THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2026-037

BEING a by-law to Delegate Certain Powers and Duties to Officers and Employees of the Township of South Stormont and to Repeal By-law Nos. 2023-064, 2024-027 and 2026-018.

WHEREAS the *Municipal Act, 2001*, c. 25, s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act, 2001*, c. 25, s. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS the *Municipal Act, 2001*, c. 25, section 23.1, provides that a municipality may delegate its powers and duties under the Municipal Act to a person or body subject to certain restrictions as set out in the Municipal Act;

AND WHEREAS the *Municipal Act, 2001*, c. 25, paragraph 6 of subsection 270 (1) provides that a municipality shall adopt and maintain policies with respect to the delegation of it's powers and duties;

AND WHEREAS the *Planning Act, R.S.O. 1990* Section 5 authorizes Council to delegate authority, by by-law, with the exception of the authority to approve official plans and or amendments to official plans;

AND WHEREAS the *Planning Act, R.S.O. 1990* Section 39.2 provides that Council may delegate authority to pass by-laws under Section 34 of the Act that are minor in nature;

AND WHEREAS Council deems it advisable to delegate certain powers and duties to officers and employees of the Township for the purpose of providing responsible, accountable, good and efficient government;

AND WHEREAS Council did, on the 26th day of November, 2025, adopt a revised Delegation of Powers and Duties Policy;

AND WHEREAS Council did, on the 25th day of March, 2026, adopt a by-law to Delegate Certain Powers and Duties to Officers and Employees;

AND WHEREAS by inadvertence, the recitals and schedules were improperly referenced in By-law No. 2026-018; therefore, Council deems it necessary to enact a corrective by-law.

NOW THEREFORE Council of the Corporation of the Township of South Stormont enacts as follows:

Part 1: Definitions, Principles, Purpose and Application

1. Definitions

1.1 In this by-law and its schedules, the following words have the following meanings:

a) "Administrative Powers" means all matters required for the management of the Township that do not involve discretionary decision making;

b) "Agreement" includes any contracts, memorandums of understanding, letters of intent, offers to purchase or sell, documents, forms, releases, retainers, reports, amendments, renewals or extensions required to give effect to the matter;

c) "CAO" means the person appointed as the Chief Administrative Officer for the Township pursuant to the Municipal Act;

d) "Clerk" means the person appointed as the Clerk for the Township pursuant to the Municipal Act and includes the Deputy Clerk;

e) "Council" means the Council of The Corporation of the Township of South Stormont;

f) "Delegate" means a member of Township staff who has been delegated, by by-law, a power, duty or function of Council, in accordance with the provisions of this by-law and the Municipal Act;

g) "Department" means a department of the Township;

h) "Department Head" means a Director of the Township who is responsible for a Department, or its successor in title, and shall include any person appointed as "acting" Department Head and also the CAO with respect to his/her direct responsibilities for a Department;

i) "Legislative Powers" means all matters where Council acts in a legislative or quasi-judicial function including enacting by-laws, setting policies and exercising decision making authority;

j) "Municipal Act" means the Municipal Act, 2001, S.O. 2001, c. 25, as amended, or successor legislation thereof;

k) "Township" means The Corporation of the Township of South Stormont;

l) "Township Solicitor" means any lawyer in good standing with the Law Society of Ontario who is retained by the Township at the relevant time in relation to any matter described herein; and

m) "Treasurer" means the person appointed as the Treasurer for the Township pursuant to the Municipal Act and includes the Deputy Treasurer.

2. Schedules

2.1 The following schedules attached (collectively referred to as the "Schedules") shall be deemed to form part of this by-law:

Schedule "A" – General Delegations;
Schedule "B" – Human Resources Related;

Schedule "C" – Development Related Matters;
Schedule "D" – Financial Matters;
Schedule "E" – Permits and Authorizations;
Schedule "F" – Land Matters; and
Schedule "G" – Legal Matters.

3. Delegation

3.1 The delegation of a power, duty or function as set out in the attached Schedules to this by-law are hereby delegated to the Delegate or Delegates, subject to the restrictions and requirements, if any, in the column entitled, "Delegation Restrictions and Other Requirements".

