

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 25-019

BEING a by-law to delegate authority to staff.

WHEREAS Subsection 23.1(1) of the Municipal Act, 2001, as amended, authorizes a municipality to delegate its powers and duties under the Municipal Act or any other Act to a person or body, subject to the restrictions set out in the Municipal Act;

AND WHEREAS Subsection 270(1)(6) of the Municipal Act, 2001, as amended, states that a municipality shall adopt and maintain policies with respect to the delegation of its powers and duties;

AND WHEREAS Subsection 275(6) of the Municipal Act, 2001, as amended, states that nothing in this section prevents any person or body exercising any authority of a municipality that is delegated to the person or body prior to nomination day for the election of the new council;

AND WHEREAS the efficient management of the municipal corporation and the need to respond to issues in a timely manner require Council to entrust certain powers and duties to Staff while concurrently maintaining accountability, which can be effectively

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

Short Title

1. The short title of this by-law is the “Delegation of Authority By-law”

Definitions

2. In this by-law
 - a. “Administrative Powers” includes all matters required for the management of the Corporation which includes Staffing and the provision of services.
 - b. “Agreement” means a contract, or other legally binding document.
 - c. “By-law” means this By-law, as it may be amended from time to time, including schedules.
 - d. “CAO” means the Municipality’s Chief Administrative Officer and the person who holds that position, or another person designated by Council as described in Section 229 of the Municipal Act, 2001.
 - e. “Chief Building Official” means the Municipality’s Chief Building Official or any acting or deputy Chief Building Official.
 - f. “Council” means the Council of the Municipality of Mississippi Mills.
 - g. “Designate” means any individual within the Municipality appointed from time to time to act on behalf of the appointing person in respect of the exercise of their delegated authority.
 - h. “Executive Leadership Team (ELT)” means the CAO, and two Deputy CAOs (Director of Corporate Services/Treasurer and Clerk).
 - i. “Head of Department” means a person who is responsible for a Department, and their delegate(s) or, in the event of organizational changes, another person designated by Council or the CAO.
 - j. “Legislative Powers” includes all matters where Council acts in a legislative and quasi-judicial function, including enacting by-laws, setting policies, and exercising adjudicative decision-making authority.
 - k. “Licence” means an authorization by a regulatory authority.
 - l. “Mayor” means the head of Council or, as applicable, the Acting Mayor.
 - m. “Municipal Clerk” means the Municipality’s Municipal Clerk or any acting or Deputy Clerk, or their designate, appointed by Council to perform the duties of the Clerk described in Section 228 of the Municipal Act, 2001.
 - n. “Municipality” means the Corporation of the Municipality of Mississippi Mills.
 - o. “OLT” means the Ontario Land Tribunal under the Ontario Land Tribunal Act, 2021, or its successor organization.

General

3. For the purpose of subsection 270(1)6 of the Municipal Act, 2001, this By-law shall satisfy the requirement to adopt and maintain a policy on the delegation of its powers and duties.

General Delegation

4. All delegations of Council powers, duties, and functions shall be listed in Schedules “ A - H ” of this By-law or otherwise affected by by-law or may be authorized by resolution of Council.
5. Unless a power, duty, or function of Council has been expressly delegated by bylaw or resolution, all the powers, duties and functions of Council remain with Council.
6. Council retains the authority to, at any time and without notice, make, reconsider, or revoke any delegation that has been delegated pursuant to this By-law.
7. A delegation of power, duty, or function under any by-law or resolution to any member of Staff shall include a delegation to the CAO and to any member of Staff selected from time to time by the CAO, or delegate, to act in the capacity of the delegate in the delegate’ s absence.
8. Staff with delegated signing power may use their signature in forms that may be written, printed, including by electronic means or measures, or otherwise reproduced.
9. In exercising any delegated power, the delegate shall ensure the following:
 - a. Any expenditure related to the matter shall have been provided for in the approved year’s budget or otherwise authorized by the Procurement Policy.
 - b. The scope of the delegated authority shall not be exceeded by the delegate.
 - c. Compliance with all Corporate policies,
 - d. The consistent and equitable application of Council policies and guidelines, and
 - e. Adhere to policies or corresponding standard operating procedures for every delegated matter.

Further Delegation

10. Within each row of a table in Schedule “A -H” to this By-law, the delegated authority may be exercised by any such person(s) identified. However, the CAO is in effect the head of all Departments and may intervene, sub-delegate, or exercise any authority delegated in this By-law, where legally permitted to do so, if done in writing.

