

Schedule 'A' – By-law 26-2025
Corporate Policy CP-A-7.1
Consolidated List of Delegated Powers & Duties

Delegate(s)	Delegated Power	Legislative Authority	Conditions/Restrictions
CAO	Authority to hire Staff	<i>Municipal Act, 2001. S. 23.1</i>	
CAO	Authority to delegate administrative authority, management and operational issues	<i>Municipal Act, 2001. S. 227 and 229</i>	
CAO	Authority to delegate an authority when a position identified in this by-law are changed or no longer exist	<i>Municipal Act, 2001. S. 270(1)</i>	
CAO	Develop, approve, modify and implement administrative policies, procedures and practices	<i>Municipal Act, 2001. S. 229</i>	
CAO	Negotiate and settle claims against the municipality within insurance deductible limit.	<i>Municipal Act, 2001. S. 23.1</i>	
CAO	Execute Memoranda of Agreement of Letters of Understanding pertaining to collective bargaining negotiations.	<i>Municipal Act, 2001. S. 23.1</i>	
CAO	Pay Equity adjustments, grid movement approvals, indexation of pay bands	<i>Municipal Act, 2001. S. 23.1</i>	In accordance with applicable policy in consultation with applicable Department Head
CAO	Retain external counsel, any expert or other person to assist in an actual or potential action or other legal proceeding or to obtain legal advice on behalf of the Municipality.	<i>Municipal Act, 2001, S. 9, 11 and 23.1</i>	Cost or retainer shall fall within approved budget.
CAO	Entering into settlement agreement for the purpose of resolving applications made under the Human Rights Tribunal of Ontario	<i>Municipal Act, 2001. S. 23.1</i>	
CAO	Administration of the Municipality's Health and Safety Program and all associated documentation. Inclusive of development, approval, modification and implementation of administrative policies, procedures and practices.	<i>Occupational Health and Safety Act, 1990</i>	In consultation with Department Heads and the Joint Occupational Health and Safety Committee
CAO	Appoint, employ, promote, demote, suspend, discipline and dismiss all employees, excluding statutory employees	<i>Municipal Act, 2001. S. 23.1</i>	

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CAO and Mayor	Authority to sign the Health and Safety Policy annually as required under the <i>Ontario Health and Safety Act</i>	<i>Municipal Act, 2001. S. 23.1</i> <i>Occupational Health and Safety Act, 1990</i>	
CAO and Director of Legislative Services/Clerk	Accept service of any legal document on behalf of the Municipality	<i>Rules of Civil Procedure</i> ; or <i>Municipal Act, 2001. S. 9, 11 and 23.1</i>	
Director of Legislative Services/Clerk	Appoint Deputy Division Registrars	<i>Vital Statistics Act, 1990. S. 34</i>	By virtue of office
Director of Legislative Services/Clerk and Deputy Clerk	Issue Marriage Licenses Solemnize Marriages	<i>Vital Statistics Act, 1990. S. 34</i> By-law 017-2024	By virtue of office
Director of Legislative Services/Clerk and Deputy Clerk	Authority to issue Lottery Licenses	<i>Criminal Code (Canada)</i> Order-in-Council 1413/08 <i>Gaming Control Act, 1992</i>	Compliance with all applicable AGCO Regulations. Associated Policy Defines Criteria, S203-05.
Director of Legislative Services/Clerk	Delegation of the “Head” for Freedom of Information Requests Delegation of “Privacy Officer”	<i>Municipal Freedom of Information and Protection of Privacy Act, Section 3(1)</i> By-law 10-2011	
Director of Legislative Services/Clerk	Records Management Oversight	Records Retention By-law	Including the updating of retention periods, classifications, etc. in compliance with the Records Management By-law and associated policies
Director of Legislative Services/Clerk	Designate an event as event of municipal significance for purpose of prescribing it as a special event occasion where an application has been made.	<i>Liquor Licence Act R.S.O. 1990, c. L. 19</i>	Compliance with all applicable AGCO Regulations; Consultation with applicable Municipal approvals for licensing.