3.2 Where more than one person is listed as a Delegate, the delegated authority may be exercised by any of such persons, provided that if any of such persons disagree as to whether or the manner in which to exercise the delegated authority the determination of the earlier listed person shall prevail.

3.3 Any delegation of a power, duty or function by by-law to a Delegate includes a delegation of such power, duty or function to a person who is appointed by the CAO, acting in the place of the Delegate or selected from time to time by the Delegate to act in the capacity of the Delegate.

3.4 Subject to section 3.3, a person to whom a power, duty or function has been delegated by by-law has no authority to further delegate to another person any power, duty or function that has been delegated, unless such sub-delegation is expressly permitted by this or other by-law, and is in writing.

3.5 Unless a power, duty or function of Council has been expressly delegated by Council or otherwise by any legislative act or body acting under legislative authority, all of the powers, duties and functions of Council remain with Council.

3.6 Notwithstanding the powers, duties or functions delegated by this by-law, any matter may be referred back to Council for consideration at the discretion of the Department Head, following consultation with the CAO. Any delegation of a power, duty or function authorized by this, or any other by-law, may be revoked at any time without notice, and any action taken pursuant to a revoked delegation shall be of no force and effect.

3.7 Specific to Schedule "B", Development Related Matters, if the Director of Development Services deems it in the best interest of the public they may re-delegate, in writing, approval to Council after receipt of a complete application and fee for any process described therein.

3.7.1 If approval authority is re-delegated to Council:

3.7.1.1 the Director of Development Services is to provide a summary of the application, including any relevant information from meetings prior to the acceptance of the application.

3.7.1.2 the application will be brought to Council as part of the next available Council meeting after the Director of Development Services notifies Council of the delegation.

4. Delegate Responsibilities

4.1 In exercising any delegated power, the Delegate shall be responsible for ensuring:

a) that any expenditure related to the delegated matter shall be provided for in the current year's budget and authorized by the Township's Procurement By-law;

b) that any exercise of delegated authority shall not exceed the scope of the authority specified in this or any other by-law by which the delegation was effected;

c) where required by the specific delegated authority, that a requisite report or communication is provided to Council advising of the exercise of a delegated authority and confirming compliance with the delegated authority and this policy;

d) that all applicable policies regarding insurance and risk management shall be complied with; and

e) that Council policies and guidelines are applied consistently and equitably.

5. Authority

5.1 For the purpose of the Municipal Act, it is the opinion of Council that any Legislative Powers delegated pursuant to this by-law are of a minor nature having regard to time period, the number of people affected and the size of geographic area affected by the exercise of each such power.

5.2 Further to section 5.1 above, Council hereby deems all by-laws regarding processes set out in Schedule "B" Development Related Matters, as minor in nature.

6. Conflict and Restrictions

6.1 In the event of any inconsistency between this by-law and any other Township by-law or policy, any specific provisions setting out the scope and requirements associated with a delegated power set out in other Township by-laws shall prevail and any exercise of a delegated power pursuant to other Township by-laws shall not be invalidated or restricted by this by-law.

6.2 Notwithstanding the provisions of this by-law, all processes, decision-making and administrative management of the Township shall comply with any Provincial or Federal Act, or a regulation made under any such Act, and any instrument of a legislative nature.

Part 2: General Items

7. By-law Review

7.1 This by-law shall be monitored and evaluated for effectiveness continuously by the CAO and Director of Legislative Services/Clerk and shall be comprehensively reviewed upon specific request by Council.

7.2 Council may continue to delegate powers, duties or functions after the passing of this by-law by by-law or Council resolution and the Clerk is hereby authorized to make amendments to this by-law in order to add said further authorized delegations.

8. Severability

8.1 If any provisions of this by-law or the application thereof to any person or circumstance is held to be invalid by a court of competent jurisdiction, the invalidity does not affect other provisions or applications of this by-law, which can be given effect without the invalid provisions or application, and to this end, the provision of this by-law are severable.

9. Short Title

9.1 The by-law may be referred to as the "Delegation of Authority By-law".

10. Repeal

10.1 That By-law Nos. 2023-064, 2024-027 and 2026-018 are hereby repealed.

READ AND PASSED in open Council, signed and sealed this 27th day of May, 2026.

