

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2023-XXX

A by-law to amend By-law 2016-106, as amended, 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 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 deems it expedient to amend By-Law 2016-106, as amended, to delegate authority to the Director of Operations and/or the Director of Engineering to approve and execute Encroachment Agreements pursuant to the requirements outlined in the Town's Encroachment By-law;

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, as attached to and forming part of this

Enacted by the Town of Caledon Council this 25th day of April, 2023.

Annette Groves, Mayor

Laura Hall, Town Clerk

Schedule A

Execution of Documents

Delegated Authority	Position
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: 1. permission to enter agreements and any associated documents with other levels of government, agencies including conservation authorities and private property owners 2. easement agreements and any associated documents with other levels of government and agencies including conservation authorities 3. memorandums of understanding and undertaking and any associated documents with other levels of government and agencies including conservation authorities	Applicable Director in consultation with Legal and Court Services
Approve, amend and/or declare the following documents or matters: 1. temporary or preliminary work licence agreements and any associated documents 2. construction site agreements and any associated documents 3. declare a winter parking ban 4. designate a highway, or a portion of a highway as a construction zone 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	Director, Engineering Services / Director, Operations (based on applicable portfolio)
Approve, amend and/or declare the following documents or matters: 1. dedicated gas tax program	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: 1. permission to enter agreements and any associated documents with other levels of government, agencies including conservation authorities, and private property owners 2. easement agreements and any associated documents with other levels of government	Mayor and Clerk

Delegated Authority	Position
<p>and agencies including conservation authorities</p> <ol style="list-style-type: none"> 3. memorandums of understanding and undertaking and any associated documents with other levels of government and agencies including conservation authorities 4. approved grant funding agreements and any associated documents 5. temporary or preliminary work license agreements and any associated documents 6. construction site agreements and any associated documents 7. dedicated gas tax program 8. registration of subdivisions 9. fire protection initiatives approved by the Fire Chief 10. site plan agreements 11. any agreement related to building and development matters regarding subdivisions, condominiums, developments or agreements of a similar nature 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 13. second dwelling agreement or agreements of a similar nature 14. temporary trailer agreements 	
Approve, execute and amend data service agreements and any associated documents with respect to approved Town generated projects	Clerk and Director, Corporate Strategy and Innovation
Authorize the registration of releases and discharges, including the electronic registration of documents related to real property matters	Clerk
Apply to the Chief Judge for short form wordings and set fines for licensing and regulatory by-laws approved by Council	Clerk
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	Director, Community Services and Treasurer
Approve and execute agreements with respect to conditional building permits	Chief Building Official in consultation with Legal and Court Services
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	Treasurer
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	Treasurer
Amend the Town's Community Climate Action Grant application form, legal agreements and application guide.	Manager, Energy and Environment
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	Director, Community Services and Treasurer

Delegated Authority	Position
recreational programs and services with affiliated 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
Approve, execute, and amend Encroachment Agreements pursuant to the requirements outlined in the Town's Encroachment By-law	Director, Operations and/or Director, Engineering Services