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Director of Legislative Services/Clerk	Issuance of “Letters of No Objection” for temporary liquor license extensions.	<i>Liquor Licence Act</i> R.S.O. 1990, c. L. 19	
Director of Legislative Services/Clerk	Provide written Municipal Approval, upon request for the selling of beverage alcohol products on holidays	<i>Liquor Licence Act</i> R.S.O. 1990, c. L. 19	Resolution of Council 103-2024
Clerk, Deputy Clerk, Treasurer/Deputy Treasurer	Commissioner of Oaths	<i>Commissioner for Taking Affidavits Act</i> , R.S.O. 1990	By virtue of office
Director of Legislative Services/Clerk	Administration of Municipal end of Wildlife Damage Compensation Program	OMAFRA	
Director of Legislative Services/Clerk	Signing Authority for Agreements and other documents under by-law	<i>Municipal Act, 2001</i> . S. 23.1	In conjunction with the Mayor. All Agreements authorized by by-law and affix the corporate seal
Director of Legislative Services/Clerk	Authority to make minor clerical, typographical or grammatical corrections to any Council record or documentation, including but not limited to: By-laws, Motions, Resolutions, Agendas and/or Minutes	<i>Municipal Act, 2001</i> . S. 23.1	Correction may only be made to ensure accurate and complete implementation of the decisions and actions of Council
Director of Legislative Services/Clerk	Register any instrument on behalf of the Township against the title to lands in which the Municipality has an interest	<i>Land Titles/Registry Act</i>	
Director of Legislative Services/Clerk	Apply to the Ministry of the Attorney General for short form wordings and set fines for approved licensing and regulatory by-laws	<i>Municipal Act, 2001</i> . S. 23.1	
Director of Legislative Services/Clerk	Authorization to control and manage each cemetery under the jurisdiction of the Municipality of Thames Centre subject to the requirements and regulations set out in the <i>Cemeteries Act</i> .	<i>Cemeteries Act</i>	
CAO/Directors	Purchase as per the procurement policy or by-law in place	By-law 46-2021	Includes Election Services agreement

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CAO/Directors	Legally bind the Municipality by executing an agreement without by-law approval if the following criteria are met: a) The subject matter is non-financial or procured in accordance with the purchasing policy and for which approved operating or capital budget exists; and b) The subject matter is of an administrative or operation nature and relates to the management of the Municipality.	<i>Municipal Act, 2001. S. 23.1</i>	
CAO/Directors	Approve execution of agreements for the amendment, extension, renewal, and/or revival of leases and licenses on substantially the same terms and conditions of the original agreements	<i>Municipal Act, 2001. S. 23.1 and 270(1)</i>	
CAO/Directors	Authority to sign and submit grant applications for capital programs	<i>Municipal Act, 2001. S. 23.1</i>	The submission of an application may not enter the Municipality into an agreement
CAO/Directors	Authority to enter into recurring annual agreements with respect to establishment or continuance of administrative, operational, and technical support services and or licence agreements, subject to annual review and budget approval.	<i>Municipal Act, 2001. S. 23.1</i>	
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.	<i>Municipal Act, 2001. S. 23.1</i>	Was granted previously, was missed in last update
CAO	Approval of all emergency expenditures deemed essential to mitigate a declared emergency incident	<i>Municipal Act, 2001. S. 23.1 and 275</i>	In accordance with Thames Centre Emergency Response Plan
CAO/Director of Corporate Services/Treasurer	Authority for all investment transactions	<i>Municipal Act, 2001. S. 23.1</i>	In accordance with Municipal Investment Policy and other applicable regulations

Schedule 'A' – By-law 26-2025
Corporate Policy CP-A-7.1
Consolidated List of Delegated Powers & Duties

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Director of Corporate Services/Treasurer	Execute deferral agreement related to the administration of the Development Charges By-law for payment plans and rate freezes	<i>Development Charges Act, 1997</i>	
Director of Corporate Services/Treasurer	Files complaints, mediate and settle proceedings at the Assessment Review Board and Execute Minutes of Settlement of Assessment Review Board	<i>Municipal Act, 2001. S. 23.1</i>	
Director of Corporate Services/Treasurer	Designate Assessment Review Board (ARB) appeal representative	<i>Municipal Act, 2001. S. 23.1</i>	
Director of Corporate Services/Treasurer	Designate Assessment Review Board (ARB) complaints representative	<i>Municipal Act, 2001. S. 23.1</i>	
Director of Corporate Services/Treasurer	To draw, endorse, accept, sign and make all or any bills of exchange, cheques and orders for payment of money and that any one of the officers may on behalf of the Municipality drawn drafts, endorse all or any bills of exchange, cheques, promissory notes and orders for the payment of money and other instruments whether negotiable or not for deposit or collection for the credit of the Municipality and to make minor or administrative changes to bank and other financial services agreements	<i>Municipal Act, 2001. S. 23.1</i>	Only with the bankers of the Municipality may arrange, settle, and certify all books and accounts between the Municipality and its bankers and sign receipts for vouchers.
CAO/Director of Corporate Services/Treasurer	Execute and administer all approved grand funding amounts, documents and submissions.	<i>Municipal Act, 2001. S. 23.1</i>	
Director of Corporate Services/Treasurer	Authority to accept all donations and sponsorship submissions. Approve and execute donation or sponsorship agreements for donations and to issue a receipt, release, indemnity, waiver, or other document required for the disbursement of a donation or a bequest to the Municipality.	<i>Municipal Act, 2001. S. 23.1</i>	