Mayor

Clerk

Schedule "A" to By-law No. 2026-037

General Delegations

Delegate	Delegated Authority	Legislated Authority	Conditions
CAO	Exercise general control and management of the affairs of the Township for the purpose of ensuring its efficient and effective operation and execute Agreements related thereto.	*Municipal Act,* 2001. S. 227 and 229	
CAO	Develop, approve and implement administrative policies, procedures and practises.	*Municipal Act,* 2001, S. 229	
CAO or Director of Legislative Services/Clerk	Amend the Delegation of Authority By-law in instances where Council delegates additional powers, duties, or authorities, or where minor revisions are required that do not materially alter its intent.	*Municipal Act,* 2001, S. 23.1	Notation in Department Activity Summary
CAO/Directors	Execute general operating Agreements and Agreements required by law Power to delegate further must be in accordance with staff spending authorization limits Includes Agreements: • relating to the standard operations of the Department; • to carry out works within the scope of Council-approved projects;	*Municipal Act,* 2001, S. 23.1	Agreement must not: • be related to acquisition or disposition of land; • be related to a matter to which the Procurement By-law applies; or • impose financial or claim risks on the Township Agreement to be in a form approved by the Township Solicitor Notation in Department Activity Summary
CAO/Directors AND the Mayor or Deputy Mayor	Execute Agreements required to implement a Council approved decision, plan or program	*Municipal Act,* 2001, S. 23.1	Power to delegate further must be in accordance with staff spending limits Council approval must be by Council resolution, by-law or policy The exercise of authority must be within limits of an approved decision, plan or program Agreement to be in a form approved by the Township Solicitor Notation in Department Activity Summary

Delegate	Delegated Authority	Legislative Authority	Conditions/Restrictions
CAO/Directors AND the Mayor or Deputy Mayor	Execute Agreements with other government bodies, public sector organization or not-for-profit organizations. Agreement may be: • in relation to investigating joint projects or undertakings and sharing in resources; • revenue generating or revenue-neutral; • assist with effective delivery of services; • in the best interests of the Township.	*Municipal Act,* 2001, S. 23.1	Partnership must not: • be related to acquisition or disposition of land; • be related to a matter to which the Procurement By-law applies; or • impose financial or claim risks on the Township. Agreement to be in a form approved by the Township Solicitor Key Information Report
Director of Legislative Services/Clerk	Delegation of the "Head" for Freedom of Information Requests	*Municipal Freedom of Information and Protection of Privacy Act*, S. 3 (1)	Annual Summary Report
Director of Legislative Services/Clerk, or as directed by the Department Director	Authority to execute any such documents or ancillary agreements as the Clerk may deem necessary to conduct a Municipal Election.	*Municipal Act*, 2001, S. 23.1 and *Municipal Elections Act*, 1996	
Director of Legislative Services/Clerk, or as delegated by the Department Director	Amend Records Management By-law, Retention Schedule where updates are required	*Municipal Act,* 2001, S. 23.1	Notation in Department Activity Summary
CAO	Approve the flying of flags at half-mast in commemoration of a period of official mourning and solemn occasions.	*Municipal Act,* 2001, S. 23.1	To be exercised in accordance with the general principles of the Flag Raising Policy
Community Emergency Management Coordinator in consultation with the Director of Fire and Emergency Services	Amend Emergency Management Plan, Confidential Schedules where updates to contact information or emergency response plan(s) are warranted	*Emergency Management and Civic Protection Act,* R.S.O. 1990	Notation in Department Activity Summary
Director of Legislative Services/Clerk	Authority to act as the "Head" in accordance with the Ombudsman Act	*Ombudsman Act,* R.S.O., 1990	

