

SCHEDULE A OF APPENDIX B TO SRCAO.18.01

**Schedule A  
Delegation of Powers and Duties Policy  
Consolidation of Delegations**

<b>Person or Body to Whom the Authority has been Delegated<sup>1</sup></b>	<b>Authorizing By-law No.<sup>2</sup>/ Municipal Code Chapter</b>	<b>Authorizing By-law Title or Description</b>	<b>Description of Delegated Authority</b>	<b>Conditions of, or Limitations on, Exercise of the Delegated Authority</b>
<b>All Employees</b>	114-16 (replaces Chapter 285)	Financial Control By-law	<b><u>Purchasing Goods &amp; Services</u></b> Making P-Card purchases in accordance with related policies If delegated by staff with authority in writing, approving payment for goods and services valued under \$10,000	There must be a budget for the goods/services being acquired Any contract provision limiting the supplier's liability (e.g. a cap on the quantum or type of damages that the supplier will be responsible for; indemnification by the Town of the supplier) must be separately approved by Commissioner or CAO
<b>All Managers</b>	114-16 (replaces Chapter 285)	Financial Control By-law	<b><u>Purchasing Goods &amp; Services</u></b> <ul style="list-style-type: none"> <li>• Making a commitment (enter into contracts) for the acquisition of goods and services valued between \$0 and \$249,999.99 that are (if over \$10,000) competitively acquired or exempt from Town's Purchasing Policy</li> <li>• Approving payment for goods and services valued between \$0 and \$249,999.99</li> <li>• Upon written delegation by their director, approving contingency expenditures of up to 15 per cent of the Term Value of a contract, provided each is under \$15,000</li> </ul>	<ul style="list-style-type: none"> <li>• There must be a budget for the goods/services being acquired and all contingencies</li> <li>• Any contract provision limiting the supplier's liability (e.g. a cap on the quantum or type of damages that the supplier will be responsible for; indemnification by the Town of the supplier) must be separately approved by the Commissioner or CAO</li> <li>• The Chief Purchasing Official (CPO) or Treasurer co-sign any contract</li> </ul>
<b>All Directors</b>	114-16	Financial	<b><u>Purchasing Goods &amp;</u></b>	<ul style="list-style-type: none"> <li>• There must be a budget</li> </ul>

<sup>1</sup> Person or body to whom authority in by-law has been delegated may differ in originating by-law referenced. Titles have been revised by omnibus by-law nos. 31-07 and 55-10 as well as the Delegation By-law 145-08.

<sup>2</sup> All by-law references are to originating by-law. Amendments may have been made to originating by-law.

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	(replaces Chapter 285)	Control By-law	<b><u>Services</u></b> <ul style="list-style-type: none"> <li>• Initiating acquisitions of goods and services of any value</li> <li>• Making a commitment (enter into contracts) for the acquisition of goods and services valued under \$500,000 that are (if over \$10,000) competitively acquired or exempt from Town's Purchasing Policy</li> <li>• Approving payment for goods and services of any value signed pursuant to commitment authority</li> <li>• Approving contingency expenditures of up to 15 per cent of the term value of a contract, provided each is under \$15,000</li> <li>• Approving revenue generating arrangements</li> </ul>	for the goods/services being acquired and all contingencies <ul style="list-style-type: none"> <li>• Any contract provision limiting the supplier's liability (e.g. a cap on the quantum or type of damages that the supplier will be responsible for; indemnification by the Town of the supplier) must be separately approved by Commissioner or CAO</li> <li>• The CPO or Treasurer must co-sign any contract</li> <li>• Revenue generating arrangements approved with parties other than non-profit organizations may not result in revenue in excess of \$500,000</li> </ul>
<b>All Commissioners</b>	113-16 (replaces Chapter 285)	Procurement Policy By-law	<b><u>Procurement Process</u></b> <ul style="list-style-type: none"> <li>• Awarding non-competitive acquisitions valued under \$50,000 and signing related agreements along with CPO</li> <li>• Disqualifying suppliers from participating in a current process for prohibited conduct (collusion, lobbying, etc.)</li> <li>• Suspending suppliers from participating in future procurements</li> </ul>	<ul style="list-style-type: none"> <li>• Non-competitive purchases may only be approved in the circumstances described in the Procurement Policy and CPO must provide confirmation</li> <li>• Disqualification and suspension is to be approved jointly with CAO</li> </ul>
	114-16 (replaces Chapter 285)	Financial Control By-law	<b><u>Purchasing Goods &amp; Services</u></b> <ul style="list-style-type: none"> <li>• Initiating acquisitions of goods and services of any value</li> </ul>	<ul style="list-style-type: none"> <li>• There must be a budget for the goods/services being acquired and all contingencies or scope</li> </ul>

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			<ul style="list-style-type: none"> <li>• Making a commitment (enter into contracts) for the acquisition of goods and services of any value that are (if over \$10,000) competitively acquired or exempt from Town's Purchasing Policy</li> <li>• Approving payment for goods and services of any value signed pursuant to commitment authority</li> <li>• Approving contingency expenditures of up to 30 per cent of the term value of a contract</li> <li>• Approving scope changes of maximum 10 per cent of contract value or \$100,000 for competitive contracts only</li> <li>• Approving limitations of liability</li> <li>• Approving variance of insurance provided</li> <li>• Exercise early termination provisions in contracts</li> <li>• Approving revenue generating arrangements</li> </ul>	<p>changes</p> <ul style="list-style-type: none"> <li>• The CPO or Treasurer must co-sign any contract</li> <li>• Non-competitive purchases may only be approved in the circumstances described in the Procurement Policy and CPO must provide confirmation</li> <li>• Termination must be exercised jointly with CAO</li> <li>• Variance of insurance may only be approved jointly with Commissioner of Corporate and Financial Services</li> <li>• Revenue generating arrangements approved with parties other than non-profit organizations may not result in revenue in excess of \$500,000 unless offered to the public through a competitive process</li> </ul>
<b>Animal Control Officers</b>	15-01, as amended by 84-14 (Chapter 314)	Dog Licensing – Keeping Bylaw	<p><b><u>Enforcement of Dog Licensing By-law</u></b></p> <ul style="list-style-type: none"> <li>• Seize and impound dog found running at large</li> <li>• Destroy or sell a dog that is unclaimed for three days or that is ill or injured and incapable of being cured in the opinion of the Animal Control Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Destruction is subject to the requirements of the <i>Animals for Research Act</i></li> </ul>
<b>Chief</b>	255-81, as	CAO Duties	<b><u>Employment, Suspension,</u></b>	<ul style="list-style-type: none"> <li>• Decisions re employees</li> </ul>

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<b>Administrative Officer (CAO)</b>	amended by 296-93 and 85-15 (Chapter 165)	By-law	<u><b>Dismissal</b></u> <ul style="list-style-type: none"> <li>Appointing, employing, suspending or dismissing any employee other than department heads (i.e. Commissioners) not covered by a collective bargaining agreement</li> <li>Appoint an employee or other person in accordance with procedures in applicable collective bargaining agreement and suspend or dismiss such employee for cause</li> <li>Appoint acting department heads or CAO on a <i>pro tempore</i> basis</li> </ul>	not covered by collective agreements other than department heads are subject to: <ul style="list-style-type: none"> <li>the complement, earnings, fringe benefits and working conditions approved by Council</li> <li>the right of employee to appeal to Council in respect of suspension or dismissal</li> </ul>
	91-02	Indemnity By-law	<u><b>Limited Administration</b></u> <ul style="list-style-type: none"> <li>To approve legal counsel retained by an individual prior to reimbursement</li> <li>To review legal accounts on a monthly basis</li> <li>To approve commencement of third party proceedings as part of a defence of a covered proceeding</li> <li>To approve payment of up to \$5,000 of a retainer or defence costs incurred in successfully defending (and being acquitted of) a charge under the Criminal Code, Highway Traffic Act or any act or failure to act in good faith performance of duties</li> </ul>	<ul style="list-style-type: none"> <li>Payment of any monies prior to determination of guilt (i.e. retainer costs) is subject to written agreement by individual to repay Town if convicted, all costs of defence or representation, including execution of an indemnity</li> </ul>
	36-09 as amended by 153-09	Confirmatory By-law of March 23,	<u><b>Commercial Leasing Authority</b></u> <ul style="list-style-type: none"> <li>to manage non-Town-</li> </ul>	n/a