Schedule 'A' – By-law 26-2025
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Director of Planning and Development Services	Authority to: a) Determine Planning Application Completeness b) Determine applicable fees, in accordance with the Municipal Fees and Charges By-law	<i>Planning Act, R.S.O. 1990, c. P. 13, s. 5(1)</i>	
Director of Planning and Development Services	Site Plan Approval	<i>Planning Act, R.S.O. 1990, c. P. 13, s. 5(1)</i>	
Director of Planning and Development Services	Approve the Execution of Agreements pursuant to an Approval in the <i>Planning Act</i> : a) Pre-servicing agreement b) Severance Agreement c) Amend or terminate either above agreement	<i>Planning Act, R.S.O. 1990, c. P. 13, s. 5(1)</i>	Authority to approve the execution of agreements pursuant to an approval by Council or the Committee of Adjustment. Agreements are to impose conditions which formed part of the approval by Council or the Committee of Adjustment under the <i>Planning Act</i> . Where applicable, timing of a development has been approved by Council.
CAO/Director of Planning and Development Services	Authority to take all steps necessary to respond to appeals filed with the Ontario Land Tribunal in accordance with Council Decisions, including retention of external lawyers and experts, as required, and filing or responding to procedural matters as deemed necessary. Authority to determine whether to employ dispute resolution techniques for appeals to planning applications and to approve an Ontario Land Tribunal Settlement.	<i>Planning Act, R.S.O. 1990, c. P. 13, s. 5(1)</i>	
Director of Planning and Development Services	Approve Subdivision Agreements	Resolution No. 226-2021	Includes authority to sign easements, transfers, one-foot reserves etc. for approved subdivision plans.
Director of Planning and Development Services	Telecommunication Towers – Letter of Concurrence	<i>Radiocommunications Act</i>	

Schedule 'A' – By-law 26-2025
Corporate Policy CP-A-7.1
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Director of Planning and Development Services	Municipal Clearances to the County of Middlesex with respect to Draft Plan Approval to facilitate registration upon fulfillment of conditions	<i>Planning Act, R.S.O. 1990, c. P. 13, s. 5(1)</i>	
Director of Planning and Development Services	Administration of the Sign by-law, including the approval of variance applications	By-law 60-2006 (as amended)	
Director of Planning and Development Services	Act as the Community Improvement Plan Administrator to manage the day-to-day responsibilities of the CIP, including undertaking the pre-consultation meetings and coordinating the application submission process	By-law 50-2024 <i>Planning Act, R.S.O. 1990, c. P. 13, s. 28(2)</i>	
Chief Building Official (CBO)	Enforcement of the Sign By-law, including issuance of permits	By-law 60-2006 (as amended)	
Chief Building Official (CBO)	Enforce <i>the Building Code Act</i> including issuance of construction, demolition and change of use permits and inspections.	<i>Building Code Act, 1992, S.O 1992, c. 23</i>	By virtue of appointment
Chief Building Official (CBO)	Authority to enter into Conditional Building Permit Agreements	<i>Building Code Act, 1992, S.O 1992, c. 23</i>	Agreement template reviewed by Solicitor and approved by Director of Planning and Development Services
Director of Public Works	Approve execution of agreements for acquisition or disposition of temporary and permanent easements as required for approved capital projects or other municipal purposes, together with such other documents as may be required in connection with such acquisition or disposition.	<i>Municipal Act, 2001. S. 23.1</i>	Terms and conditions of such agreements and related documents subject to legal review

