions prescribed by Council. Endorse approval upon expiry of the respective appeal periods and upon all conditions of draft approval being satisfied and the Director, Development Services advising Council the conditions have been satisfied.
37	Plan of Subdivision under Section 51 of the Planning Act, R.S.O. 1990, c. P. 13, including minor amendments, changes, additions or deletions to the draft plan or conditions imposed.	Approve and Execute	Development	Director, Development Services	Manager of Development Planning In accordance with the Council approved draft plan and the conditions prescribed by Council. Endorse approval upon expiry of the respective appeal periods and upon all conditions of draft approval being satisfied and the Director, Development Services advising Council the conditions have been satisfied.

**SCHEDULE "A" TO BY-LAW 2025-XXX  
DELEGATION OF POWERS AND DUTIES**

38	Application - Deeming By-law - Pass or Repeal	Approve or Deny	Development	Director, Development Services	Manager of Development Planning	Circulation of the application to Council prior to the By-law coming before Council. A member of Council may contact staff to obtain further information or clarification on the matter. No report to Council required. Staff to bring the By-law directly to Council.
39	Application - Part-Lot Control	Approve or Deny	Development	Director, Development Services	Manager of Development Planning	Circulation of the application to Council prior to the By-law coming before Council. A member of Council may contact staff to obtain further information or clarification on the matter. No report to Council required. Staff to bring the By-law directly to Council.
40	Certificates of Cancellation under Section 54 of the Planning Act, R.S.O. 1990, c. P.13	Approve and Execute	Development	Director, Development Services	Manager of Development Planning	
41	Draft Approved Plans	Extend	Development	Director, Development Services	Manager of Development Planning	Circulation of the application to Council prior to a decision being made. A member of Council may contact staff to obtain further information or clarification on the matter.
42	Parkland Dedication/Cash-in-Lieu	Collection	Development	Director, Development Services	Manager of Development Planning	In accordance with By-law 2001-0020 and Parkland Dedication Policy LS-PKS01 as determined through conditions of development approval.
43	Sanitary Sewer and Water Servicing Allocation	Commit	Development	Director, Development Services		Where servicing allocation has been "Reserved" by Council and upon clearance of draft plan or provisional consent conditions.
44	Submissions to the Alcohol and Gaming Commission of Ontario with regard to proposed retail store authorization applications for cannabis stores	File	Development	Senior Policy Planner	Manager of Planning Policy	In accordance with the Public Interest Statement approved by Council Resolution C-2021-0200 on June 23, 2021, as amended.
45	Assumption or Final Acceptance of Subdivision or Condominium	Approve	Development	Director, Development Services	Manager of Development Engineering	In accordance with Agreement and approval from applicable departments. No report to Council required. Staff to bring the By-law directly to Council.
46	Town Engineering and Design Standards Amendments	Approve	Development	Director, Development Services	Manager of Development Engineering	Upon consultation with the Director, Operations and Infrastructure make amendments related to the Design Criteria that are based on updates to NFPA standards, provincial legislation and regulations and best practices in the industry.
47	Property Acquisition	Acquire	Emergency/Pandemic	CAO		During a pandemic and/or declared emergency where Council is not meeting. The CAO shall report to Council on the use of this authority as soon as practicable.
48	Property Disposal	Declare Surplus and Disposal	Emergency/Pandemic	CAO		During a pandemic and/or declared emergency where Council is not meeting. The CAO shall report to Council on the use of this authority as soon as practicable.
49	Any matter to ensure business continuity and essential services of the Town	Approve and Execute	Emergency/Pandemic	CAO and Mayor		During a pandemic and/or declared emergency where Council is not meeting. The CAO shall report to Council on the use of this authority as soon as practicable.
50	Emergency Plan	Update	Emergency/Pandemic	Director, Emergency Services/Fire Chief	Deputy Fire Chief	To make administrative changes such as contact information, procedures, and other pertinent information required to the keep the Plan up-to-date and accurate. The updated Plan is to be submitted to the Town Clerk and circulated to all departments, agencies, government bodies and affected persons.