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		2009 Council Meeting	<p>occupied space within 225 East Beaver Creek and within other commercial Town-owned buildings and properties as well as any lands where the Town is a tenant and subleases the use of those lands to third parties to the Chief Administrative Officer, including:</p> <ul style="list-style-type: none"> <li>(a) authorizing the Manger of Real Estate to: <ul style="list-style-type: none"> <li>(i) market space, including the placement of a suitable commercial “For Lease” sign in front of 225 East Beaver Creek</li> <li>(ii) negotiate amendments to all term or conditions of leases, including for revised leased space and early termination and</li> <li>(iii) negotiate new leasing arrangements with new or existing tenants</li> </ul> </li> <li>(b) waiving rental arrears and/or penalties where he deems such action warranted or necessary;</li> <li>(c) approving of and authorizing the use of contractual or other remedies in the event that leases are</li> </ul>	

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			breached, including the repossession of leased premises and commencement of legal proceedings; (d) approving alterations to configuration of space to improve marketability of space provided there is funding available from an approved budget source; and (e) authorizing the entering into and execution of any agreements, amending agreements, settlement agreements or any other documentation necessary to implement and effect the actions set out in (a) through (d)	
	137-09 (Chapter 413)	Site Plan Control Area by-law	<b><u>Site Plan Approvals</u></b> <ul style="list-style-type: none"> <li>Exercise Council's powers under Section 41 of the <i>Planning Act</i>, save and except the powers to define classes of development which may be undertaken without Site Plan Approval</li> </ul>	<ul style="list-style-type: none"> <li>No authority to grant approval or refuse unless applicant has:                             <ul style="list-style-type: none"> <li>(a) attended a pre-consultation meeting as per by-law 123-08;</li> <li>(b) submitted a completed application, plans and drawings in sufficient detail to enable refusal or granting of the application; and</li> </ul> </li> <li>requisite fees</li> </ul>

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	114-11	Confirmatory By-law of November 14, 2011 Council Meeting	<b><u>Property Acquisitions and Disposals</u></b> <ul style="list-style-type: none"> <li>• To retain any real estate advisor or agent to facilitate acquisitions and execute any agreements</li> <li>• To authorize obtaining of any appraisals required for the purpose of considering an acquisition provided there is a source of funding</li> <li>• To approve the acquisition of any lands by the Town, provided the Treasurer determines that there is an approved source of funding and if acquisition is in accordance with such direction as may be given by Council or COW from time to time and authorize the execution of or execute any agreements required for such acquisition</li> <li>• To accept any offer and sign back any offer on Town-owned lands which have been declared surplus and approved for sale, provided offers are conditional on Council approval</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of acquisition must be in accordance with Council/COW direction</li> <li>• Acceptance of offers for purchase of Town-owned lands must be subject to Council approval</li> </ul>
	113-16 (replaces Chapter 285)	Procurement Policy By-law	<b><u>Procurement Process Authorities</u></b> <ul style="list-style-type: none"> <li>• Awarding non-competitive acquisitions valued under \$100,000 and signing related agreements along with CPO</li> <li>• Disqualifying suppliers from process for prohibited</li> </ul>	<ul style="list-style-type: none"> <li>• Non-competitive purchases may only be approved in the circumstances described in the Procurement Policy and CPO must provide confirmation.</li> <li>• Disqualification and</li> </ul>



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			conduct <ul style="list-style-type: none"> <li>• Suspending non-performing suppliers from future procurements</li> </ul>	suspension is to be conducted jointly with the Commissioner of CFS
	114-16 (replaces Chapter 285)	Financial Control By-law	<b><u>Financial Authorities</u></b> <ul style="list-style-type: none"> <li>• Initiating acquisitions of goods and services of any value</li> <li>• Making a commitment (enter into contracts) for the acquisition of goods and services of any value that are (if over \$10,000) competitively acquired or exempt from Town's Purchasing Policy</li> <li>• Approving payment for goods and services of any value signed pursuant to commitment authority</li> <li>• Approving contingency of any value</li> <li>• Approving scope changes of max. 10% of contract value or \$100,000 for competitive contracts only</li> <li>• Exercise early termination provisions in contracts</li> <li>• Approving limitation of liability provisions</li> <li>• Approving funding commitments</li> <li>• Approving revenue generating arrangements</li> </ul>	<ul style="list-style-type: none"> <li>• There must be a budget for the goods/services being acquired and all contingencies or scope changes</li> <li>• The CPO or Treasurer must co-sign any contract</li> <li>• Termination must be exercised jointly with Commissioner of CFS</li> <li>• Funding commitments must be signed jointly with the Treasurer</li> <li>• Revenue generating arrangements approved with parties other than non-profit organizations may not result in revenue in excess of \$500,000 unless offered to the public through a competitive process</li> </ul>
	76-17	Confirmatory By-law of July 10, 2017 Council Meeting	<b><u>Sale and Other Disposition of Land</u></b> <ul style="list-style-type: none"> <li>• To authorize the disposition of the following lands: <ul style="list-style-type: none"> <li>(a) any limited interest;</li> <li>(b) land that is being</li> </ul> </li> </ul>	n/a



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			conveyed to the Region (c) land that is 0.3 meters in width and is being conveyed to the adjoining owner (d) a daylighting triangle	
	79-17	Tariff of Fees By-law	<b><u>Determining Rate of Annual Adjustments/ Waiving &amp; Reducing Fees</u></b> <ul style="list-style-type: none"> <li>Determining the rate of the annual adjustment of, and waive or reduce, fees set out in Schedule "I"</li> </ul>	n/a
<b>Chief Building Official</b>	15-90 (Chapter 340)	Demolition Control Area By-law	<b><u>Issuance of Building Permit in Demolition Control Area</u></b> <ul style="list-style-type: none"> <li>Issuing and imposing conditions as permitted under section 33 of the <i>Planning Act</i>,</li> </ul>	<ul style="list-style-type: none"> <li>Building for which demolition permit is sought may not be designated or on the register pursuant to the <i>Ontario Heritage Act</i></li> </ul>
	140-90 (Chapter 973)	Fence Height and Pool Enclosures By-law	<b><u>Administration of By-law</u></b> <ul style="list-style-type: none"> <li>Permit a fence exceeding 1.8 meters on land used for or abutting a railway right of way, a hydro, telephone or utility installation or a public works installation hazardous to safety</li> <li>Permit swimming pool enclosures</li> </ul>	<ul style="list-style-type: none"> <li>Any approval of a fence abutting a park or open space must be received from the Commissioner of Community Services</li> <li>Commissioner of Environment &amp; Infrastructure Services must approve all fences other than those approved pursuant to a site plan or subdivision agreement</li> </ul>
	95-98	Conditional Building Permit Agreement By-law	<b><u>Conditional building Permit Agreements</u></b> <ul style="list-style-type: none"> <li>To execute conditional building permit agreements</li> </ul>	<ul style="list-style-type: none"> <li>Agreements must be in accordance with the provisions of the OBCA and the Building Code</li> </ul>
	79-99, as amended by 145-08 (Chapter 1010)	Property Standards By-law	<b><u>Permits and Approvals</u></b> <ul style="list-style-type: none"> <li>Issue permits for structural repairs or modifications</li> <li>Issue permits for altering method of operation of a</li> </ul>	n/a

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			heating system •	
	53-04	Confirmatory By-law of Feb. 23, 2004 Council Meeting	<b><u>Limiting Distance Agreements</u></b> • Execution of Limiting Distance Agreements as per Building Code	• Does not include authority to execute agreements where Town is an owner of a property that is the subject of the Limiting Distance Agreement
	20-11	Confirmatory By-law of Feb. 28, 2011 Council Meeting	<b><u>Private Sanitary Sewer Agreements</u></b> • Creating and authorizing the execution of private sanitary sewer agreements with owners of private sanitary sewers that will traverse other private property to connect to the municipal sewer system	n/a
<b>Chief Purchasing Official (CPO)</b>	113-16 (replaces Chapter 285)	Procurement Policy By-law	<b><u>Procurement Process</u></b> • Administration of competitive procurement for goods and services of \$10,000 and greater that are subject to the Policy • Establishing procedures to supplement Policy • Making revisions to Appendix "B" (and supporting procedures) in order to ensure that the Town's non-competitive procurement is made in accordance with Trade Agreements	n/a
	114-16 (replaces Chapter 285)	Financial Control By-law	<b><u>Financial Control</u></b> • Co-signatory on commitments (contracts) for acquisitions of \$10,000 and over to verify Policy compliance • Provides confirmation of Procurement Policy	• Treasurer may also co-sign and confirm exemption from Policy

