

**The Corporation of the
Municipality of Trent Lakes**

By-law No. B2018-064

**A by-law to delegate routine or minor powers and duties of
Council of the Municipality of Trent Lakes to officers and
staff of The Corporation of the Municipality of Trent Lakes**

Whereas Section 23.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that Sections 9, 10 and 11 of that Act authorize a municipality to delegate its powers and duties under any Act to a person or body subject to listed restrictions;

And Whereas Section 270 of the *Municipal Act, 2001*, provides that a municipality shall adopt and maintain policies respecting the delegation of its powers and duties;

And Whereas Council adopted a policy for the delegation of powers and duties to staff;

And Whereas it is deemed appropriate to delegate routine or minor powers and duties to employees to enhance the efficiency of the decision making and administrative processes;

Now Therefore the Council of The Corporation of the Municipality of Trent Lakes enacts as follows:

1. That the Council of The Corporation of the Municipality of Trent Lakes hereby delegates the routine or minor powers and duties to employees or their chosen delegates as described in Schedule "A" hereto and forming part of this by-law.
2. That employees of the Municipality of Trent Lakes are hereby delegated the powers and duties in accordance with the Delegation of Powers and Duties Policy AD-07.
3. Where Council delegates a power or duty to an officer or employee of the Municipality of Trent Lakes, the delegation also applies to a person appointed by the Chief Administrative Officer or the Delegate to act in the capacity of the Delegate from time to time.
4. That all powers and duties of Council shall remain with Council unless a power or duty has been expressly delegated by by-law.
5. That the Council of the Municipality of Trent Lakes hereby has sole discretion to request staff to report on specific matters prior to final approval.
6. That the delegated powers and duties may be amended or revoked from time to time by the Council of The Corporation of the Municipality of Trent Lakes by resolution or by-law, as required, to reflect Council's transparency and accountability requirements.
7. That by-laws B2006-049, B2007-115 and B2011-004 are hereby repealed.
8. That this by-law shall be known as the "Delegation of Powers and Duties By-law".

9. That this by-law shall come into force and effect on the final passage thereof.

Read a first, second and third time and passed this 19th day of June, 2018.



Bev Matthews, Mayor



Kari Stevenson, Clerk



**Schedule "A" to By-law B2018-064
Delegated Municipal Powers & Duties**

Delegate	Delegated Powers & Duties	Criteria/Conditions
Chief Administrative Officer		
	Insurance – Settlement of Small Insurance Claims	Authority to handle claims for amounts less than \$5,000. Annual report to Council if any claims approved.
	Insurance – Third Party Claims	Authority to pursue and settle with third parties for the recovery of Municipal property damage claims.
	Staffing Authority	Responsible for determining department head positions. Responsible for all other positions, in consultation with the department head. Authority for the classification of positions below the level of department head.
	Recruitment – Moving Expenses	Authority to pay for moving expenses for a recruited employee with an upset limit of \$5,000.
	Inclement Weather	Authority to close non-essential departments in the event of inclement weather in consultation with the Director of Public Works.
	Letters of Support	Issuance of letters of support for community festivals, outdoor events, third party grants that do not require a municipal financial contribution.
	Minor and Routine Contracts, Agreements and/or Leases	Authority to enter into minor and routine contracts, agreements and/or leases for general administration of the Municipality following approved legislation, policies, goals and objectives set by Council and authority to bind the Corporation when required. Examples: for use or purchase of office equipment; website products; data sharing as related to the County GIS; etc.
	Termination of Contracts	Authority to terminate, or approve the termination of contracts for default, poor or non-performance.
	Grant Applications – Approved Programs	Authority to sign grant applications submitted by the Municipality for existing approved programs where funding is either not required or is available within existing budgets.
	Approval of Livestock Claims	Authority to approve the livestock investigator's fees at the time of the claim.
Director of Corporate Services/Clerk		
	Municipal Freedom of Information & Protection of Privacy Act – All related powers & duties as 'Head'	Administration of the Municipal Freedom of Information & Protection of Privacy Act and for decisions made thereunder.
	Correcting Deeds and Releases	Authority to issue and sign correcting deeds and releases/discharges to clear defects in title of property.
	Short Form Wording	Authority to apply to the Chief Justice for short form wordings and set fines for regulatory by-laws approved by Council.
Director of Finance/Treasurer		
	Sign Minutes of Settlement - Assessment Review Board	Authority to review and sign-off settlements and participate in the hearing process,

		where appropriate.
	Assessment Review Board Complaints	Authority to file complaints to the ARB relating to the assessment or request of reconsideration of assessment, where it is appropriate, in order to safeguard the Municipality's appeal or complaint rights pursuant to the <i>Assessment Act</i> .
	Deferral of Residential Tax Increases	Authority to determine if a low-income senior or low income individual with disabilities qualifies for deferral of residential tax increases and to request any information or documentation that is required in order to make such a decision.
	Tax Cancellations	Authority under Section 357 of the Municipal Act, 2001, to cancel taxes on properties based on changes in assessed value during the year.
	Tax Overages	Authority under Section 358 of the Municipal Act, 2001, to cancel, reduce or refund taxes on properties within the last two years based on overages.
Planning Technician together with Chief Building Official		
	Deeming Applications Complete	Authority to deem a complete application under Sections 22 (Official Plan Amendment), 34 (Rezoning) and the other sections of the Planning Act requiring the submission of an application
Director of Public Works		
	Temporary Road Closures	Authority to temporarily close roads for road work and repairs
	Temporary Road Closures for ceremonial events, parades and community celebrations	Report to Council in monthly report as to the event, the affected roads and time of closure
	Load Restrictions	Authority to determine when load restrictions for the Municipal roads will be in effect.
	Entrance Permits	Authority to evaluate applications for new entrance permits and, where culvert installation is required, provide written confirmation to the applicant of the diameter of culvert that is required to be installed.
Director of Emergency Services		
	Fire Risk and Safety Management Plans	Authority to approve and comment.
	Temporary Road Closures in the case of an emergency	Authority to temporarily close roads in the case of an emergency.
Chief Building Official		
	Sign Permit Application – Issuance and/or Denial	Authority to administer the Sign by-law including the signing of documents to issue or deny a Sign Permit Application, or to revoke a Sign Permit.
Community Emergency Management Coordinator		
	Activate an Emergency Plan	Authority to activate an emergency plan and implement the municipal emergency control group notification.