11. Where authority is delegated to a specific Staff member in this By-law, the authority may be further delegated by the authorized person to staff members within the applicable department, or division, provided that such delegation is legally permissible, authorized in writing and does not exceed the authority delegated by this By-law to the authorized person. Title Change and Conflicts.
12. Where delegations of authority have been assigned to a Staff position, such authority includes the person temporarily acting in that position.
13. Where a delegation of power, duty or function is to a Staff position that no longer exists in title, those delegations shall be deemed transferred to the staff person who is assuming the responsibilities of the obsolete position.
14. The CAO is hereby authorized to resolve any conflict, or ambiguity, regarding the individual, or individuals, of the Municipality authorized to exercise any delegation.

Emergency or Special Circumstances

15. In cases of emergency or special circumstances, as determined by the CAO and/or Mayor, where it is necessary to act within the normal mandate of a department, but such action is not strictly within the terms of a delegated authority, a Deputy CAO, in respect of their specific department, may take such action as necessary to rectify the situation. Any such action shall be reported immediately to the CAO, and to Council within a reasonable timeframe.

Annual Attestation

16. All staff who are delegated authority in this by-law are required to complete an annual attestation.

Inconsistency

17. In the event of any contradiction between this By-law and any other Municipal bylaw, this By-law prevails to the extent of the inconsistency.

Validity of Actions Taken

18. Any variation or revocation of a delegated authority pursuant to this By-law shall have no effect on the validity of any action taken pursuant to a valid delegation of authority and occurring before the terms of such delegation were varied or revoked.

Repeal

19. That By-law 13-18 Delegation of Authority as amended is hereby repealed, effective the date of passing of this by-law.
20. That By-law 02-77 Records Retention is hereby repealed, effective the date of passing of this by-law.

Effectivity

THAT THIS BY-LAW be read, passed, signed, and sealed in open Council this 8th day of April 2025.

Christa Lowry, Mayor

Jeanne Harfield, Clerk

**SCHEDULE "A" To By-law 25-019
CAO**

Number	Description of Matter	Delegate	Specific Delegation of Authority	Checks and Balances	Authority to Delegate
A.1	Tender, Quote and RFP Awards	CAO or designate	Approval of award of contracts not to exceed \$100,000 per transaction and that the aggregate value of multi-year purchases or contracts not exceeding \$100,000 per event/transaction	Approval at Council for project. Follow procedures of Procurement Policy. Reporting to Council on a quarterly basis as part of Procurement Policy reporting.	Municipal Act, s. 23.1
A.2	Administrative Policies	CAO or designate	Develop, approve, implement, vary, or rescind administrative and operational policies, procedures, and practices.	Annual Attestation of review of procedures	Municipal Act s. 229
A.3	HR- Hiring Employees	CAO and HR Business Partner or designate	Hire full-time, part-time, and summer employees. Exception employees are below Department Head.	Adherence to hiring and recruitment policy.	Municipal Act, s.23.1
A.4	HR - Salary Step Increases	CAO or designate	Approval salary step increases for existing employees.	Documentation in employee file.	Municipal Act, s.23.1
A.5	Agreements – Federal and Provincial – Programs	CAO or designate	To execute an agreement with the Federal or Provincial government, a municipality, agency, institution, utility, or community partner for a Municipal undertaking, program delivery, and administration.	Approval of the project or program by Council and/or monetary obligation captured in approved budget.	Municipal Act, s.23.1

A.6	Agreements – First Nations, Metis and Inuit, or other interested parties	CAO or designate	To enter into any consultation agreements First Nations, Metis and Inuit, or other interested parties with regard to any Municipal undertaking.	Consultation with Mayor and senior staff. Promotion of Calls to Action, Truth and Reconciliation	Municipal Act, s.23.1
A.7	Policy – Occupational Health and Safety	CAO and Mayor	To sign the Occupational Health and Safety policy on behalf of the Municipality	Signed policy posted as per Municipal Health and Safety Policy	Municipal Act, s.23.1
A.8	Agreements – Obtain Funding – Some Cost	CAO or designate	To approve, amend, extend, and execute, contribution agreements, grant agreements, and one time project-based funding agreements.	(a) in accordance with applicable Municipal policies; (b) related to approved departmental programs and objectives; (c) within approved budget limits; and (d) contain appropriate insurance, termination, workplace safety, and indemnification provisions satisfactory to the CAO and or Municipal Solicitor.	Municipal Act, s.23.1