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			exemptions	
<b>Clerk</b>	13-01	Bingo, Lottery, Raffle Licence By-law	<b><u>Appointment</u></b> <ul style="list-style-type: none"> <li>Appointing Lottery Licensing Officer</li> </ul>	<ul style="list-style-type: none"> <li>Clerk includes the Deputy Clerk</li> </ul>
	136-10, as amended by 83-12 and 36-13	Confirmatory By-law of December 20, 2010 Council Meeting	<b><u>Execution of Acquisition Agreements</u></b> <ul style="list-style-type: none"> <li>To execute agreements required to meet a condition of provisional consent given by the Committee of Adjustment and recommended by Commissioner of Planning &amp; Regulatory Services or CFS, or their designate</li> <li>To execute subdivision agreements where draft approval has been given, the agreement does not provide for the deferral of any development charges and the Commissioner of Planning &amp; Regulatory Services recommends execution</li> <li>To execute subdivision amending agreements to add utility coordination drawings where such were not available upon execution of subdivision agreement and plan not yet registered and Commissioner of Planning &amp; Regulatory Services or designate recommends</li> <li>To execute subdivision amending agreements where plan not yet</li> </ul>	<ul style="list-style-type: none"> <li>To be exercised jointly with Mayor</li> <li>Subdivision agreement may not provide for deferral of development charges</li> <li>Amending Subdivision Agreements to add utility drawing not available at subdivision agreement execution only where plan not yet registered</li> <li>Title to lands may not be accepted subject to encumbrances unless Council has approved or CAO has waived this requirement upon written recommendation from the Town Solicitor to such waiver and/or as to what encumbrance should be permitted to remain</li> <li>development charge credit transfer agreement may only be signed provided any credit so transferred is only to be given by the Town in relation to the by-law to which the credit relates and not against another development charge by-law and where the Commissioner of Planning and Regulatory Services and the Commissioner of</li> </ul>

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			<p>registered and amendment is required to satisfy a condition of draft approval or to obtain a clearance of a condition and Commissioner of Planning &amp; Regulatory Services (or designate) recommends</p> <ul style="list-style-type: none"> <li>• To execute development charge credit transfer agreements with registered owners of lands that are the subject of a subdivision or site plan agreement not yet executed and holder of credits</li> </ul>	Corporate and Financial Services, or their designate, both recommend execution of the agreement
	74-12	Procedural By-law	<p><b><u>Execution of Agreements</u></b></p> <ul style="list-style-type: none"> <li>• If Council has approved the entry into an agreement, the Mayor and Clerk shall execute that agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Jointly exercised with Mayor</li> </ul>
	67-16	Delegation of Duties of Head By-law	<p><b><u>MFIPPA</u></b></p> <ul style="list-style-type: none"> <li>• To exercise all powers and duties vested in head under MFIPPA</li> </ul>	n/a
	68-16	Designation of Head under <i>Ombudsman Act</i>	<p><b><u>Ombudsman Act</u></b></p> <ul style="list-style-type: none"> <li>• To exercise all powers and duties under section 18(1) and 25(2) of the <i>Ombudsman Act</i></li> </ul>	n/a
<b>Commissioner of Community Services</b>	16-83 (Chapter 942)	Parks Use By-law	<p><b><u>Parks Use</u></b></p> <ul style="list-style-type: none"> <li>• To issue permits for horse leading/riding; camping; discharge firearms/airguns/bow-arrows/catapults or similar mechanisms; setting off fire crackers, rockets, torpedoes or other fireworks; lighting or using open fire; playing</li> </ul>	<ul style="list-style-type: none"> <li>• Various conditions set out in by-law</li> </ul>

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			<p>organized league sports (other than casual team sports) in designated areas; distributing or posting posters and other written material; dumping garden refuse; selling merchandise or services; activities to be conducted between 11:30 pm to 7 am; operating remote control toys; gatherings of 25+ people; operating commercial vehicles; overnight parking; and washing or repairing vehicles</p> <ul style="list-style-type: none"> <li>• To close any park (or part thereof) if conditions warrant and to delegate this authority to employees, servants and agents of the Town</li> <li>• To exempt unlicensed vehicles operating in designated areas from requirement for a minimum of 1 headlight and one rear red light</li> </ul>	
	140-90 (Chapter 973)	Fence Height and Pool Enclosures By-law	<p><b><u>Fences Abutting Parks</u></b></p> <ul style="list-style-type: none"> <li>• Approve and authorize all fences abutting parks or open space areas</li> </ul>	<ul style="list-style-type: none"> <li>• Fence must meet requirements of by-law</li> </ul>

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	40-07 (Chapter 821)	Tree Planting By-law	<b><u>Enforcement and Care and Maintenance of Trees</u></b> <ul style="list-style-type: none"> <li>• Appoint Tree Preservation By-law Officers</li> <li>• Care, maintain, protect, preserve and remove trees as set out in the by-law</li> <li>• Approve the injury, destruction or the carrying out of work within the dripline of a tree and impose conditions on approval</li> <li>• To ask for and to receive security guaranteeing the good condition of an injured tree up to 5 years after injury</li> <li>• Approve planting location, species, size and condition of trees on Town streets in accordance with Town specifications and request monetary deposit as security</li> </ul>	n/a
	41-07 (Chapter 1015)	Tree Preservation By-law	<b><u>Administration of By-law</u></b> <ul style="list-style-type: none"> <li>• Receive certificates, application, fees and issue or refuse to issue permits, including imposing conditions thereon and revoking permits</li> <li>• Inspect for pests and take action, including tree removal</li> <li>• Appoint Tree Preservation By-law Officers to administer and enforce by-law</li> <li>• Waive fees for owners living below the low-income</li> </ul>	

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			cut-off as determined by Statistics Canada	
	23-10	Confirmatory By-law of February 22, 2010 Council Meeting	<b><u>Agreements at Arenas</u></b> <ul style="list-style-type: none"> <li>• Authorizing the entry into and execution of any agreements, amending agreements or any other documentation necessary to implement and effect agreements with prospective third party uses at the Town's arena facilities</li> </ul>	n/a
	54-10	Temporary Road Closure By-law	<b><u>Temporary Road Closures</u></b> <ul style="list-style-type: none"> <li>• Depending on the general nature of the event, to temporarily close a highway</li> </ul>	<ul style="list-style-type: none"> <li>• Commissioner of Environment &amp; Infrastructure Services and Commissioner of Planning and Regulatory Services also share this delegated authority</li> </ul>
	65-11	Confirmatory By-law of June 27, 2011 Council Meeting	<b><u>Consents re Town Marks</u></b> <ul style="list-style-type: none"> <li>• To provide consents to third parties in relation to the Town Marks in Appendix A to SRS.11.11, including the execution of consent documents</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
	94-11 (Chapter 1190)	Waterworks and Wastewater System By-law	<b><u>Administration/ Enforcement</u></b> <ul style="list-style-type: none"> <li>• Operate/manage/supervise waterworks distribution system and wastewater system owned by the Town, including approval or denial of applications for installation of water services, including: <ul style="list-style-type: none"> <li>○ Approve connection to the Town's water services and turn on supply to private property</li> <li>○ Order installation of</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Exercised jointly with Commissioner of Environment &amp; Infrastructure</li> <li>• Enforcement not including meter services and billing and collection of water and wastewater related charges</li> <li>• Denied applications may be brought to Council for consideration</li> </ul>



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			<p>devices on private property to avoid contamination or backflow</p> <ul style="list-style-type: none"> <li>○ Shut off water for various reasons as set out in the by-law</li> <li>○ Enforce provision of by-law other than those relating to meters services and billing and collection of water and wastewater charges</li> <li>○ Consent to flat rate billings</li> <li>○ Determine charges for water loss caused by leak in private water service</li> </ul>	
	79-17	Tariff of Fees By-law	<p><b><u>Determining Rate of Annual Adjustments/ Waiving &amp; Reducing Fees</u></b></p> <ul style="list-style-type: none"> <li>• To determine the rate of the annual adjustment of, and waive or reduce, fees set out in Schedules “A”, “B”, “C” and “D”</li> </ul>	n/a
<b>Commissioner of Corporate &amp; Financial Services</b>	58-13	Parkland Dedication By-law	<p><b><u>Cash-in-Lieu Land Value</u></b></p> <ul style="list-style-type: none"> <li>• To establish the value of land for the purpose of calculating any required payment pursuant to by-law</li> </ul>	<ul style="list-style-type: none"> <li>• Commissioner’s decision pursuant to the Commissioner’s delegated authority must not be contrary to or inconsistent with any resolution of Council passed at any time prior to issuance of a building permit</li> </ul>
	88-15	Confirmatory By-law of June 22, 2015 Council Meeting	<p><b><u>Tax Adjustments</u></b></p> <ul style="list-style-type: none"> <li>• To conduct all meetings required to be held for division of land and apportionment of taxes and</li> </ul>	n/a

