

Schedule ‘G’ to By-law 2024-123-RE  
Engineering & Public Works

Type of Authority	Delegated Authority	Delegate	Terms, Conditions, Limitations	Authorizing Legislation	By-law/Policy
Site alteration and fill	As outlined in By-law 2024-037-RE	Commissioner of Engineering & Public Works		Municipal Act, s. 23.1, 142, ss. 426(4)	2024-037-RE
Encroachments	As outlined in By-law 2019-083-RE	Commissioner of Engineering & Public Works		Municipal Act, ss. 11(3)	2019-083-RE
Road Occupancy	As outlined in By-law 2019-084-RE	Commissioner of Engineering & Public Works		Municipal Act, ss. 11(3)	2019-084-RE
Community Safety Zones	Submit by-laws to amend the Traffic By-law in accordance with the Community Safety Zone Criteria	Commissioner of Engineering & Public Works		Municipal Act, ss. 11(3)	
Traffic Signals	Approve traffic signal designs and installations	Commissioner of Engineering & Public Works or designate		Highway Traffic Act, ss. 144(31)	
Road Closures	Approve temporary road closures of Town roads	Commissioner of Engineering & Public Works or designate	Council to be advised electronically two weeks preceding the temporary road closure. Road closure requests may be forwarded for Council's consideration and approval at the Commissioner's discretion. Further requirements outlined in Special Events Policy	Municipal Act, ss. 11(3)1	

Use of Highways	Impose conditions on the use of highways	Commissioner of Engineering & Public Works or designate	Council to be advised electronically two weeks preceding the date of change in the conditions on the use of highways	Municipal Act, ss. 11(3)1	
School Crossings	Relocate and/or modify school crossings	Commissioner of Engineering & Public Works or designate	Council to be advised electronically	Municipal Act, ss. 11(3)1	
Traffic Control Signal Maintenance Agreements	Execute Traffic Control Signal Maintenance Agreements	Commissioner of Engineering & Public Works or designate		Municipal Act, ss. 11(3)1	
Transfer, Easement, Licenses over Town Lands	Convey transfer, grant easements or licenses over Town owned lands and any associated Agreements with other levels of government, public sector agencies, and private property owners	Commissioner of Engineering & Public Works or designate	<p>Transfer, easement or licence</p> <ul style="list-style-type: none"> <li>• is minor in nature;</li> <li>• is for the purpose of providing a right of access, utility, telecommunications, services, conservation or other municipal purpose;</li> <li>• will not substantially interfere with the utility or value of Town lands; or</li> <li>• will have a value of up to \$5,000.00</li> </ul> <p>Agreement to be in a form approved by Town Solicitor</p>	Municipal Act, ss. 11(2)7	
Development Agreements & Designs	Approve Development Agreements and Development designs	Commissioner of Engineering & Public Works or designate		Planning Act, ss. 51(25), 51(26), and 53(12)	

		Mayor and Clerk are authorized to sign all Development Agreements.			
Stormwater Management	Consider the use of underground stormwater management facilities related to Development Services	Commissioner of Engineering & Public Works or designate	Report to Council on a case-by-case basis at the discretion of the Commissioner of Development Services, as deemed necessary	Municipal Act, 2001, ss. 11(2)(8)	
Town Engineering & Design Standards	Approve Town Engineering and Design Standards	Commissioner of Engineering & Public Works or designate		Municipal Act, 2001, ss. 11(2)8.	
Site Alteration	Approve Site Alteration activities related to Planning Act applications prior to draft plan approval, site plan approval and building permit approval. Approvals will be provided to applications that have provided the Fill Management Plan and have addressed all Engineering and Planning concerns. Approvals will only be granted after Official Plan Amendment and Zoning By-law Amendment approvals are in place and if the applications are nearing completion in the opinion of Planning and Engineering staff	Commissioner of Engineering & Public Works or designate  Mayor and Clerk are authorized to sign all Site Alteration Agreements	Council to be advised electronically prior to execution by the Mayor and Clerk  Controversial or significant applications may be forwarded for Council's consideration and approval at the Commissioner's discretion	Municipal Act, s. 142	
Appointment of MLEOs	Appoint, in writing, Municipal Law Enforcement Officers to enforce the Town's Encroachment By-law, Noise By-law, and Site Alteration By-law	Commissioner of Development Services	Employees of the Town who have written authorization from the Town are appointed Municipal Law Officers for the purpose of enforcing municipal by-laws set out in the appointment	Community Safety and Policing Act, s. 55	2024-116-AP
Establish security requirements for earthworks (pre-servicing) and servicing agreements	To set a security amount different from the amount specified in the Town's Fees and Charges By-law on a case-by-case basis, for earthworks (pre-servicing) and servicing agreements related to development applications, as determined appropriate for the proposed undertaking.	Commissioner of Engineering and Public Works or designate		Municipal Act	