A.9	Agreements – Obtain funding – No cost	CAO or designate	To approve, amend, extend, and execute agreements with the Federal or Provincial government, a municipality, agency, institution, utility, or community partner, provided that such agreements are consistent with the departmental mandate and are at no cost to the Municipality, with the exception of associated operational and administrative costs that are within approved budgets.	Operational and Administrative Costs must be within approved budgets.	Municipal Act, s. 23.1 & 23.3(2) (Administrative)
A.10	Agreements – Childcare Services	CAO or designate	Authority to enter into agreements with the Upper Canada District School Board and Catholic District School Board of Eastern Ontario for the purposes of operating a licensed Before and After School program.	Operational and Administrative Costs must be within approved budgets.	Municipal Act, s. 23.1
A.11	Agreements – Operational	CAO or designate and Mayor	Enter into new agreements that are operational in nature (ex: canteen agreement, pro-shop agreement, daycare funding agreement) or extensions to existing agreements.	Operational and Administrative Costs must be within approved budgets.	Municipal Act, s. 23.1

A.12	Budget - Transfers	CAO or Director of Corporate Services or designate	To make budget transfers to effect changes resulting from new or amended legislation or regulations, additional unforeseen revenues, accounting standards or rules, program budgeting or to increase transparency and accountability provided the re-allocation has no net change to the tax rate.	Operational and Administrative Costs must be within approved budgets.	Municipal Act, s. 23.1 & 23.3(2) (Administrative)
A.13	Grants –Submit Applications to obtain funding	CAO or Director of Corporate Services or designate	To submit grant applications to provincial and federal governments, agencies or funds and letters from Council or the Mayor necessary to apply for grant funding. Includes submission of reports after grants are received.	Annual Grant overview report and related to approved department programs and objectives.	Municipal Act, s. 23.1
A.14	Release – Final Securities – Development Agreements	CAO or designate and Director of Development Services & Engineering	Release final securities for development agreements based on consultation with Department Heads	Review with Development Services and Corporate Services.	Municipal Act, s. 23.1
A.15	Approve the Issuance and Credit Limit or Revocation of Corporate Credit Cards	CAO and Director of Corporate Services	To approve that corporate credit cards be issued to specific employees and the credit limit assigned to each individual card; to revoke cards in accordance with Credit Card policy	Annual review of cards, utilization, and credit limits	Municipal Act, s. 23.1

A.16	Execute, amend and negotiate Contracts of Employment	CAO or designate and Human Resources	<p>Authority to approve negotiated annual compensation to a maximum of \$5000 above associated pay scale; subject to available financial resources.</p> <p>This delegation does not apply to positions included in the collective agreements.</p> <p>The execution, amendment or termination of contracts associated with the employment of the CAO are the responsibility of Council and shall be actioned by Council.</p>	<p>Consultation with Human Resources and relevant Department Head if applicable.</p> <p>Must be within operation budget and employee would remain red circled until such time the annual compensation is inline with the associated pay scale.</p>	Municipal Act, s. 23.1
A. 17	HR - Labour Grievances and Labour Arbitrations, subject to any other process or authority agreed upon in a binding Collective Agreement.	CAO or Director of Corporate Services and Human Resources	<p>Authority to manage and settle where there is no financial implication.</p> <p>Authority to settle where there are financial implications-</p> <ul style="list-style-type: none"> • Human Resources up to \$10,000 • Director of Corporate Services up to \$40,000 • CAO up to \$100,000 • Council approval over \$100,000 	Records maintained in employee file. Council notified.	Municipal Act, s. 23.1

A.18	HR - Employment Severances	CAO or Director of Corporate Services and Human Resources	<p>Authority to manage and settle where there is no financial implication.</p> <p>Authority to settle where there are financial implications up to a maximum of \$10,000. Any severances above \$10,000 must go to Council for approval.</p>	Records maintained in employee file. Council notified.	Municipal Act, s. 23.1
A.19	HR – Disciplinary Investigations	CAO or designate	Obtaining third party resources for human resource investigations	Adherence to procedures of Procurement Policy.	Municipal Act, s. 23.1
A.20	Emergency Situations	CAO or designate or Emergency Management Program Committee	As per the Emergency Management and Civil Protection Act, staff are authorized to take action under the emergency plan where an emergency exists but has not yet been declared to exist	Adherence to Municipal Emergency Plan	Emergency Management and Civil Protection Act s.9(a)