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			partial payments on divided parcels in respect of applications made under Section 356 of the Municipal Act, 2001	
	79-17	Tariff of Fees By-law	<b><u>Determining Rate of Annual Adjustments/ Waiving &amp; Reducing Fees</u></b> <ul style="list-style-type: none"> <li>• To determine the rate of the annual adjustment of, and waive or reduce, fees set out in Schedules "E" and "F"</li> </ul>	n/a
<b>Commissioner of Environment &amp; Infrastructure Services</b>	17-78 as amended by 226-93. 145-08, 74-09 and 54-10 (Chapter 801)	Highway Obstruction By-law	<b><u>Administration of By-law</u></b> <ul style="list-style-type: none"> <li>• Permitting or refusing to permit those obstructions on highways that require permits, and imposing terms and conditions on such permits</li> <li>• Authorizing the entry into and execution of encroachment agreements</li> <li>• Permitting excavations for sprinkler systems and low level herbaceous plants</li> <li>• Permit temporarily closure of a highway</li> <li>• Granting permits for use of a highway for a vehicle(s) in excess of the dimensional limits set out in section 109 of the <i>Highway Traffic Act</i></li> </ul>	<ul style="list-style-type: none"> <li>• Obstruction must conform to by-law in order for permit to be issued</li> <li>• Applicants must enter into agreements for maintenance of obstructions that conform to by-law requirements</li> </ul>
	402-89 (Chapter 1116)	Parking By-law	<b><u>Administer By-law</u></b> <ul style="list-style-type: none"> <li>• Place and erect signs as are required to give effect to by-law</li> </ul>	n/a
	140-90	Fence Height	<b><u>Approval of Fences</u></b>	<ul style="list-style-type: none"> <li>• fence must be in</li> </ul>

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	(Chapter 973)	and Pool Enclosures By-law	<ul style="list-style-type: none"> <li>• approve all fences other than those approved pursuant to a site plan or subdivision agreement</li> </ul>	accordance with by-law requirements or permitted by CBO under CBO's delegated authority
	63-95 (Chapter 1050)	Light Pollution By-law	<b><u>Administer By-law</u></b> <ul style="list-style-type: none"> <li>• Approve lighting plans and methods of installation for lighting to be installed in connection with construction for commercial uses, including parking lots, industrial uses, institutional uses, recreational or athletic uses or residential uses of five or more dwelling units</li> </ul>	n/a
	91-05 (Chapter 865)	Newspaper Boxes By-law	<b><u>Seizure and removal of Newspaper Boxes</u></b> <ul style="list-style-type: none"> <li>• To seize and remove newspaper boxes from highway and place in storage at expense of person who placed it contrary to by-law or a license/license agreement</li> </ul>	n/a
	83-07	Confirmatory By-law of June 12, 2007 Council Meeting	<b><u>TRCA Applications</u></b> <ul style="list-style-type: none"> <li>• Commissioner or designate to sign applications for approval from TRCA under O. Reg. 166/06 or the Department of Fisheries and Oceans under section 35(1) of the Federal <i>Fisheries Act</i></li> </ul>	<ul style="list-style-type: none"> <li>• Must be related to a development application for which conditions of approval have been adopted by Council or are related to a Capital Works project for which funding has been approved by Council</li> </ul>
	159-07	Waste Collection By-law	<b><u>Administration of By-law</u></b> <ul style="list-style-type: none"> <li>• Designating eligible properties for purpose of waste collection services</li> <li>• Designating large appliances, organic materials, recycling</li> </ul>	n/a

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			<ul style="list-style-type: none"> <li>• To administer, including authorization to delegate duties</li> <li>• Permit interference with household waste, setting out waste/refuse on public property,</li> <li>• Determine scheduling of services, designate collection locations, discontinue services when unsafe, require participation in waste diversion programs, require owner of multi-family property to distribute information to units, suspend services, establish site specific conditions and storage requirements for multi-family and IC&amp;I properties</li> <li>• Approve process for handling and storing waste in multi-family residential and IC&amp;I properties</li> <li>• Approve recyclable and organic material containers</li> </ul>	
	39-08	Lawn Watering By-law	<b><u>Watering Bans</u></b> <ul style="list-style-type: none"> <li>• Imposing total watering bans during extreme drought conditions</li> <li>• Granting exemptions from compliance with by-law to owners equipped with automatic lawn sprinklers systems installed prior to July 20, 1998</li> </ul>	
	117-08 (Chapter 1000)	Driveway By-law	<b><u>Administration of Driveway By-law</u></b> <ul style="list-style-type: none"> <li>• Receiving applications and fees and authorizing or</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed widening, etc. must conform to standards set out in the by-law</li> </ul>

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			refusing to authorize the widening of a driveway apron and/or curb depressions, including conditions thereto	<ul style="list-style-type: none"> <li>• Applicant is responsible for costs of utility relocation, work, application fees and associated restoration costs</li> <li>• Alteration of Town Infrastructure Services requires road occupancy permit</li> </ul>
	54-10	Temporary Road Closures By-law	<b><u>Temporary Road Closures</u></b> <ul style="list-style-type: none"> <li>• Depending on the general nature of the event, to temporarily close a highway</li> </ul>	<ul style="list-style-type: none"> <li>• Commissioner of Community Services and Commissioner of Planning and Regulatory Services also share this delegated authority</li> </ul>
	94-11	Waterworks and Wastewater System By-law	<b><u>Administration/ Enforcement</u></b> <ul style="list-style-type: none"> <li>• Operate/manage/supervise waterworks distribution system and wastewater system owned by the Town, including approval or denial of applications for installation of water services, including:                             <ul style="list-style-type: none"> <li>○ Approve connection to the Town's water services and turn on supply to private property</li> <li>○ Order installation of devices on private property to avoid contamination or backflow</li> <li>○ Shut off water for various reasons as set out in the by-law</li> <li>○ Enforce provision of by-law other than those relating to meters services and billing and</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Exercised jointly with Commissioner of Community Services</li> <li>• Enforcement not including meter services and billing and collection of water and wastewater related charges</li> </ul>

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			collection of water and wastewater charges <ul style="list-style-type: none"> <li>○ Consent to flat rate billings</li> <li>● Determine charges for water loss caused by leak in private water service</li> </ul>	
	24-17	Confirmatory By-law of February 27, 2017 Council Meeting	<b><u>Cell Tower/Antennas on Town-Owned Lands</u></b> <ul style="list-style-type: none"> <li>● To review and approve applications involving Town-owned property so they may proceed through the public consultation process as set out in the Town's protocol, including:                             <ul style="list-style-type: none"> <li>(a) To establish site-specific licensing terms; and</li> <li>(b) Authorize the entry and execution by the Mayor and Clerk of licensing agreements for cellular equipment on Town lands once approved by Industry Canada</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Fees for applications and placement are set out in the Tariff of Fees by-law</li> <li>● Subject to provisions of Cell Towers/ Antennas on Town-Owned Property Policy</li> </ul>
	76-17	Confirmatory By-law of July 10, 2017 Council Meeting	<b><u>Administration of Community Garden Policy</u></b> <ul style="list-style-type: none"> <li>● Commissioner or designate may administer</li> </ul>	<ul style="list-style-type: none"> <li>● Subject to necessary budget approvals</li> </ul>
	79-17	Tariff of Fees By-law	<b><u>Determining Rate of Annual Adjustments/ Waiving &amp; Reducing Fees</u></b> <ul style="list-style-type: none"> <li>● Determining the rate of the annual adjustment of, and waive or reduce, fees set out in Schedules "G" and "H"</li> </ul>	n/a
<b>Commissioner of Planning &amp; Regulatory</b>	159-82, as amended by 226-93	Noise By-law	<b><u>Exemptions</u></b> <ul style="list-style-type: none"> <li>● Approve exemptions from by-law for a period</li> </ul>	<ul style="list-style-type: none"> <li>● Applicant must be afforded right to be heard</li> </ul>

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<b>Services</b>	and 145-08		not in excess of 6 months and impose conditions on exemption	
	218-90	Yard Lot Clearing (Chapter 1022)	<b><u>Appointment</u></b> • Reference to appointment of by-law enforcement officers	n/a
	952-92 (Chapter 955)	Boarding Abandoned Vacant Buildings	<b><u>Appointment</u></b> • Reference to appointment of by-law enforcement officers	n/a
	217-96	Weed Grass Control Cutting	<b><u>Appointment</u></b> • Reference to appointment of by-law enforcement officers and weed inspectors	n/a
	79-99, as amended by 145-08 (Chapter 1010)	Property Standards By-law	<b><u>Appointment</u></b> • To appoint Property Standards Officers to administer and enforce the by-law	n/a
	15-01, as amended by 145-08 and 84-14 (Chapter 314)	Dog Licensing – Keeping By-law	<b><u>Animal Control Officers</u></b> • Appointing Animal Control Officers to enforce the Dog Licensing By-law	n/a
	133-04, as amended by 145-08 (Chapter 882)	Taxi & Limousine Licensing By-law	<b><u>Licensing Officers</u></b> • Appointing Licensing Officers to administer and enforce the by-law	n/a
	187-05, 188-05, 189-05, 190-05, 191-05, 192-05, 193-05, 194-05 and 195-05 as	Various Licensing By-laws	<b><u>Licensing Officers</u></b> • Appointing Licensing Officers to issue licenses for horse riding establishments, kennels, bowling alleys, tobacco shops, hawker/peddlers, places of amusement/video arcades; adult entertainment parlour	• Licensees must meet and maintain criteria set out for license in applicable by-law



