



# Policy

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## POL.COR.07.04

## Delegation by Council of Powers and Duties Policy

**Policy Type:** Corporate Policy (Approved by Council)

**Date Approved:** January 28, 2008

**Department:** Administration

**Staff Report:** A.07.35, FAF.21.079, FAF.21.185, PDS.21.034, FAF.23.059, FAF.23.097, PDS.24.057

**By-Law No.:** Various – As noted in Schedule A

### Policy Statement

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Policy direction for Council procedure in the delegation of its powers and duties as described section 23.1 of the *Municipal Act, 2001*.

### Purpose

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Compliance with Section 270 of the *Municipal Act, 2001*.

### Application

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This Policy applies to the actions or decisions to be undertaken or made by the municipality, its Council, its Senior Management Team and Local Boards as defined in subsection 269.1 of the *Municipal Act, 2001*, all collectively called the “municipality”, for the purpose of providing accountability and transparency in the municipal decision-making process and its actions.

Council will endeavour in its actions to ensure accountability for its decisions and the manner in which decisions are made will be transparent to the public.

The *Municipal Act, 2001* requires a municipality to adopt a Policy with respect to the delegation and the carrying out of delegated powers and duties of Council as described in the *Municipal Act, 2001*, the *Planning Act*, the *Building Code Act* and any other Act so as to increase the accountability and transparency of the municipal decision-making process.

In order to ensure the efficient management of the municipality and an ability to respond to issues in a timely manner, Council has the ability to delegate certain powers and duties to municipal officers, employees or agents, while maintaining accountability through this Policy document.

## Delegation by Council of Powers and Duties Policy

The powers and duties delegated by Council are not considered to be legislative or quasi-judicial and are considered to be administrative or minor in nature and may be subject to such conditions and limits as Council considers appropriate.

The persons to whom Council may delegate certain powers and duties shall be officers, employees or agents of the municipality.

All delegation of powers and duties by Council shall be confirmed by By-law and may be revoked by Council at any time.

Town Staff shall prepare regular reports for Council providing detail on any delegated approvals granted.

Council, at their sole discretion, retains the right to hear any appeal made by a person or body of a delegated approval decision and to determine the process by which an appeal hearing shall proceed. Council may delegate the right to hear any appeal in a manner to be determined by Council.

## Definitions

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**Delegation:** shall mean the transfer of approval authority of certain powers and duties from Council to designated Town officer, employee or agent positions under certain terms and conditions as identified by Policy and confirmed by By-law.

## Procedures

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The delegations previously delegated are hereby continued to be delegated by Council to the appointed Town Officer, Employee or Agent positions. Delegations are as noted on the attached Schedule "A".

## Exclusions

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Unless specifically delegated in this or any subsequent Policy, all the powers and duties of Council as described in the *Municipal Act, 2001* shall remain with Council.

The following powers and duties cannot be delegated by Council:

- a) The power to appoint or remove from office an officer of the municipality whose appointment is required by the *Municipal Act, 2001*.
- b) The power to pass By-laws for municipal taxation or tax collection.
- c) The power to incorporate corporations.

- d) The power to adopt an Official Plan or Official Plan Amendment or pass a Zoning By-law under the *Planning Act*.
- e) The power to pass a By-law for the establishment of a counselling service to small businesses operating in the municipality or for the provision of municipal capital facilities.
- f) The power to adopt a Community Improvement Plan.
- g) The power to adopt or amend the budget of the municipality.
- h) Any other power or duty that may be prescribed.

## **References and Related Policies**

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By-Laws referenced on Schedule “A”

## **Consequences of Non-Compliance**

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Non-compliance with the *Municipal Act, 2001* is subject to the remedies prescribed therein.

## **Review Cycle**

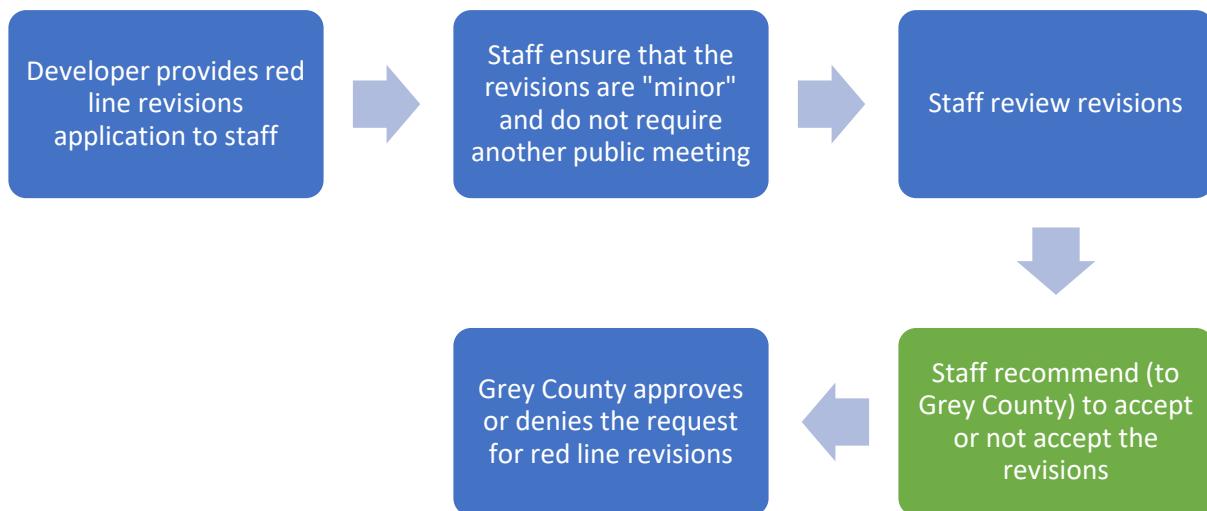
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This policy will be reviewed each term of Council by the Senior Management Team for report to Council in open session.

## Schedule “A” - Delegation by Council of Powers and Duties

### Approval Process

<b>1.1 Planning and Development Services</b>	
<b>Delegated Authority</b>	Authority to review and comment on “red-line” (i.e. minor changes that would not require another public meeting) revisions to Draft Plan of Subdivision/Condominium to the County of Grey.
<b>Delegated To</b>	
	Director of Planning and Development Services, or designate
<b>Authority Provided By</b>	
	By-law 2021-61 and <a href="#">Planning Act</a> Section 51 (Plans of Subdivision)



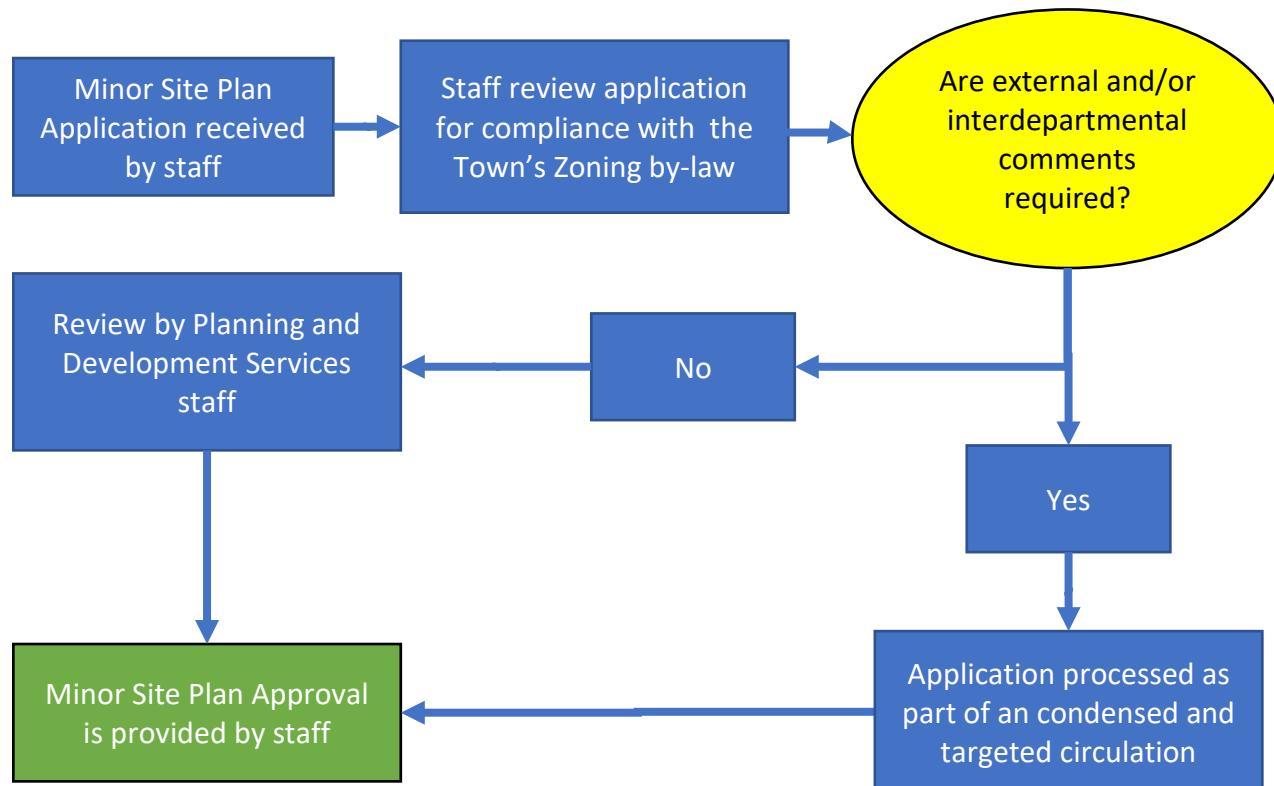
#### Flow Diagram Legend

- █ Standard process step
- █ Staff review use of delegated authority
- █ Step where delegated authority is used
- █ Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

1.2 Planning and Development Services
<b>Delegated Authority</b>
Perform Minor Site Plan approvals that would otherwise be in compliance with the applicable Zoning By-law and would not generate extensive site works and where staff would not ordinarily recommend a Site Plan Agreement as being required.
<b>Delegated To</b>
Director of Planning and Development Services, or designate
<b>Authority Provided By</b>
By-law 2021-61 and <a href="#">Planning Act</a> Section 41 (Site Plans)

### Approval Process



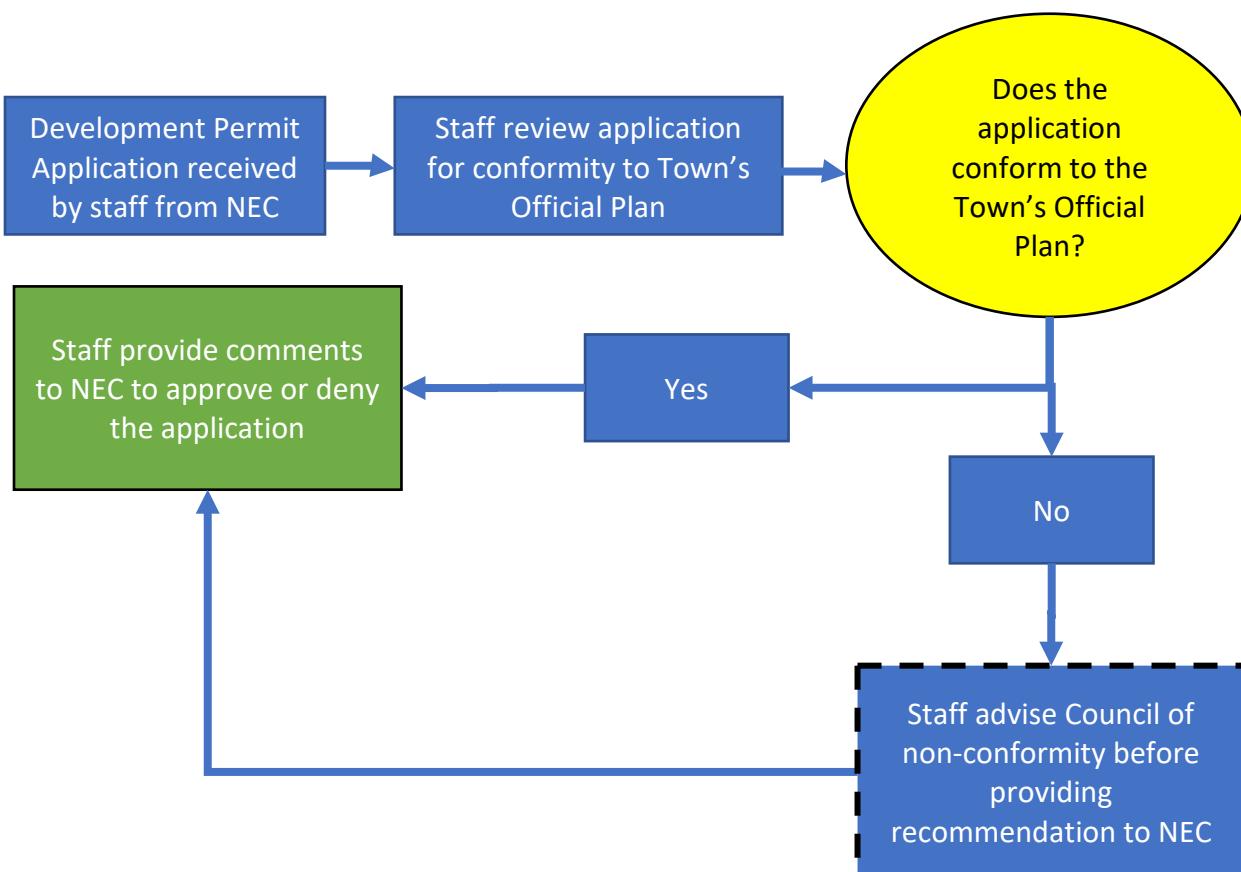
#### Flow Diagram Legend

- Standard process step
- Step where delegated authority is used
- Staff review use of delegated authority
- Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

<b>1.3 Planning and Development Services</b>
<b>Delegated Authority</b>
Authority to review and comment on Niagara Escarpment Development Permit Applications that would otherwise be in compliance with zoning regulations were they in effect. Any application that would not be in compliance shall be reviewed by Council.
<b>Delegated To</b>
Director of Planning and Development Services, or designate
<b>Authority Provided By</b>
By-law 2021-61

### Approval Process



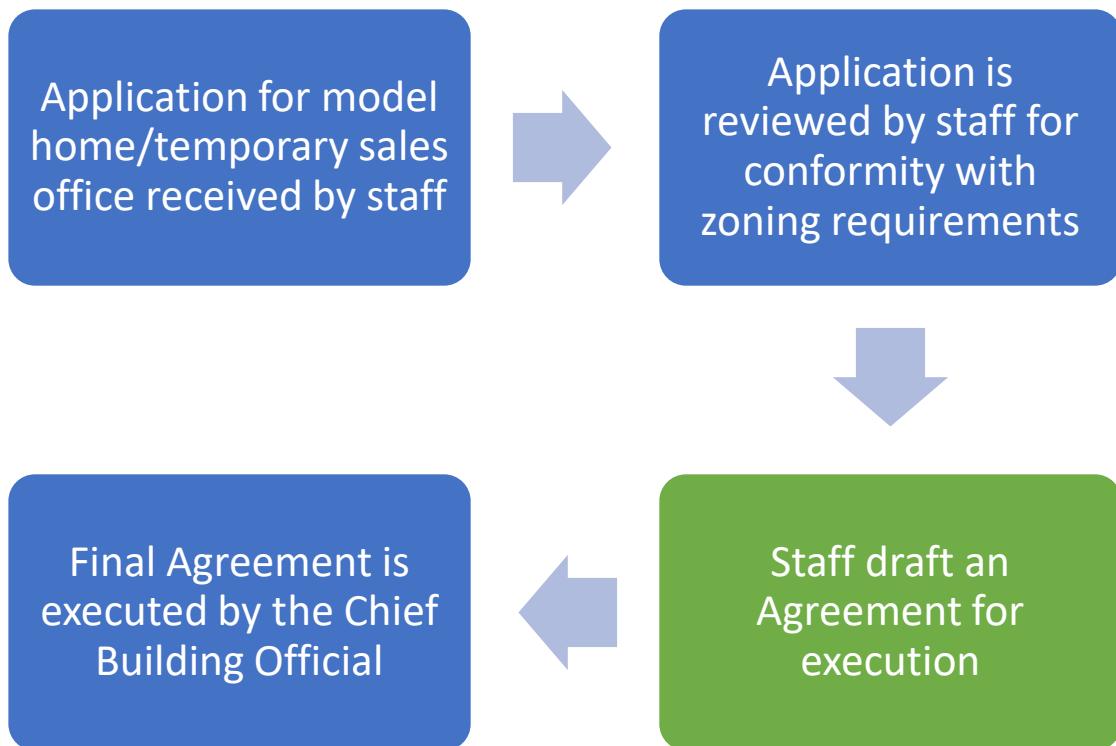
#### Flow Diagram Legend

<span style="background-color: #0070C0; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	Standard process step	<span style="background-color: #FFFF00; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	Staff review use of delegated authority
<span style="background-color: #2ECC71; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	Step where delegated authority is used	<span style="background-color: #3498DB; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

