

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2022-XX

A by-law to amend By-law 2016-106, as amended,
being a by-law to delegate certain powers and duties to
officers and employees

WHEREAS Sections 23.1 and 23.2 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended,
authorize a municipality to delegate certain powers and duties;

AND WHEREAS the Council of The Corporation of the Town of Caledon enacted By-law
2016-106 on December 20, 2016, being a By-law to delegate certain powers and duties to
officers and employees;

AND WHEREAS the Council of The Corporation of the Town of Caledon considers it
necessary to further amend By-law 2016-106, as amended, to establish an interest free
payment option for invoices issued by Fire & Emergency Services;

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

1. That By-law 2016-106, as amended, be further amended by repealing and
replacing existing Schedule D – Financial Management, as attached to and
forming part of this by-law.

Enacted by the Town of Caledon Council this 29th day of March, 2022.

Allan Thompson, Mayor

Laura Hall, Town Clerk

Schedule D

Financial Management

Authority	Position
Sign and administer all payment issued by the Town either by manual or by electronic signature	Mayor and Treasurer
Prepare and administer appropriate write-off procedures and best practices relating to receivable accounts deemed uncollectable up to a maximum of \$10,000 per account	Treasurer
Administer all approved grant funding amounts in accordance with Council approved financial incentive programs and grant programs and the redistribution of funds as applicable	Treasurer
Make technical adjustments to the annual approved capital and operating budget based on business needs and good accounting practices	Treasurer
Establish new reserve funds as a result of the approved annual budget	Treasurer
Approve corporate partnerships based on sponsorship and advertising assets with a value up to \$49,999	Director, Community Services
Approve corporate partnerships based on sponsorship and advertising assets with a value of \$50,000 up to \$249,999	Chief Administrative Officer
Approve grant funding applications to secure funding for the Town, even if there are incremental expenditures or staffing impacts, only if the grant application deadline is time sensitive, the deadline does not coincide with the Council reporting cycle, and where the application may be withdrawn should Council subsequently not approve of the Town's participation in the funding opportunity	Applicable Director and Treasurer
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	Applicable Director and Treasurer
Approve and execute new vendor insurance agreements, insurance policies and related insurance or claim documents	Director, Finance
Hold hearings for apportionments pursuant to section 356 of the Municipal Act, 2001, as amended and approve adjustments as a result of the hearing	Treasurer
Hold hearings for tax appeals pursuant to section 357 and 358 of the Municipal Act, 2001, as amended and approve adjustments as a result of the hearing	Treasurer
Provide 12 or 24 month payment plans for non-false alarm or non-motor vehicle fire invoices	Treasurer
Initiate and file notices of assessment appeal for any property in the Town with the Assessment Review Board	Treasurer

Schedule A to Staff Report 2022-0070

Withdraw any appeal filed by the Town of Caledon should it be determined that it is not in the Town's interest to proceed	Treasurer
Attend any Mediation or Settlement conferences on property tax or assessment matter as a party to all appeals whether filed by the Town	Treasurer
Attend before the Assessment Review Board on property tax or assessment matters as a party to all appeals whether filed by the Town of Caledon, or another person, entity or agent	Treasurer
Execute settlement agreements, on behalf of the Town of Caledon, reached in the course of a taxation or property assessment appeal, mediation or settlement conference	Treasurer
Approve Information Technology Corporate Standards for hardware and software	Director, Corporate Strategy and Innovation
Approve and execute agreements for the acceptance of donations to the Town of Caledon up to \$5,000	Treasurer and Divisional Manager
Approve and execute agreements for the acceptance of donations to the Town of Caledon up to \$250,000	Treasurer and Departmental Director
Provide an interest free payment option for invoices issued by Fire & Emergency Services pursuant to the Town's Fess and Charges By-law	Treasurer