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	amended by 145-08 and re-enacted by by-law 78-11		owners, operators and entertainers; adult video store owners/operators; operating billiard, pool or bagatelle halls/areas; owning/operating body rub parlours; refreshment carts/vehicles and selling of second-hand goods <ul style="list-style-type: none"> <li>• Appointing by-law enforcement officers to enforce refreshment cart/vehicle by-law</li> </ul>	
	69-07	Anti-graffiti By-law (Chapter 950)	<b><u>Appointment</u></b> <ul style="list-style-type: none"> <li>• Appointment of by-law enforcement officers</li> </ul>	n/a
	166-07, as amended by 82-08 and 145-08 (Chapter 967)	Site Alteration By-law	<b><u>Administration of By-law</u></b> <ul style="list-style-type: none"> <li>• approve persons to act as the Arborist</li> <li>• to administer and enforce by-law and appoint by-law enforcement officers and inspectors to administer and enforce by-law</li> <li>• to receive permit applications and fees and issue same subject to conditions, necessary to protect public safety or to prevent the creation of a public nuisance and to enter into site alteration agreements</li> <li>• to waive any of the application submission requirements set out in the by-law</li> <li>• to delegate any of the Commissioner's powers and duties to an inspector</li> <li>• to provide relief from requirements of Tree</li> </ul>	<ul style="list-style-type: none"> <li>• Commissioner must satisfy themselves that various prerequisites are met as set out in the by-law, including that the purpose of the site alteration is permitted by the applicable zoning by-law</li> <li>• Relief from Tree Protection Policies may be provided but only in consultation with Commissioner of Community Services</li> </ul>

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			Protection Policies <ul style="list-style-type: none"> <li>authorize the entry into agreements under this by-law</li> </ul>	
	146-08	A by-law to delegate certain functions of Council of the Town to specified individual employees of the Town	<b><u>Appointment of By-law Enforcement Officers</u></b> <ul style="list-style-type: none"> <li>To appoint, suspend, revoke or terminate the appointment of any individual for the purpose of enforcing any or all of the by-laws of the Town pursuant to Section 15 of the <i>Police Services Act</i></li> </ul>	<ul style="list-style-type: none"> <li>For non-employees, appointments are subject to execution of an agreement with individual or company that employs individual, which must stipulate that: <ul style="list-style-type: none"> <li>(a) Individuals to be appointed must be trained to satisfaction of Commissioner</li> <li>(b) Individual must comply with direction of Commissioner even if conflicts with employer's direction</li> <li>(c) Company and individual must comply with any limitations specified by Commissioner on activities</li> <li>(d) Town will be fully indemnified for any actions, etc. arising from appointment</li> <li>(e) Evidence of insurance in form satisfactory to Treasurer must be provided</li> </ul> </li> </ul>
	52-09	Sign By-law	<b><u>Administration of Sign By-law</u></b> <ul style="list-style-type: none"> <li>Receive permit and variance applications and fees</li> <li>Issue permits for signs that conform to requirements of by-law</li> </ul>	<ul style="list-style-type: none"> <li>Signs, to be issued a permit, must conform with and satisfy Ontario Building Code</li> <li>Permits may be revoked if <ul style="list-style-type: none"> <li>(a) issued in error; (b) sign does not conform to by-law or conditions of a</li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>• Refuse to issue permits for signs that do not conform</li> <li>• Approve or deny variances</li> <li>• Revoke permits</li> <li>• Issue orders, including to remove sign</li> <li>• Remove signs</li> </ul>	<p>variance, OBC or other applicable law; or (c) issued as the result of false, mistaken, incorrect or misleading statements, information or undertaking</p> <ul style="list-style-type: none"> <li>• Variance may be authorized if general intent and purpose of by-law are maintained – regard must be had for (a) special circumstances or conditions; (b) whether strict application of by-law would result in unusual hardship; (c) pre-existing special circumstances not created by applicant; and (d) whether essential character of area or premises will be altered due to the authorizing of the variance</li> </ul>
	137-09 (Chapter 413)	Site Plan Control Area By-law	<p><b><u>Site Plan Approvals</u></b></p> <ul style="list-style-type: none"> <li>• Exercise Council's powers under Section 41 of the Planning Act, save and except the powers to define classes of development which may be undertaken without Site Plan Approval</li> <li>• Require entry into a Site Plan Agreement, including posting of necessary securities, and authorize signing by Mayor and Clerk</li> </ul>	<ul style="list-style-type: none"> <li>• Applicants must: <ol style="list-style-type: none"> <li>1. have attended a pre-consultation meeting as described in Town's By-law No. 123-08</li> <li>2. completed an application form</li> <li>3. submitted plans and drawings</li> <li>4. submitted requisite fees</li> </ol> </li> <li>• Approval expires in 1 year unless applicants draw a building permit or an extension is granted by the Commissioner of up to 1 additional year</li> </ul>
	54-10	Temporary Road	<p><b><u>Temporary Road Closures</u></b></p> <ul style="list-style-type: none"> <li>• Depending on the general</li> </ul>	<ul style="list-style-type: none"> <li>• Commissioner of Community Services and</li> </ul>

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		Closures By-law	nature of the event, to temporarily close a highway	Commissioner of Environment & Infrastructure Services also share this delegated authority
	66-10	Subdivision/ Condo Approvals By-law	<p><b><u>Condominium &amp; Subdivision Approvals</u></b></p> <ul style="list-style-type: none"> <li>• Approvals of descriptions under the <i>Condominium Act</i></li> <li>• Exemptions of descriptions from Section 51 and 51.1. of <i>Planning Act</i> except those re public meeting</li> <li>• Draft approvals of plans of subdivision under Planning Act and endorsement of notice of decision of Council</li> <li>• Final approvals of plans of subdivision</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed plan of condominium is the subject of an executed site plan agreement with the Town and has been circulated for comments in accordance with the <i>Planning Act</i> and Council procedures and conditions of other circulated agencies being imposed</li> <li>• Exemption of description if all conditions which would have been imposed are satisfied; proposed use is in conformity with Official Plan and permitted by applicable zoning by-law; and draft plan has been circulated for comments and all agencies have requested routine conditions or indicated no objection or approval</li> <li>• Notice of decision of Council for a draft approval must contain all conditions imposed by Council</li> <li>• Final approval is subject to all conditions having been satisfied and the final plan being in conformity with the approved draft plan</li> </ul>
	93-10, as varied by	Confirmatory By-law of	<b><u>Legal Representation at OMB</u></b>	<ul style="list-style-type: none"> <li>• In the event that an applicant files an appeal</li> </ul>

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	42-12	September 13, 2010 Council Meeting	<ul style="list-style-type: none"> <li>• To authorize the Town Solicitor to provide legal representation before the Ontario Municipal Board in support of a position taken by staff with respect to Committee of Adjustment applications where the decision of the Committee was in support of the staff position and that decision has been appealed to the Board;</li> <li>• To file appeals on behalf of the Town of Richmond Hill to the Ontario Municipal Board from decisions of the Committee of Adjustment where the time for filing such appeals does not, in the sole opinion of the Commissioner, allow for obtaining Council authority; and</li> <li>• to provide all instructions to staff lawyers and for outside legal counsel retained by the Town with respect to any planning matter before the Ontario Municipal Board save and except where the Council position on the matter is contrary to the advice and recommendation(s) from the Planning and Regulatory Services Department.</li> </ul>	to the OMB against Town's denial of application(s), the Legal Division and Commissioner of Planning & Regulatory Services staff must provide Council with regular written or verbal updates, in closed session, on the progress of the application(s)
	58-13	Parkland Dedication By-law	<p><b><u>Administration of By-law</u></b></p> <ul style="list-style-type: none"> <li>• To:               <ul style="list-style-type: none"> <li>○ Determine whether to require the dedication of</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Commissioner's decision pursuant to the Commissioner's delegated authority must</li> </ul>