1.4 Planning and Development Services
<b>Delegated Authority</b>
Execution of Model Home and/or Temporary Sales Office Agreements required for sales and display where permitted by zoning regulations and contemplated by development agreement.
<b>Delegated To</b>
Director of Planning and Development Services, or designate
<b>Authority Provided By</b>
By-law 2021-61 and related to Zoning By-law Section 4.20 (Model Homes and Temporary Sales Office); Site Plan issued under <a href="#">Planning Act</a> Section 41 (Site Plans)

### Approval Process



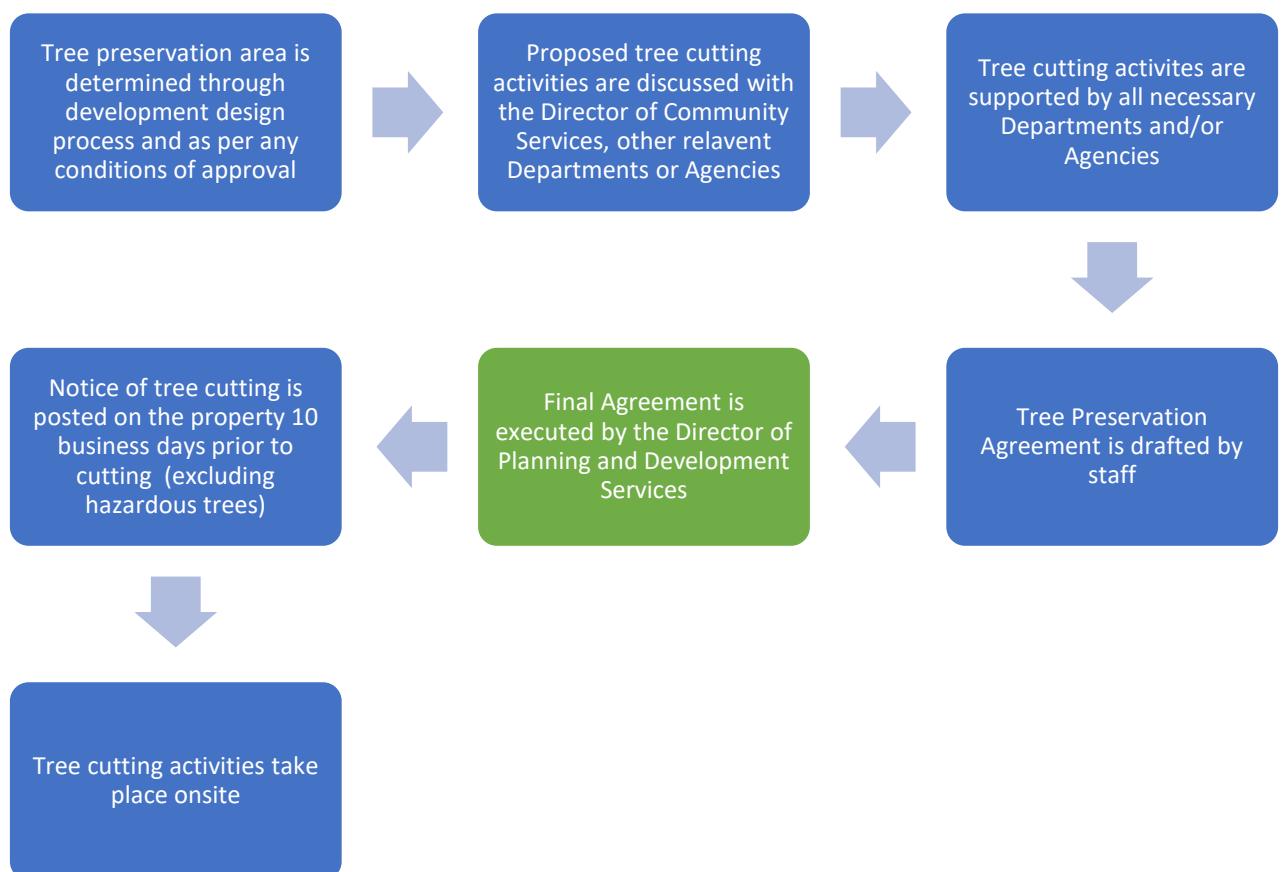
#### Flow Diagram Legend

- Standard process step (blue square)
- Step where delegated authority is used (green square)
- Staff review use of delegated authority (yellow square)
- Council decision required (blue square with a white outline)

## Schedule “A” - Delegation by Council of Powers and Duties

<b>1.5 Planning and Development Services</b>
<b>Delegated Authority</b>
Execution of Tree Preservation Agreements required by a Subdivision Agreement and Tree Preservation By-law as approved by the Town.
<b>Delegated To</b>
Director of Planning and Development Services, or designate
<b>Authority Provided By</b>
By-law 2021-61, as revised by By-law 2023-19; related to Bylaw 2010-68 (Town Tree By-law)

### Approval Process



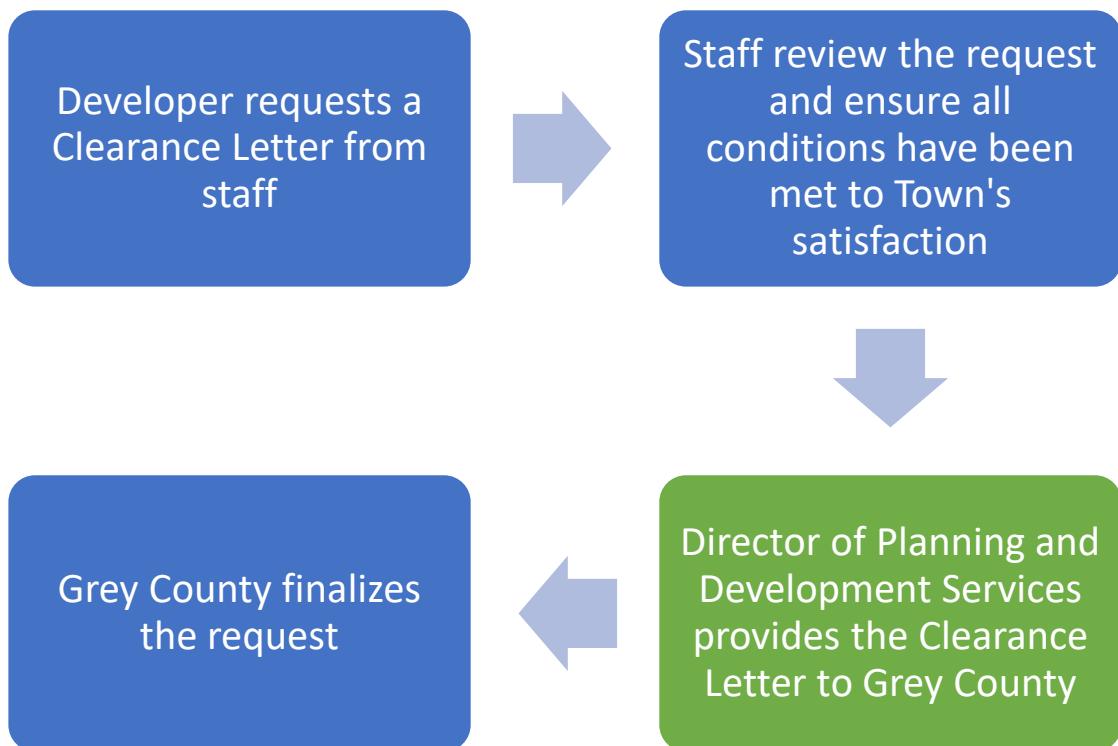
#### Flow Diagram Legend

- Standard process step
- Staff review use of delegated authority
- Step where delegated authority is used
- Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

<b>1.6 Planning and Development Services</b>
<b>Delegated Authority</b>
Municipal Clearances to the County of Grey with respect to Draft Plan Approval to facilitate registration upon fulfillment of conditions and supported by appropriate documentation.
<b>Delegated To</b>
Director of Planning and Development Services, or designate
<b>Authority Provided By</b>
By-law 2021-61; related to <a href="#"><u>Planning Act</u></a> Section 51 (Plans of Subdivision)

### Approval Process



#### Flow Diagram Legend

<span style="background-color: #4f81bd; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	Standard process step
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<span style="background-color: #4f81bd; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

### 1.7 Planning and Development Services

#### Delegated Authority

Provision of consent to the County of Grey with respect to a Draft Plan extension provided:

- a) Municipal services continue to be available
- b) New legislation, regulations, policies and/or by-laws would not preclude the proposed development; and
- c) The request for Draft Plan extension does not apply to a Draft Plan where approval has been granted for more than 10 years.

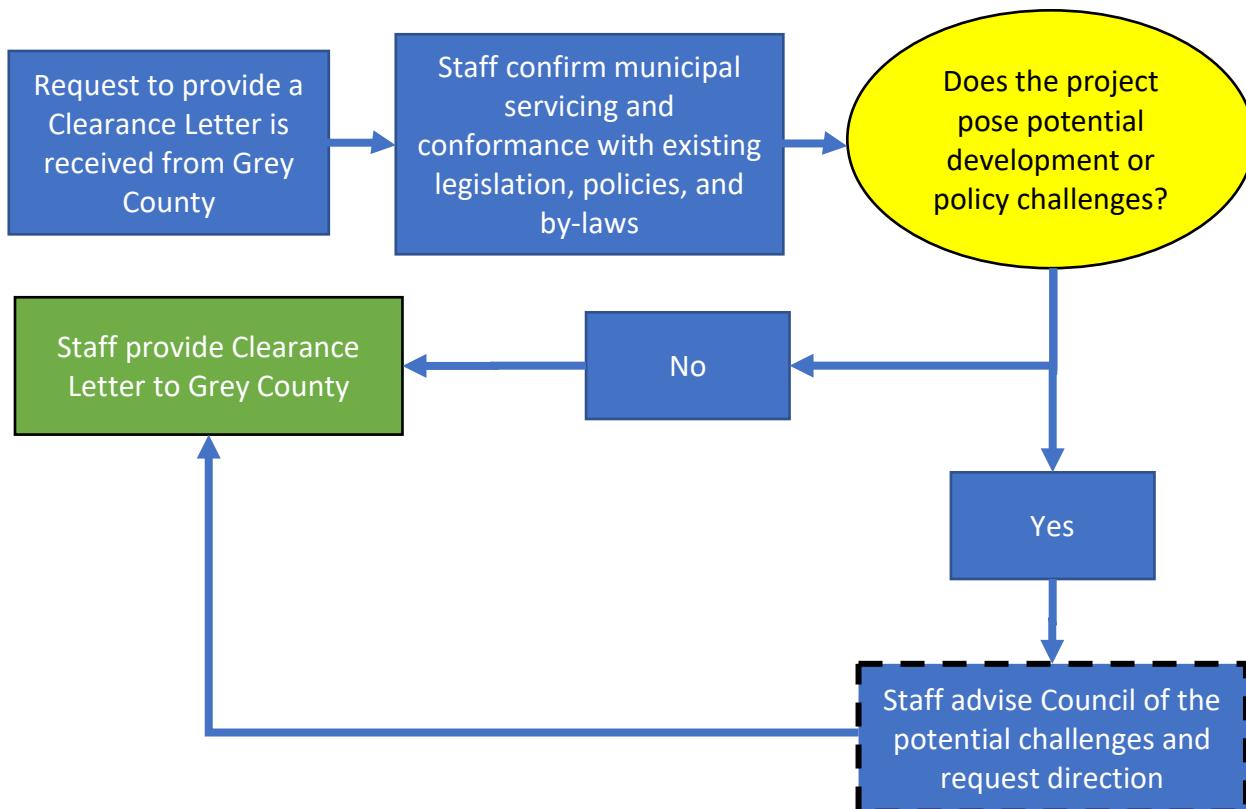
#### Delegated To

Director of Planning and Development Services, or designate

#### Authority Provided By

By-law 2021-61 and [Planning Act](#) Section 51 (Plans of Subdivision)

#### Approval Process



#### Flow Diagram Legend

Standard process step

Staff review use of delegated authority

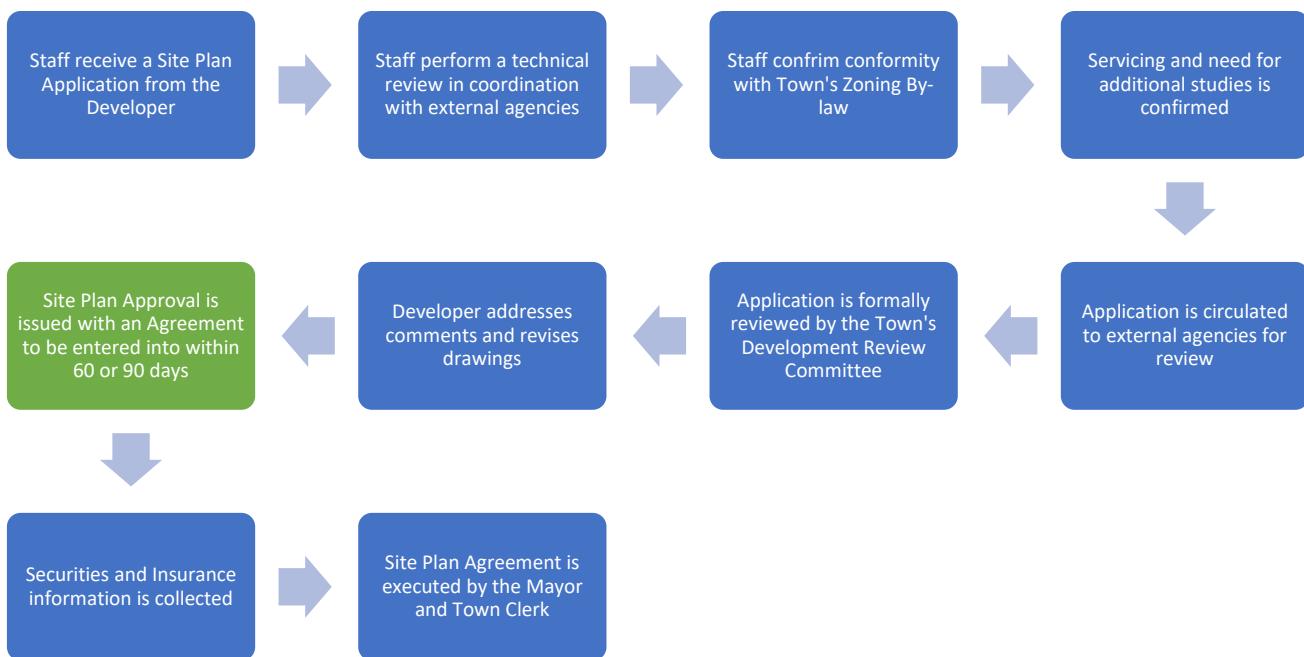
Step where delegated authority is used

Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

<b>1.8 Planning and Development Services</b>
<b>Delegated Authority</b>
Site Plan Approval, pursuant to Section 41 of the <i>Planning Act</i> , with such delegation limited to those developments that are in conformity with the applicable Zoning By-law. Where an owner or designated agent does not agree with the terms and/or conditions of a delegated Approval, the owner and/or agent may request that Council review and/or modify such terms and/or conditions of the Approval.
<b>Delegated To</b>
Director of Planning and Development Services, or designate
<b>Authority Provided By</b>
By-law 2021-60 and <i>Planning Act</i> Section 41 (Site Plans)

