

**THE CORPORATION OF THE TOWN OF CALEDON**

**BY-LAW NO. 2022-037**

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 address administrative  
changes and align with corporate realignment of responsibility within Schedule A – Execution  
of Documents, Schedule C – Permits and Schedule E – Planning Matters;

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 A – Execution of Documents, Schedule C –  
Permits and Schedule E – Planning Matters, as attached to and forming part  
of this by-law.

**Enacted by the Town of Caledon Council this 24<sup>th</sup> day of May, 2022.**

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Allan Thompson, Mayor

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Laura Hall, Town Clerk

Schedule A

**Execution of Documents**

<b>Delegated Authority</b>	<b>Position</b>
Execute and submit any non-financial reporting requirements associated with the receipt of grant funds	Applicable Director
Execute and submit any financial reporting requirements associated with the receipt of grant funds	Applicable Director and Treasurer
Approve and execute authorized requestor agreements with the Government of Ontario with respect to the Municipal Parking Tag Program, including vehicle and driver abstracts for various internal enforcement, safety and administrative purposes.	Mayor and Clerk
Approve and amend the following documents: <ol style="list-style-type: none"> <li>1. permission to enter agreements and any associated documents with other levels of government, agencies including conservation authorities and private property owners</li> <li>2. easement agreements and any associated documents with other levels of government and agencies including conservation authorities</li> <li>3. memorandums of understanding and undertaking and any associated documents with other levels of government and agencies including conservation authorities</li> </ol>	Applicable Director in consultation with Legal and Court Services
Approve, amend and/or declare the following documents or matters: <ol style="list-style-type: none"> <li>1. temporary or preliminary work licence agreements and any associated documents</li> <li>2. construction site agreements and any associated documents</li> <li>3. declare a winter parking ban</li> <li>4. designate a highway, or a portion of a highway as a construction zone</li> <li>5. designate temporary no parking or stopping zones in the interests of safety when an emergency has arisen, to facilitate the removal of snow, ice or debris from a highway, or to facilitate the construction or repair of highways for emergency situations</li> </ol>	Director, Engineering Services / Director, Operations (based on applicable portfolio)
Approve, amend and/or declare the following documents or matters: <ol style="list-style-type: none"> <li>1. dedicated gas tax program</li> </ol>	Director, Corporate Strategy and Innovation
Negotiate, approve and amend existing and newly formed fire protection agreements with adjoining municipalities and jurisdictions adjacent to or within the Town and any other affiliated partner	Fire Chief
Execute the following documents, including any approved amendments and associated documents: <ol style="list-style-type: none"> <li>1. permission to enter agreements and any associated documents with other levels of government, <del>and</del> agencies including conservation authorities, and private property owners</li> <li>2. easement agreements and any associated documents with other levels of government</li> </ol>	Mayor and Clerk

Delegated Authority	Position
<p>and agencies including conservation authorities</p> <ol style="list-style-type: none"> <li>3. memorandums of understanding and undertaking and any associated documents with other levels of government and agencies including conservation authorities</li> <li>4. approved grant funding agreements and any associated documents</li> <li>5. temporary or preliminary work license agreements and any associated documents</li> <li>6. construction site agreements and any associated documents</li> <li>7. dedicated gas tax program</li> <li>8. registration of subdivisions</li> <li>9. fire protection initiatives approved by the Fire Chief</li> <li>10. site plan agreements</li> <li>11. any agreement related to building and development matters regarding subdivisions, condominiums, developments or agreements of a similar nature</li> <li>12. agreements required as a conditions of a Committee of Adjustment decision and of a decision by the Niagara Escarpment Commission or an Appeal therefrom</li> <li>13. second dwelling agreement or agreements of a similar nature</li> <li>14. temporary trailer agreements</li> </ol>	
<p>Approve, execute and amend data service agreements and any associated documents with respect to approved Town generated projects</p>	<p>Clerk and Director, Corporate Strategy and Innovation</p>
<p>Authorize the registration of releases and discharges, including the electronic registration of documents related to real property matters</p>	<p>Clerk</p>
<p>Apply to the Chief Judge for short form wordings and set fines for licensing and regulatory by-laws approved by Council</p>	<p>Clerk</p>
<p>Approve, renew, amend and execute leases or licenses and associated documents, provided the total value of all sums paid or received under a lease or license is less than \$50,000 and the term does not exceed 20 years</p>	<p>Director, Community Services and Treasurer</p>
<p>Approve and execute agreements with respect to conditional building permits</p>	<p>Chief Building Official in consultation with Legal and Court Services</p>
<p>Approve and execute development charge agreements for development charges to be paid before or after it would otherwise be payable as provided for in accordance with Section 27 of the Development Charges Act</p>	<p>Treasurer</p>
<p>Approve, execute, amend and terminate agreements and associated documents in accordance with Town approved grant funding incentive programs, including, but not limited to Community Improvement Plans</p>	<p>Treasurer</p>
<p>Approve, renew, amend and execute Community Service Agreements, License Agreements, Memorandums of Understanding, Field Liaison Agreements, Archaeological Monitoring Agreement, Stewardship Agreements, and agreements related to incoming donations and subsidies and related to recreational programs and services with affiliated</p>	<p>Director, Community Services and Treasurer</p>

