

**Appendix A – Recommended Additional Delegation of Powers and Duties**

**Schedule A – Chief Administrative Officer**

Delegation	Delegates	Legislative Authority	Conditions / Restrictions
Approve execution of leases and licenses and agreements to lease and license real property provided the value of consideration does not exceed \$50,000.00.	Chief Administrative Officer; Town Clerk	Municipal Act, 2001, S.O. 2001, C. 25, as amended, s23.1 and 270(1)	Terms and conditions of such agreements and related documents must be acceptable to Town Solicitor
Approve execution of Agreements and Amending Agreements for the acquisition of goods and services or other Town activities, works or services that are ordinary to the business of the Town provided the value of consideration does not exceed \$50,000.00.	Chief Administrative Officer; Town Clerk	Municipal Act, 2001, S.O. 2001, C. 25, as amended, s23.1 and 270(1)	Terms and conditions of such agreements and related documents must be acceptable to Town Solicitor

**Schedule B – Town Clerk**

Delegation	Delegates	Legislative Authority	Conditions / Restrictions
Signing Authority for Transfer Payment Agreements (for grants and other funding being received by the municipality)	Mayor; Town Clerk; Treasurer		Application of Grant and / or Funding having been approved by Council resolution; Two Signatures Required Note: Deputy Mayor in Absence of Mayor; Deputy Clerk or Chief Administrative Officer in Absence of Clerk.

**Schedule C – Director, Corporate Services (Treasurer)**

Delegation	Delegates	Legislative Authority	Conditions / Restrictions
Transfer funds to the appropriate reserves and reserve funds above what is listed in the Reserve and Reserve Fund Policy when funds are available	Treasurer		Note: Deputy Treasurer in Absence of Treasurer

**Schedule D – Director, Community Planning and Development**

Delegation	Delegates	Legislative Authority	Conditions / Restrictions
Authority for Development Agreements that are condition of Consent approval	Director of Community Planning & Development		Agreements acceptable to Town Solicitor
Final Subdivision Approval and Subdivision Agreement	Director of Community Planning & Development	Planning Act, R.S.O. 1990, c.P. 13, s. 51.2(1)	Technical clearances of draft plan conditions have been received from all agencies/departments

**Schedule E – Fire Chief / Director of Fire and By-law Services / Community Emergency Management Coordinator**

The Fire Chief is not recommending any additional delegated powers and duties.

**Schedule F – Director, Public Works**

The Director of Public work is recommending the delegated authority for encroachment agreements on road allows and over easement be amended.

Delegation	Delegates	Legislative Authority	Conditions / Restrictions
Enter into Encroachment Agreements on road allowances and over easements	Director of Public Works; Consultation with By-law and Planning		Agreements acceptable to Town Solicitor; Conditional on conditions such as survey, covenants to protect the Town; <del>once satisfied submit By-law for Council approval.</del>

**Schedule G – Director of Recreation, Culture and Wellness**

The Director of Recreation, Culture and Wellness is not recommending any additional delegated powers and duties.

**Schedule H –Town Solicitor**

The Town Solicitor is not recommending any additional delegated powers and duties however is recommending some ‘housekeeping’ cleanup to amend references from LPAT the Local Planning Appeal Tribunal to Ontario Land Tribunal (OLT) and to include the term ‘application’ with respect to commencing or defending litigation.