## Approval Process



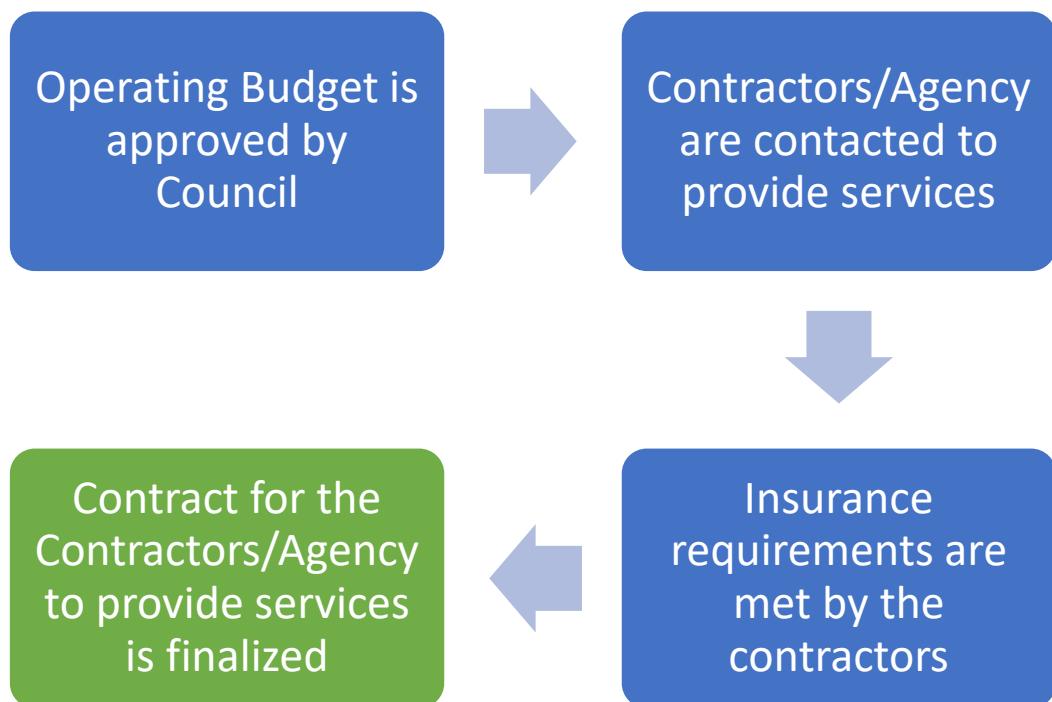
### Flow Diagram Legend

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<span style="background-color: #008000; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	Step where delegated authority is used	<span style="background-color: #005a9c; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

<b>1.9 Planning and Development Services</b>
<b>Delegated Authority</b>
Execution of agreements with Contract Code Consultants and Registered Code Agencies to perform specified functions with regard to the <i>Building Code Act</i> , S.O. 1992
<b>Delegated To</b>
Chief Building Official, or designate (Deputy Chief Building Official in consultation with the Director of Planning and Development Services)
<b>Authority Provided By</b>
By-law 2021-61 and <i>Building Code Act</i>

### Approval Process



#### Flow Diagram Legend

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<span style="background-color: green; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	Step where delegated authority is used
<span style="background-color: blue; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	Council decision required

## Schedule “A” - Delegation by Council of Powers and Duties

<b>1.10 Planning and Development Services</b>
<b>Delegated Authority</b>
Execution of Conditional Building Permit Agreements made under the <i>Building Code Act</i> , S.O. 1992
<b>Delegated To</b>
Chief Building Official (CBO), or designate (Deputy Chief Building Official in consultation with the Director of Planning and Development Services)
<b>Authority Provided By</b>
By-law 2021-61 and <a href="#"><i>Building Code Act</i></a> Section 8

### Approval Process



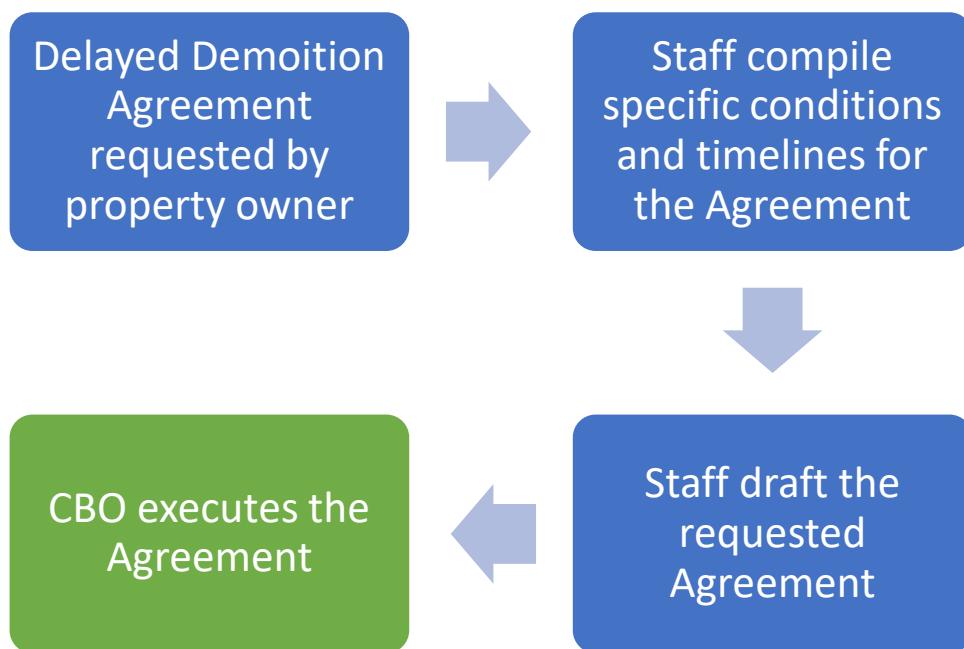
#### Flow Diagram Legend

- Standard process step
- Staff review use of delegated authority
- Step where delegated authority is used
- Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

<b>1.11 Planning and Development Services</b>
<b>Delegated Authority</b>
Execution of Delayed Demolition Agreements.
<b>Delegated To</b>
Chief Building Official (CBO), or designate (Deputy Chief Building Official in consultation with the Director of Planning and Development Services)
<b>Authority Provided By</b>
By-law 2021-61, as revised by By-law 2023-19

### Approval Process



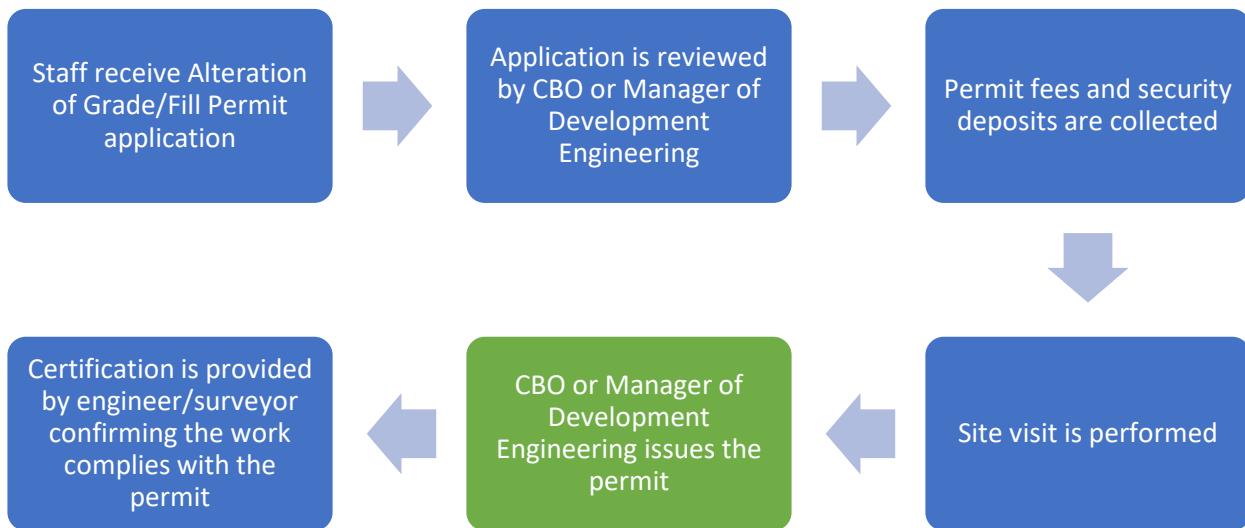
#### Flow Diagram Legend

- Standard process step
- Staff review use of delegated authority
- Step where delegated authority is used
- Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

<b>1.12 Planning and Development Services</b>
<b>Delegated Authority</b>
Execution of Alteration of Grade/Fill Permits and associated Agreements required under the Town's Alteration of Grade/Fill By-law.
<b>Delegated To</b>
Chief Building Official for building related permits and Manager of Development Engineering for development related permits and/or Agreements
<b>Authority Provided By</b>
By-law 2021-61, as revised by By-law 2023-19

### Approval Process



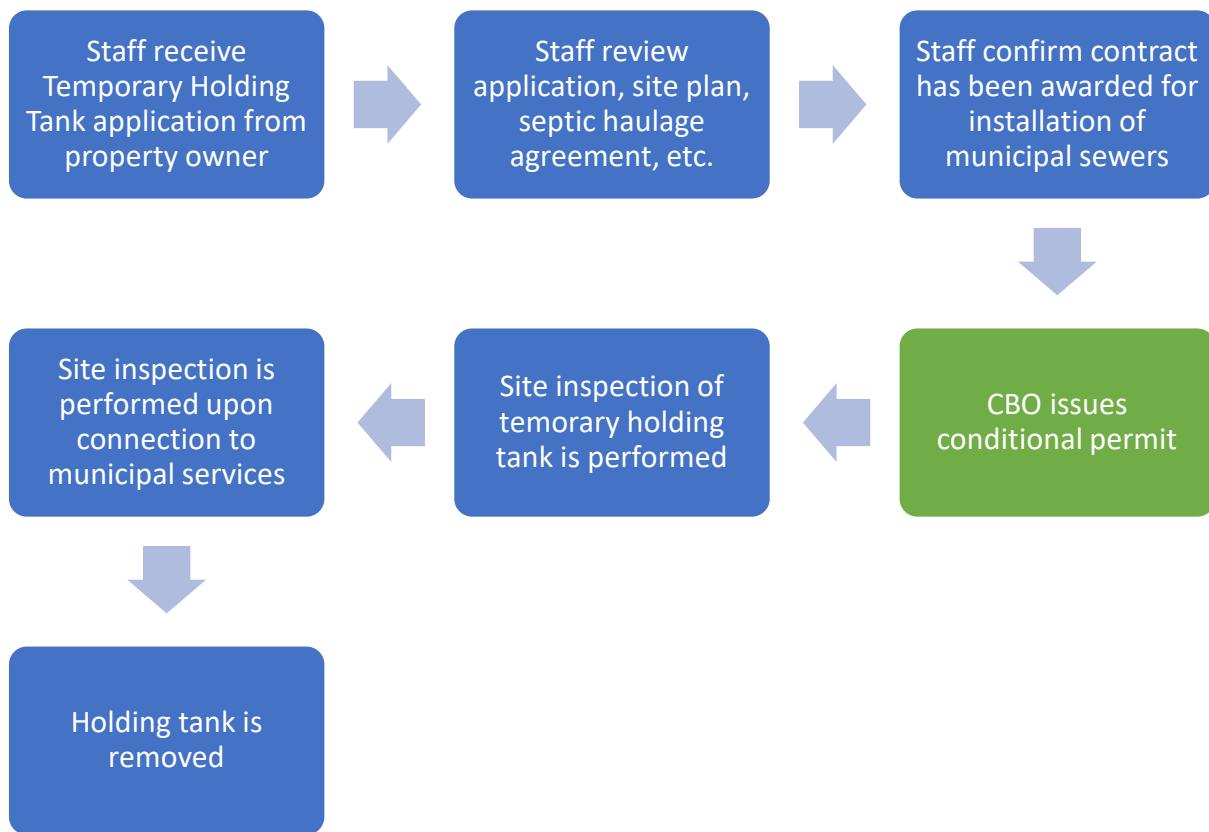
#### Flow Diagram Legend

- Standard process step
- Staff review use of delegated authority
- Step where delegated authority is used
- Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

<b>1.13 Planning and Development Services</b>
<b>Delegated Authority</b>
Execution of Holding Tank Agreements.
<b>Delegated To</b>
Chief Building Official (CBO), or designate (Deputy Chief Building Official in consultation with the Director of Planning and Development Services)
<b>Authority Provided By</b>
By-law 2014-18 and <a href="#">Building Code Act</a> Section 8

### Approval Process



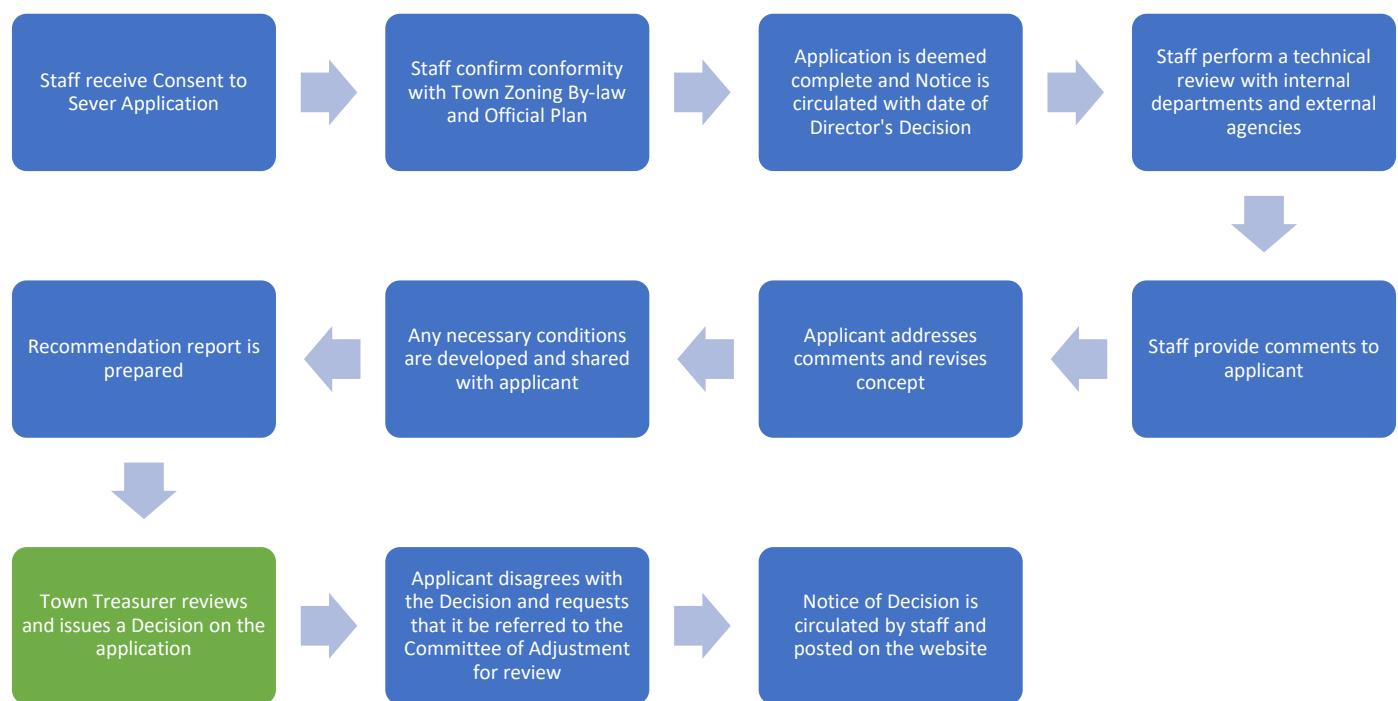
#### Flow Diagram Legend

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<span style="background-color: #00A000; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	Step where delegated authority is used	<span style="background-color: #0070C0; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	Council decision required