Delegate	Delegated Authority	Legislative Authority	Conditions/Restrictions
CAO or Director of Legislative Services/Clerk	Authority to approve and execute software licensing Agreements	*Municipal Act,* 2001, S. 23.1	
CAO or Director of Legislative Services/Clerk	Issue letters of support for community festivals, outdoor events, third party grants and Council priorities	*Municipal Act,* 2001, S. 23.1	Support must not commit a financial contribution Notation to be included in Department Activity Summary
Director of Legislative Services/Clerk or as delegated by Department Director	Execute and file with the designated Provincial authority for all accessibility reports and other information required	*Accessibility for Ontarians with Disabilities Act*, 2005.	Notation in Department Activity Summary
CAO/Directors	Enter into Encroachment Agreements for Municipal purposes.	*Municipal Act, 2001,* S. 23.1	Terms and conditions of such agreements and related documents subject to legal review.
CAO in consultation with the Director of Infrastructure Services	Declare a significant weather event	*Highway Traffic Act*, 1990 Ontario Regulation 239/02 minimum Maintenance Standards for Municipal Highways	Communicated to Council as soon as practical
Director of Infrastructure Services or as delegated by Department Director	Temporarily close any highway or portion of a highway: a) For construction, repair or improvement of the highway or portion of the- highway, or construction or repair of any works, under, over, along, across, or upon the highway or portion of highway; b) For any request under emergency services; or c) For construction purposes when public safety may be impacted	*Highway Traffic Act*, R.S.O., 1990	
Director of Infrastructure Services	Designate construction zones where municipal permit involves construction or repair of a highway or works near a highway, including authority to designate a lower rate of speed for vehicles traveling in construction zones.	*Highway Traffic Act,* R.S.O., 1990	
Director of Infrastructure Services or as further delegated by the department Director	Enter into Municipal Road Access Agreements (consent) with utility companies	*Municipal Act,* 2001, S. 23.1	Notation in Department Activity Summary

Schedule "B" to By-law No. 2026-037

Human Resources Related

Delegate	Delegated Authority	Legislative Authority	Conditions/Restrictions
CAO	Authority to hire staff	*Municipal Act,* 2001, S. 23.1	
CAO	Execute Memoranda of Agreement of Letters of Understanding pertaining to collective bargaining negotiations.	*Municipal Act,* 2001, S. 23.1	
CAO	Pay Equity adjustments, grid movement approvals, indexation of pay bands.	*Municipal Act,* 2001, S. 23.1	
CAO	Appoint, employ, promote, demote, suspend, discipline and dismiss employees.	*Municipal Act,* 2001, S. 23.1	
CAO	Administration of the Township's Health and Safety Program and all associated documentation. Inclusive of development, approval, modification and implementation of administrative policies, procedures and practices.	*Occupational Health and Safety Act,* 1990	Key Information Report
CAO and Mayor	Authority to sign the Health and Safety Policy annually as required under the *Ontario Health and Safety Act*	*Municipal Act,* 2001, S. 23.1 *Occupational Health and Safety Act,* 1990	

Schedule "C" to By-law No. 2026-037

Development Related Matters

Delegate	Delegated Authority	Legislative Authority	Conditions/Restrictions
Director of Development Services or as delegated by Department Director	Authority to require, approve or revoke plans and drawings and to execute site plan Agreements	In accordance with subsection 5 (1) and Section 41 (4.0.1) of the *Planning Act*, R.S.O. 1990	
Director of Development Services and executed by the Director of Legislative Services/Clerk or Deputy Clerk AND Mayor or Deputy Mayor	Authority to approve and enact a minor by-law to remove a holding symbol	*Planning Act*, R.S.O. 1990, S 34; and in accordance with subsections 39 and 39.2 (3) (b) of the *Planning Act*, R.S.O. 1990	Subject to recommendation of applicable Department Directors Key Information Report
Director of Development Services and executed by the Director of Legislative Services/Clerk or Deputy Clerk AND Mayor or Deputy Mayor	Authority to approve and enact by-laws to designate lands within a registered plan or plans of subdivision or parts of them as not subject to part lot control in accordance with section 50 (7) of the *Planning Act*, R.S.O. 1990	In accordance with subsections 5 (1) and 50 (7) of the *Planning Act*, R.S.O. 1990 Subject to approval from the United Counties of Stormont, Dundas and Glengarry as per O. Reg. 521/98	Key Information Report
Director of Development Services and executed by the Director of Legislative Services/Clerk or Deputy Clerk AND Mayor or Deputy Mayor	Authority to approve and enact by-laws to approve minor by-laws to authorize the temporary use of land, buildings or structures in accordance with subsection 29 (1) of the *Planning Act*, R.S.O. 1990	In accordance with subsections 39 and 39.2 (3) (b) of the *Planning Act* and; and Section 8.12.6.1 of the SDG Official Plan	Key Information Report
Director of Development Services and executed by the Director of Legislative Services/Clerk or Deputy Clerk AND Mayor or Deputy Mayor	Authority to approve and enact minor by-laws under section 34 of the Planning Act with respect to restricting residential development on a lot created because of farm consolidation	In accordance with subsections 5 (1) and 39.2 (1) of the *Planning Act*, R.S.O., 1990; and Section 2.3.4.1 c) of the Provincial Policy Statement 2020; and Section 8.12.6.1 of the SDG Official Plan	Key Information Report

