

Schedule A – Delegation of Powers and Duties

#	Delegation	Delegate	Legislative Authority	Conditions/Restrictions
1	Approve execution of agreements for acquisition/disposition of temporary and permanent easements as required for approved capital projects or other municipal purposes, together with such other documents as may be required in connection with such acquisitions provided value of consideration does not exceed \$25,000	CAO	<i>Municipal Act, 2001</i> , S.O. 2001, C. 25, as amended, s 23.1 and 270(1)	Terms and conditions of such agreements and related documents must be acceptable to independent solicitor advice.
2	Develop, approve and implement administrative policies, procedures and practices in the exercise of authority under section 229 of the Act.	CAO	<i>Municipal Act, 2001</i> , S.O. 2001, C. 25, as amended, s 23.1 and 270(1)	In consultation with Department Head
3	Pay Equity Adjustments, Grid Movement Approvals	CAO		In consultation with Department Head and Treasurer
4	Negotiate and settle claims against the municipality within insurance deductible limit	Treasurer		In consultation with CAO and Department Head
5	Declaration of Internal Conflicts relating to Human Resources, Staff Code of Conduct, and Legal Issues	CAO		
6	Approval of all emergency expenditures deemed essential to mitigate the emergency incident.	CAO		Consultation with CEMC
7	Signing Authority for Agreements Under By-law and/or Pursuant to Tender Awards	Mayor/Clerk		All Agreements Authorized by Municipal By-law; Affix Corporate Seal; Two Signatures Required Note: Deputy Mayor in Absence of Mayor; CAO Absence of Clerk.
8	Returning Officer, Responsible for Administration of all Municipal General Elections and All By-Elections for the Municipality of West Elgin	Clerk	<i>Municipal Elections Act</i> , 1996, S.O. 1996, c. 32	Prepare and update forms and written procedures for all components of conducting an election.

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9	Designate an event as event of municipal significance for purpose of prescribing it as a special event occasion where an application has been made.	Clerk	<i>Liquor Licence Act</i> R.S.O. 1990, c. L. 19	Compliance with all applicable AGCO Regulations;
10	Issuance of "Letters of No Objection" for temporary liquor licence extensions.	Clerk	<i>Liquor Licence Act</i> R.S.O. 1990, c. L. 19	Consultation with applicable Municipal Departments (ie Fire, Building)
11	Issuance of Lottery Licenses	Clerk	<i>Criminal Code</i> (Canada) Order-in-Council 1413/08 <i>Gaming Control Act</i> , 1992	Compliance with all applicable AGCO Regulations. Associated Policy Defines Criteria, S203-05.
12	Records Management Oversight	Clerk	<i>Municipal Act, 2001</i> , S.O. 2001, C. 25, as amended, s. 254	Compliance with Municipality's Records Management By-law and associated policies
13	Freedom of Information and MFIPPA Co-ordinator; All powers and duties under said Act	Clerk	<i>Municipal Freedom of Information and Protection of Privacy Act</i> ,	As appointed by By-law
14	By Virtue of Office: Division Registrar Commissioner of Oaths Marriage Officiant, Licensing of Marriage	Clerk	<i>Commissioner for Taking Affidavits Act</i> , R.S.O. 1990, c. C. 17 <i>Marriage Act</i> , R.S.O. 1990, c. M. 3 <i>Vital Statistics Act</i> , R.S.O. 1990, c. V.4	Licensing of Marriage & Marriage Officiant as Authorized by By-law Commissioner of Oaths – Treasurer by Virtue of Office
15	Processing & Approval of Livestock Valuation Claims	Clerk	Ontario Wildlife Damage Compensation Program-OMAFRA	Follows recommendation of report of livestock evaluator and OMAFRA approval

