

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2024-123-RE

BEING A BY-LAW to provide certain delegations of authority from Town Council to senior Town staff for the administration of the Town and to repeal By-law 2021-065-RE.

WHEREAS Section 23.1 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended (the "*Municipal Act*"), provides that a municipality may delegate its powers and duties under the *Municipal Act* to a person or body subject to certain restrictions set out in the *Municipal Act*, and

WHEREAS paragraph 6 of subsection 270(1) of the *Municipal Act* provides that a municipality shall adopt and maintain policies with respect to the delegation of its powers and duties; and

WHEREAS the delegation of certain administrative and legislative powers would contribute to the efficient management of the municipality while still adhering to the principles of accountability and transparency; and

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

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. Interpretation

1.1. In this By-law:

- a. "**Administrative Powers**" means all matters required for the management of the Town which do not involve the exercise of legislative or quasi-judicial authority;
- b. "**By-law**" means this By-law and includes its attached Schedules;
- c. "**CAO**" means the Town's Chief Administrative Officer or Designate;
- d. "**Clerk**" means the Town Clerk or Designate;
- e. "**Commission**" means a commission of the Town;
- f. "**Commissioner**" means the Commissioner of the Town who is responsible for a Commission, or its successor in title or Designate;
- g. "**Council**" means the Council of the Town;
- h. "**Delegate**" means a member of Town staff who has been delegated, by by-law, a power, duty or function of Council, in accordance with the provisions of this By-law and the *Municipal Act*;
- i. "**Department**" means a department of the Town;
- j. "**Department Head**" means the person chosen by the Town to be the head of a department and shall include all members of the Town's Senior Leadership;
- k. "**Designate**" means any individual within the Town appointed from time to time by the CAO or Commissioner to act on behalf of the appointed person in respect of the exercise of their delegated authority;

- l. “**Fire Chief**” means the Chief or Designate of the Fire and Emergency Services Department of the Town of Whitchurch-Stouffville;
- m. “**Legislative Powers**” means all matters where Council acts in a legislative or quasi-judicial function including enacting by-laws, setting policies and exercising decision making authority;
- n. “**Manager**” means the Town staff with the title of Manager within a Department and includes any person who has been authorized, in writing, to temporarily act during absence or vacancy in that office;
- o. “**Municipal Act**” means the *Municipal Act, 2001*, S.O. 2001, c.25, as amended from time to time, or successor legislation thereof;
- p. “**Town**” means The Corporation of the Town of Whitchurch-Stouffville ;
- q. “**Town Solicitor**” means the Town Solicitor and includes any legal counsel acting under the direction of the Town Solicitor.

2. Delegation

- 2.1. The delegation of a power, duty, or function as set out in the attached Schedules to this By-law are described in the column entitled “Delegated Authority”, subject to the restrictions and requirements, if any, in the column entitled “Delegation Restrictions”.
- 2.2. Where more than one person is listed as a Delegate, the delegated authority may be exercised by any of such persons, provided that if any such persons disagree as to the manner in which to exercise the delegated authority, the determination of the earlier listed person shall prevail.
- 2.3. Subject to section 2.2, a condition of this delegation is that the CAO is in effect the head of all Commissions and may intervene or exercise any of the authorities delegated in this By-law if in the opinion of the CAO such intervention is prudent and necessary to effectively administer the authority provided.
- 2.4. Unless a power, duty or function of Council has been expressly delegated by Council or otherwise by any legislative act or body acting under legislative authority, all of the powers, duties and functions of Council remain with Council.
- 2.5. Notwithstanding the powers, duties or functions delegated by this By-law, any matter may be referred to Council for consideration at the discretion of the Commissioner, in consultation with the CAO.

3. General

- 3.1. For the purpose of subsection 23.2(4) of the *Municipal Act*, it is the opinion of Council that any legislative powers delegated pursuant to this By-law are of a minor nature having regard to the number of people, the size of geographic area, and the time period affected by the exercise of each such power.
- 3.2. In the event of any inconsistency between this By-law and any other Town by-law or policy, the provision that more effectively delegates authority shall prevail to the extent of the inconsistency.
- 3.3. The following Schedules form part of this By-law:
 - Schedule ‘A’ – General
 - Schedule ‘B’ – Office of the Chief Administrative Officer
 - Schedule ‘C’ – Corporate Services
 - Schedule ‘D’ – Development Services

Schedule 'E' – Finance Services

Schedule 'F' – Community Services

Schedule 'G' – Engineering & Public Works

Schedule 'H' – Fire & Emergency Services

3.4. This By-law is effective on the date of its passing.

3.5. The short title of this By-law is the “Delegation of Authority By-law”.

3.6. By-law 2021-065-RE is hereby repealed in its entirety.

READ a first and second time this 6th day of November, 2024.