Delegate	Delegated Authority	Legislative Authority	Conditions/Restrictions
Director of Development Services or as delegated to the Community and Economic Development Planner	Authority to deem applications complete	In accordance with subsections 5 (1), 22 and 34 of the *Planning Act*, R.S.O. 1990, and other sections of the *Planning Act,* R.S.O., 1990 requiring the submission of an application	
Director of Development Services and executed by the Director of Legislative Services/Clerk or Deputy Clerk AND Mayor or Deputy Mayor	Authority to approve and enact minor by-laws under section 34 of the Planning Act with respect to a Zoning By-law Amendment that is required as a condition of approval of a provisional consent application.	In accordance with subsections 5 (1) and 39.2 (1) of the *Planning Act*, R.S.O. 1990	Provided that there were no objections from either the public or circulated agencies during the circulation period Key Information Report
Director of Development Services or as delegated to the Community and Economic Development Planner	Authority to execute Subdivision and Condominium Agreements and to clear associated conditions	Agreement must be in conformity with the SDG Official Plan, Zoning By-law and all other relevant documents and policies	Key Information Report
Director of Development Services or as delegated to the Community and Economic Development Planner	Authority to execute Lot Consolidation and Development Agreements	Agreement must be in conformity with the SDG Official Plan, Zoning By-law and all other relevant documents and policies, which may include but is not restricted to, Director approved entrance permit standards, public works specifications, and the Building By-law.	Notwithstanding the delegation of execution noted, where so requested by either Council or the applicant, development related applications shall be approved by Council. Key Information Report
Director of Development Services or as delegated to the Community and Economic Development Planner	Authority to recommend to the United Counties of SDG to extend the lapsing period of draft plans of subdivision and condominiums	In accordance with subsection 5 (1) of the *Planning Act*, R.S.O., 1990	Authority is delegated to support two draft plan extensions totaling no more than four (4) years to an existing approved draft plan. Request for a third extension must be brought to Council for consideration. Key Information Report
Director of Development Services or as delegated by the Department Director	Authority to establish conditions of consent and to clear conditions	*Planning Act,* R.S.O., 1990	Notation in Department Activity Summary

Delegate	Delegated Authority	Legislative Authority	Conditions/Restrictions
Chief Building Official	Negotiate and execute all Agreements provided for in the Building Code Act	*Building Code Act,* 1992	Key Information Report
Director of Development Services or as delegated by the Department Director	Authority to approve and issue Municipal Statement of Concurrence in response to applications for Telecommunication Facility applications	To be exercised in accordance with the Township's Telecommunication Facility Protocol	Key Information Report

Schedule "D" to By-law No. 2026-037

Financial Matters

Delegate	Delegated Authority	Legislative Authority	Conditions/Restrictions
CAO or Director of Finance/Treasurer	Administer, approve and renew, amend or terminate Township funding, financial incentive, compensation or subsidy and to execute any related Agreements	*Municipal Act,* 2001, S. 23.1 To be exercised in accordance with any policy or Council report relating to the funding, including reporting requirements to Council	Key Information Report
CAO or Director of Finance/Treasurer	Apply for federal, provincial or regional compensation, funding or other forms of subsidy on behalf of the Township, to execute any Agreements in relation to such grants and manage any such funds.	*Municipal Act,* 2001, S. 23.1	Applications must be related to a Township program, operation, approved capital project or new capital initiatives for proposed projects or undertakings that meet Council's strategic goals. Notation to be included in Department Activity Summary
CAO or Director of Finance/Treasurer Where required by the grant program: Mayor and/or Deputy Mayor	Execute Agreements relating to management and distribution of grant funds received by the Township at no cost to the Township	*Municipal Act,* 2001, S. 23.1	Council approved funding through annual budget or Council resolution Key Information Report
CAO or Director of Finance/Treasurer or Deputy Treasurer AND either the Mayor or Deputy Mayor	Sign cheques issued by the Township upon the Township's general bank account	*Municipal Act,* 2001, S. 23.1	
CAO or Director of Finance/Treasurer or Deputy Treasurer AND either the Mayor or Deputy Mayor	Authorize, prior to transmission, electronic payments for the payment of vendors through the Accounts Payable system issued by the Township upon the Township's general bank account.	*Municipal Act,* 2001, S. 23.1	
CAO/Director of Finance/Treasurer or Deputy Treasurer AND either the CAO or Director of Legislative Services/Clerk	Authorize, prior to transmission, all electronic payments for recurring payroll through the Township's payroll system issued by the Township upon the Township's general bank account	*Municipal Act,* 2001, S. 23.1	