## **Schedule “A” - Delegation by Council of Powers and Duties**

<b>1.14 Planning and Development Services</b>	
<b>Delegated Authority</b>	Authority for determining and notifying if the information and material required to accompany complete Official Plan, Zoning By-law Amendment, or Consent applications made under the <i>Planning Act</i> , R.S.O. 1990, C.P.13 has, or has not been provided and in accordance with the Town of The Blue Mountains Official Plan Complete Application Requirements policies.
<b>Delegated To</b>	Director of Planning and Development Services, or designate
<b>Authority Provided By</b>	By-law 2021-65, as revised by By-law 2024-28, and <i>Planning Act</i> Section 53 (Consents)

## Approval Process



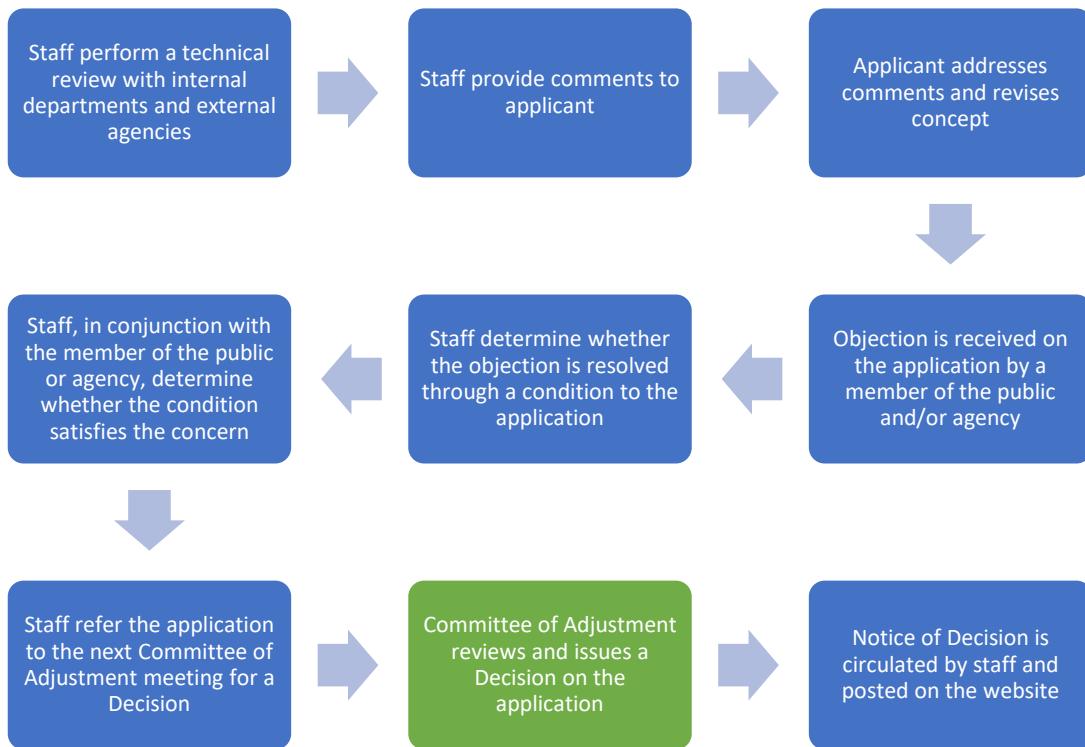
### Flow Diagram Legend



## Schedule “A” - Delegation by Council of Powers and Duties

<b>1.15 Planning and Development Services</b>
<b>Delegated Authority</b>
Approval of Contested Consent applications or concurrent Minor Variance applications, pursuant to Section 53 of the Planning Act, with such delegation limited to those developments that are in conformity with the applicable Zoning By-law and Official Plan.
<b>Delegated To</b>
Committee of Adjustment
<b>Authority Provided By</b>
<a href="#">Planning Act</a> Section 44 and 45 (Committee of Adjustment), Section 53 (Consents)

### Approval Process



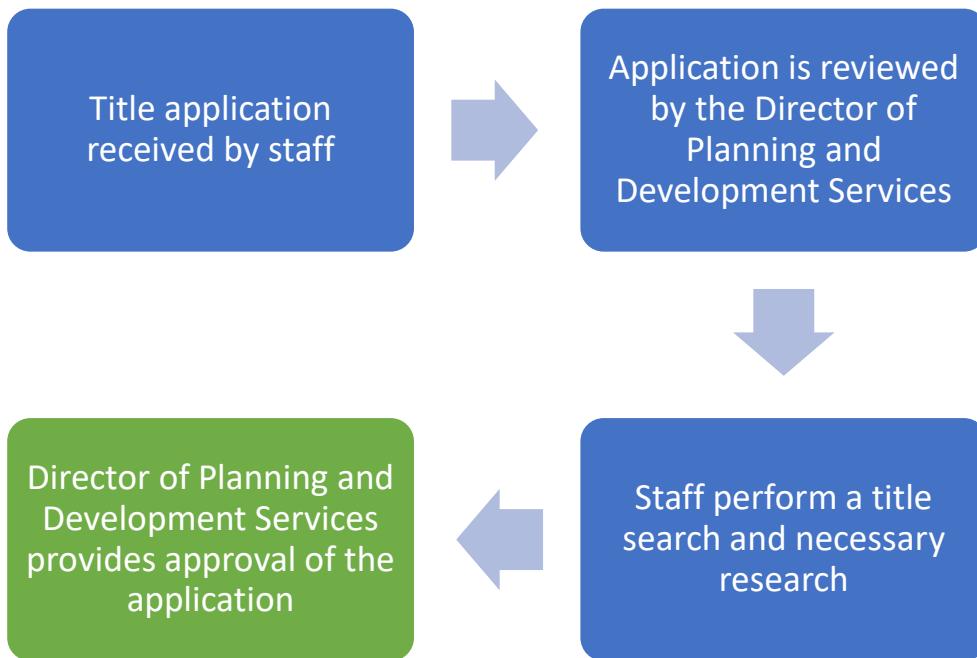
#### Flow Diagram Legend

- Standard process step
- Staff review use of delegated authority
- Step where delegated authority is used
- Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

<b>1.16 Planning and Development Services</b>	
<b>Delegated Authority</b>	Certification of Title Applications noting no objection to land description for development land, subject to review and recommendation by Town Staff.
<b>Delegated To</b>	Director of Planning and Development Services, or designate
<b>Authority Provided By</b>	2021-61, as amended by By-law 2023-19

### Approval Process



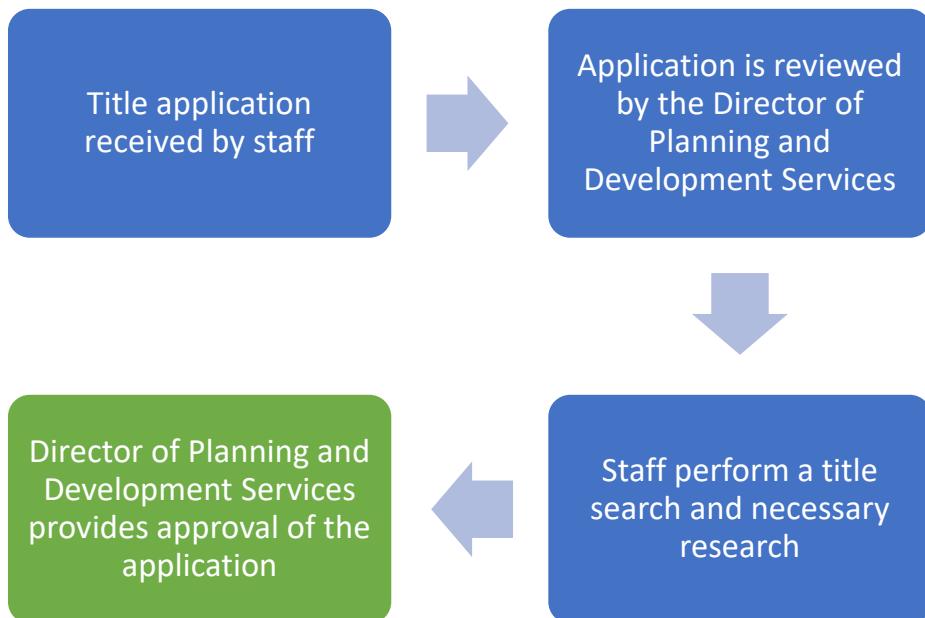
#### Flow Diagram Legend

- Standard process step
- Staff review use of delegated authority
- Step where delegated authority is used
- Council decision required

## Schedule “A” - Delegation by Council of Powers and Duties

<b>1.17 Planning and Development Services</b>
<b>Delegated Authority</b>
Approval of Uncontested Consent applications, pursuant to Section 53 of the Planning Act, with such delegation limited to those developments that are in conformity with the applicable Zoning By-law and Official Plan.  Note: For the purposes of this By-law, an uncontested consent shall mean a consent application for which all information and material required by Section 53(2) and (3) of the Planning Act has been received together with any required application fee and the application has been duly circulated and satisfies the following criteria: <ul style="list-style-type: none"><li>a. No concerns or objections have been received by the Town, public agency, company or member of the public that have not been resolved between the objector and the applicant or cannot be addressed or satisfied by a condition of the provisional consent</li><li>b. An application for Minor Variance has not been made concurrently with the submission</li></ul>
<b>Delegated To</b>
Director of Planning and Development Services, or designate
<b>Authority Provided By</b>
By-law 2021-61, as revised by By-law 2024-28

### Approval Process



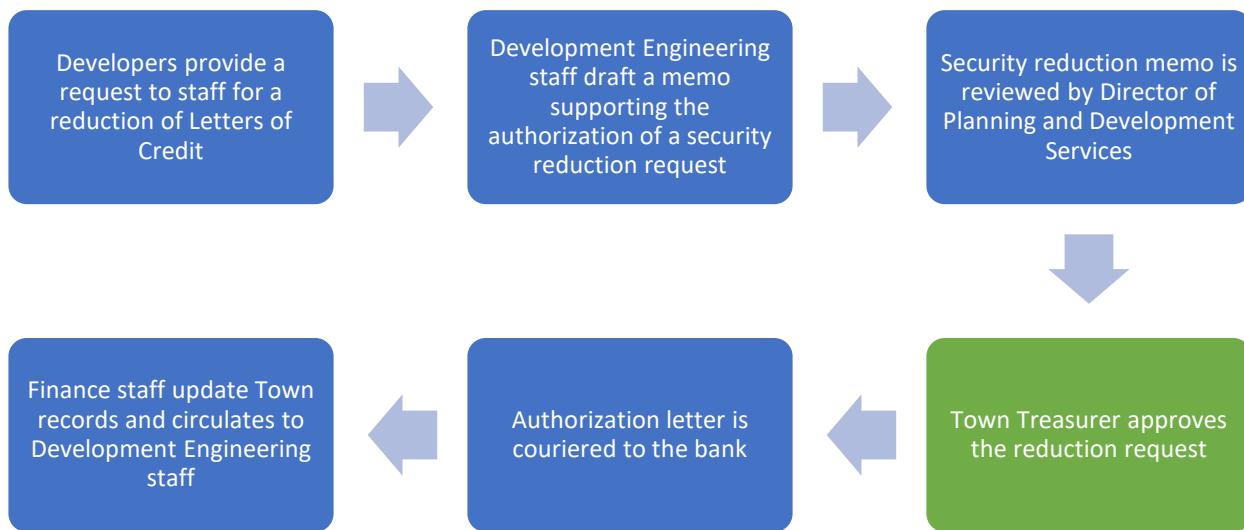
#### Flow Diagram Legend

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<span style="background-color: #000080; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	Council decision required

## Schedule “A” - Delegation by Council of Powers and Duties

<b>2.1 Finance and IT Services</b>
<b>Delegated Authority</b>
Authorization of reduction of Letters of Credit related to progress of development works subject to recommendations by Town Staff.
<b>Delegated To</b>
Town Treasurer or designate (Deputy Treasurer), Manager of Development Engineering, and Director of Planning and Development Services, or designate
<b>Authority Provided By</b>
By-law 2021-61, as revised by By-law 2023-19

### Approval Process



#### Flow Diagram Legend

- Standard process step (Blue box)
- Step where delegated authority is used (Green box)
- Staff review use of delegated authority (Yellow box)
- Council decision required (Blue box with a dashed border)

## Schedule "A" - Delegation by Council of Powers and Duties

### 2.2 Finance and IT Services

#### Delegated Authority

Authority to sign agreements to accept grants, or funding agreements where no municipal contribution is required or where the municipal contribution has been budgeted for and does not exceed the purchasing limits assigned to the Director of Finance.