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Director of Public Works	Authority to approve the acquisition of real property and road allowances at no cost to the Municipality and/or within the approved budget amount, by means other than expropriation, together with such other documents as may be required in connection with such acquisition or disposition to effect transfers.	<i>Municipal Act, 2001. S. 23.1</i>	Terms and conditions of such agreements and related documents subject to legal review
Director of Public Works	Authority to execute applications for new entrance permits; provide written confirmation to applicant of diameter of culvert required entrance permits.	<i>Municipal Act, 2001. S. 23.1</i>	
Director of Public Works	Issuance of Road Occupancy Permits and Municipal Consent for utility maintenance and works within road right-of-way, and/or for oversized loads.	<i>Municipal Act, 2001. S. 23.1</i>	
Director of Public Works	Temporarily close any highway or portion of a highway: a) For construction, repair or improvement of the highway or portion of the highway, or construction or repair of any works, under, over, along, across, or upon the highway or portion of highway; b) Social, recreational, community, athletic or cinematographic purpose, or combination thereof; c) For any request under emergency services; or For construction purposes when public safety may be impacted	<i>Highway Traffic Act, 1990</i>	
Director of Public Works	Temporary Reduction or Lifting of Load Limits on Highways, including designation of alternate routes where applicable.	<i>Highway Traffic Act, 1990</i>	

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Director of Public Works	Authority to declare a significant weather event to extend the response time to achieve Minimum Maintenance Standards.	<i>Highway Traffic Act, 1990</i> Ontario Regulation 239/02 minimum Maintenance Standards for Municipal Highways	
Director of Public Works	Enter into Encroachment Agreements for Municipal purposes.	<i>Municipal Act, 2001. S. 23.1</i>	Terms and conditions of such agreements and related documents subject to legal review
Director of Public Works	Authority to sign agreements with Railway Authorities for cost sharing of warning systems and maintenance at level railway crossings.	<i>Municipal Act, 2001. S. 23.1</i>	Terms and conditions of such agreements and related documents subject to legal review
Director of Public Works	Sign applications for environmental approvals	<i>Municipal Act, 2001. S. 23.1</i>	
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.	<i>Municipal Act, 2001. S. 23.1</i>	
Director of Public Works	Regulate the use of Municipal Right of Way	By-law 42-2017	
Director of Public Works	Regulate Water Consumption	By-law 44-2003	
Director of Public Works	Unintentional Water Use – rate reduction	By-law 40-2016	
Director of Public Works	Authority to sign applications to the Ministry of Environment and Conservation & Parks on behalf of the Municipality	<i>Ontario Water Resources Act</i>	

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Director of Public Works	Authority to enter into connection of water and wastewater service agreements	<i>Policy – ES-WW-01.1</i>	
Director of Public Works	Regulation and inspection of the operation of the Municipal Landfill Site	By-laws 42-2012 & 41-2012	
CBO, Water Operations Staff, Director of Public Works or Designate	Regulate backflow prevention and Cross Connection Control to protect water quality	By-law 6-2019	
Director of Public Works	Regulate Discharge of Wastewater and Stormwater and connections to Public Sewers	By-law 7-2019	
Director of Public Works	Approval of utility, drainage road crossing agreements and service agreements for operational matters	<i>Municipal Act, 2001. S. 23.1</i>	
Director of Public Works	Temporary or preliminary work license agreements and any associated documents	<i>Municipal Act, 2001. S. 23.1</i>	
Environmental Services Superintendent	Overall Responsible Operator (ORA) for the Dorchester & Thorndale Drinking Water Systems	Resolution # 187-2021	
Environmental Services Superintendent	Authority to disconnect water for non-payment of water accounts	By-law 71-2019	
Drainage Superintendent	Approval of Drainage Reapportionment	<i>The Drainage Act</i>	Annual report brought to Council containing listing of all drains reapportioned for year.
Director of Community Services and Facilities	Enter into advertising agreements for municipal facilities.	Resolution 303-2019	

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Director of Community Services and Facilities	Administer use of public parks and recreation areas	By-law 1-2015	
Director of Community Services and Facilities	Authorization to close municipal parks due to seasonal restrictions, inclement weather, and emergencies which could affect the health and well-being of the community		
Director of Emergency Services/Fire Chief	Issue Permit for Fireworks Display	By-law 62-2022	
Director of Emergency Services/Fire Chief	Regulate the setting of open-air fires	By-law 23-2014	