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DELEGATION OF POWERS AND DUTIES**

51	An event as an event of municipal significance for the purposes of prescribing it as a special event occasion including where an application has been made pursuant to subsection 19(1) of the Liquor Licence Act, R.S.O. 1990, c. L. 19	Designate	Events	Director, Community Services	For the purpose of obtaining a Special Occasion permit, highway closure or as may be required by a government organization. Council is to be advised of the event.
52	Notice of Trespass	Approve and Execute	Facilities/Fields/Parks/Property	Director, Community Services	CAO
53	Parks and Facilities - Closure and Hours of operation	Approve and Adjust	Facilities/Fields/Parks/Property	Director, Community Services	Council is to be advised of the closure or adjustment in hours of operation.
54	Posting of Signs regarding permitted activities, prohibitions, restrictions, regulations and warnings regarding use of a park	Approve	Facilities/Fields/Parks/Property	Director, Community Services	In accordance with the Town's Parks By-law.
55	In advance of the approval of the annual budget	Spend	Finance	Deputy CAO/Treasurer	Spending authority is equivalent to six (6) months of previous year's approved budget. No new expenditures, no enhancements or new spending is permitted prior to approval of the new budget.
56	Loan or mortgage registered on property	Discharge and Release	Finance	Deputy CAO/Treasurer	Upon payment and terms and conditions being satisfied.
57	To add any part of a fine that is in default to the tax rolls at the request of a Government Organization	Collection	Finance	Manager of Taxation, Revenue	In accordance with section 441.1 of the Municipal Act, 2001, S.O. 2001, c. 25
58	Community Organizations and Not-For-Profits (request for grants of less than \$10,000)	Approve or Deny	Grants/Rebate	Director, Strategic Initiatives	<p>The internal review team established by the Strategic Initiatives Department with the following representation:</p> <ul style="list-style-type: none"> <li>- Financial Strategy and Planning Division;</li> <li>- Corporate Strategy and Transformation Division;</li> <li>- Subject matter experts from various departments based on the application submissions;</li> </ul> <p>shall review and evaluate all applications for requests of less than \$10,000, and approve up to a maximum disbursement of \$50,000 annually, unless otherwise adjusted by Council.</p> <p>Staff shall update Council on grant recipients through the submission of a "Briefing Note".</p>
59	Community Organizations and Not-For-Profits (request for grants \$10,000 and above)	Evaluate	Grants/Rebate	Director, Strategic Initiatives	<p>The internal review team established by the Strategic Initiatives Department with the following representation:</p> <ul style="list-style-type: none"> <li>- Financial Strategy and Planning Division;</li> <li>- Corporate Strategy and Transformation Division;</li> <li>- Subject matter experts from various departments based on the application submissions;</li> </ul> <p>shall review and evaluate all applications for requests of \$10,000 and above unless otherwise adjusted by Council, and provide recommendations to Council for approval.</p>

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60	Economic, Culture and Community Betterment Grant Program	Approve or Deny	Grants/Rebate	Director, Strategic Initiatives	Manager, Economic Development and Tourism	<p>The internal review team established by the Strategic Initiatives Department with the following representation:</p> <ul style="list-style-type: none"> <li>- Financial Strategy and Planning Division;</li> <li>- Economic Development and Tourism Division;</li> <li>- Subject matter experts from various departments based on the application submissions;</li> </ul> <p>shall review and evaluate all applications.</p> <p>The maximum amount to be disbursed to a recipient is \$5,000, or 50% of eligible expenses whichever is less, unless otherwise adjusted by Council.</p> <p>Staff shall update Council on grant recipients through the submission of a "Briefing Note".</p>
61	Development Application Fees Rebate Program	Approve or Deny	Grants/Rebate	Director, Strategic Initiatives	Manager, Economic Development and Tourism	<p>The internal review team established by the Strategic Initiatives Department with the following representation:</p> <ul style="list-style-type: none"> <li>- Financial Strategy and Planning Division;</li> <li>- Economic Development and Tourism Division;</li> <li>- Subject matter experts from various departments based on application submissions;</li> </ul> <p>shall review and evaluate all applications.</p> <p>A Rebate for industrial/commercial/institutional development that creates full-time employment and increases the non-residential tax base.</p> <p>A Rebate of 50% to a maximum of \$15,000 for a single development application and 75% up to a maximum of \$50,000 for multiple applications on the same property, unless otherwise adjusted by Council.</p> <p>Rebate is to be provided upon confirmation that the final occupancy for the building has been issued by the Town's Building Division.</p> <p>Staff shall update Council on grant recipients through the submission of a "Briefing Note".</p>

