

Appendix "A"
Policy Number CP-A-7.1
Consolidated List of Delegated Powers & Duties

DEPARTMENT	DELEGATED POWER	AUTHORITY
CAO/Directors and their designate	Authority to Hire Staff	Municipal Act, 2001 Section 23.1
CAO	CAO Appointment to delegate administrative authority, management and operational issues	Municipal Act Section 227 and 229
CAO CAO/Treasurer CAO/Treasurer	In the event the Municipality becomes "lame duck" in an election year the following duties shall be delegated: <ul style="list-style-type: none"> • Authority to employ, suspend or dismiss any employee of the Municipality. <p>Financial signing authority</p> <ul style="list-style-type: none"> • Making expenditures exceeding \$50,000, previously approved by Council or contained in the current budget; • The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal 	By-Law 20-2018 – Lame Duck Period Municipal Act Section 275 Section 275 (6) provides that nothing in the Act "prevents any person or body exercising any authority of a municipality that is delegated to the person or body prior to nomination day".
Clerk and Designates	Division Registrar and Deputy Registrar – Vital Statistics including Marriage Licences	By-law 59-2018 through order of appointment from Provincial Registrar General
Clerk and Designates	Authority to issue Lottery licences	By-law 99-2018 & 114-2019
Clerk	To act as head pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. (FOI Requests)	By-law 59-2018 MFIPPA Section 3 (1)
Clerk	To establish or amend retention periods for the records for the Municipality as required	By-law 23-2018 Records Retention By-law
Clerk	To issue Special Occasion Permit (SOP) Clearance Letters and Documentation requirements for Liquor Sales Licences	Alcohol and Gaming Commission of Ontario (AGCO) Reg. 389/91
Clerk	Administer Livestock Evaluation Program (process, approve and submit livestock valuator claims to the province and approve reimbursement to the livestock owner upon receipt of Provincial Funding) under the Ontario Wildlife Compensation Program	Authority to administer the program on behalf of OMAFRA
Clerk/Designate Cemetery	Oversee operations of Cemetery	By-law 49-2012
CS&F - Caretaker/Assistant/Designate	Maintains cemetery grounds/Interments	
Clerk/By-law Officer	Remove an election sign without notice	By-law 19-2018
CAO, Clerk, and Directors	Authority to enter into Contracts and Agreements: <ul style="list-style-type: none"> • Facility Lease/Rental Agreements 	<i>update Municipal Facility Leasing Policy CP-G-1.3</i>

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	<ul style="list-style-type: none"> • Naming Rights Agreements • Sponsorship Agreements • Equipment leases (e.g. photocopiers, vehicles, roads equipment) <p>The application, contract and/or agreement is funded through a current year's operating or capital budget which has been approved by Council.</p> <p>The application, contract and/or agreement if being signed by a Director or their delegate would constitute regular day to day operations, or a benefit to day to day operations</p>	
CAO/Clerk/Appropriate Director	<p>Execute the following documents, including any approved amendments and associated documents related to:</p> <ul style="list-style-type: none"> • easement agreements and any associated documents for approved initiatives. • agreements, memorandums of understanding and undertakings for approved initiatives or administrative matters. • construction site agreements and any associated documents • the federal gas tax program 	Municipal Act, 2001 Section 23.1
CAO, Directors	<p>Authority to Award Contracts (Approving Successful Bids) as per Municipality's Procurement Policy. Approved bids must be within the constraints of the municipalities operating or capital budget.</p>	By-law 46-2021

FINANCIAL

CAO/Directors/appropriate Managers	Purchase as per the procurement policy or bylaw in place.	By-law 46-2021
Mayor (in absence Deputy Mayor) and CAO Treasurer or Clerk	Sign municipal cheques and disbursements authorized by council in place of treasurer and head of council – manual or electronic	By-law 8-2003
Director of Finance/Treasurer or CAO	Signing of Student Employment Grant Applications	Municipal Act, 2001 Section 23.1
Appropriate Director and Director of Finance	Application of grant opportunities - 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.	Municipal Act, 2001 Section 23.1
Director of Finance/Treasurer, CAO or as per the terms of said grant program	Grant Agreements Execute and administer all approved grant funding amounts, documents and submissions.	Municipal Act, 2001 Section 23.1
Appropriate Director and Director of Finance	Approval of time sensitive grants - Approve grant funding applications to secure funding for the Municipality, even if there are incremental expenditures or	Municipal Act, 2001 Section 23.1

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	staffing impacts, if the grant application deadline is time sensitive, information required to compile application is not available or the deadline does not coincide with the Council reporting cycle, and where the application may be withdrawn should Council subsequently not approve of the Municipality's participation in the funding opportunity	
CAO or Appropriate Director	Upon request from the Owner, be authorized to grant partial release of security amounts from the securities being held against works stated within an agreement, provided the works have been completed to the satisfaction of the Municipality.	Municipal Act, 2001 Section 23.1
Director of Finance/Treasurer	Establish new reserve funds as a result of the approved annual budget or by resolution of Council	Municipal Act, 2001 Section 23.1
CAO	Authority to handle small insurance claims up to 75% of the municipal insurance deductible as per current year policy	Municipal Act, 2001 Section 23.1
CAO, Director of Financial Services, Director of Community Services & Facilities	Approve the dedication of municipal resources, considered minor and readily available, to a maximum \$500 – e.g. charitable organization request use of garbage bins for an event open to public <ul style="list-style-type: none"> • Use must be to the benefit of the community and open to the general public • The resources provided, dedicated, or cost forgiven must not be for services attributed to an individual 	See also: <i>Policy: CP-G-1.10</i>
Mayor or designate & CAO or Director of Finance/Treasurer	Audited Financial statements – statements and related audit letters	Municipal Act, 2001 Section 23.1
Treasurer or designate	<ul style="list-style-type: none"> • Property Tax arrears - extension agreements for properties registered with tax arrears certificates • Collections of debts and accounts owed - Commencement of action for the collection • Annual Financial Reports 	Municipal Act, 2001 Section 23.1
Director of Finance/Treasurer	Sign and execute minutes of settlement between the Municipality and the Municipal Property Assessment Corporation and/or the Assessment Review Board	Municipal Act, 2001 Section 23.1
CAO and Director of Finance/Treasurer	Software Licence Agreement - the software product to be licensed is funded through a current year's operating or capital budget which has been approved by Council. Agreements are to be reviewed by Director of Financial Services/Treasurer	Municipal Act, 2001 Section 23.1