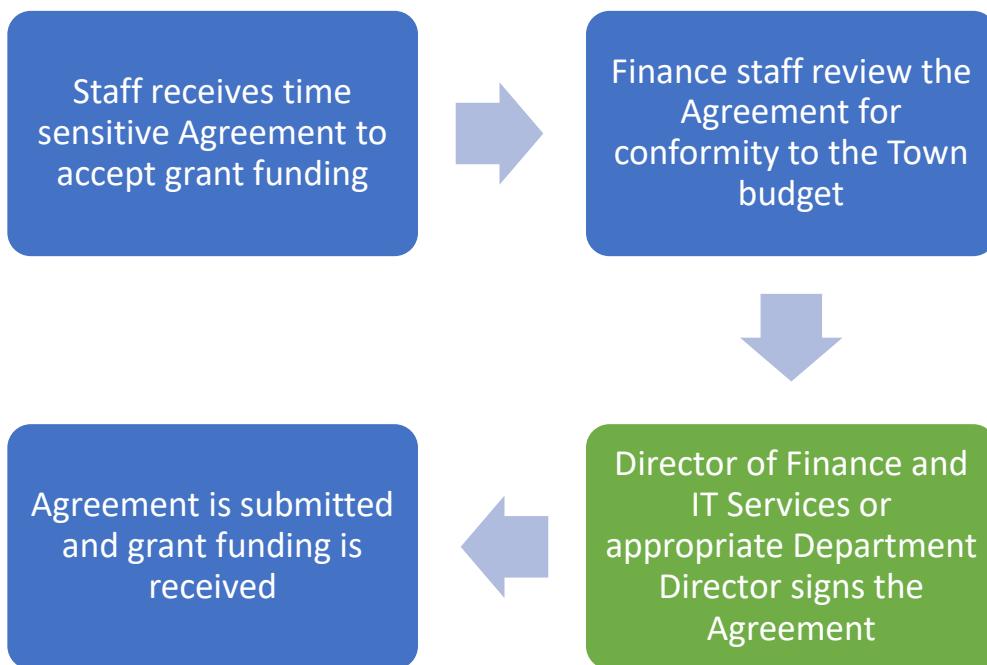
#### Delegated To

Director of Finance or designate, being the Manager of Accounting and Budgets, AND Appropriate Department Director, or designate

#### Authority Provided By

By-law 2021-64

### Approval Process



#### Flow Diagram Legend

Standard process step

Staff review use of delegated authority

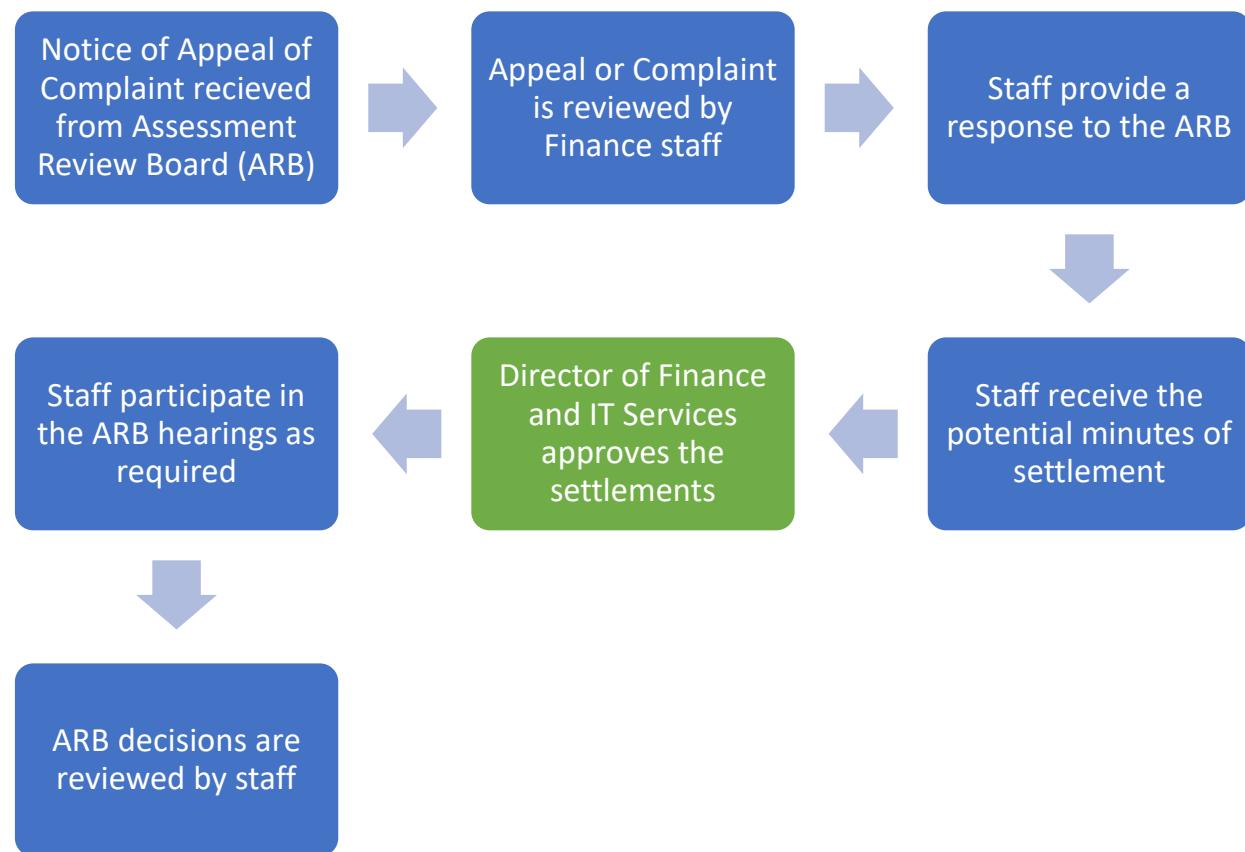
Step where delegated authority is used

Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

2.3 Finance and IT Services
<b>Delegated Authority</b>
Powers and Duties of the Municipality in respect of filing complaints with the Assessment Review Board.
<b>Delegated To</b>
Treasurer, Town of The Blue Mountains, or designate
<b>Authority Provided By</b>
By-law 2021-67, and <a href="#">Assessment Act</a>

### Approval Process



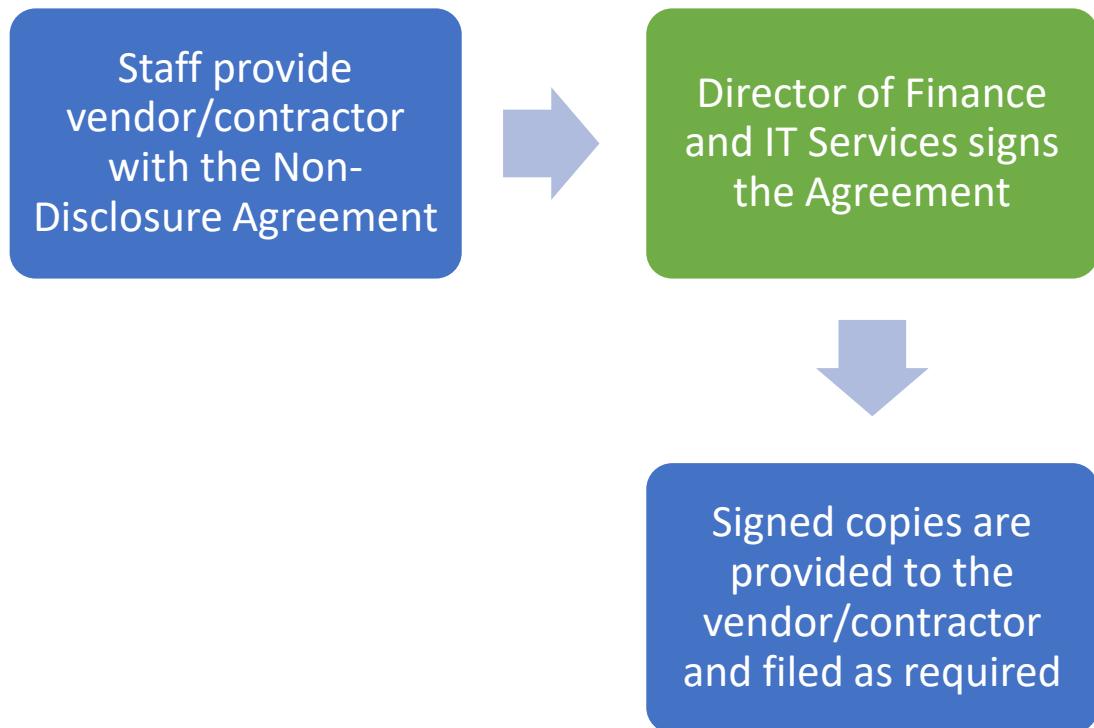
#### Flow Diagram Legend

- Standard process step (Blue box)
- Step where delegated authority is used (Green box)
- Staff review use of delegated authority (Yellow box)
- Council decision required (Blue box with dashed border)

## Schedule “A” - Delegation by Council of Powers and Duties

<b>2.4 Finance and IT Services</b>
<b>Delegated Authority</b>
Execution of all Information Technology, Confidentiality, Non-Disclosure and Data Security Agreements
<b>Delegated To</b>
Director of Finance and IT Services or designate (Manager of Accounting and Budgets)
<b>Authority Provided By</b>
By-law 2016-5

### Approval Process



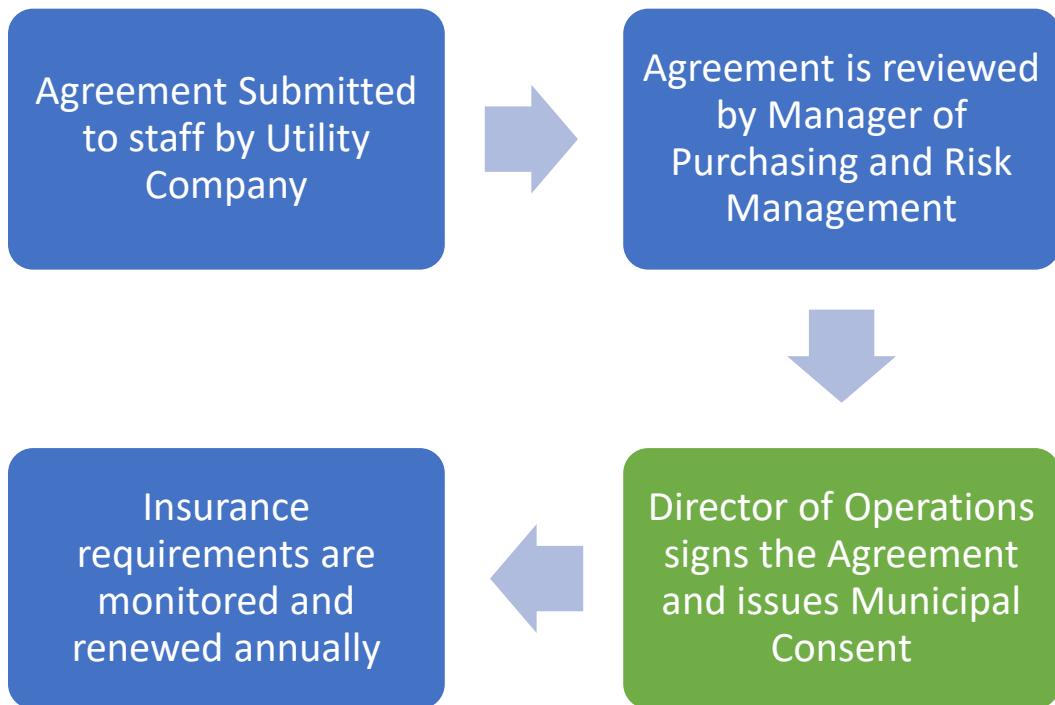
#### Flow Diagram Legend

- Standard process step (blue square)
- Step where delegated authority is used (green square)
- Staff review use of delegated authority (yellow square)
- Council decision required (blue square with a dashed border)

## Schedule “A” - Delegation by Council of Powers and Duties

<b>3.1 Operations</b>
<b>Delegated Authority</b>
Municipal Consents under Franchise Agreements addressing use of public highway allowances by public corporations and utility and service providers.
<b>Delegated To</b>
Director of Operations, or designate
<b>Authority Provided By</b>
By-law 2021-61

### Approval Process



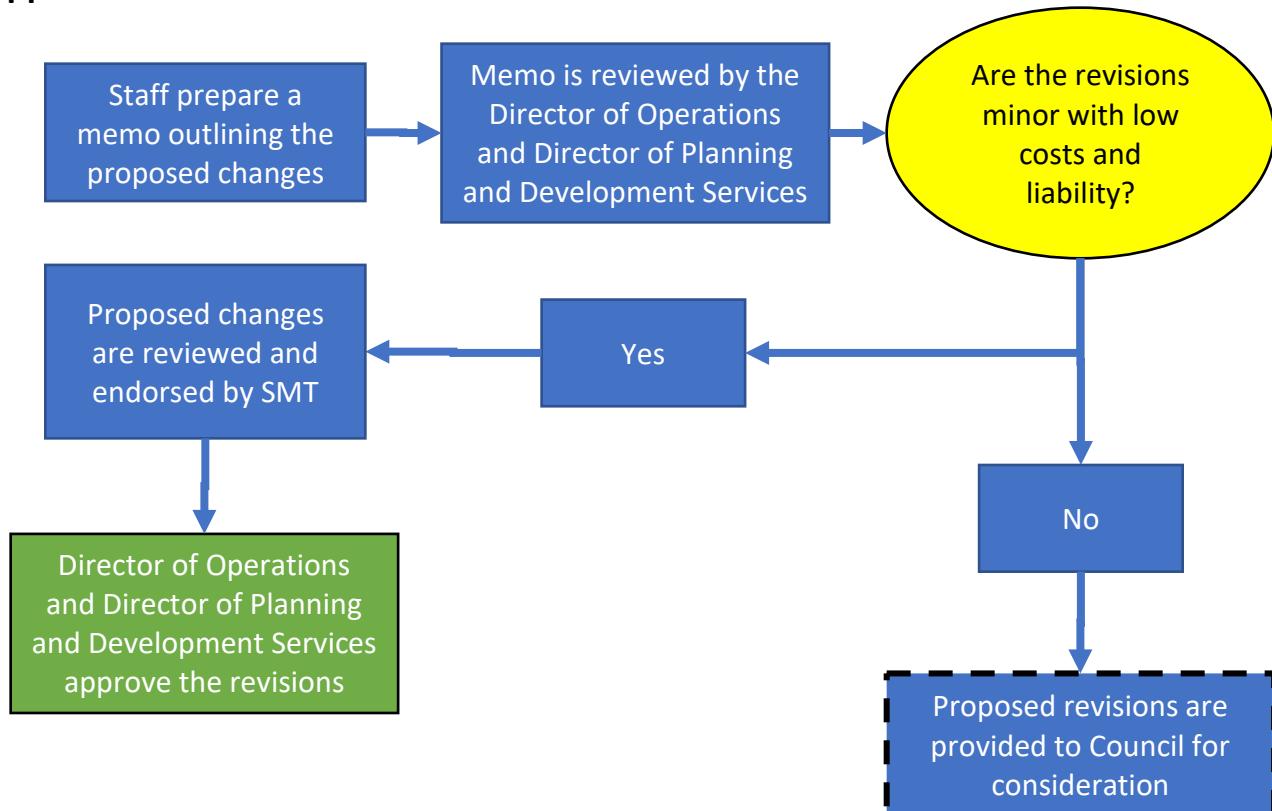
#### Flow Diagram Legend

- Standard process step
- Step where delegated authority is used
- Staff review use of delegated authority
- Council decision required

## Schedule “A” - Delegation by Council of Powers and Duties

<b>3.2 Operations</b>
<b>Delegated Authority</b>
Prepare, maintain, update and administer Town Engineering Standards. Modifications which will not result in a significant increase in liability or long term costs shall be endorsed by Senior Management Team. Modifications which may result in a significant increase in liability or long term costs shall be endorsed by Council. Each edition of the Engineering Standards shall be provided to Council as information.
<b>Delegated To</b>
Director of Operations and Director of Planning and Development Services
<b>Authority Provided By</b>
By-law 2021-62

### Approval Process



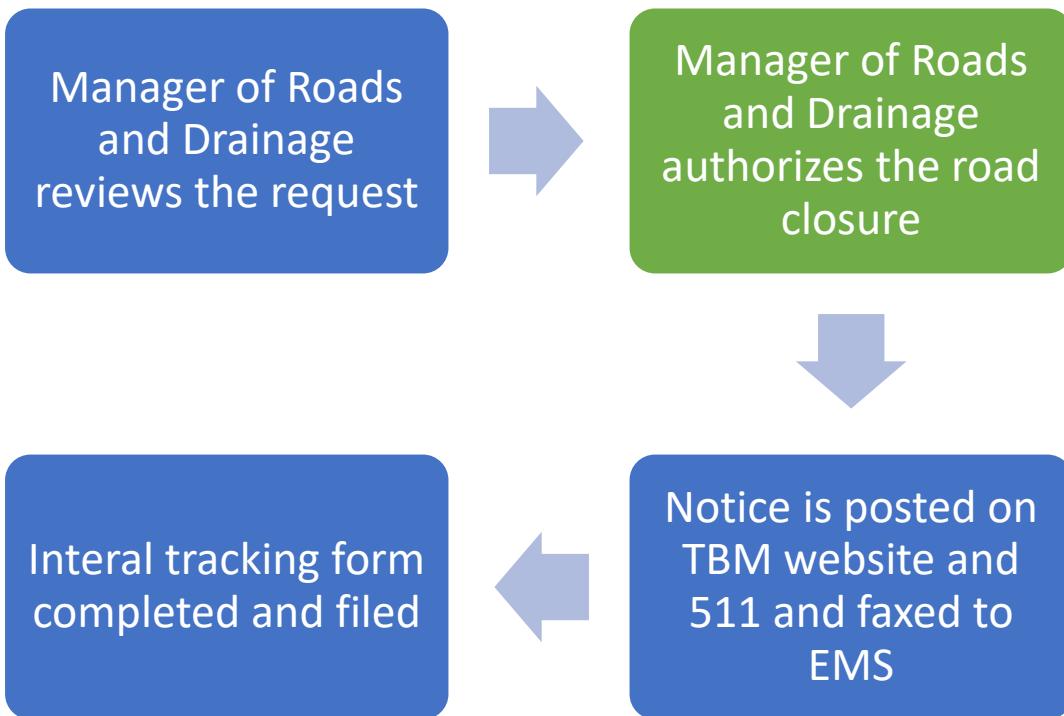
#### Flow Diagram Legend

- Standard process step
- Staff review use of delegated authority
- Step where delegated authority is used
- Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