**SCHEDULE "A" TO BY-LAW 2025-XXX  
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62	Community Improvement Plan - Façade Improvement Grant, Heritage Building Improvement Grant, Accessibility Improvement Grant and Landscape Improvement Grant Programs	Approve or Deny	Grants/Rebate	Director, Strategic Initiatives	Manager, Economic Development and Tourism	<p>The internal review team established by the Strategic Initiatives Department with the following representation:</p> <ul style="list-style-type: none"> <li>- Financial Strategy and Planning Division;</li> <li>- Economic Development and Tourism Division;</li> <li>- Subject matter experts from various departments based on application submissions;</li> </ul> <p>shall review and evaluate all applications.</p> <p>The maximum amount to be disbursed to a recipient under the Façade Improvement Grant and Heritage Building Improvement Grant Programs are \$5,000, or 50% of the cost of the renovation, whichever is less, unless otherwise adjusted by Council.</p> <p>The maximum amount to be disbursed to a recipient under the Accessibility Improvement Grant and Landscape Improvement Grant Programs are \$2,000, or 50% of the cost of the improvement, whichever is less, unless otherwise adjusted by Council.</p> <p>Staff shall update Council on grant recipients through the submission of a "Briefing Note".</p>
	Highway Closure - Temporary	Approve	Highways	Director, Operations and Infrastructure		<p>Applicant to provide a certificate of insurance in a form satisfactory to the Director, Operations and Infrastructure.</p> <p>Applicant responsible for clean up and restoration of the highway at the close of the event.</p> <p>Such other reasonable restrictions as in the opinion of the Director, Operations and Infrastructure.</p> <p>All affected department and agencies shall be notified of the road closure.</p>
63	Construction Zones on Highway under Section 128 of the Highway Traffic Act, R.S.O. 1990, c. H. 8	Designate	Highways	Director, Operations and Infrastructure		In accordance with Ontario Traffic Manual Book 7 and applicable regulations.
64	Service of any legal document on behalf of the Town	Accept	Legal - Administration	Town Clerk		
65	Claims - Insured - by or against the Town at or above the Town's deductible	Approve and Execute	Legal - Claims & Agreements	Director of Legislative Services/Town Solicitor and CAO		Upon recommendation of the Town's insurance provider or its lawyer.
66	Claims - Insured - by or against the Town below the Town's deductible	Approve and Execute	Legal - Claims & Agreements	Director of Legislative Services/Town Solicitor and CAO		
67	Claims - proof of loss, both interim and final to the Town's insurer.	Approve and Execute	Legal - Claims & Agreements	Director, Legislative Services/Town Solicitor		
68	Claims - release for claims against other parties and/or their insurers	Approve and Execute	Legal - Claims & Agreements	Director, Legislative Services/Town Solicitor		
69	Settlement of uninsured and other legal proceedings	Take All Necessary Steps	Legal - Claims & Agreements	Director, Legislative Services/Town Solicitor		Settlement amount does not exceed the limit of Small Claims Court jurisdiction exclusive of interest and costs.
70	Legal Proceeding - commenced by or against the Town, including but not limited to a motion, an application for leave to appeal, appeal, claim, counterclaim, cross claim or third party claim	Take All Necessary Steps	Legal - Litigation	Director, Legislative Services/Town Solicitor		<p>Director of Legislative Services/Town Solicitor shall report to Council as soon as practicable, except where the:</p> <p>(a) claim is defended by the Town's insurer; or</p> <p>(b) claim does not exceed the limit of Small Claims Court jurisdiction exclusive of interest and costs.</p>
71	Legal Proceeding - to ensure that no limitation period or other time restriction expires before instructions of Council can be obtained	Take All Necessary Steps	Legal - Litigation	Director, Legislative Services/Town Solicitor		Instructions of Council are sought as soon as practicable where the claim exceeds the limit of Small Claims Court jurisdiction exclusive of interest and costs.
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Legal Proceeding - Superior Court of Justice or such other Tribunals as may be necessary to enforce or to restrain a contravention of a				
73	Town By-law or statute enforced by the Town	Take All Necessary Steps	Legal - Litigation	Director, Legislative Services/Town Solicitor
Legal Proceeding - Intervenor status or non-party standing in order to participate in any legal proceeding in which the Town is not already a party				
74		Obtain	Legal - Litigation	Director, Legislative Services/Town Solicitor
Legal Proceeding - Tribunal - Committee of Adjustment Decision				
75		Defend	Legal - Litigation - Development	Director, Development Services Manager of Development Planning
Legal Proceeding - Tribunal - Committee of Adjustment Decision				
76		Appeal	Legal - Litigation - Development	Director, Development Services Manager of Development Planning
Legal Proceeding - Tribunal - Decision of Council regarding Official Plan Amendments, Zoning By-law Amendments, Plan of Subdivision or Condominium				
77		Defend	Legal - Litigation - Development	Director, Development Services Manager of Development Planning
Legal Proceeding - Tribunal - Decision of the Director, Development Services regarding the approval or refusal of a Site Plan				
78		Defend	Legal - Litigation - Development	Director, Development Services Manager of Development Engineering
Releases and discharges of lands from covenants and conditions				
79		Approve and Execute	Legal - Real Estate/Title Matters	Director, Legislative Services/Town Solicitor
Applications for first registration or absolute title under the Land Titles Act				
80		Approve and Execute	Legal - Real Estate/Title Matters	Director, Legislative Services/Town Solicitor
Applications on behalf of the Town for entry or removal of a notice or caution of any kind, an inhibiting order, reference plan or registration of any kind in the Land Registry Office				
81		Approve and Execute	Legal - Real Estate/Title Matters	Director, Legislative Services/Town Solicitor
Consents and waivers of notice of applications under the Land Titles Act, R.S.O. 1990, c. L. 5				
82		Approve and Execute	Legal - Real Estate/Title Matters	Director, Legislative Services/Town Solicitor
Correcting or Quit Claim Deeds				
83		Approve and Execute	Legal - Real Estate/Title Matters	Director, Legislative Services/Town Solicitor
Registration of documents affecting title to lands, including but not limited to transfers, agreements, liens, and restrictions on title, and including Acknowledgements & Directions in respect of all documents to be registered				
84		Approve and Execute	Legal - Real Estate/Title Matters	Director, Legislative Services/Town Solicitor
Restrictions under section 118 of the Land Titles Act, R.S.O. 1990, c. L. 5, to prevent transfer or mortgage of land				
85		Consent and Removal	Legal - Real Estate/Title Matters	Director, Legislative Services/Town Solicitor
Recreation Facility Use, Fields and Parks				
86		Issue, Issue with Conditions, Refuse or Revoke	Licences/Permits	Director, Community Services