PLANNING & DEVELOPMENT SERVICES

Director of Planning & Development Services	Site Plan Approval	By-law 24-2020
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Director of Planning & Development Services	<p>Approve the Execution of Agreements Pursuant to an Approval in the Planning Act</p> <ul style="list-style-type: none"> • Pre-servicing Agreements • Severance Agreements <p>Authority to approve the execution of agreements pursuant to an approval by Council or the Committee of Adjustment under the Planning Act. The delegation also applies equally to any amendment or termination of such agreements. Agreements are to impose conditions which formed part of the approval by Municipal Council or the Committee of Adjustment under the Planning Act. Where applicable, timing of a development has been approved by Council</p>	<i>Planning Act 5(1)</i>
Chief Building Official and Building Inspector	Appointed by Council to enforce the Building Code Act, R.S.O. 1992	By-law 84-2018 and 80-2018
Chief Building Official and Building Inspector or Designate	Enforcement - To issue a sign permit to erect, display, alter or repair a sign within Thames Centre.	By-law 60-2006
Director of Planning & Development Services or Designate	responsible for the administration of the Sign By-law	
Chief Building Official	Issue construction, demolition and change of use permits and Inspections	By-law 22-2015
By-law Enforcement Officer(s)	Appointed by Council to enforce the Municipal by-laws/policies	By-law 84-2018 and 80-2018
By-law Enforcement Officer(s) and CBO	Risk Management Inspector	By-law 84-2018 and 80-2018
By-law Enforcement Officer	Authorized by Council to enforce the Animal Control By-law	By-law 6-2018
By-law Enforcement Officer, Building Inspector or CBO	Authorized by Council to enforce fence by-law	By-law 49-2019
By-law Enforcement Officer	Authorized by Council to enforce the noise by-law	By-law 46-2019
By-law Enforcement Officer	Authorized to enforce Parking & Traffic By-law	By-laws 35-2017, 79-2017 & 41-2019
By-law Enforcement Officer, Director CS&F/delegate, Director PW/delegate	License and regulate refreshment vehicles	By-law 52-2021
Weed Inspector, County of Middlesex	Appointed by Council as Municipal Weed Inspector	By-law 20-2019 ends Nov 14/2022

COMMUNITY SERVICES & FACILITIES

CS&F (Director)	Authorized to enter into advertising agreements such as On-ice, Stair and Rink board for Flight Exec Centre	Resolution 383-2019
CS&F (Director) and By-law Officer	Administer use of public parks and recreation areas	By-law 1-2015

FIRE DEPARTMENT

Fire Chief	Permit for Fireworks Display	By-law 101-2004
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DEPARTMENT	DELEGATED POWER	AUTHORITY
Fire Chief	Regulate setting of open air fires	By-laws 23-2014 & 93-2016
Fire Department	Fire Prevention & Training Officer	By-law 20-2020
Fire Department	Appoint P/T Fire Chief	By-law 115-2019

PUBLIC WORKS

Director of Public Works	Authority to approve temporary road closures for special events. Events are a one-time, annual or infrequently occurring activity, that utilize a road or street, thus requiring a temporary road closure and event approval.	Municipal Act, 2001 Section 23.1
Director of Public Works or designate	Approve temporary road closures for construction, routine operations, rehabilitation, maintenance and repairs	Director of Public Works or designate
Director of Public Works or designate	Authorized to designate reduced load limits on municipal highways	By-law 35-2014
CBO, Water Operations Staff, Bylaw Enforcement Officer, Director of PW or Designate	Regulate backflow prevention and Cross Connection Control to protect water quality	By-law 6-2019
Director of PW or Designate	Regulate Discharge of Wastewater and Stormwater and connections to Public Sewers	By-law 7-2019
Director of Public Works/By-law Officer	Regulate the use of Municipal Right of Way	By-law 42-2017
Director of Public Works or designate	Authority to issue Entrance and Oversize Load Permits	Municipal Act, 2001 Section 23.1
Director of Public Works or designate	Road Occupancy Permits	Municipal Act, 2001 Section 23.1
Director of Public Works or designate	Approval of utility, drainage road crossing agreements and service agreements for operational matters	Municipal Act, 2001 Section 23.1
Director of Public Works or designate	Temporary or preliminary work license agreements and any associated documents	Municipal Act, 2001 Section 23.1
Kevin Willson or Designate (Operator with applicable class certificate)	Overall Responsible Operator (ORA) for the Dorchester & Thorndale Drinking Water Systems	Resolution #
Public Works Department	Authority to disconnect water for non-payment of water accounts	By-law 71-2019
Director of Public Works	Regulate Water Consumption	By-law 44-2003
Director of Public Works or designate	Unintentional Water Use – rate reduction	By-law 40-2016
Director of Public Works	Authority to enter into connection of water and wastewater service agreements	By-law 55-2016
Director of Public Works or designate	Regulation and inspection of the operation of the Municipal Landfill Site	By-laws 42-2012 & 41-2012