



**BY-LAW NO. 2022- 0027**

*A By-law to delegate certain powers and duties under the Municipal Act, 2001, S.O. 2001 c.25, and other Acts.*

**WHEREAS** Section 23.1 of the *Municipal Act, 2001, S.O., c.25* authorizes a municipality to delegate its power and duties under this or any other Act to a person or body subject to certain restrictions;

**AND WHEREAS** the Council for the Town of Halton Hills has deemed that certain routine administrative and legislative powers are minor in nature, and the delegation of these powers would contribute to the efficient management of the Town while still adhering to the principles of accountability and transparency;

**AND WHEREAS** on May 2<sup>nd</sup>, 2022, Council for the Town of Halton Hills approved Report No. ADMIN-2022-0019, dated April 13<sup>th</sup>, 2022 in which certain recommendations were made relating to delegated authority.

**NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:**

Town Clerk

1. **THAT** the following power and duties are hereby delegated to the Town Clerk, or their designate:
  - a) Execute documents on behalf of the Town of Halton Hills required for the registration of subdivisions and the closing of real property transactions when such transactions have been approved by Council;
  - b) Authorize registration of releases and discharges and electronic registration of documents related to real property matters;
  - c) Execute releases and discharges;
  - d) Execute documents for Memorandums of Understanding where there is no financial implications to the Town, and approved by the Commissioner of the respective department.
- 1.1 **THAT** the Town Clerk be authorized to bring by-laws on the following matters to Council for approval without the submission of a staff report:
  - a) The appointment of animal control officers, parking control officers, municipal law enforcement officers, and fence viewers.
- 1.2 **THAT** the Town Clerk be authorized to make minor housekeeping amendments to existing by-laws that do not alter the meaning or intent in any way.

### Chief Administrative Officer

2. **THAT** the following powers and duties are hereby delegated to the Chief Administrative Officer or their designate:
- a) Authority to execute documents required for the closing of real property transactions as described in 1(a) of this By-law when the Mayor and Town Clerk are not available to execute said documents.
  - b) Authority to approve the execution by the Mayor and Clerk of Community Improvement Plan (CIP) agreements, including any amendments or termination of such agreements, if the CIP grant is funded through a current year's budget which has been approved by Council;
  - c) Authority to approve the execution by the Mayor and Clerk of agreements for the Nurse Practitioner Program for the Acton Medical & Urgent Care Clinic, including any amendments or termination of such agreements, when the funding has been approved by Council through a current year' budget.
- 2.1 **THAT** the Chief Administrative Officer be authorized to approve the following matters without the submission of a staff report to Council:
- a) Authority to approve the award of Request of Proposals and Request for Tenders subject to and following the guidelines as set in the Town's Purchasing Policy By-law 2017-0061, when the project has been funded through a current or previous year's budget which has been approved by Council;
  - b) Authority to approve the execution by the Mayor and Clerk of Purchasing Agreements, including any amendments or termination of such agreements, subject to 2.1(a).

### Town Treasurer

3. **THAT** the following powers and duties are hereby delegated to the Town Treasurer or their designate:
- a) Approve and execute any agreements or documents required for the submission of applications to secure grant funding where there is no incremental expenditure or staffing impacts to the corporation, following the steps contained within Finance Standard Operating Procedure 36.4 (Corporate Grant Tracking);
  - b) Approve and execute any agreements or documents required for the submission of applications to secure grant funding, for cases where there is an incremental expenditure or staffing impact to an existing approved capital project – up to a maximum of \$25,000 or 10% whichever is less (as per Capital Budget Governance Policy: CORP-2019-0001, and the steps contained within Finance Standard Operating Procedure 36.4), when the application deadlines do not coincide with the Council reporting cycle, such that Council approval is not possible prior to the application deadline;
  - c) Execute any financial reporting requirements associated with the receipt of grant funds, subject to and following completions of all approvals as per the steps contained within Finance Standard Operating Procedure 26.4 (Corporate Grant Tracking);

- d) Authority to represent, negotiate settlement agreements and legally bid the Town of Halton Hills to appeals before the Assessment Review Board;
- e) Authority to add loans from the Halton Hills Retrofit Program onto the applicable Tax Rolls upon the award of such grants by the Manager of Climate change and Asset Management.

#### Corporate Services

4. **THAT** the following powers and duties are hereby granted to the Commissioner of Corporate Services or their designate:

- a) Authority to approve the execution by the Mayor and Clerk of software licensing agreements, including any amendments or termination of such agreements, if the software product to be licensed is funded through a current year's budget which has been approved by Council;
- b) Authority to approve the execution by the Mayor and Clerk of data acquisition agreements, including any amendments or termination of such agreements, if the data to be acquired is necessary to support a Town program or initiative that is funded through a current year's budget that has been approved by Council;
- c) Authority to approve the execution by the Mayor and Clerk of website hosting services agreements, including any amendments or termination of such agreements, if the website hosting services is funded through a current year's budget which has been approved by Council;
- d) Execute any non-financial reporting requirements associated with the receipt of grant funds for the Corporate Services Department.

4.1 **THAT** the Commissioner of Corporate Services be authorized approve the following matters without the submission of a staff report to Council:

- a) Authority to approve the award of Request of Proposals and Request for Tenders subject to and following the guidelines as set in the Town's Purchasing Policy By-law 2017-0061, when the project has been funded through a current or previous year's budget which has been approved by Council;
- b) Authority to approve the execution by the Mayor and Clerk of Purchasing Agreements, including any amendments or termination of such agreements, subject to 4.1(a).