**SCHEDULE "B" To By-law 25-019
Executive Leadership Team**

Number	Description of Matter	Delegate	Specific Delegation of Authority	Checks and Balances	Authority to Delegate
B.1	Lame Duck	CAO, Treasurer and Clerk or designates	<ul style="list-style-type: none"> • The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; • The hiring or dismissal of any employee of the municipality; and • Making any expenditure or incurring any other liability which exceeds \$50,000. 	Report to Council as part of quarterly report.	Municipal Act s.275 (3)
B.2	Summer Recess	CAO, Treasurer and Clerk or designates	<ul style="list-style-type: none"> • The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; • The hiring or dismissal of any employee of the municipality; and • Making any expenditure or incurring any other liability which exceeds \$50,000. 	Report to Council as part of quarterly report.	Municipal Act, s. 23.1
B.3	Signatories at Financial Institutions	2 of the of the following: CAO, Clerk or Treasurer	Ability to update approved signatories at financial institutions.	Follow financial institutions requirements.	Municipal Act, s.23.1

B.4	Court Matters – Commence, Defend, Conduct under instructions	CAO or designate and Clerk of designate	To direct municipal solicitor to commence, defend, or conduct any proceeding before any court, administrative tribunal or other decision-making or advisory body in accordance with instructions received from Municipal Council or from officers or employees of the Municipality having operational responsibility for the subject matter of such proceeding.	In camera report to Council at earliest meeting.	Municipal Act, s.23.1
B.5	Court Matters - Commence, Defend, Conduct under own initiative	CAO or designate and Clerk of designate	To direct the municipal solicitor to commence, defend, or conduct any proceeding before any court, administrative tribunal or other decision-making or advisory body on the CAO and Clerk's initiative where necessary to protect, preserve or assert the best legal interests of the Municipal Corporation.	In camera report to Council at earliest meeting.	Municipal Act, s.23.1
B.6	Court Matters – Appeals	CAO or designate and Clerk of designate	Direct municipal solicitor to commence and conduct appeals of the decisions of courts, administrative tribunals, or other decision-making or advisory bodies; apply for standing; or make applications for judicial review of decisions; provided that any such measures undertaken shall be reported to Council as soon as reasonably practicable.	In camera report to Council at earliest meeting.	Municipal Act, s.23.1

B.7	Court Matters - Costs	CAO or designate and Clerk of designate	To authorize the payment of any expenses, disbursements or costs reasonably incurred by or awarded against the Municipality in the course of a legal proceeding.	In camera report to Council at earliest meeting.	Municipal Act, s.23.1
B.8	Court Matters – settlement	CAO or designate and Clerk or designate	For matters that require immediate decision only (ex. If attending a settlement conference looking for the position of the municipality to proposed, accept or counter a settlement offer). All other settlement offers that do not require immediate action will be brought to Council for direction.	In camera report to Council at earliest meeting.	Municipal Act, s.23.1
B.9	Court Matters – Debt Enforcement	CAO or designate and Clerk of designate	To direct the municipal solicitor take all steps reasonably necessary or desirable to enforce orders, decisions, awards, and judgements made in favour of the Municipality.	Following legal advice received by municipal solicitor.	Municipal Act, s.23.1

**SCHEDULE "C" To By-law 25-019
Clerk and Legislative Services**

Number	Description of Matter	Delegate	Specific Delegation of Authority	Checks and Balances	Authority to Delegate
C.1	Tender, Quote and RFP Awards	Clerk or designate	Award of tenders, quotes and/or RFPs within the Procurement Policy limits.	Procurement policy requirements	Municipal Act, s.23.1
C.2	Agreements – Site Plan Control	Clerk or designate and Mayor	Enter into a site plan agreement on behalf of the municipality upon approval of the Site Plan Control application by the Director of Development Services and Engineering or their designate.	Site Plan Control approval must adhere to Zoning By-law and Official Plan policies.	Municipal Act, s.23.1
C.3	Agreements – Lease renewal/extensions	Clerk or designate	To execute lease renewal/extension agreements for community agencies that occupy space in a municipal facility.	Review with relevant Department Heads and consultation with CAO.	Municipal Act, s.23.1
C.4	Animals – Appoint Livestock Valuer	Clerk or designate	To appoint or withdraw the appointment, as the case may be, of municipal investigators (livestock valuers) for the Municipality as may be required for the purposes of the Ontario Wildlife Damage Compensation Program as per the Livestock, Poultry and Honey Bee Protection Act	Internal memo and adherence to hiring and recruitment policy.	Livestock, Poultry and Honey Bee Protection Act Municipal Act, s.23.1