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16	Apply to the Chief Justice for short form wordings and set fines for licensing and regulatory by-laws as approved by Council.	Clerk	<i>Municipal Act, 2001, S.O. 2001, C. 25, as amended, s. 254</i>	
17	Mediate and settle proceedings at the Assessment Review Board and Execute Minutes of Settlement of Assessment Review Board	Treasurer		MoS must be in best interest of the Municipality, in opinion of Treasurer
18	Approval of Tax and/or Water Write-Offs and Increases relating to gross manifest errors.	Treasurer		
19	Authority to enter into agreements with the Municipal Property Assessment Corporation (MPAC) for electronic download of property assessment information.	Treasurer		
20	Authority to enter into recurring annual agreements with respect to continuance of technical software support services, and or data license agreements, subject to annual review and budget approval.	Treasurer		Review with IT Consultant (Malahide staff) for clarifying information as required.
21	Register any instrument on behalf of the Municipality against the title to lands in which the Municipality has an interest	Clerk	Land Titles/Registry Act	Review with Municipal Solicitor and CAO
22	Approve execution of agreements for the amendment, extension, renewal, and/or revival of leases and licenses on substantially the same terms and conditions of the original agreements	CAO	<i>Municipal Act, 2001, S.O. 2001, C. 25, as amended, s 23.1 and 270(1)</i>	
23	Retain external counsel, any expert or other person to assist in an actual or potential action or other legal proceeding or to obtain legal advice on behalf of the Municipality.	CAO	<i>Municipal Act, 2001, S.O. 2001, C. 25, as amended, s 23.1 and 270(1)</i>	Cost or retainer shall fall within approved budget. Outside of budget requires report to Council.
24	Accept service of any legal document on behalf of the Municipality.	CAO or Clerk	<i>Rules of Civil Procedure; or Municipal Act, 2001,</i>	

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			S.O. 2001, C.25, as amended, section s 9, 11 and 23.1	
25	Submit grant funding applications that would reduce expenditures associated with projects, programs and services approved as part of the operating and capital budgets, or to advance improvements where such grants represent the full value of the service or capital improvement (application of grant opportunities)	CAO and/or Department Head		
26	Approve grant funding applications to secure funding for Municipality, even if there are incremental expenditures or staffing impacts	CAO		Only if grant deadline is time sensitive, the deadline does not coincide with a Council reporting cycle and the cost is below purchasing policy threshold
27	Execute and submit any non-financial report requirements associated with receipt of grant funds	CAO or Applicable Department Head		
28	Execute and submit any financial reporting requirements associated with the receipt of grant funds	Treasurer		
29	Signing off on compliance documents from various provincial and federal ministries as it pertains to appropriate legislation	CAO		
30	Approve the release and conveyance of reserves of land held for purposes of development control and not exceeding 300 mm (one foot) in width, to the holder in fee simple of properties abutting upon the reserves of land to be released and conveyed for nominal consideration.	Planner	Land Titles/Registry Act	In consultation with CAO and Municipal Solicitor required. Report to Council at next available meeting required.

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31	Approve and Execute Site Plan Control Agreement*	Planner	<i>Planning Act, R.S.O.</i> 1990, c. P. 13, s. 5(1) By-Law 2021-36	*Zoning compliance required prior to Site Plan Control Agreement.
32	Amendments to Site Plan Agreement*	Planner	<i>Planning Act, R.S.O.</i> 1990, c. P. 13, s. 5(1) By-Law 2021-36	*Where both parties agree to terms in writing.
33	Approve minor amendments to Subdivision Agreements (non-financial; conditions)	Planner	<i>Planning Act, R.S.O.</i> 1990, c. P. 13, s. 5(1)	A follow up report must be brought before Council at the next available meeting
34	Minor Variance Agreement	Planner	<i>Planning Act, R.S.O.</i> 1990, c. P. 13, s. 5(1)	In consultation with Chief Building Official
35	Take all steps necessary to respond to appeals filed with the Local Planning Appeal Tribunal in accordance with Council and Committee of Adjustment Decisions, including retention of external lawyers and experts, as required, and filing or responding to procedural matters as deemed necessary.	Planner	<i>Planning Act, R.S.O.</i> 1990, c. P. 13, s. 5(1)	In consultation with Clerk and legal Counsel
36	Planning Application Completeness	Planner	<i>Planning Act, R.S.O.</i> 1990, c. P. 13, s. 5(1) By-Law 2021-28	
37	Parking Exemption Agreement	Planner	<i>Planning Act, R.S.O.</i> 1990, c. P. 13, s. 5(1)	
38	Severance (Consent) and Validation of Certificate Applications – Comments and Clearances to the County of Elgin (statement conditions met)	Planner	<i>Planning Act, R.S.O.</i> 1990, c. P. 13, s. 5(1)	
39	Garden Suite Agreements	Planner	<i>Planning Act, R.S.O.</i> 1990, c. P. 13, s. 5(1)	
40	Telecommunication Towers – Letter of Concurrence	Planner	<i>Radiocommunications Act</i>	
41	'Red-line' revisions to Draft Plan of Subdivision/Condominium – Comments to the County of Elgin	Planner	<i>Planning Act, R.S.O.</i> 1990, c. P. 13, s. 5(1)	Minor revisions only. Major revisions still require report and approval of Council

