

**SCHEDULE "A" TO BYLAW 2025-XXX  
DELEGATION OF POWERS AND DUTIES - EXISTING**

	"A" MATTER	"B" AUTHORITY DELEGATED	"C" CATEGORY	"D" DELEGATE	"E" DELEGATE	"F" LIMITATIONS/CONDITIONS	"G" LEGISLATIVE REFERENCE
1	Reporting and supervisory structures - Non-Departmental	Approve	Administration	CAO			Practice
2	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.	Practice
3	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.	Practice
4	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.	Practice
5	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			Practice
6	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.	Practice
7	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.	Practice
8	Licence - Telecommunications Equipment Site Licence	Approve and Execute	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.	Report CAO-2021-008 and Resolution C-2021-0140
9	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.	By-law 2020-0018 - Item 1 (c)
10	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.	Section 6.5 of Policy DAS-CL-029 Procedures governing the sale and disposition of land, including giving of notice to the public but modified to included (b) and (c)

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11	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.	Practice
12	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.	Practice
13	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		Practice
14	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	Practice
15	Tax Certificates	Execute	Assessment and Taxation	Manager of Taxation, Revenue		Practice
16	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.	Practice
17	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.  By-law 1997-0125, By-law 2002-0041 & By-law 2022-0056
18	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.  By-law 1997-0125, By-law 2002-0041 & By-law 2022-0056
19	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.  Report DS-2023-0088 and Resolution C-2023-0352
20	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.  Report DS-2023-0088 and Resolution C-2023-0352
21	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	Report DS-2023-0088 and Resolution C-2023-0352
22	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.  Report DS-2023-0088 and Resolution C-2023-0352
23	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.  Practice

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24	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.	Resolution C-2024-0377 - Report DS-2024-0015
25	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. Resolution C-2021-0200
26	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.	By-law 2020-0018 Item 1 (c)
27	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.	By-law 2020-0018 Item 1 (c)
28	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.	By-law 2020-0018 - Item 1 (e)
29	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.	By-law 2023-0034 but expanded to include where required for a highway closure or by a government organization
30	Notice of Trespass	Approve and Execute	Facilities/Fields/Parks/Property	Director, Community Services	CAO	By-law 2008-001 but delegate changed from CAO or Clerk
31	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.	Practice
32	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.	Practice
33	Community Organizations and Not-For-Profits (request for grants of less than \$10,000)	Approve or Deny	Grants/Rebate	Director, Strategic Initiatives	Manager, Corporate Strategy and Transformation	The internal review team established by the Strategic Initiatives Department with the following representation:  - Financial Strategy and Planning Division; - Corporate Strategy and Transformation Division; - Subject matter experts from various departments based on the application submissions;  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.  Staff shall update Council on grant recipients through the submission of a "Briefing Note". Resolution C-2023-0281 - Report SI-2023-0014 but with internal review team modified

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34	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>	Resolution C-2023-0281 - Report SI-2023-0014 but with internal review team modified
35	Economic, Culture and Community Betterment Grant Program	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>- 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>	Resolution C-2023-0404 - Report SI-2023-0017 but with internal review team modified
36	Development Application Fees Rebate Program	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>- 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>	Resolutions C-2023-0281 and C-2023-0404 - Reports SI-2023-0014 and SI-2023-0017 but with internal review team modified

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						<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 Facade 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>	
37	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		Resolutions C-2023-0281 and C-2023-0404 - Reports SI-2023-0014 and SI-2023-0017 but with internal review team modified
38	Highway Closure - Temporary	Approve	Highways	Director, Operations and Infrastructure		Applicant to provide a certificate of insurance in a form satisfactory to the Director, Operations and Infrastructure. Applicant responsible for clean up and restoration of the highway at the close of the event. Such other reasonable restrictions as in the opinion of the Director, Operations and Infrastructure. All affected department and agencies shall be notified of the road closure.	By-law 2005-0014
39	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.	Practice
40	Service of any legal document on behalf of the Town	Accept	Legal - Administration	Town Clerk			Practice
41	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.	Practice
42	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			Practice
43	Claims - proof of loss, both interim and final to the Town's insurer.	Approve and Execute	Legal - Claims & Agreements	Director, Legislative Services/Town Solicitor			Practice
44	Claims - release for claims against other parties and/or their insurers	Approve and Execute	Legal - Claims & Agreements	Director, Legislative Services/Town Solicitor			Practice
45	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.	Practice
46	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		Director of Legislative Services/Town Solicitor shall report to Council as soon as practicable, except where the: (a) claim is defended by the Town's insurer; or (b) claim does not exceed the limit of Small Claims Court jurisdiction exclusive of interest and costs.	Practice
47	Releases and discharges of lands from covenants and conditions	Approve and Execute	Legal - Real Estate/Title Matters	Director, Legislative Services/Town Solicitor		Legal fees or other costs to be paid by the applicant as determined by the Director, Legislative Services/Town Solicitor from time to time.	Practice
48	Applications for first registration or absolute title under the Land Titles Act	Approve and Execute	Legal - Real Estate/Title Matters	Director, Legislative Services/Town Solicitor			Practice
49	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	Approve and Execute	Legal - Real Estate/Title Matters	Director, Legislative Services/Town Solicitor			

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50	Consents and waivers of notice of applications under the Land Titles Act, R.S.O. 1990, c. L. 5	Approve and Execute	Legal - Real Estate/Title Matters	Director, Legislative Services/Town Solicitor		Practice
51	Correcting or Quit Claim Deeds	Approve and Execute	Legal - Real Estate/Title Matters	Director, Legislative Services/Town Solicitor		Practice
52	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	Approve and Execute	Legal - Real Estate/Title Matters	Director, Legislative Services/Town Solicitor		Practice
53	Restrictions under section 118 of the Land Titles Act, R.S.O. 1990, c. L. 5, to prevent transfer or mortgage of land	Consent and Removal	Legal - Real Estate/Title Matters	Director, Legislative Services/Town Solicitor		Practice
54	Recreation Facility Use, Fields and Parks	Issue, Issue with Conditions, Refuse or Revoke	Licences/Permits	Director, Community Services		Practice
55	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.	Practice
56	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.	Practice
57	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.	Practice
58	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. Practice
59	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;	Section 6.4 of Policy DAS-CL-029 Procedures governing the sale and disposition of land, including giving of notice to the public
60	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.	Section 6.5 of Policy DAS-CL-029 Procedures governing the sale and disposition of land, including giving of notice to the public
61	Annual Accessibility Audit	Execute	Regulatory	Director		Practice
62	Parking Restrictions - Special Events, Construction or Maintenance Work	Suspend	Regulatory	Director, Operations and Infrastructure		Practice
63	Documents in accordance with the Funeral, Cremation and Cemetery Services Act, 2002, S.O. 2002, c. 33	File	Regulatory	Town Clerk		Practice
64	Interment Rights Certificates	Execute	Regulatory	Town Clerk		Practice

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65	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.	By-law 2022-0045 Section 1 (d) delegated this authority but was specific to the 2022 Election period
66	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.	By-law 2022-0045 Section 1 (c) delegated this authority but was specific to the 2022 Election period