C.5	Election Agreements	Clerk or designate	To execute agreements and contracts for the purposes of securing equipment, facility rentals, purchasing of goods and other services in order to conduct Municipal and School Board Elections.	Adherence to Procurement Policy	Municipal Act, s. 23.1
C.6	Licensing – Public Event Designation	Clerk or designate	Approval of requests for Municipally Significant Event letters for all AGCO liquor license and outdoor event applications, after obtaining approval from the following: Roads and Public Works, Fire, Development Services & Engineering, Public Health and notification to the OPP.	Adherence to procedures for approval of special occasion permits.	Municipal Act, s. 23.2(5)2
C.7	MFIPPA Head	Clerk or designate	The Clerk or designate to exercise the powers and duties as Head under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)	Adherence to MFIPPA regulations and annual reporting to Council and IPC.	Subsection 3(3) of MFFIPPA and Subsection 23.1 of the Municipal Act

C.8	By-law edits	Clerk or designate	<p>The Clerk or designate authorized to make the following changes to by-laws and resolutions after they are passed:</p> <ul style="list-style-type: none"> - Correct spelling, punctuation, capitalization, and other clerical and typographical errors, or minor edits of an administrative nature that do not change the intent of the by-law - Correct errors in the numbering of provisions or other portions of a by-law and change cross-references to accord with the updated numbering - Minor amendments resulting from changes to provincial enabling legislation. 	Annual report to Council listing amended by-laws.	Municipal Act, s. 23.1
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C.9	Records Management - Retention Schedule	Clerk or designate	To establish or amend retention periods for all municipal records in the Records Retention Schedule as per Subsection 254(1) of the Municipal Act, 2001 (records), Subsection 255(3) of the Municipal Act, 2001 (retention), and Subsection 255(2) of the Municipal Act, 2001 (destruction). Upon the Municipal Clerk being satisfied that the relevant retention period established has expired, and that no reason exists for further retention, the Municipal Clerk may order the records to be destroyed, or to be set aside for permanent retention in an archival facility designated by the Municipal Clerk, as per Subsection 255(2) of the Municipal Act, 2001 (destruction).	Adherence to municipal records management policy TOMRMS.	Municipal Act, s. 23.1 & 254(1) & 255(3) & 255(2)
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**SCHEDULE “D” To By-law 25-019
Corporate Services**

Number	Description of Matter	Delegate	Specific Delegation of Authority	Checks and Balances	Authority to Delegate
D.1	Tender, Quote and RFP Awards	Director of Corporate Services or designate	Award of tenders, quotes and/or RFPs within the Procurement Policy limits.	Procurement Policy requirements	Municipal Act, s.23.1
D.2	Mileage Rates	Director of Corporate Services or designate	Authority to adjust mileage rates for Council and municipal staff upon an annual review of the Canada Revenue Agency’s lower mileage amount.	Annual memo.	Municipal Act, s. 23.1
D.3	Tax Refunds – Heritage Tax Relief By-law	Director of Corporate Services or designate	Approvals of tax refunds under the Heritage Tax Relief By-law that are recommended by the Director of Development Services and Engineering or their designate in accordance with the provisions of the Heritage Tax Relief By-law	Heritage Tax Relief By-law procedures	Municipal Act, s.23.1
D.4	Tax Adjustments – Tax sale	Director of Corporate Services or designate	Authority to make tax adjustments under the Municipal Act after an unsuccessful tax sale.	Signed off after consultation with relevant staff and CAO	Municipal Act, s.23.1 and s. 354
D.5	Tax Adjustments – tax and water accounts	Director of Corporate Services or designate	Adjustments to tax and water accounts and other receivables up to \$500.	Signed off after consultation with relevant staff and CAO.	Municipal Act, s. 23.1