Delegate	Delegated Authority	Legislative Authority	Conditions/Restrictions
Director of Finance/Treasurer or Deputy Treasurer AND either the CAO or Director of, Legislative Services/Clerk	Open accounts and establish business relationships with banks or investment brokers for the purposes of purchasing, trading and holding financial investments, and to execute Agreements related to same	*Municipal Act,* 2001, S. 23.1	Quarterly Key Information Report
Director of Finance/Treasurer or Deputy Treasurer AND either the CAO or Director, Legislative Services/Clerk	Transfer funds between Township accounts to properly manage the Township's financial affairs	*Municipal Act,* 2001, S. 23.1	Quarterly Key Information Reports
Director of Finance/Treasurer or as delegated to the Deputy Treasurer	Initiate and file notices of tax or assessment appeals, including Requests for Reconsideration, to resolve, mediate, settle or withdraw any appeal for any property in the Township with the Assessment Review Board (ARB) and to attend before the ARB on property tax or assessment matters as a party, whether filed by the Township or another person or entity.	*Municipal Act,* 2001, S. 23.1	
Director of Finance/Treasurer or as delegated to the Deputy Treasurer	Approve and Execute Tax Arrears Extension Agreement(s)	In accordance with the *Municipal Act*, 2001, O. Reg 181/03, O. Reg 571/17 and the Township's Billing and Collection Policy	
Director of Finance/Treasurer or as delegated to the Deputy Treasurer	Execute minutes of settlement arising out of any appeal at the Assessment Review Board.	*Municipal Act,* 2001, S. 23.1	
Director of Finance/Treasurer or as delegated to the Deputy Treasurer	Make technical adjustments to the annual approved capital and operating budget based on business needs and good accounting practices	*Municipal Act,* 2001, S. 23.1	Notation to be included in Department Activity Summary

Delegate	Delegated Authority	Legislative Authority	Conditions/Restrictions
CAO or Director of Finance/Treasurer or as delegated to the Deputy Treasurer	Increase a capital project's approved budget and transfer funds between approved capital projects for this purpose	*Municipal Act,* 2001, S. 23.1	Increase an approved capital project budget to a maximum of 10% of its original approved budget. A maximum of 10% of similar funding may be transferred from another existing approved capital project budget to another project Amount of funding must be available within another approved capital project Key Information Report
CAO or Director of Finance/Treasurer, in consultation with applicable Department Directors	Discharge loan Agreements and mortgages registered on properties located within the Township	*Municipal Act,* 2001, S. 23.1	
Director of Finance/Treasurer or as delegated by the Department Director	Reduce, waive or cancel late payment charges, penalties and interest on overdue tax accounts	*Municipal Act,* 2001, S. 23.1	In accordance with the Township's Billing and Collection Policy
CAO/Directors	Approve Corporate Sponsorship Agreements	In accordance with the Township's Corporate Sponsorship and Advertising Policy	Annual Summary Key Information Report
Drainage Superintendent, in consultation with applicable Department Directors	Authorize and approve drainage assessment reapportionment Agreements	*Drainage Act*, R.S.O. 1990 *Planning Act,* R.S.O. 1990	Notation in Department Activity Summary