Delegated Authority	Position
community groups, school boards and conservation authorities	
Sign and execute minutes of settlement between the Town and the Municipal Property Assessment Corporation and/or the Assessment Review Board	Treasurer
Approve, execute and amend agreements and memorandums of understanding and any associated documents with various local police services for the purposes of required police checks for employment retention matters	Clerk and Director, People Services
Execute agreements and associated documents with respect to approved corporate partnerships based on sponsorship and advertising assets	Clerk and Treasurer
Approve, execute and amend utility connection agreements and contracts and any associated documents for the purpose of creating new connections, updating existing connections for Town infrastructure and new development and accepting new charges for utility services	Applicable Manager, Supervisor, or Director in consultation with the Treasurer
Approve, execute, amend and terminate agreements and associated documents in accordance with energy utility funding and incentive programs	Manager, Energy and Environment and Treasurer
Approve acquisitions of the fee simple interest or any other interest in land, where the total value of consideration does not exceed \$50,000 and provided sufficient funds are available in the approved operating or capital budget	Chief Administrative Officer and applicable Director in consultation with Legal and Court Services
Approve Stop Signs on Town roads, as required based on the Town All-Way Stop Policy, during council recess or a lame duck period of Council	Director, Engineering Services in consultation with the Chief Administrative Officer
Execute any letter of agreement, amendment and extension of the Master Road and Signal Services Agreement with the Region of Peel	Mayor and Clerk

Schedule C

Permits

Authority	Position
Designate events as municipally significant for the purposes of the Special Occasion Permit process where Council has previously supported the designation	Clerk
Administer the application and approval process for the purposes of the Woodland Conservation By-law	Manager, Municipal Law Enforcement
Administer the application and approval process for the purposes of the following requests through the Ontario Heritage Act: 1. consent to alter a designated heritage property 2. consent to alter a Part IV and V 3. consent to alter a property within a designated heritage conservation district This includes the authority to refer such requests to Heritage Caledon Committee	Chief Planner / Director, Planning
Administer the application and approval process for the purposes of the Fireworks By-law	Fire Chief
Administer the telecommunications facilities protocol including exemptions, concurrence, concurrence with conditions or non-concurrence for Fast-Track, scoped and intermediate stream applications	<del>Director, Community Services</del> Chief Planner / Director, Planning
Administer the fence variance process as outlined in Fence By-law	Manager, Municipal Law Enforcement
Provide approvals in accordance with Part 5, Pool Enclosures, as outlined in Fence By-law	Chief Building Official
Administer the variance process as outlined in Animal Care and Control By-law	Manager, Municipal Law Enforcement

Schedule E

Planning Matters

Authority	Position
<p>Approve and amend the following documents or matters:</p> <ol style="list-style-type: none"> <li>1. any and all site plan agreements in accordance with the Planning Act, as amended</li> <li><del>2. any agreement related to building and development matters regarding subdivisions, condominiums, developments or of a similar nature</del></li> <li>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</li> <li>4. second dwelling agreement or of a similar nature</li> <li>5. temporary trailer agreements</li> <li><del>6. requests to establish and dedicate lands as public highways, including the lifting of 0.3 metre reserves</del></li> </ol>	<p>Chief Planner / Director, Planning and Town Solicitor</p>
<p>Approve and amend the following documents or matters:</p> <ol style="list-style-type: none"> <li>1. any agreement related to development matters regarding subdivisions, condominiums, developments or of a similar nature</li> <li>2. establish and dedicate lands as public highways, including the taking/lifting of 0.3 metre reserves</li> </ol>	<p>Director, Engineering Services and Town Solicitor</p>
<p>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</p>	<p>Manager, Development and Design</p>
<p>Require, approve and execute Letters of Undertaking subject to the provisions of the Planning Act and the Telecommunications Facilities Protocol</p>	<p>Chief Planner / Director, Planning and Town Solicitor</p>
<p>Approve subdivision and condominium plans and all drawings under the Planning Act</p>	<p>Manager, Development and Design</p>
<p>Approve, amend, remove and/or extend the time period regarding part lot control exemption applications under the Planning Act</p>	<p>Manager, Development and Design</p>
<p>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</p>	<p>Manager, Development and Design</p>
<p>Use dispute resolution techniques to attempt to resolve an appeal in accordance with the Planning Act as amended</p>	<p>Chief Planner / Director, Planning</p>