<b>3.3 Operations</b>
<b>Delegated Authority</b>
Authority to temporarily close a Highway under the jurisdiction of the Town for any period of time during the construction, repairing or improvement of such Highway or any works under, over, along, across or upon such Highway.
<b>Delegated To</b>
Director of Operations, or designate
<b>Authority Provided By</b>
By-law 2021-63, and <a href="#"><u>Highway Traffic Act</u></a>

### Approval Process



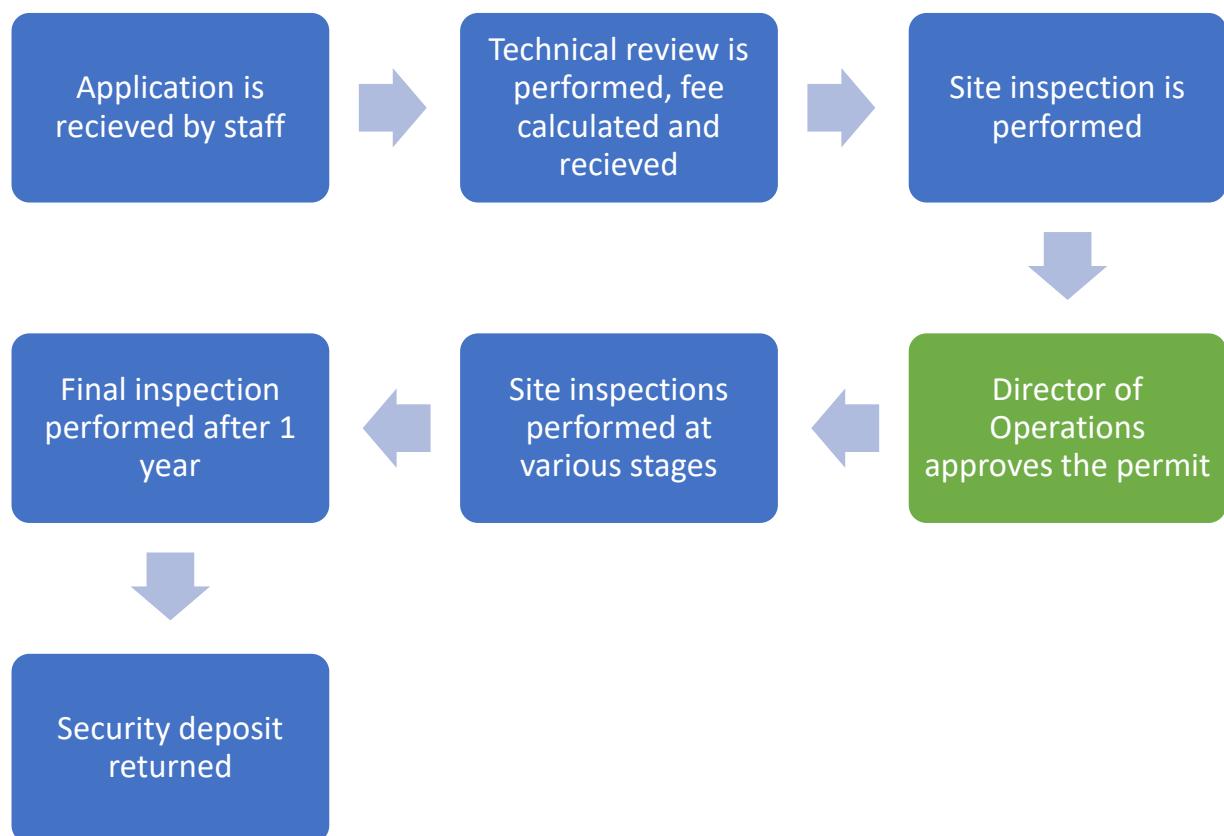
#### Flow Diagram Legend

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## Schedule "A" - Delegation by Council of Powers and Duties

<b>3.4 Operations</b>
<b>Delegated Authority</b>
Preparation and execution of Municipal Land Use Permits and Agreements. All permits, land use, access or otherwise, with the exception of Building Permits, which affect the Georgian Trail within the Town of The Blue Mountains jurisdiction, shall be issued and approved by Council.
<b>Delegated To</b>
Director of Operations, or designate
<b>Authority Provided By</b>
By-law 2014-65 and Confirmation By-law 2016-42

### Approval Process



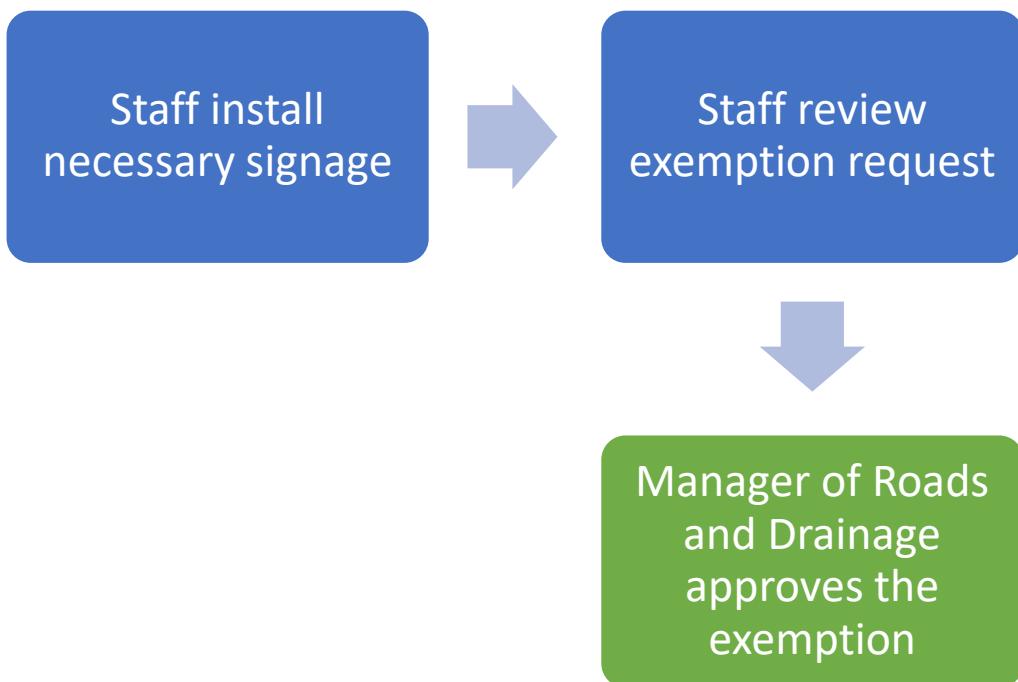
#### Flow Diagram Legend

- Standard process step
- Staff review use of delegated authority
- Step where delegated authority is used
- Council decision required

## Schedule “A” - Delegation by Council of Powers and Duties

<b>3.5 Operations</b>
<b>Delegated Authority</b>
Designate certain dates on which a reduced load period shall start or end and the highway or portion thereof under Town jurisdiction to which the designation applies and to grant permits for use of the highway or portion thereof during any reduced load period where vehicles are in excess of dimensional limits.
<b>Delegated To</b>
Manager of Roads and Drainage, or designate
<b>Authority Provided By</b>
By-law 2010-54 and <a href="#"><u>Highway Traffic Act</u></a>

### Approval Process



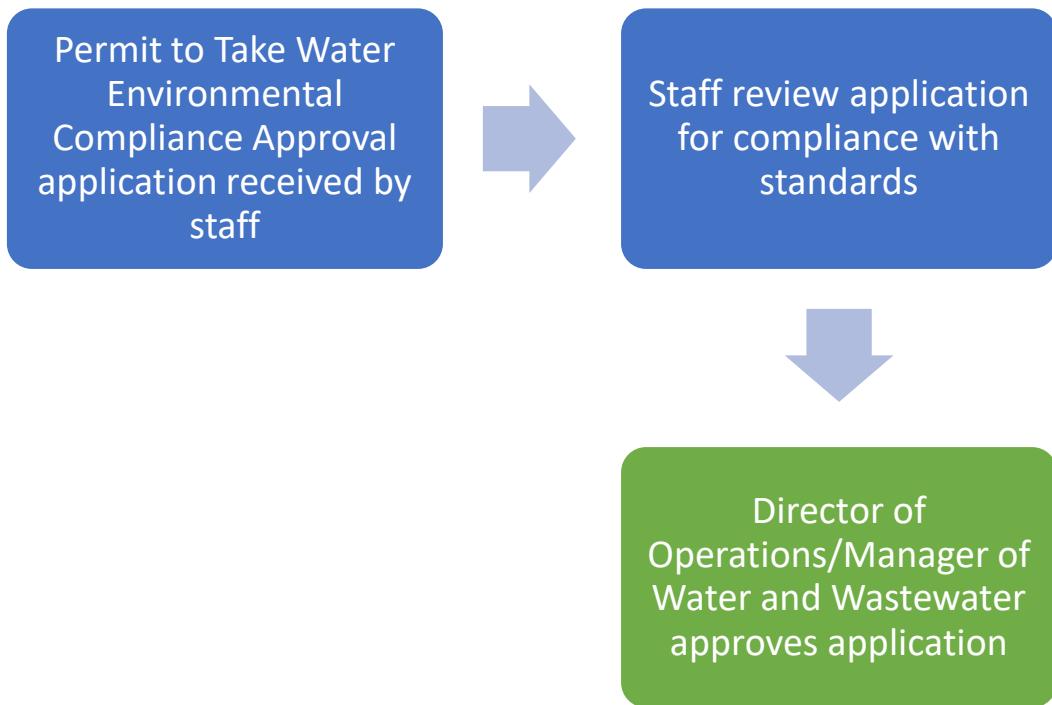
#### Flow Diagram Legend

- Standard process step
- Staff review use of delegated authority
- Step where delegated authority is used
- Council decision required

## Schedule “A” - Delegation by Council of Powers and Duties

<b>3.6 Operations</b>
<b>Delegated Authority</b>
Execution of various governmental forms and applications related to proposed Works on Town lands as applicable (Permit to Take Water, Environmental Class Assessment CA, etc. application).
<b>Delegated To</b>
Director of Operations, or the Manager of Water and Wastewater
<b>Authority Provided By</b>
By-law 2021-64 and <a href="#"><u>Clean Water Act</u></a>

### Approval Process



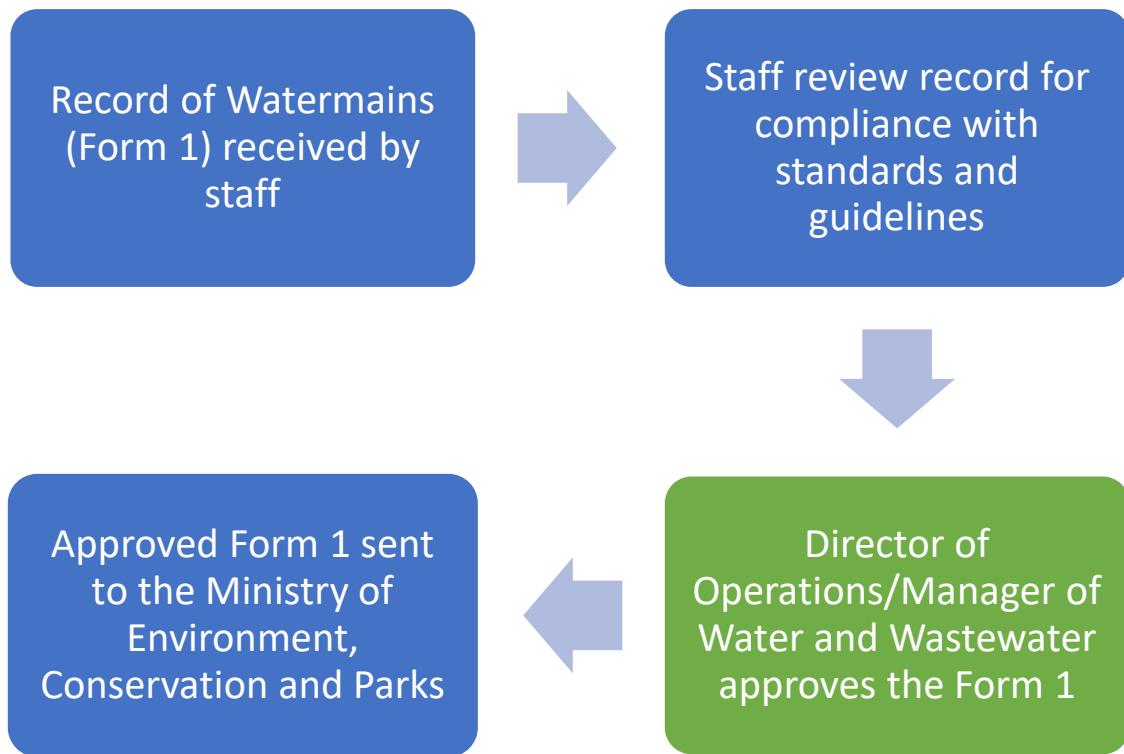
#### Flow Diagram Legend

- Standard process step
- Staff review use of delegated authority
- Step where delegated authority is used
- Council decision required

## Schedule “A” - Delegation by Council of Powers and Duties

<b>3.7 Operations</b>
<b>Delegated Authority</b>
Execution of Form 1 – Record of Watermains Authorized as a Future Alteration
<b>Delegated To</b>
Director of Operations, or the Manager of Water and Wastewater
<b>Authority Provided By</b>
By-law 2021-64 and <i>Safe Drinking Water Act</i>