Schedule "E" to By-law No. 2026-037

Permits and Authorizations

Delegate	Delegated Authority	Legislated Authority	Conditions/Restrictions
CAO or Director of Recreation and Facilities	Approve, amend, refuse, execute or refund facility licenses, permits or Agreements for occupancy on a short term basis in recreational facilities or lands	*Municipal Act,* 2001, S. 23.1	Notation in Department Activity Summary
Director of Recreation and Facilities or as delegated by the Department Director	Grant, refuse or grant with conditions a Facility Permit for an event requiring a Special Occasion Permit	*Municipal Act,* 2001, S. 23.1	To be exercised in accordance with the Township's Municipal Alcohol Policy
Director of Recreation and Facilities or as delegated by the Department Director	Close off parks, or parts thereof, to relieve/prevent overcrowding and traffic congestion, or in the interests of public safety	*Municipal Act,* 2001, S. 23.1	Notation in Department Activity Summary or communicated as soon as practical in the event of an emergency
Chief Building Official	Issue or refuse pool enclosure permits	*Municipal Act,* 2001, S. 23.1	To be exercised in accordance with the requirements of the Township's Fence By-law or Pool Fence Requirements By-law
Director of Legislative Services/Clerk or as delegated by the Department Director	Issue, renew, impose conditions, cancel, revoke or decline to issue permits, and enter into Agreements for a Sign	*Municipal Act,* 2001, S. 23.1	To be exercised in accordance with the requirements of the Township's Sign By-law
Director of Legislative Services/Clerk or as delegated by the Department Director	Issue, renew, impose conditions, cancel, revoke or decline to issue permits, and enter into Agreements for pet tags	*Municipal Act, 2001*, S. 23.1	To be exercised in accordance with the requirements of the Township's Responsible Pet By-law
Director of Legislative Services/Clerk or as delegated by the Department Director	Grant exemptions under the Noise & Nuisance By-law for events that are reasonable and/or events of a similar nature have been provided an exemption by Council previously.	*Municipal Act, 2001*, S. 23.1	This delegation does not extend to an event that has changed substantially in nature since the previous exemption was granted

Delegate	Delegated Authority	Legislated Authority	Conditions/Restrictions
Director of Legislative Services/Clerk or as delegated by the Department Director	Issue, renew, impose conditions, cancel, revoke or decline to issue Transient Trader Licence	*Municipal Act,* 2001, S. 23.1	In accordance with the Township's Transient Trader By-law
Director of Legislative Services/Clerk or as delegated by the Department Director	Issue, renew, impose conditions, cancel, revoke or decline to issue Taxicab License	*Municipal Act,* 2001, S. 23.1	In accordance with Township's Taxicab and Limousine By-law
Director of Infrastructure Services or as delegated by the Department Director	Temporarily close highways for social, recreational, athletic, community, or filming purposes or combination of such purposes	*Municipal Act,* 2001, S. 23.1	To be exercised in accordance with the Township's Policy to Temporarily Close a Highway
Director of Infrastructure Services or as delegated by the Department Director	Approve or refuse sewer connections and disconnections to municipal sewage works	*Municipal Act,* 2001, S. 23.1	To be exercised in accordance with the Township's Sewer Use By-law
Director of Infrastructure Services or as delegated by the Department Director	Approve or refuse water connections and disconnections to municipal water systems	*Municipal Act,* 2001, S. 23.1	To be exercised in accordance with the Township's Municipal Water Systems By-law
Director of Infrastructure Services or as delegated by the Department Director	Issue, renew, impose conditions, cancel, revoke or decline to issue Entrance Permits	*Municipal Act,* 2001, S. 23.1	In accordance with the Township's Entranceway Regulations By-law
Director of Infrastructure Services or as delegated by the Department Director	Issue, renew, impose conditions, cancel, revoke or decline to issue Ditch Infill Permits	*Municipal Act,* 2001, S. 23.1	In accordance with the Township's Ditch Infill Policy
Director of Infrastructure Services or as delegated by the Department Director	Issue, renew, impose conditions, cancel, revoke or decline to issue Streetlight Shade Permit	*Municipal Act,* 2001, S. 23.1	In accordance with the Township's Streetlight Shade Policy

