

**THE CORPORATION OF THE TOWN OF CALEDON**  
**BY-LAW NO. 2020-XXX**

A by-law to delegate certain powers and duties to  
officers and employees.

WHEREAS section 23.1 and 23.2 of the Municipal Act, 2001, as amended, authorizes a municipality to delegate certain powers and duties;

AND WHEREAS section 5 of the Planning Act, 1990, as amended, authorizes a municipal council to delegate authority, by by-law, with the exception of the authority to approve official plans or the authority to exempt from approval plans as official plans or amendments to official plans;

AND WHEREAS the Council for The Corporation of the Town of Caledon adopted the Delegation of Powers and Duties Policy on August 30, 2016;

NOW THEREFORE the Council of The Corporation of the Town of Caledon ENACTS AS FOLLOWS:

- 1. That Delegated Authority By-law 2016-106, be amended by repealing and replacing Schedule "E" to:
  - a) Delete all references to "General Manager, Community Services" and replace with "Chief Planner, Planning and Development Services Division".
  - b) Delete all references to "Applicable Manager of Development" and replace with "Manager of Development Review Services".
  - c) Delegate authority to the Manager of Development Review Services to require and execute Easement Encroachment Agreements as they pertain to naturalization easements.

**Enacted by the Town of Caledon Council this XX day of XX, 2020.**

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Allan Thompson, Mayor

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Laura Hall, Acting Town Clerk

Schedule E

Planning Matters

Authority	Position
Approve and amend the following documents or matters:  1. any and all site plan agreements in accordance with the Planning Act, as amended 2. any agreement related to building and development matters regarding subdivisions, condominiums, developments or of a similar nature 3. agreements required as a condition of a Committee of Adjustment decision and of a decision by the Niagara Escarpment Commission or an Appeal therefrom 4. second dwelling agreement or of a similar nature 5. temporary trailer agreements 6. requests to establish and dedicate lands as public highways, including the lifting of 0.3 metre reserves	<b>Chief Planner, Planning and Development Services</b> and Town Solicitor
Approve plans and drawings under subsection 4, 5 and 41 of the Planning Act and revoke approval where it was granted due to false or incorrect information, it was granted in error, the applicant requests for the approval to be revoked or the project has not commenced after two years of receiving approval	<b>Manager of Development Review Services</b>
Require, approve and execute Letters of Undertaking subject to the provisions of the Planning Act and the Telecommunications Facilities Protocol	<b>Chief Planner, Planning and Development Services Division</b> and Town Solicitor
Approve subdivision and condominium plans and all drawings under the Planning Act	<b>Manager of Development Review Services</b>
Approve, amend, remove and/or extend the time period regarding part lot control exemption applications under the Planning Act	<b>Manager of Development Review Services</b>
Establish, determine and direct the appropriate action to be taken in the administration of the Mandatory Pre-Consultation Meetings required by the Town prior to the submission of Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision, Plan of Condominium and Site Plans	<b>Manager of Development Review Services</b>
Use dispute resolution techniques to attempt to resolve an appeal in accordance with the Planning Act as amended	<b>Chief Planner, Planning and Development Services Division</b>
<b>Require, approve and execute Easement Encroachment Agreements as they pertain to naturalization easements</b>	<b>Manager of Development Review Services</b>