### Approval Process



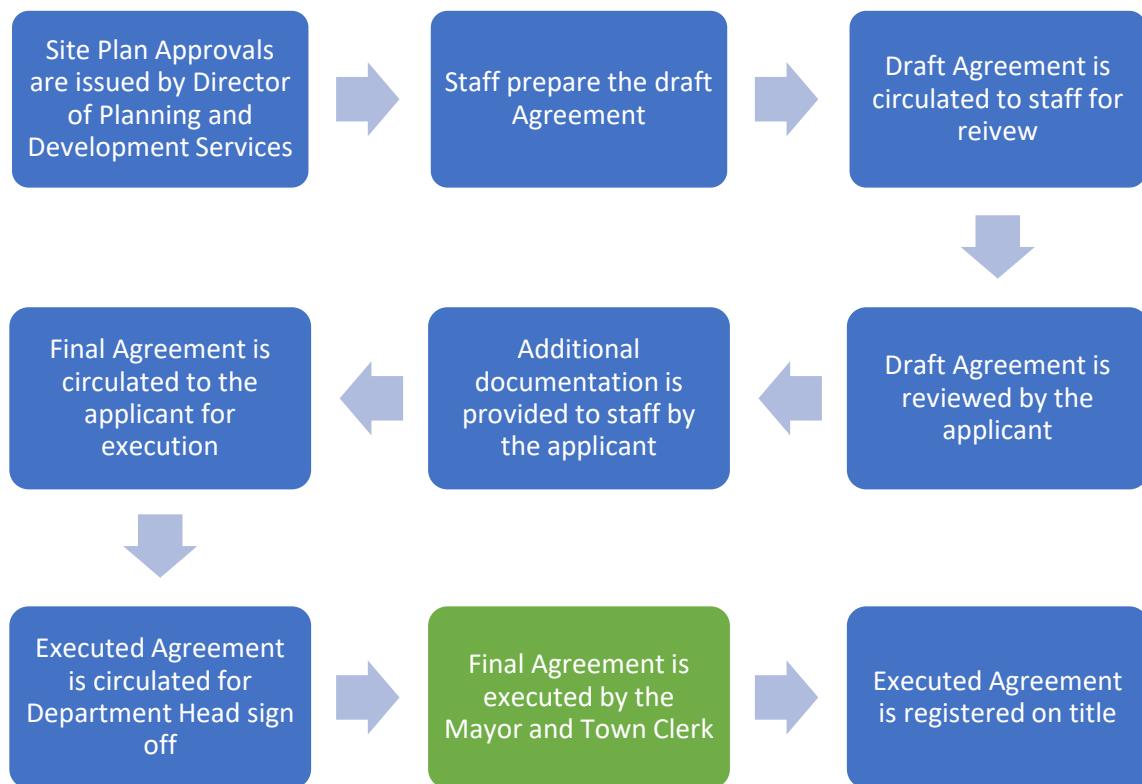
#### Flow Diagram Legend

- Standard process step
- Staff review use of delegated authority
- Step where delegated authority is used
- Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

<b>4.1 Administration</b>
<b>Delegated Authority</b>
Execution of Site Plan Agreements, Subdivision/Condominium Agreements, Pre-Servicing Subdivision Agreements and Consent Agreements, subject to appropriate internal controls including receiving advice from the Chief Administrative Officer, Director of Planning and Development Services and other Town employees, officers and/or agents as are deemed necessary.
<b>Delegated To</b>
Mayor and Town Clerk
<b>Authority Provided By</b>
By-law 2021-60 and <i>Planning Act</i>

### Approval Process



#### Flow Diagram Legend

- Standard process step
- Staff review use of delegated authority
- Step where delegated authority is used
- Council decision required

## Schedule “A” - Delegation by Council of Powers and Duties

<b>4.2 Administration</b>
<b>Delegated Authority</b>
Review and comment on Ministry of Natural Resources Work on Shoreland Permit Applications. Such applications to be presented to Council for review and consideration where concerns with the Application are noted by Staff.
<b>Delegated To</b>
Town Clerk or designate
<b>Authority Provided By</b>
By-law 2008-124 and <a href="#"><u>Public Lands Act</u></a>

### Approval Process



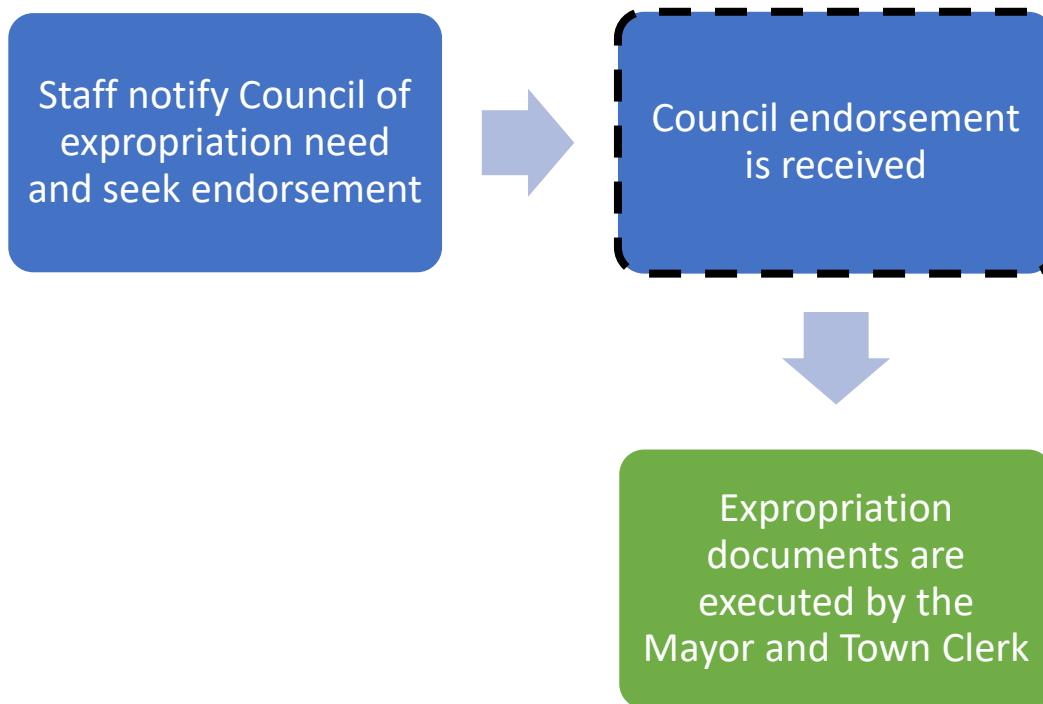
#### Flow Diagram Legend

- Standard process step
- Staff review use of delegated authority
- Step where delegated authority is used
- Council decision required

## Schedule “A” - Delegation by Council of Powers and Duties

<b>4.3 Administration</b>
<b>Delegated Authority</b>
Execution of Expropriation Documents, with approval of Chief Administrative Officer.
<b>Delegated To</b>
Mayor and Town Clerk
<b>Authority Provided By</b>
By-law 2021-64, as amended By-law 2023-21

### Approval Process



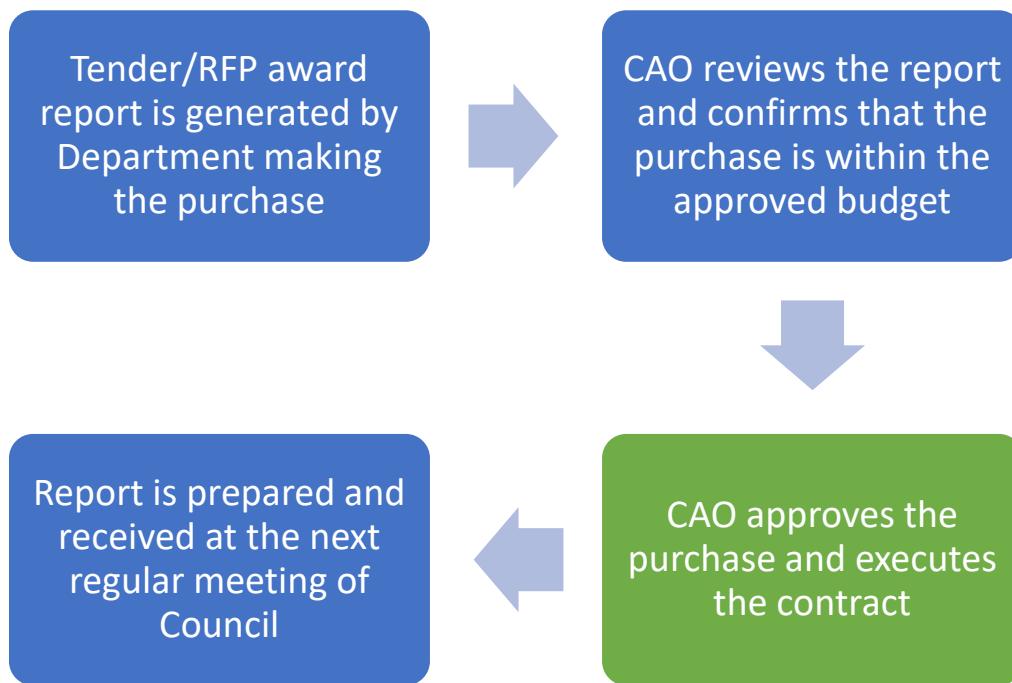
#### Flow Diagram Legend

- Standard process step
- Staff review use of delegated authority
- Step where delegated authority is used
- Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

<b>4.4 Administration</b>
<b>Delegated Authority</b>
During the time that regular Council meetings are suspended (summer vacation or any other reason) delegation to approve tenders, and requests for proposals, award contracts and execute contracts provided that the total costs are within the approved budget contained in the relevant departmental budget and that a report regarding these matters be brought to Council at its next regular meeting.
<b>Delegated To</b>
Chief Administrative Officer, or designated Department Director
<b>Authority Provided By</b>
By-law 2021-64

### Approval Process



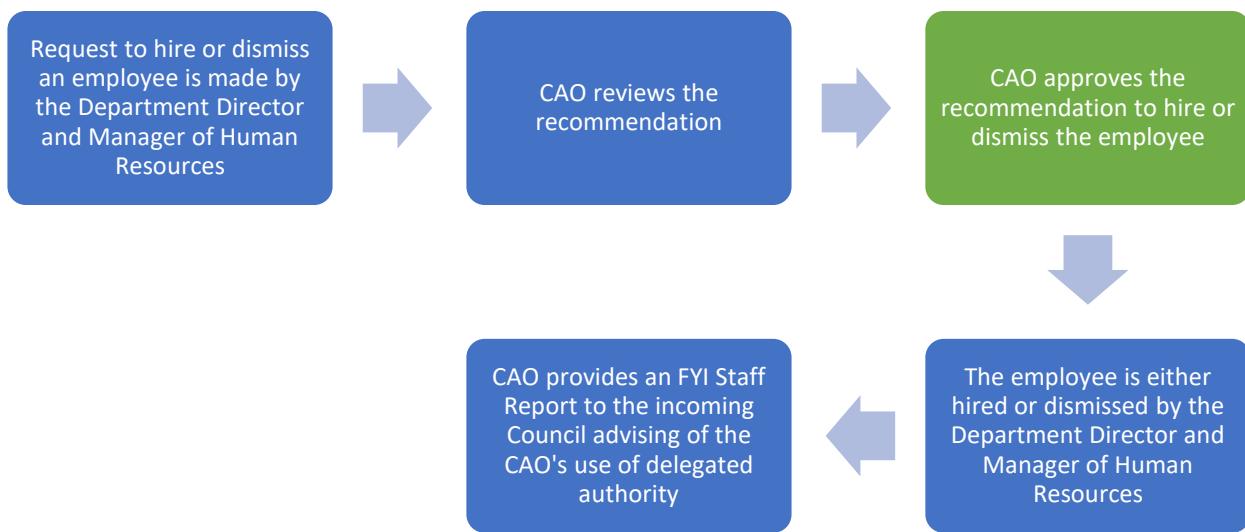
#### Flow Diagram Legend

- Standard process step
- Staff review use of delegated authority
- Step where delegated authority is used
- Council decision required

## Schedule “A” - Delegation by Council of Powers and Duties

<b>4.5 Administration</b>
<b>Delegated Authority</b>
To hire or dismiss employees during the “Lame Duck” period in a municipal election year.
<b>Delegated To</b>
Chief Administrative Officer, in coordination with the Department Director and Manager of Human Resources
<b>Authority Provided By</b>
By-law 2021-87 (Confirmation by-law November 22, 2021)

### Approval Process



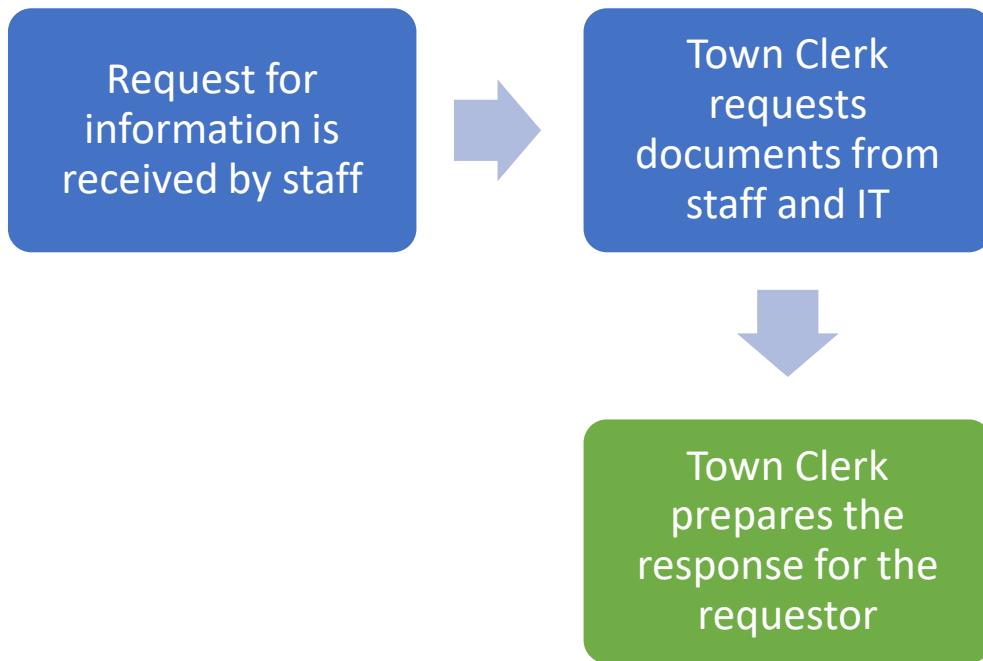
#### Flow Diagram Legend

- Standard process step
- Step where delegated authority is used
- Staff review use of delegated authority
- Council decision required

## Schedule “A” - Delegation by Council of Powers and Duties

<b>4.6 Administration</b>
<b>Delegated Authority</b>
Delegation as the head of the municipality for the purposes of the Municipal Freedom of Information and Protection of Privacy Act.
<b>Delegated To</b>
Town Clerk
<b>Authority Provided By</b>
By-law 2023-36 and <a href="#"><u>Municipal Freedom of Information and Protection of Privacy Act</u></a>

### Approval Process



#### Flow Diagram Legend

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<span style="background-color: blue; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

<b>4.7 Administration</b>
<b>Delegated Authority</b>
License Issuer provided delegated authority to approve and issue a Municipal License.
<b>Delegated To</b>
Chief Administrative Officer, or designate
<b>Authority Provided By</b>
By-law 2021-70