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			land, the payment of money or a combination of land and money <ul style="list-style-type: none"> <li>○ Establish the location and configuration of land required to be conveyed</li> <li>○ Establish procedures for calculating applicable reductions</li> </ul>	not be contrary to or inconsistent with any resolution of Council passed at any time prior to issuance of a building permit
	65-13	Confirmatory By-law of May 27, 2013 Council Meeting	<b><u>Temporary Parking Fees</u></b> <ul style="list-style-type: none"> <li>• To waive temporary parking fees</li> </ul>	n/a
	82-13	Confirmatory By-law of June 24, 2013 Council Meeting	<b><u>Pet Licenses</u></b> <ul style="list-style-type: none"> <li>• To initiate and continue an application system to allow vendors to seek and be approved to sell pet licenses on the Town's behalf</li> </ul>	n/a
	119-13	Confirmatory By-law of October 28, 2013 Council Meeting	<b><u>Tow Truck Fees</u></b> <ul style="list-style-type: none"> <li>• To waive the initial tow truck owner license fee for non-competitive tow enterprises (such as CAA) and instead to apply the renewal fee referenced in Section 8.7 of the By-law</li> </ul>	n/a
	70-14	Confirmatory By-law of April 7, 2014 Council Meeting	<b><u>Conservation Easements</u></b> <ul style="list-style-type: none"> <li>• To grant permissions associated with activities otherwise prohibited by the terms of a conservation easement</li> </ul>	n/a
	69-16	Administrative Penalty By-law	<b><u>Administration of AMPS</u></b> <ul style="list-style-type: none"> <li>• Establish procedures consistent with by-law</li> <li>• Prescribe forms and notices, including Penalty Notice and amend as necessary</li> </ul>	n/a

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	70-16	Screening and Hearing Officer By-law (AMPS)	<b><u>Appointment &amp; Other</u></b> <ul style="list-style-type: none"> <li>• To appoint Screening Officers to support the Administrative Monetary Penalty System</li> <li>• To establish the rate of remuneration for the Hearing Officer</li> </ul>	n/a
	98-16	Confirmatory By-law of September 12, 2016 Council Meeting	<b><u>AMPS Policies</u></b> <ul style="list-style-type: none"> <li>• To make clerical revisions to the 6 policies approved by Council as required from time to time</li> </ul>	n/a
	79-17	Tariff of Fees by-law	<b><u>Determining Rate of Annual Adjustments/ Waiving &amp; Reducing Fees</u></b> <ul style="list-style-type: none"> <li>• Determining the rate of the annual adjustment of, and waive or reduce, fees set out in Schedules "J", "K", "L", "M" and "N"</li> </ul>	n/a
<b>Committee of Adjustment</b>	194-84	A By-law to Delegate the Authority for the giving of Consents to the Committee of Adjustment for The Corporation of the Town of Richmond Hill	<b><u>Section 53 Planning Act Consents</u></b> <ul style="list-style-type: none"> <li>• Authority for giving consents under section 53 of the Planning Act</li> </ul>	<ul style="list-style-type: none"> <li>• Committee must hold a public hearing for all consent application</li> <li>• In addition to notice required under O.Reg. 922, all assessed owners of land within 60 meters, or in the case of a condo, the condo corporation, shall be notified by notice at least 10 days prior to hearing, which notice is to be given by prepaid first class mail</li> </ul>
<b>Committee of the Whole</b>	264-00 as amended by 145-08	Taxes - Hearing	<b><u>Tax Hearings</u></b> <ul style="list-style-type: none"> <li>• To conduct all meetings in respect of applications under section 356, 357, 358 and 359 of the</li> </ul>	n/a



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			<i>Municipal Act, 2001</i> and make the decision instead of Council, including rejecting the application or exercising any of the powers set out in the aforementioned sections	
<b>Deputy Fire Chief</b>	19-95	A by-law to continue a fire department	<b><u>Absence of Fire Chief</u></b> <ul style="list-style-type: none"> <li>Same duties, responsibilities and authority as the Fire Chief in the Fire Chief's absence</li> </ul>	n/a
<b>Director of Development Engineering</b>	66-10	A by-law respecting the delegation of Council's authority under Section 51 of the <i>Planning Act</i>	<b><u>Condominium &amp; Subdivision Approvals</u></b> <ul style="list-style-type: none"> <li>Exercise all authority of the Commissioner of Commissioner of Planning &amp; Regulatory Services under by-law in the Commissioner's absence</li> </ul>	<ul style="list-style-type: none"> <li>Same as applicable to exercise by Commissioner of Commissioner of Planning &amp; Regulatory Services</li> </ul>
<b>Director of Development Planning</b>	66-10	A by-law respecting the delegation of Council's authority under Section 51 of the <i>Planning Act</i>	<b><u>Condominium &amp; Subdivision Approvals</u></b> <ul style="list-style-type: none"> <li>Exercise all authority of the Commissioner of Commissioner of Planning &amp; Regulatory Services under the by-law in the Commissioner's absence</li> </ul>	<ul style="list-style-type: none"> <li>Same as applicable to exercise by Commissioner of Planning &amp; Regulatory Services</li> </ul>
<b>Director of Human Resources</b>	113-16 (replaces Chapter 285)	Procurement Policy By-law	<b><u>Legal and Recruitment Services</u></b> <ul style="list-style-type: none"> <li>Award of contracts for legal retainers, legal support services and recruitment services pursuant to the exemption in Policy</li> </ul>	<ul style="list-style-type: none"> <li>Jointly with CAO if valued at \$10,000 or greater</li> </ul>
<b>Fire Chief</b>	51-72	A by-law to provide for the participation of the Town of Richmond Hill Fire	<b><u>Leave Limits of Richmond Hill</u></b> <ul style="list-style-type: none"> <li>At the Fire Chief's or designee's discretion, the TRH Fire Department may leave the limits of the Town to respond to calls for</li> </ul>	n/a

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		Department in the Region of York Mutual Assistance System	assistance from other municipal fire departments authorized to participate in the Region of York Mutual Assistance Program	
	61-72, as amended by 226-93	A by-law to prescribe times and precautions for setting fires in Richmond Hill	<b><u>Notices and Supervision</u></b> <ul style="list-style-type: none"> <li>• To receive notices and to impose requirements for additional supervision</li> </ul>	n/a
	54-79, as amended by 226-93	A by-law for the preservation of life and for preventing the spread of fires	<b><u>Issue Orders</u></b> <ul style="list-style-type: none"> <li>• Issue orders to owners of rooming houses to put their building and yards in a safe condition</li> </ul>	n/a
	185-90	The Smoke Alarm By-law	<b><u>Assignment of Fire Prevention Officers</u></b> <ul style="list-style-type: none"> <li>• Assign Fire Prevention Officers to administer and enforce the by-law</li> </ul>	n/a
	19-95	A by-law to continue a fire department	<b><u>Appointment of Members</u></b> <ul style="list-style-type: none"> <li>• Appoint qualified persons as members</li> </ul>	<ul style="list-style-type: none"> <li>• Exercise of power is subject to hiring policies of the corporation.</li> </ul>
	245-99	A by-law to prescribe maintenance and occupancy standards for dwelling units with respect to carbon monoxide alarms	<b><u>Administration and Enforcement</u></b> <ul style="list-style-type: none"> <li>• To administer and enforce by-law and instruct Fire Prevention Officers to do same</li> </ul>	n/a
	51-05	A by-law to Prescribe Conditions and Times for	<b><u>Permit Issuance</u></b> <ul style="list-style-type: none"> <li>• Fire Chief or designate (Chief Fire Official) to issue fire burning permits</li> </ul>	n/a

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		Permitting Open Air Burning		
	117-09	Confirmatory By-law of October 13, 2009 Council Meeting	<b><u>Fire Training Centre</u></b> <ul style="list-style-type: none"> <li>To enter into and execute agreements, amending agreements or other documentation necessary to implement and effect agreements with prospective third party uses of the Fire Training Centre located at 1200 Elgin Mills Road East</li> </ul>	n/a
	23-10	Confirmatory By-law of February 22, 2010 Council Meeting	<b><u>Management of Fire Dispatch Centre</u></b> <ul style="list-style-type: none"> <li>Manage Fire Dispatch Centre located at 191 Major Mackenzie Drive West, including authorizing designate to (i) market fire dispatch services provided at the Fire Dispatch Centre; and (ii) negotiate agreements, including amendments to all terms of such agreements, with prospective fire departments for the purpose of providing dispatch services</li> </ul>	<ul style="list-style-type: none"> <li>No permit may be issued until an inspection of the burn site has been made</li> </ul>
	77-10	Fireworks By-law	<b><u>Fireworks Discharge</u></b> <ul style="list-style-type: none"> <li>Approve form of application for discharge and vendors</li> </ul>	n/a
<b>Hearing Officer</b>	69-16	Administrative Penalty By-law	<b><u>Review of Screening Decisions</u></b> <ul style="list-style-type: none"> <li>Holding hearings in accordance with by-law and <i>Statutory Powers and Procedures Act</i></li> <li>Confirm Screening Decision or cancel, reduce</li> </ul>	n/a

