

**Schedule A to Staff Report 2023-0219**

**THE CORPORATION OF THE TOWN OF CALEDON**

**BY-LAW NO. 2023-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 section 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 Section 5 of the *Planning Act*, R.S.O. 1990, c.P.13 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 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 necessary to further amend By-law 2016-106, as amended, to adjust existing delegated authorities related to real property matters and related agreements as well as clarify the delegated authority for approval of grading agreements;

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 adding the words “or acquisition” to Section 7 immediately following the words “in respect of any disposition” and also immediately following the words “intent of the approved disposition”.
2. That By-law 2016-106, as amended, be further amended by repealing existing Schedule A – Execution of Documents and existing Schedule E – Planning Matters and replacing them with the versions attached as Schedules A and B to this By-law.

**Enactment**

This By-law shall come into full force and effect on the day of its passing.

**Enacted by the Town of Caledon Council this 23<sup>rd</sup> day of May, 2023.**

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Annette Groves, Mayor

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Laura Hall, Town Clerk

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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, <b>execute</b> 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 <b>and private property owners</b></li> <li>3. memorandums of understanding and undertaking <b>related to real property matters</b> and any associated documents with other levels of government and agencies including conservation authorities</li> </ol>	Applicable Director in consultation with <del>Legal and Court Services</del> <b>the Town Solicitor</b>
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><del>1. permission to enter agreements and any associated documents with other levels of</del></li> </ol>	Mayor and Clerk

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Delegated Authority	Position
<p><del>government, agencies including conservation authorities, and private property owners</del></p> <p><del>2. easement agreements and any associated documents with other levels of government and agencies including conservation authorities</del></p> <p>3. memorandums of understanding and undertaking and any associated documents with other levels of government and agencies including conservation authorities</p> <p>4. approved grant funding agreements and any associated documents</p> <p>5. temporary or preliminary work license agreements and any associated documents</p> <p>6. construction site agreements and any associated documents</p> <p>7. dedicated gas tax program</p> <p>8. registration of subdivisions</p> <p>9. fire protection initiatives approved by the Fire Chief</p> <p>10. site plan agreements</p> <p>11. any agreement related to building and development matters regarding subdivisions, condominiums, developments or agreements of a similar nature</p> <p>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</p> <p>13. second dwelling agreement or agreements of a similar nature</p> <p>14. temporary trailer agreements</p>	
<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><del>Authorize the registration of releases and discharges, including the electronic registration of documents related to real property matters</del></p> <p>Register any instrument on behalf of the Town against the title to lands in which the Town has an interest in connection with an otherwise authorized transaction or agreement and authorize the registration of releases and discharges</p>	<p><del>Clerk</del> Town Solicitor</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, <b>extend</b>, 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, <b>including any and all extensions and/or renewal options</b>, does not exceed 20 years</p>	<p><del>Director, Community Services and Treasurer</del> Applicable Director 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</p>	<p>Treasurer</p>

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Delegated Authority	Position
approved grant funding incentive programs, including, but not limited to Community Improvement Plans	
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 recreational programs and services with affiliated community groups, school boards and conservation authorities	Director, Community Services and Treasurer
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 <b>dispositions and</b> 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 <del>Legal and Court Services</del> <b>the Town Solicitor</b>
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

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Schedule B to By-law 2023-xx

Schedule E

**Planning Matters**

<b>Authority</b>	<b>Position</b>
<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>2. 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>3. second dwelling agreement or of a similar nature</li> <li>4. temporary trailer agreements</li> </ol>	Chief Planner / Director, Planning and Town Solicitor
<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. <del>a topsoil removal or grading agreement requested through a Pre-Consultation (DART) Review for a Site Plan application</del></li> <li>3. establish and dedicate lands as public highways, including the taking/lifting of 0.3 metre reserves</li> </ol>	Director, Engineering Services and Town Solicitor
<p>Approve, amend and execute topsoil removal and grading agreements requested through a Pre-Consultation (DART) review for a Site Plan application</p>	Director, Engineering Services and Town Solicitor
<p>Require, approve and execute Letters of Undertaking subject to the provisions of the Planning Act and the Telecommunications Facilities Protocol</p>	Chief Planner / Director, Planning and Town Solicitor
<p>Issue draft approval, extend draft approval, re-instate draft approval and approve subdivision and condominium plans and all drawings under the Planning Act</p>	Manager, Development and Design
<p>Approve, amend, remove and/or extend the time period regarding part lot control exemption applications under the Planning Act</p>	Manager, Development and Design
<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>	Manager, Development and Design
<p>Use dispute resolution techniques to attempt to resolve an appeal in accordance with the Planning Act as amended</p>	Chief Planner / Director, Planning
<p>Require, approve and execute Easement Encroachment Agreements as they pertain to naturalization easements</p>	Manager, Development and Design
<p>Approve the lifting of holding (“H”) symbols under the Planning Act</p>	Manager, Development and Design

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Issue exemptions for standard, common element, phased and leasehold condominium plans where the lands have been subject to an approved Draft Plan of Subdivision, privately initiated Zoning By-law Amendment and/or Site Plan under the Planning Act	Manager, Development and Design
Approve, execute, amend agreements with a property owner for any of the following:  <ol style="list-style-type: none"><li>1. to waive or extend the 90-day timeline for issuance of a Notice of Intention to Designate after the occurrence of a prescribed event, as described in Ontario Regulation 385/21 Section 1(2);</li><li>2. to waive or extend the 120-day statutory timeline for the passage of a designation by-law under Section 29(8), and as described in Ontario Regulation 385/21 Section 2(1);</li><li>3. to waive or extend any other timelines as may be permitted or prescribed under the Ontario Heritage Act.</li></ol>	Manager, Strategic Policy Planning