D.6	Minutes of Settlement - MPAC or ARB	Director of Corporate Services or designate	Authority to sign and execute minutes of settlement between the Municipality and the Municipal Property Assessment Corporation and/or the Assessment Review Board.	In camera report to Council as information.	Municipal Act, s. 23.1 and s. 357(11)
D.7	IT - Service Contracts	Director of Corporate Services or designate	Authority to sign, execute and renew service agreements and contracts for information technology related goods and services within budget and assigned procurement thresholds	Adherence to Procurement policy and funds available in the annual budget.	Municipal Act, s. 23.1
D.8	Bank Loans	Director of Corporate Services or designate	Authority to renew bank loans upon expiration of the term of the loan, with the approved lender, for an equivalent term to that approved by Council for the initial term.	Adherence to Council resolution and direction.	Municipal Act, s. 23.1
D.9	Investments	Director of Corporate Services or designate	Authority to transfer funds, while still maintaining cash flow requirements, to and from investment vehicles in accordance with FIN-05 Investment Policy and Guidelines.	FIN-05 Investment Policy and Guidelines.	Municipal Act, s. 23.1
D.10	Tax Registration and Property Sale	Director of Corporate Services or designate	Registration and sale of property under the provisions of the Municipal Act, 2001, S.O. 2001, c.25, including Ontario Regulation 181/03 in accordance with FIN-09 Tax Registration Policy.	FIN-09 Tax Registration Policy.	Ontario Regulation 181/03

D.11	Insurance Contracts	Director of Corporate Services or designate	To renew insurance contracts as presented by the Municipality's broker of record.	Adherence to Procurement policy	Municipal Act, s. 23.1
D.12	Reserve Fund Borrowing	Director of Corporate Services or designate	To internally borrow, for cash flow purposes, between Development Charge Reserve Funds, as required, to finance the Development Charge portion of Council approved growth projects	Must be related to a Council approved growth project.	Municipal Act, s. 23.1

**SCHEDULE "E" To By-law 25-019
Roads and Public Works**

Number	Description of Matter	Delegate	Specific Delegation of Authority	Checks and Balances	Authority to Delegate
E.1	Tender, Quote and RFP Awards	Director of Roads and Public Works or designate	Award of tenders, quotes and/or RFPs within the Procurement Policy limits.	Procurement policy requirements	Municipal Act, s.23.1
E.2	Road Closures – Non-Critical	Director of Roads and Public Works or designate	To temporarily close a any highway or any portion of a highway for a social, recreational, community, athletic, or cinematographic purpose.	Adherence to Highway Traffic Act procedures to safely close a highway.	Municipal Act, s. 23.2(5)
E.3	Roads Closures - Dangerous Situation	Director of Roads and Public Works or designate	To temporarily close any highway or any portion of a highway for any period due to a situation which would endanger traffic and/or the public.	Adherence to Highway Traffic Act procedures to safely close a highway.	Municipal Act, s. 23.2(5)
E.4	Roads – Close – Construction	Director of Roads and Public Works or designate	To temporarily close any highway or portion thereof for any period during the construction, repair or improvement initiated by the Municipality or by a utility company with statutory rights permitting occupancy on the highway.	Adherence to Highway Traffic Act procedures to safely close a highway.	Municipal Act, s. 23.2(5)
E.5	Roads – Reduced Loads	Director of Roads and Public Works or designate	To establish reduced load periods on Municipal roads.	Adherence to internal policy on seasonal reduced load periods.	Municipal Act, s. 23.1

E.6	Roads – Speed Limits	Director of Roads and Public Works or designate	Authority to temporarily reduce the speed limit by a maximum of 20k/hr on roads affected by construction; and the public will be notified of any temporary reduction in speed limits.	Signage installed to notify public of reduced speed	Municipal Act, s. 23.1
E.7	Signs – Temporary Stop Signs	Director of Roads and Public Works or designate	Authority to cause a stop sign to be temporarily erected at their discretion for the purposes of public safety. Penalties provided in section 214 of The Highway Traffic Act shall apply to offenses against this installation.	Notice published for the temporary installation including effective date and expiration date.	Municipal Act, s. 23.1 and s. 11 and Highway Traffic Act.
E.8	Signs – Temporary Road Direction signage	Director of Roads and Public Works or designate	Authority to mandate the temporary conversion of a road from one-way traffic to two-way traffic or from two-way traffic to one-way traffic for the purposes of public safety.	Notice published for the temporary installation including effective date and expiration date. Appropriate traffic signs shall be installed for the duration of the temporary conversion to ensure clear and safe navigation for motorists and pedestrians.	Municipal Act, s. 23.1 and s. 11 and Highway Traffic Act.
E.9	Signs – Non legal	Director of Roads and Public Works or designate	Authority to erect non-legal road signage such as “Child at Play”	Adherence to municipal Sign By-law	Municipal Act, s. 23.1