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			or extend time for payment on specified grounds • Other powers and duties as set out in the by-law in connection with hearing	
	50-17	Confirmatory By-law of May 8, 2017 Council Meeting	<b><u>Dog Muzzling Hearings</u></b> • Hold hearings in accordance with the Council approved "Hearing Procedure By-law"	n/a
<b>Licensing Officers</b>	133-04	Taxi/ Limousine By-law	<b><u>Issuance of Taxi/Limousine Licenses</u></b> • Issue licenses that meet requirements of by-law	• Licensees must comply with conditions in by-law.
	91-05	Newspaper Box By-law	<b><u>Issuance of Newspaper Box Licenses</u></b> • Issue licenses that meet requirements of the By-law	• License holder must have entered into an agreement stipulating various matters set out in the by-law, including indemnification and insurance
	187-05, 188-05, 189-05, 190-05, 191-05, 192-05, 193-05, 194-05 and 195-05 as amended by 145-08 and re-enacted by by-law 78-11	Various Licensing By-laws	<b><u>Issuance of Licenses/Enforcement of By-law</u></b> • Determine whether an applicant is entitled to a license for horse riding establishments, kennels, bowling alleys, tobacco shops, hawker/peddlers, places of amusement/video arcades; adult entertainment parlour owners, operators and entertainers; adult video store owners/operators; operating billiard, pool or bagatelle halls/areas; owning/operating body rub parlours; refreshment carts/vehicles and selling of second-hand goods • recommend refusal,	• Licensees must comply with conditions in by-law.

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			revocation or suspension to Council in accordance with the provisions of the by-law	
<b>License Hearings Committee</b>	91-05	Newspaper Boxes	<b><u>Hearings re Newspaper Boxes</u></b> <ul style="list-style-type: none"> <li>• Holds hearings relating to refusal, revocation or suspension of newspaper box licenses and make recommendations to Council</li> </ul>	n/a
	187-05, 188-05, 189-05, 190-05, 191-05, 192-05, 193-05, 194-05 and 195-05 as amended by 145-08 and re-enacted by by-law 78-11	Various Licensing By-laws	<b><u>Holding Hearings</u></b> <ul style="list-style-type: none"> <li>• Holds hearings relating to refusal, revocation or suspension of licenses and make recommendations to Council for licenses for horse riding establishments, kennels, bowling alleys, tobacco shops, hawker/peddlers, places of amusement/video arcades; adult entertainment parlour owners, operators and entertainers; adult video store owners/operators; operating billiard, pool or bagatelle halls/areas; owning/operating body rub parlours; refreshment carts/vehicles and selling of second-hand goods</li> </ul>	n/a
<b>Lottery Licensing Officers (Includes Clerk and Deputy Clerk)</b>	13-01	Bingo – Lottery – Raffle License By-law	<b><u>Lottery Licenses, etc.</u></b> <ul style="list-style-type: none"> <li>• To issue licenses for bingo, raffles, lotteries, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Licensee and conduct of licensed activities must be in compliance with all by-law requirements</li> </ul>
<b>Manager of By-</b>	54-13	Tow-Truck	<b><u>Administration of</u></b>	<ul style="list-style-type: none"> <li>• As set out in by-law</li> </ul>

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<b>law and Licensing Enforcement</b>		By-law	<b><u>Provisions of Tow-Truck By-law</u></b> <ul style="list-style-type: none"> <li>• Powers of a Licensing Enforcement Officer</li> </ul>	
<b>Manager of Real Estate</b>	By-law 76-17	Confirmatory By-law of July 10, 2017 Council Meeting	<b><u>Waive Notice, Determine Sale Process, Permissions to Enter</u></b> <ul style="list-style-type: none"> <li>• Determine that land is not developable except in conjunction with other lands for purpose of non-application of the public notice requirement for a proposed sale</li> <li>• Where land has been declared surplus, to determine the manner or process by which sale or other disposition will be carried out, including public tender, proposal call, MLS listing, direct advertising and direct negotiations with abutting owner and notifying of other agencies</li> <li>• Authorize entry onto Town land by third parties for purposes of facilitating work on the lands on adjacent or surrounding lands</li> <li>• Authorize the entry into and execution of permission to enter agreements</li> </ul>	<ul style="list-style-type: none"> <li>• In carrying out a sale or other disposition, where the sale is intended to a particular person or for a particular purpose, the manner of sale shall be consistent with the particular circumstances or as otherwise specified by Council</li> <li>• When carrying out a sale or disposition by public tender, reserve bid must be equal to or higher than appraised value of the land</li> <li>• When carrying out a sale or disposition through MLS, list price must be equal to or higher than the appraised value of the land</li> <li>• Sale or Dispositions are subject to final Council approval</li> <li>• Manager of RE must consult staff responsible for operation of maintenance of lands and ensure that persons granted permission agrees to restore land indemnify the Town with respect to the entry and provide Town with adequate insurance to the benefit of the Town</li> </ul>
<b>Mayor</b>	136-10, as	Confirmatory	<b><u>Execution of Acquisition</u></b>	<ul style="list-style-type: none"> <li>• To be exercised jointly</li> </ul>

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	amended by 83-12	By-law of December 20, 2010 Council Meeting	<b><u>Agreements</u></b> <ul style="list-style-type: none"> <li>• To execute agreements required to meet a condition of provisional consent given by the Committee of Adjustment and recommended by Commissioner of Planning &amp; Regulatory Services or Corporate &amp; Financial Services, or their designate</li> <li>• To execute subdivision agreements where draft approval has been given, the agreement does not provide for the deferral of any development charges and the Commissioner of Planning &amp; Regulatory Services recommends execution</li> <li>• To execute subdivision amending agreements to add utility coordination drawings where such were not available upon execution of subdivision agreement and plan not yet registered and Commissioner of Planning &amp; Regulatory Services or designate recommends execution</li> <li>• To execute subdivision amending agreements where plan not yet registered and amendment is required to satisfy a condition of draft approval or to obtain a clearance of a condition and</li> </ul>	<p>with Clerk</p> <ul style="list-style-type: none"> <li>• Subdivision agreement may not provide for deferral of development charges</li> <li>• Amending subdivision agreements to add utility drawing not available at SA execution only where plan not yet registered</li> <li>• Title to lands may not be accepted subject to encumbrances unless Council has approved or CAO has waived this requirement upon written recommendation from the Town Solicitor to such waiver and/or as to what encumbrance should be permitted to remain</li> <li>• Development charge credit transfer agreement may only be signed provided any credit so transferred is only to be given by the Town in relation to the by-law to which the credit relates and not against another development charge by-law and where the Commissioner of Planning and Regulatory Services and the Commissioner of Corporate and Financial Services, or their designate, both recommend execution of the agreement</li> </ul>



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			<p>Commissioner of Planning &amp; Regulatory Services (or designate) recommends execution</p> <ul style="list-style-type: none"> <li>To execute development charge credit transfer agreements with registered owners of lands that are the subject of a subdivision or site plan agreement not yet executed and holder of credits</li> </ul>	
	74-12	Procedural By-law	<p><b><u>Execution of Agreements</u></b></p> <ul style="list-style-type: none"> <li>If Council has approved the entry into an agreement, the Mayor and Clerk shall execute that agreement</li> </ul>	<ul style="list-style-type: none"> <li>Jointly exercised with Clerk</li> </ul>
	93-12	Confirmatory By-law of September 10, 2012 Council Meeting	<p><b><u>Proclamations</u></b></p> <p>Approvals in accordance with Proclamation Policy</p>	n/a
<b>Permit Officers</b>	77-10	Fireworks By-law	<p><b><u>Issue Permits</u></b></p> <ul style="list-style-type: none"> <li>Issue and revoke permits under by-law to sell or discharge fireworks and attach conditions to permits</li> <li>Require additional documents with permit applications</li> <li>Conduct inspections</li> </ul>	<ul style="list-style-type: none"> <li>Requirements of by-law must be met</li> </ul>
<b>Provincial Offences Officer appointed as such by Council or delegated Commissioner pursuant to</b>	260-99, as amended by 84-14	A by-law to regulate various matters relating to the control of dogs	<p><b><u>Conduct Dangerous Dog Inquiry</u></b></p> <ul style="list-style-type: none"> <li>On their own initiative or as a result of a complaint, conduct an inquiry into whether dog should be designated as dangerous and designate such dog</li> </ul>	<ul style="list-style-type: none"> <li>Where the Provincial Offences Officer designates a dog, the Provincial Offences Officer must serve a notice in a form specified in the by-law and requiring the owner to comply with certain requirements, also</li> </ul>