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87	Highway Occupancy	Issue, Issue with Conditions, Refuse or Revoke	Licences/Permits	Director, Operations and Infrastructure	In accordance with Ontario Traffic Manual Book 7. Applicant shall as required and to the satisfaction of the Director: (a) pay the prescribed Road Occupancy Permit fees in accordance with the Town's Fees and Charges By-law; (b) provide a certificate of insurance in a form satisfactory to the Director; (c) provide damage deposit in the amount determined by the Director; (d) clean up and restore the highway; (e) provide Traffic Plan; (f) provide Communications Plan; (g) provide nine (9) month warranty on works completed; (h) comply with any other terms and conditions imposed by the Director.
88	Sewer connections and disconnections to municipal sewage works	Issue, Issue with Conditions, Refuse or Revoke	Licences/Permits	Director, Operations and Infrastructure	In accordance with the Town's Sewer Use By-law. Applicant shall comply with any terms and conditions imposed by the Director.
89	Lottery Licence	Issue, Issue with Conditions, Refuse or Revoke	Licences/Permits	Licensing Coordinator	In accordance with Order in Council 1413/08 also the Lottery Licensing Policy Manual issued by the AGCO.
90	Pool Enclosure Permits	Issue, Issue with Conditions, Refuse or Revoke	Licences/Permits	Manager of Building and Chief Building Official	Deputy Chief Building Official or Supervisor of Inspectors In accordance with By-law 2008-079.
91	Liquor Licence Act Application Objection	File	Licences/Permits	Town Clerk	Where Town staff have identified concerns. Objection to be confirmed by Council at the next available Council meeting.
92	Property Disposal	Disposal, Approve and Execute	Real Estate and Agreement - Real Estate	Director, Legislative Services/Town Solicitor and applicable Director, if any	The following:  (a) an Easement to a Government Organization for the installation/maintenance of services; (b) an Easement that is being abandoned;
93	Property Disposal	Disposal, Approve and Execute	Real Estate and Agreement - Real Estate	Director, Legislative Services/Town Solicitor and applicable Director, if any	The following:  (a) a closed highway, if sold to an owner of land abutting the closed highway; (b) a road widening and reserves to the entity having jurisdiction over the abutting highway; (c) property that is not sufficient in size to accommodate a new main use;  For items (b) and (c) compensation for property is made to the Town based on Price of Land calculation and all other fees regarding the transfer as determined by the Director.
94	Annual Accessibility Audit	Execute	Regulatory	Director	
95	Parking Restrictions - Special Events, Construction or Maintenance Work	Suspend	Regulatory	Director, Operations and Infrastructure	
96	Documents in accordance with the Funeral, Cremation and Cemetery Services Act, 2002, S.O. 2002, c. 33	File	Regulatory	Town Clerk	
97	Interment Rights Certificates	Execute	Regulatory	Town Clerk	
98	Expenditure or Incur other liability	Approve	Restricted Act Period	CAO	Has a value exceeding \$50,000, which has not received prior budget approval. During the first quarter of in the year following the municipal election the CAO shall report to Council on any exercise of this delegated authority.



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99 Property - Real or Personal      Declare Surplus and Disposal      Restricted Act Period      CAO

Has a value exceeding \$50,000 at the time of disposal.  
During the first quarter of in the year following the municipal election the CAO shall report to Council on any exercise of this delegated authority.

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