

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

"A" MATTER	"B" AUTHORITY DELEGATED	"C" CATEGORY	"D" DELEGATE	"E" DELEGATE	"F" LIMITATIONS/CONDITIONS
1 Filing of applications under the Planning Act or other statute with respect to Town land	Approve	Administration	CAO		
2 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.
3 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.
4 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.
5 Site Plan	Discharge and Release	Agreement - Development	Director, Development Services	Manager of Development Engineering	Where work has not taken place.
6 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.
7 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.
8 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.
9 Emergency Social Services - Government Organization	Approve and Execute	Agreement - Emergency Services	Director, Emergency Services/Fire Chief	Deputy Fire Chief	
10 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.
11 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.
12 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.
13 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.
14 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 Town lands	Approve and Execute	Agreement - Real Estate	Director, Operations and Infrastructure		For access or construction purposes.
15 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.
16 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.
17 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.

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					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.
18	Annual Interim Stormwater Rate and Installment Dates	Approve	Assessment and Taxation	Manager of Taxation, Revenue	
19	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.
20	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.
21	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.
22	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 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.
23	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.
24	Loan or mortgage registered on property	Discharge and Release	Finance	Deputy CAO/Treasurer	Upon payment and terms and conditions being satisfied.
25	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
26	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.
27	Legal Proceeding - Superior Court of Justice or such other Tribunals as may be necessary to enforce or to restrain a contravention of a Town By-law or statute enforced by the Town	Take All Necessary Steps	Legal - Litigation	Director, Legislative Services/Town Solicitor	
28	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	Obtain	Legal - Litigation	Director, Legislative Services/Town Solicitor	Instructions of Council are sought as soon as practicable.
29	Legal Proceeding - Tribunal - Committee of Adjustment Decision	Defend	Legal - Litigation - Development	Director, Development Services	Manager of Development Planning At the discretion of the Director, Development Services and where the Committee of Adjustment Decision and the associated recommendations made by Town staff are consistent.
30	Legal Proceeding - Tribunal - Committee of Adjustment Decision	Appeal	Legal - Litigation - Development	Director, Development Services	Manager of Development Planning The Director, Development Services is of the opinion the Committee of Adjustment decision is contrary to the best interests of the Town and where a time restriction would expire before instructions of Council could be obtained. The Director, Development Services shall obtain instructions from Council as soon as practicable.

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Legal Proceeding - Tribunal - Decision of Council regarding Official Plan Amendments, Zoning By-law Amendments, Plan of Subdivision or					The Director, Development Services shall advise Council if a new issue arises at the Tribunal that may change the Town's position. This delegated authority does not apply to an appeal of a Council non-decision.
31	Condominium	Defend	Legal - Litigation - Development	Director, Development Services	
Legal Proceeding - Tribunal - Decision of the Director, Development Services regarding the approval or refusal of a Site Plan					Manager of Development Engineering
32		Defend	Legal - Litigation - Development	Director, Development Services	
33	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.