E.10	Waste Collection	Director of Roads and Public Works or designate	Authority to schedule Large Item Day, Exchange Weekend, Pitch In, opening of landfill and Leaf and Yard Waste Collection and participating in Household Hazardous Waste Collection.	Provide adequate notice to the public	Municipal Act, s. 23.1
E.11	Entrance Permits	Director of Roads and Public Works or designate	Authority to issue entrance permits.	Adherence to municipal Road Entrance By-law	Municipal Act, s. 23.1
E.12	Civic Address Numbers	Operations Manager or designate	Authority to assign civic address numbers following review and approval of permit application.	Adherence to Municipal Road Number By-law and Entrance Permits procedures.	Municipal Act, s. 23.1

**SCHEDULE “F” To By-law 25-019
Development Services & Engineering**

Number	Description of Matter	Delegate	Specific Delegation of Authority	Checks and Balances	Authority to Delegate
F.1	Tender, Quote and RFP Awards	Director of Development Services & Engineering or designate	Award of tenders, quotes and/or RFPs within the Procurement Policy limits.	Procurement policy requirements	Municipal Act, s.23.1
F.2	Consent Applications – comments to upper tier	Director of Development Services & Engineering or designate	Authority to provide written comments to the County of Lanark on behalf of the Municipality for consent applications, which meet the intent and policies of the Municipality’s Community Official Plan.	Quarterly report to Council	Municipal Act, s. 23.1
F.3	Part Lot Control	Director of Development Services & Engineering or designate	Authority to undertake initial review of Part Lot Control applications.	By-laws approved by Council	Municipal Act, s. 23.1
F.4	Heritage Permits	Director of Development Services & Engineering or designate	Authority to approve Minor Heritage Permits in accordance with the Downtown Almonte Heritage Conservation District (HCD).	Adherence to guidelines and evaluation criteria as outlined in the HCD. Monthly report prepared for the Municipal Heritage Advisory Committee.	Municipal Act, s. 23.1

F.5	Heritage Grant (for improvements to individually designated buildings and buildings within the Heritage Conservation District)	Director of Development Services & Engineering or designate	Authority to approve the release of Heritage Grants, in accordance with By-law 09-16.	Heritage Grant By-law 09-16 requirements	Municipal Act, s. 23.1
F.6	Development Agreements, Encroachment Agreements or License of Occupation	Clerk and Mayor	Authority to enter into Agreements that implement decisions from the Committee of Adjustment or County of Lanark consent applications	Committee of Adjustment and Land Division Committee approvals are required to adhere to the Zoning By-law and Official Plan policies	Municipal Act, s. 23.1
F.7	Subdivision – Clearance of Conditions	Director of Development Services & Engineering or designate	Authority to approve the clearance of subdivision conditions and Committee of the Whole authorize the Mayor and Clerk to enter into Subdivision Agreements.	Committee of the Whole report to approve	Municipal Act, s. 23.1
F.8	Minor Zoning Amendments – Consent Application	Director of Development Services & Engineering or designate	Zoning By-law amendments that are required as a condition of approval of a provisional consent application that received no objections from the public and agencies during the required circulation period.	Statutory Public Meeting still held; by-law approved by Council	Municipal Act, s. 23.1

F.9	Minor Zoning Amendments – Lot creation for a residence surplus to farming operation	Director of Development Services & Engineering or designate	Zoning By-law Amendments that are required as a condition of approval of a provisional consent for lot creation for a residence surplus to a farming operation that received no objections from the public and agencies during the required circulation period.	Statutory Public Meeting still held; by-law approved by Council	Municipal Act, s. 23.1
F.10	Minor Zoning Amendments- Housekeeping	Director of Development Services & Engineering or designate	Housekeeping Zoning By-law Amendments that are required to correct errors or omissions that received no objections from the public and agencies during the required circulation period.	Statutory Public Meeting still held; by-law approved by Council	Municipal Act, s. 23.1
F.11	Agreements – Encroachment	Clerk and Mayor	Delegated Authority to the Mayor and Clerk for the signing of encroachment agreements in the following circumstances: <ul style="list-style-type: none"> • Building permit to rebuild an existing encroachment (ex front porch) • Existing encroachment that has been identified by the Municipality 	Cross departmental review to ensure there are no issues prior to entering into agreements	Municipal Act, s. 23.1