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<b>Section 15 of the <i>Police Services Act</i></b>				as set out in the by-law <ul style="list-style-type: none"> <li>The designation is subject to a right of appeal by the owner of the dog to Council or to an individual or body to whom Council has delegating the power to hold a hearing</li> </ul>
<b>Risk Manager</b>	66-07	Confirmatory By-law of May 7, 2007 Council Meeting	<b><u>Settlement Authority</u></b> <ul style="list-style-type: none"> <li>To settle: <ul style="list-style-type: none"> <li>third party claims or legal proceedings less than or equal to the Town's insurance deductible</li> <li>subrogation claims for the recovery of damage to Town property caused by a third party</li> <li>all legal proceedings not identified above for which the settlement will not result in liability to the Town of an amount greater than \$10,000</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Town Solicitor also has same delegated authority and can exercise it independent of Risk Manager</li> </ul>
	113-16 (replaces Chapter 285)	Procurement Policy By-law	<b><u>Legal Services for Insured Matters</u></b> <ul style="list-style-type: none"> <li>Award of contracts for legal retainers and legal support services pursuant to the exemption in Policy</li> </ul>	<ul style="list-style-type: none"> <li>Jointly with Commissioner of Risk Division if valued at \$10,000 or greater</li> </ul>
<b>Screening Officer</b>	69-16	Administrative Penalty By-law	<b><u>Review of Administrative Penalty</u></b> <ul style="list-style-type: none"> <li>Review administrative penalties and affirm or cancel reduce or extend time for payment on grounds set out in by-law</li> <li>Other duties in connection with a screening review as</li> </ul>	n/a

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			set out in the by-law	
<b>Theatre Manager</b>	132-07	Confirmatory By-law of September 10, 2007 Council Meeting	<b><u>Contract Signing Authority</u></b> <ul style="list-style-type: none"> <li>• To sign all facility rental contracts for the RH Centre for the Performing Arts on behalf of the Town</li> <li>• To sign all contracts related to artistic services at the RH Centre for the Performing Arts up to a maximum of \$50,000 alone or contracts above this threshold with the Commissioner of Community Services</li> </ul>	<ul style="list-style-type: none"> <li>• Contracts for artistic services exceeding \$50,000 must be co-signed by Commissioner of Community Services</li> </ul>
<b>Town Solicitor</b>	66-07	Confirmatory By-law of May 7, 2007 Council Meeting	<b><u>Settlement Authority</u></b> <ul style="list-style-type: none"> <li>• To settle:                             <ul style="list-style-type: none"> <li>○ third party claims or legal proceedings less than or equal to the Town's insurance deductible</li> <li>○ subrogation claims for the recovery of damage to Town property caused by a third party</li> <li>○ all legal proceedings not identified above for which the settlement will not result in liability to the Town of an amount greater than \$10,000</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Risk Manager also has same delegated authority and can exercise it independent of Town Solicitor</li> </ul>
	66-10	Subdivision/ Condo Approvals By-law	<b><u>Condominium &amp; Subdivision Approvals</u></b> <ul style="list-style-type: none"> <li>• Various administrative responsibilities in connection with receipt of department and external clearances of conditions and approval and registration of final plans</li> </ul>	<ul style="list-style-type: none"> <li>• Authority can be exercised by a designate</li> </ul>
	136-10, as amended	Confirmatory By-law of	<b><u>Acquisition of Lands and Easements</u></b>	<ul style="list-style-type: none"> <li>• Title to lands may not be accepted subject to</li> </ul>

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<b>Person or Body to Whom the Authority has been Delegated<sup>1</sup></b>	<b>Authorizing By-law No.<sup>2</sup>/ Municipal Code Chapter</b>	<b>Authorizing By-law Title or Description</b>	<b>Description of Delegated Authority</b>	<b>Conditions of, or Limitations on, Exercise of the Delegated Authority</b>
	by 36-13	December 20, 2010 Council Meeting <sup>3</sup>	<ul style="list-style-type: none"> <li>To acquire lands or easements required by the Town pursuant to provisional CoA consent; condition of minor variance as per CoA; condition of site plan agreement; condition of subdivision agreement; condition of an agreement entered into to meet a condition of consent as per CoA; condition of grading or drainage agreement; or that are required by the Town in connection with servicing or other agreements previously authorized by Council</li> </ul>	encumbrances unless Council has approved or CAO has waived this requirement upon written recommendation from the Town Solicitor to such waiver and/or as to what encumbrance should be permitted to remain
	113-16 (replaces Chapter 285)	Procurement Policy By-law	<u><b>Legal Services</b></u> <ul style="list-style-type: none"> <li>Award of contracts for legal retainers and legal support services pursuant to the exemption in Policy</li> </ul>	<ul style="list-style-type: none"> <li>Jointly with CAO if valued at \$10,000 or greater</li> </ul>
	79-17	Tariff of Fees By-law	<u><b>Duplication of Fees Payable</b></u> <ul style="list-style-type: none"> <li>To reduce fees payable in relation to services if there is a duplication in the fees payable and the related additional charges to be charged in relation to the costs incurred by the Town for retaining outside legal services</li> </ul>	n/a
<b>Town Solicitor and other solicitors</b>	39-01	Confirmatory By-law of December 10,	<u><b>Electronic Registration</b></u> <ul style="list-style-type: none"> <li>To execute and register electronically transfers</li> </ul>	<ul style="list-style-type: none"> <li>Execution of documents requiring registration may also be done by law clerks</li> </ul>

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		2001 Council Meeting	<p>where acquisition, disposition or release of an interest in land has been authorized by by-law</p> <ul style="list-style-type: none"> <li>• To execute documents requiring registration at Land Registry Office</li> <li>• To execute and Document Registration Agreement pertaining to electronic registration</li> <li>• To electronically transfer funds from an account established by the Commissioner of Finance to the Teranet deposit account</li> </ul>	and other designated persons
<b>Treasurer</b>	79-03	A by-law to delegate authority relating to property assessment and taxation appeal matters to staff	<p><b><u>Property Assessment and Taxation</u></b></p> <ul style="list-style-type: none"> <li>• Treasurer or the Treasurer's designate may:</li> <li>• initiate and file notices of appeal with the Assessment Review Board (ARB) where property is considered to be wrongly assessed or omitted from the assessment roll</li> <li>• attend before the ARB on property assessment or taxation appeals filed by the Town or another person</li> <li>• execute settlement agreements reached in the course of a taxation or property assessment appeal and in accordance with MPAC's recommendation</li> <li>• withdraw any appeal filed by the Town if it is</li> </ul>	n/a

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			determined not in the Town's best interest to proceed	
	94-11	A by-law to enact rules and regulations governing the maintenance and operations of the waterworks and wastewater system	<b><u>Administration of Meter Services</u></b> <ul style="list-style-type: none"> <li>• operate/manage/supervise meter services and billing and collection of water and wastewater charges</li> <li>• enforce provision of by-law relating to meter services and billing</li> <li>• receive applications for water supply</li> <li>• apply administrative credits where staff fail to execute standard procedures which contributes to water wastage</li> <li>• set and waive water meter testing fees</li> <li>• waive administration fees related to transferred balances to tax roll</li> </ul>	n/a
	114-16 (replaces Chapter 285)	Financial Control By-law	<b><u>Financial Control</u></b> <ul style="list-style-type: none"> <li>• Co-signatory on commitments (contracts) for acquisitions of \$10,000 and over to verify Policy compliance</li> <li>• Provides confirmation of Procurement Policy exemptions</li> </ul>	<ul style="list-style-type: none"> <li>• CPO may also co-sign commitments and confirm exemption</li> </ul>
<b>Tree Preservation By-law Officers</b>	40-07	Tree Planting By-law	<b><u>Enforcement</u></b> <ul style="list-style-type: none"> <li>• to enforce Tree Planting by-law, including issuing orders to discontinue a contravention and/or do work to correct</li> </ul>	n/a
	41-07	A by-law to prohibit or regulate the	<b><u>Enforcement</u></b> <ul style="list-style-type: none"> <li>• to enforce Tree Planting by-law, including reviewing,</li> </ul>	<ul style="list-style-type: none"> <li>• permits must comply with by-law requirements</li> <li>• no permit shall be</li> </ul>

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		injuring or destruction of trees on private property in the Town of Richmond Hill	issuing and refusing to issue permits, conducting inspections	approved where approval is inconsistent with an approved tree preservation plan