Delegate	Delegated Authority	Legislated Authority	Conditions/Restrictions
Director of Development Services or as delegated by the Department Director	Issue, renew, impose conditions, cancel, revoke or decline to issue Temporary Patio Permits	*Municipal Act,* 2001, S. 23.1	In accordance with the Township's Temporary Patio Policy
Director of Infrastructure Services or as delegated by the Department Director	Issue, renew, impose conditions, cancel, revoke or decline to issue Road Occupancy Permit	*Municipal Act, 2001, S. 23.1*	In accordance with the Township's By-law to Regulate the Alternation and Occupancy of Highways and Bridges
Director of Infrastructure Services or as delegated by the Department Director	Start and end reduced load periods for all Township highways	*Municipal Act, 2001, S. 23.1*	In accordance with the Township's By-law to Designate Reduced Load Periods

Schedule "F" to By-law No. 2026-037

Land Matters

Delegate	Delegated Authority	Legislated Authority	Conditions/Restrictions
CAO or as delegated by the CAO	Approve and execute Agreements for occupancy of space on a short-term basis in recreational facilities or on Township owned lands	*Municipal Act,* 2001, S. 23.1	The authority is limited to the following circumstances: • term shall not be for a period longer than one (1) year • the lease/license shall be on the terms and conditions and in the form satisfactory to the Township Solicitor Key Information Report
CAO/Directors	Negotiate and execute easements and any associated Agreements with other levels of government, public sector agencies and private property owners	*Municipal Act,* 2001, S. 23.1	Where required for municipal purposes or Township approved projects Key Information Report
CAO or Director of Legislative Services or Director of Development Services	Convey transfers, grant easements or licences over Township owned lands and any associated Agreements with other levels of government public sector agencies and private property owners	*Municipal Act,* 2001, S. 23.1	Transfer, easement or licence • is minor in nature; • is for the purpose of providing a right of access, utility, telecommunications, services, conservation or other municipal purpose; • will not substantially interfere with the utility or value of Township lands; or • will have a value of up to $5000.00
CAO or Director of Legislative Services or Director of Development Services	Release easements over Township owned land where the easement is no longer required for municipal purposes	*Municipal Act,* 2001, S. 23.1	Subject to recommendation of Department Directors Subject to confirmation of Township Solicitor
CAO and/or Director of Legislative Services/Clerk and/or Development Services AND the Mayor or Deputy Mayor	Negotiate and execute Agreements, undertakings, certificates, declarations and similar documents required for the completion of any transaction involving the purchase, sale or exchange of any interest in land	*Municipal Act,* 2001, S. 23.1	Prior Council approval obtained by resolution, directive, by-law or policy
CAO and/or Director of Legislative Services and/or Director of Development Services	Approve extension of the closing date of purchase and sale transactions and execute any related Agreement	*Municipal Act,* 2001, S. 23.1	In consultation with Department Director Key Information Report at the next available Closed Session Council

Schedule "G" to By-law No. 2026-037

Legal Matters

Delegate	Delegated Authority	Legislated Authority	Conditions/Restrictions
CAO or Director of Legislative Services/Clerk	Accept service of any legal document on behalf of the Township	*Municipal Act,* 2001, S. 23.1	
CAO or as delegated by the CAO	Commence any legal proceeding on behalf of the Township so that a limitation period or other time restriction does not expire or in an emergency to protect the Township's interest	*Municipal Act,* 2001, S. 23.1	CAO, or delegate, must bring a report at the next available Closed Session Council meeting to seek instructions to continue the proceeding
CAO or Department Director in consultation with the CAO	Retain external legal counsel to provide legal opinions or legal expertise for a particular matter and execute associated Agreements	*Municipal Act,* 2001, S. 23.1	Amount not to exceed annual budget allocation excluding HST and disbursements
CAO or Department Director in consultation with the CAO	Settle insured or uninsured claims by or against the Township that are below the Township's deductible and execute associated Agreements	*Municipal Act,* 2001, S. 23.1	Settlement amount does not exceed $25,000, exclusive of costs and necessary waiver is executed Power to delegate further must be in accordance with staff spending authorization limits CAO, or delegate, must bring a Key Information Report at the next available Closed Session Council
CAO or Department Director in consultation with the CAO	Settle insured claims by or against the Township that are above the Township's deductible and execute any associated release documents	*Municipal Act,* 2001, S. 23.1	Upon recommendation of the Township's insurance provider or Township Solicitor CAO, or delegate, must bring a Key Information Report at the next available Closed Session Council