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42	Municipal Clearances to the County of Elgin with respect to Draft Plan Approval to facilitate registration upon fulfillment of conditions	Planner	<i>Planning Act, R.S.O. 1990, c. P. 13, s. 5(1)</i>	
	Consent Agreement	Planner	<i>Planning Act, R.S.O. 1990, c. P. 13, s. 5(1)</i>	
43	Authorized to grant partial release of securities being held again works stated within an agreement, upon request	CAO		In consultation with appropriate Department Head
44	Authority to hire seasonal or short-term employees, following Hiring Policy	CAO		In consultation with Department Head
45	Authority to sign applications to the Ministry of Environment and Conservation and Parks on behalf of the Municipality of West Elgin	CAO	<i>Ontario Water Resources Act</i>	
46	Authority to enter into Conditional Building Permit Agreements	Chief Building Official	<i>Building Code Act, 1992, S.O 1992, c. 23</i>	Agreement template reviewed by Township Solicitor and approved by CAO/Treasurer
47	Approval of Drainage Reapportionment	Drainage Superintendent	<i>The Drainage Act R.S.O. 1990, c. D. 17, s. 65 (2)</i>	Annual report to be brought to Council containing a list of all Municipal Drains reapportioned for that calendar year.
48	Authorization to close municipal parks or facilities due to seasonal restrictions, inclement weather and emergencies	Manager of Operations and Community Services		
49	Authorization to manage and perform maintenance, removal and planting of trees within the Municipality's right of way and property	Manager of Operations and Community Services		
50	Authority to execute applications for entrance permits and culvert installations	Manager of Operations		

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		and Community Services		
51	Approve temporary road closures for parades, recreational, community or other social events	Manager of Operations and Community Services		Annual summary report shall be brought to Council
52	Approve temporary road closures for construction purposes	Manager of Operations and Community Services	<i>Highway Traffic Act</i> , R.S.O 1990, c. H.8	Council shall be informed of all closures
53	Approve the temporary lowering of speed limits within a construction zone	Manager of Operations and Community Services	<i>Highway Traffic Act</i> , R.S.O 1990, c. H.8	
54	Issuance of Road Occupancy Permits and Municipal Consent for utility maintenance and works within road right of way	Manager of Operations and Community Services		
55	Temporary reduction or lifting of load limits on Municipal roads, including designation of alternate routes where applicable	Manager of Operations and Community Services	<i>Highway Traffic Act</i> , R.S.O 1990, c. H.8	
56	Authority to designate a significant weather event in order to extend the response time to achieve Minimum Maintenance Standards	Manager of Operations and Community Services	Ontario Regulation 239/02 minimum Maintenance Standards for Municipal Highways	

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57	Authority to provide reciprocal assistance to Public Works Departments in other Local Area Municipalities	Manager of Operations and Community Services		
58	Management of West Elgin Arena	West Elgin Community Centre Board of Management	In accordance with agreement approved by By-law 2004-32	
59	Enter into Fire Service Agreements for provision of fire protection services to lands located outside West Elgin or receive services from a fire department located outside of West Elgin	Fire Chief		Report to Council required
60	Activate an emergency plan and implement Municipal Emergency Control Group Notification	CAO		Decision to be made in accordance with Municipal Emergency Plan and with consultation with CEMC
61	Enter into agreements for mutual or automatic aid management operations or emergency response outside scope of Emergency response such as but not limited to CBRNE, Hazmat, confined space, high angle rescue.	Fire Chief		Report to Council required
62	Execute agreements for emergency management and emergency response for services such as Red Cross, Transit, Ontario Provincial Police, etc.	Fire Chief		Report to Council required
63	Authority to take all proper measures for prevention, control and extinguishment of fires and protection of life and property and shall exercise all powers mandated by	Fire Chief	<i>Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4</i>	

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	legislation.			
64	Approval and signing authority to execute agreements and documents to provide fire and public safety training, facility and equipment rentals, and other related fees for services to external clients.	Fire Chief		

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