#### Recreation and Parks

5. **THAT** the Commissioner of Recreation and Parks is hereby authorized to approve the execution by the Mayor and Clerk, the following agreements except where a financial commitment from the Town is required in addition to what was previously approved by Council through the current year's budget:

- a) Lease agreements for long term/semi-permanent facility users as reviewed by legal counsel;
- b) Memorandums of Understanding specific to the Town's Registered User Groups and Agencies;
- c) License agreements, including any amendments or termination of such agreements;
- d) Management agreements, including any amendments or termination of such

- agreements;
- e) Service agreements, including any amendments or termination of such agreements;
- f) Funding requests through the Community Partnership Program where the requests fall within the Community Partnership eligibility requirements.

**5.1 THAT** the Commissioner of Recreation and Parks is hereby authorized to execute any non-financial reporting requirements associated with the receipt of grant funds for the Recreation and Parks department.

**5.2 THAT** the Commissioner of Recreation and Parks be authorized approve the following matters without the submission of a staff report to Council:

- a) Authority to approve the award of Request of Proposals and Request for Tenders subject to and following the guidelines as set in the Town's Purchasing Policy By-law 2017-0061, when the project has been funded through a current or previous year's budget which has been approved by Council;
- b) Authority to approve the execution by the Mayor and Clerk of Purchasing Agreements, including any amendments or termination of such agreements, subject to 5.2(a).

#### Planning & Development

**6. THAT** the following duties and powers are hereby granted to the Commissioner of Planning and Development or their designate:

- a) Execute any non-financial reporting requirements associated with the receipt of grant funds for the Planning & Development department;

**6.1 THAT** the Commissioner of Planning & Development be authorized to approve without the submission of a staff report:

- a) Well and stream-based Servicing allocation for approved development projects;
- b) Minor Regional modifications to Secondary Plans and Official Plan Amendments.

**6.2 THAT** the Commissioner of Planning & Development be authorized approve the following matters without the submission of a staff report to Council:

- a) Authority to approve the award of Request for Proposals and Request for Tenders subject to and following the guidelines as set in the Town's Purchasing Policy By-law 2017-0061, when the project has been funded through a current or previous year's budget which has been approved by Council;
- b) Authority to approve the execution by the Mayor and Clerk of Purchasing Agreements, including any amendments or termination of such agreements, subject to 6.2(a).

#### Transportation & Public Works

**7. THAT** the following duties and powers are hereby granted to the Commissioner of Transportation and Public Works or their designate:

- a) Authority to approve the execution by the Mayor and Clerk of agreements for

the provision of Construction Cost Sharing with other municipalities, including any amendments or termination of such agreements, of which fees for such services are approved as part of the annual budget approved by Council;

- b) Authority to approve the execution by the Mayor and Clerk of agreements for the provision of Boundary Road Maintenance with other municipalities, including any amendments or termination of such agreements, of which fees for such services are approved as part of the annual budget approved by Council;
- c) Execute any non-financial reporting requirements associated with the receipt of grant funds for the Transportation and Public Works department;

**7.1 THAT** the Commissioner of Transportation and Public Works be authorized to bring by-laws on the following matters to Council for approval without the submission of a staff report:

- a) Approve amendments to the Uniform Traffic Control By-law 1984-0001 for the following schedules:

Schedule 1 – No parking at Anytime – Signs on Display  
Schedule 2 – Parking for Restricted Times – Permissive Signs on Display  
Schedule 3 – Parking for Restricted Times – Prohibitive Signs on Display  
Schedule 6 – No Stopping at Anytime  
Schedule 7 – No Stopping for Restricted Times  
Schedule 12 – Through Highways – Stop  
Schedule 13 – Intersections – Stop Signs  
Schedule 23 – Rates of Speed

**7.2 THAT** the Commissioner of Transportation & Public Works be authorized approve the following matters without the submission of a staff report to Council:

- a) Authority to approve the award of Request of Proposals and Request for Tenders subject to and following the guidelines as set in the Town's Purchasing Policy By-law 2017-0061, when the project has been funded through a current or previous year's budget which has been approved by Council;
- b) Authority to approve the execution by the Mayor and Clerk of Purchasing Agreements, including any amendments or termination of such agreements, subject to 7.2(a).

#### Fire Services

**8. THAT** the following duties and powers are hereby granted to the Commissioner and Chief of Fire Services or their designate:

- a) Authority to approve the execution by the Mayor and Clerk of agreements for the provision of fire dispatch services by the Town to municipalities within Halton Region, including any amendments or termination of such agreements, of which fees for such services are approved as part of the annual budget approved by Council;
- b) Execute any non-financial reporting requirements associated with the receipt of grant funds for the Fire Services department.

**8.1 THAT** the Commissioner of Fire Services be authorized approve the following matters without the submission of a staff report to Council:

- a) Authority to approve the award of Request of Proposals and Request for Tenders subject to and following the guidelines as set in the Town's Purchasing Policy By-law 2017-0061, when the project has been funded through a current or previous year's budget which has been approved by Council;
- b) Authority to approve the execution by the Mayor and Clerk of Purchasing Agreements, including any amendments or termination of such agreements, subject to 8.1(a).

9. **NOTWITHSTANDING** any portion of this by-law, where it is deemed to be in the best interest of the public and Council, staff will seek approval of Council for any matters that are not strictly regular business practices.

**BY-LAW** read and passed by the Council for the Town of Halton Hills this 2nd day of May, 2022.

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MAYOR – RICK BONNETTE

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TOWN CLERK – VALERIE PETRYNIAK

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