F.12	Agreements – License of Occupation	Clerk and Mayor	Delegated authority to the Mayor and Clerk for the signing of License of Occupation in the following circumstances: <ul style="list-style-type: none"> • Crossing of municipally owned land for private services • Installation of private services in the right-of-way 	Cross departmental review to ensure there are no issues prior to entering into agreements	Municipal Act, s. 23.1
F.13	Agreements – Historic Easements	Clerk and Mayor	Delegated Authority to the Mayor and Clerk for the release of historic easements that are no longer applicable.	Cross departmental review to ensure there are no issues prior to entering into agreements	Municipal Act, s. 23.1
F.14	Agreements – Subdivision Agreements	Clerk and Mayor	Delegated Authority to the Mayor and Clerk to enter into a Subdivision Agreement when the County has confirmed that all draft conditions have been fulfilled by the applicant.	Cross departmental review to ensure there are no issues prior to entering into agreements	Municipal Act, s. 23.1
F.15	Issuance of Conditional Permits	Chief Building Official or Deputy Chief Building Official	Authority to enter into agreements described in clause (3)(c) of the Building Code Act 1992 S.O. Chapter 23 as amended for the issuance of conditional permits	Adherence to municipal Building By-law	Building Code Act s. 8(3.1)
F.16	Agreements – Limiting Distance	Chief Building Official or Deputy Chief Building Official	Authority to enter into agreements respecting the required limiting distance for an exposing building face, as defined and regulated under the Ontario Building Code	Adherence to municipal Building By-law	Municipal Act, s. 23.1

**SCHEDULE "G" To By-law 25-019
Protective Services**

Number	Description of Matter	Delegate	Specific Delegation of Authority	Checks and Balances	Authority to Delegate
G.1	Tender, Quote, and RFP Awards	Director of Protective Services or designate	Award of tenders, quotes, and/or RFPs within the Procurement Policy limits.	Procurement policy requirements	Municipal Act, s.23.1
G.2	Training Center	CAO, Director of Protective Services or designate and Director of Corporate Services	Authority, to a maximum of \$50,000 per year, for spending from Training Center Reserves or in-year revenues that are in excess of budgeted revenues.	Procurement policy requirements.	Municipal Act, s.23.1
G.3	Emergency Management Program and Emergency Response Plan	Director of Protective Services and Community Emergency Management Coordinator or designate	Authority to conduct annual reviews of both the Emergency Management Program and Emergency Response Plan.	Emergency Management Program and Emergency Response Plan to be reviewed as per By-law 21-101	Municipal Act, s.23.1
G.4	Agreement - Automatic Aid	Director of Protective Services or designate	To enter into automatic aid agreements to provide or receive initial or supplemental response to fires, rescues, emergencies as per the Fire Prevention Act, P.II	Procurement policy requirements.	Municipal Act, s. 23.1

**SCHEDULE "H" To By-law 25-019
Community Services**

Number	Description of Matter	Delegate	Specific Delegation of Authority	Checks and Balances	Authority to Delegate
H.1	Tender, Quote and RFP Awards	Director of Corporate Services* or designate	Award of tenders, quotes and/or RFPs within the Procurement Policy limits.	Procurement policy requirements	Municipal Act, s.23.1
H.2	Event Signs	Director of Corporate Services*, Manager of Community and Economic Development, Recreation Manager or designate	Authority to install temporary event signage in alignment with the municipal Sign By-law	Adherence to municipal Sign By-law	Municipal Act, s. 23.1
H.3	Ron Caron Auditorium Upgrades and Repairs, Reserve Fund Spending	Director of Corporate Services or Manager of Community & Economic Development	Approve expenses and purchases for repairs and upgrades for the Ron Caron Auditorium	Procurement Policy Funding available in the Auditorium Improvement, Ticket Surcharge Reserve Fund	Municipal Act, s. 23.1
H.4	Damage Deposit. Ron Caron Auditorium	Director of Corporate Services or Manager of Community & Economic Development	Authority charge damage deposit (according to fee structure) in advance based on event type.	Fees and Charges Bylaw	Municipal Act, s. 23.1

H.5	In Kind Contributions to Community Projects and Events	Director of Corporate Services or Manager of Community & Economic Development or designates	Authority to approve in kind contributions to support community events or projects.	Annual report to Council for information.	Municipal Act, s. 23.1
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*In the absence of a Director of Community Services, the same delegation authority shall be provided to the following positions: Manager of Community and Economic Development, Recreation Manager, and Childcare Services Manager.