### Approval Process



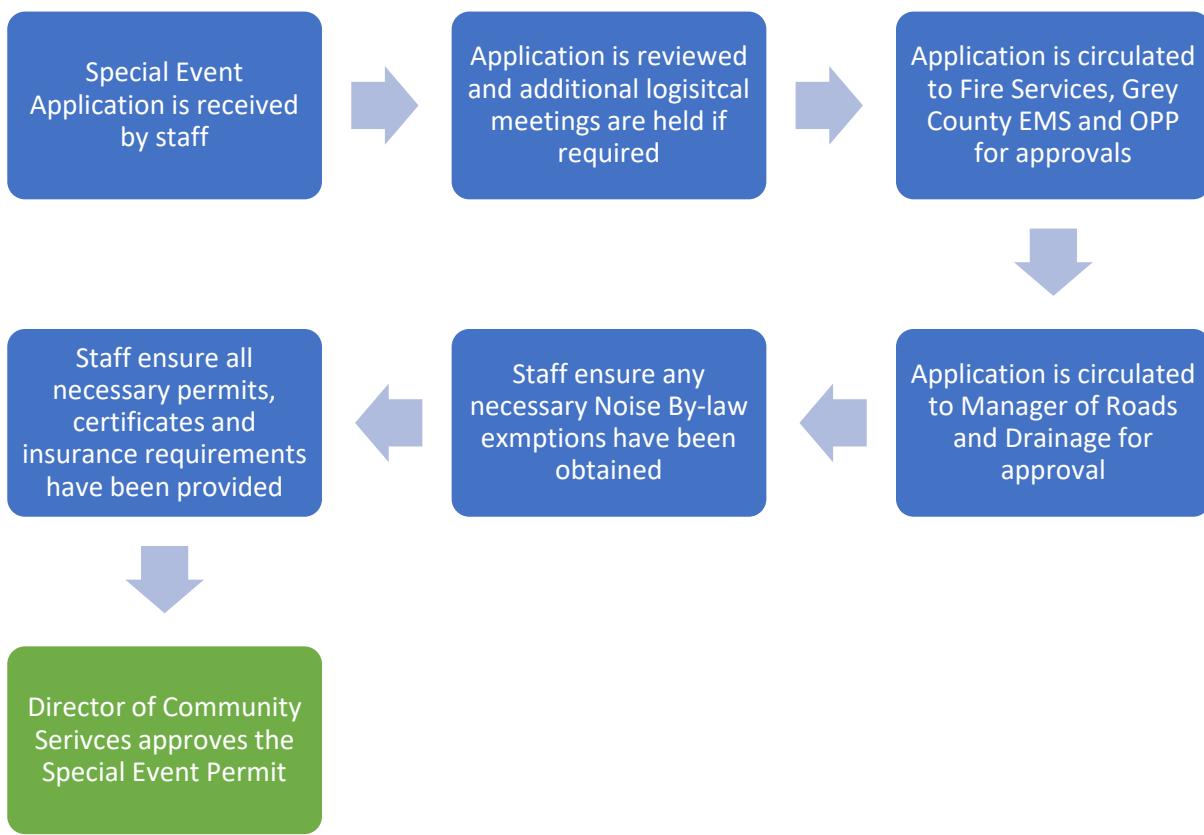
#### Flow Diagram Legend

- Standard process step
- Step where delegated authority is used
- Staff review use of delegated authority
- Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

5.1 Community Services
<b>Delegated Authority</b>
Designated authority to approve and revoke Special Events permits in accordance with the Special Events By-law.
<b>Delegated To</b>
Director of Community Services, or designate
<b>Authority Provided By</b>
By-law 2019-27

### Approval Process



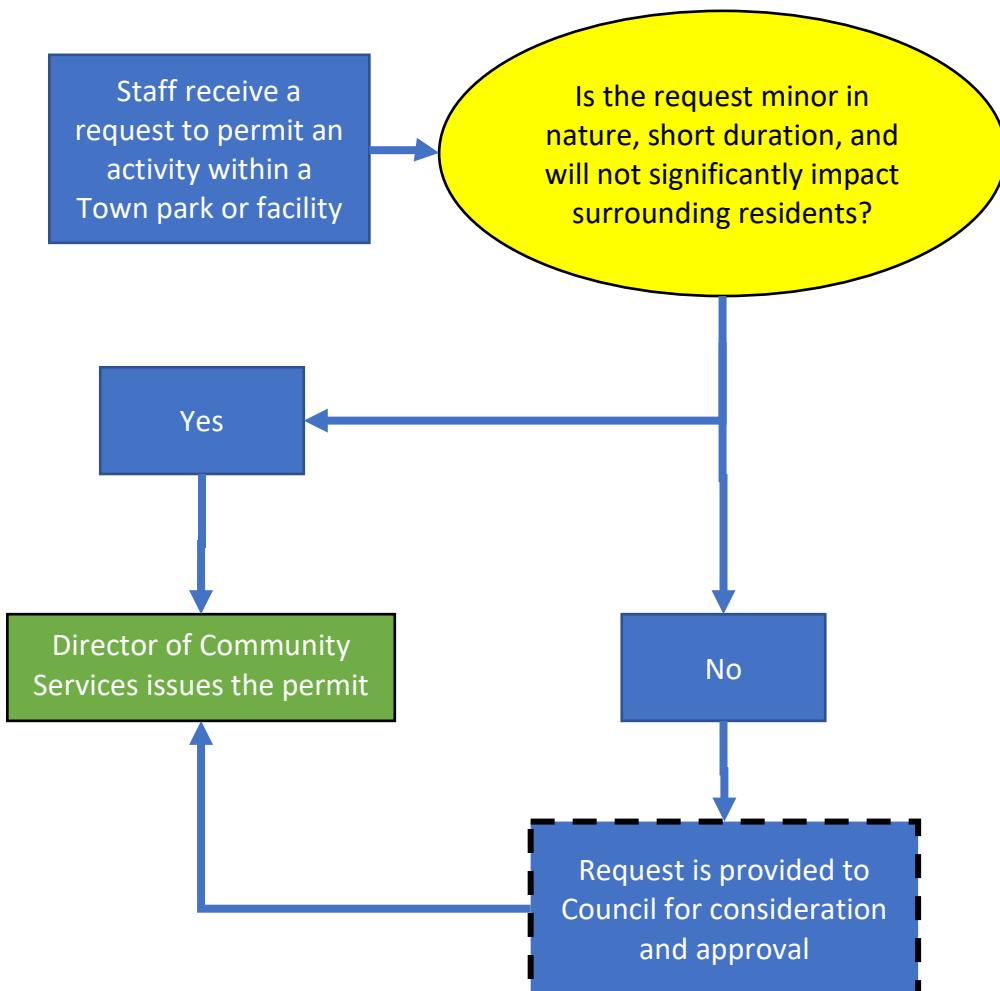
#### Flow Diagram Legend

- Standard process step
- Staff review use of delegated authority
- Step where delegated authority is used
- Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

<b>5.2 Community Services</b>
<b>Delegated Authority</b>
Designated authority to temporarily close a park and authorize or restrict activities taking place within a park.
<b>Delegated To</b>
Director of Community Services, or designate
<b>Authority Provided By</b>
By-law 2015-10 and By-law 2015-43

### Approval Process



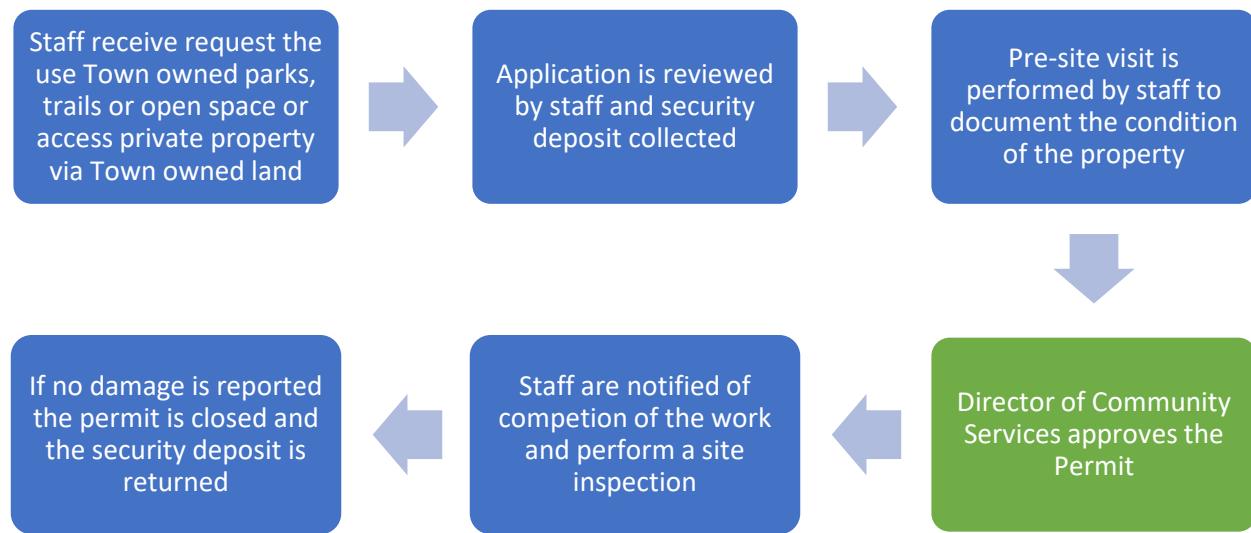
#### Flow Diagram Legend

- Standard process step
- Staff review use of delegated authority
- Step where delegated authority is used
- Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

<b>5.3 Community Services</b>
<b>Delegated Authority</b>
Preparation and execution of Municipal Land Use Permits and Agreements, (By-law 2014-65.)  NOTE: All permits, land use, access or otherwise, with the exception of Building Permits, which affect the Georgian Trail within the Town of The Blue Mountains jurisdiction, shall be issued and approved by Council. (per June 20, 2016, Resolution, and Confirmation By-law 2016-42)
<b>Delegated To</b>
Director of Community Services, or designate
<b>Authority Provided By</b>
By-law 2014-65 (per June 20, 2016, Resolution, and Confirmation By-law 2016-42)

## Approval Process



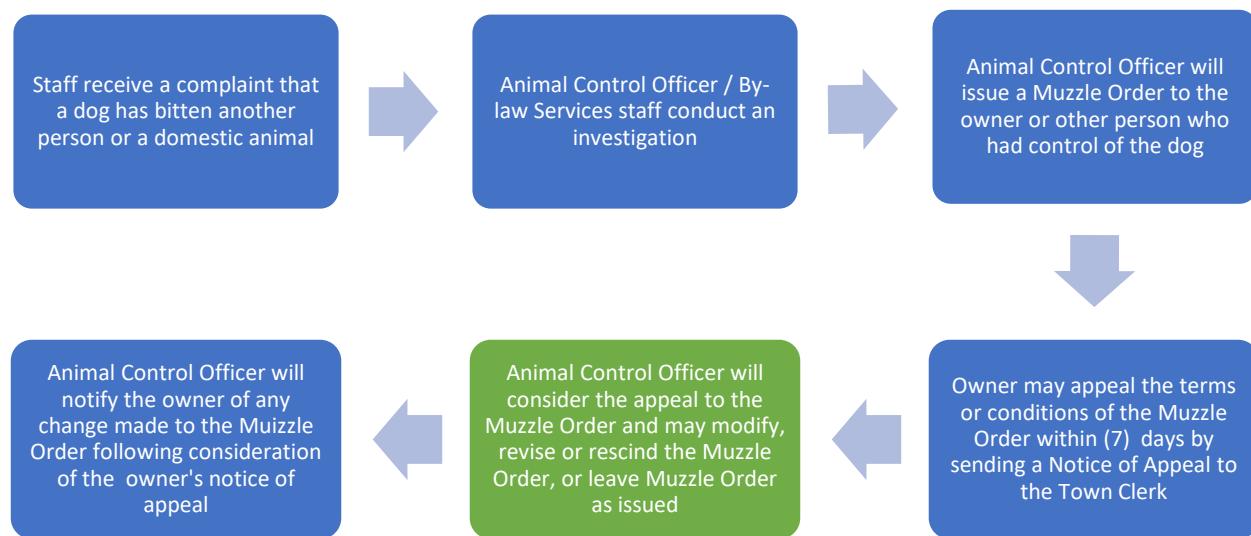
### Flow Diagram Legend

- Standard process step
- Step where delegated authority is used
- Staff review use of delegated authority
- Council decision required

## Schedule “A” - Delegation by Council of Powers and Duties

<b>5.4 Community Services</b>
<b>Delegated Authority</b>
If a municipality requires the muzzling of a dog under any circumstances, the Council of the municipality shall, upon the request of the owner of the dog, hold a hearing to determine whether or not to exempt the owner in whole or in part from the requirement to muzzle (in accordance with section 105(1) of Municipal Act)
<b>Delegated To</b>
Director, Building & By-law, who is an Animal Control Officer, or such person responsible for the Town’s Animal Control Program and is an Animal Control Officer
<b>Authority Provided By</b>
By-law 2006-32, as amended

## Approval Process



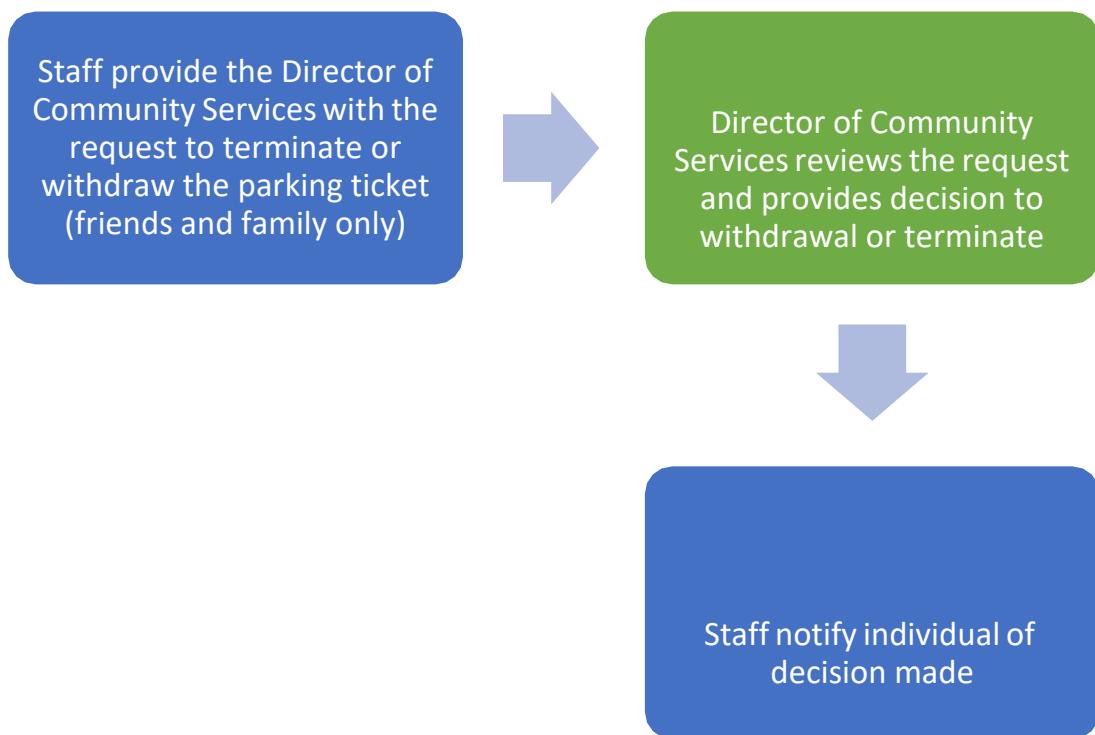
### Flow Diagram Legend

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<span style="background-color: #00A000; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	Step where delegated authority is used
<span style="background-color: #4682B4; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	Council decision required

## Schedule "A" - Delegation by Council of Powers and Duties

<b>5.5 Community Services</b>
<b>Delegated Authority</b>
The termination or withdrawal of parking tickets to qualified family and friends of residents will be received by the Director of Community Services who will consider the request and if satisfied, will approve the termination or withdrawal of the parking ticket.
<b>Delegated To</b>
Director of Community Services, or designate
<b>Authority Provided By</b>
By-law 2025-08 (February 18, 2025 Confirmation By-law)

### Approval Process



#### Flow Diagram Legend

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<span style="background-color: #00A000; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	Step where delegated authority is used
<span style="background-color: #4682B4; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	Council decision required

## Schedule “A” - Delegation by Council of Powers and Duties

<b>5.6 Community Services</b>
<b>Delegated Authority</b>
Approval of requests for relief from the Town’s current Noise By-law that occur between the hours of 7:00 a.m. and 11:59 p.m.
<b>Delegated To</b>
Director of Community Services, or designate
<b>Authority Provided By</b>
By-law 2023-20

### Approval Process



#### Flow Diagram Legend

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<span style="background-color: #0070C0; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	Council decision required