READ a third time and passed this 6th day of November, 2024.

Iain Lovatt, Mayor

Becky Jamieson, Clerk

Schedule 'A' to By-law 2024-123-RE

General

Type of Authority	Delegated Authority	Delegate	Terms, Conditions, Limitations	Authorizing Legislation	By-law/Policy
Deputy Mayor	Appoint Deputy Mayors on behalf of Council	Mayor	Mayor must notify Town Clerk when Deputy Mayor assignment is changed	Municipal Act, s. 242	

Schedule 'B' to By-law 2024-123-RE
Office of the Chief Administrative Officer

Type of Authority	Delegated Authority	Delegate	Terms, Conditions, Limitations	Authorizing Legislation	By-law/Policy
Filming Fees	Adjust or waive the fees for small or student filming productions with less than 10 people onsite, inclusive, and which does not involve the closure of roadways or use of special effects	CAO or designate	Council to be advised electronically	Municipal Act, ss. 11(3)10	
Administrative Policies and Powers	Adoption, amendment, and execution of administrative powers and policies	CAO	The CAO is delegated the ability to adopt, modify, execute, and repeal such policies as are necessary for the management of employees, contractors, and daily operations of the Town	Municipal Act, s. 227	
Housekeeping Real Estate Matters	Approve, execute and register any document related to matters affecting land for housekeeping purposes, including but not limited to title corrections, removing expired or no longer relevant agreements from title, cleaning title to Town lands, etc.	Town Solicitor		Municipal Act, ss. 11(2)7	
Minor Amendments to Agreements	Make minor amendments to the terms and conditions of all agreements previously approved by Council between the Town and other parties, save and except for any amendments that would result in extensions to contracts	Town Solicitor		Municipal Act, ss. 11(2)7	
Initiate or Defend Civil Claim	Initiate or defend a civil claim on the Town's behalf for matters with claim amounts under the Small Claims threshold where, in the opinion of the Town Solicitor, the Town is likely to be successful in its claim or defense of claim	Town Solicitor		Municipal Act, ss. 11(2)7	

Managing Litigation	Defend, commence, manage, negotiate and resolve any matter against or by the Corporation, Local Boards or Commissions at any Court, Commission, Tribunal, Board, Hearing, Mediation or Arbitration, subject to authority of insurance companies pursuant to insurance policies, with financial authority to settle up to \$100,000.00	Town Solicitor	Anything over \$100,000.00 requires Council approval	Municipal Act, ss. 11(2)7	
Land Registration Documents	Execute and register any instrument on behalf of the Town against the title to lands in which the Town has an interest	Town Solicitor		Municipal Act, ss. 11(2)7	
Applications for First Registration or Absolute Title	Make applications for first registration or absolute title under the Land Titles Act in relation to any land owned by or vested in the Corporation, or consent or waive notice to, or object to, such applications made by others	Town Solicitor		Municipal Act ss. 11(2)7	
Registrations	Execute Transfers and Acknowledgement and Directions for the transfer of municipal property as approved by Council	Town Solicitor		Municipal Act, ss. 11(2)7	
Releasing Easements	Execute and register any applicable documents for the release and/or abandonment of easements over Town owned land for which the applicable department has confirmed the easement is no longer required for municipal purposes	Town Solicitor		Municipal Act, ss. 11(2)7	
Releases, Claims, Transfers	Execute and register releases, quit claims or transfers of any interest in land, including easements, where the Town appears to have no supportable title or interest, or where there are no continuing needs, in the opinion of the Town Solicitor	Town Solicitor		Municipal Act, ss. 11(2)7	

Restrictions	Remove and/or consent to registrations under s. 118 restrictions under the Land Titles Act (prevents transfer or mortgage of land), subject to the restrictions contained in the s. 118 filing	Town Solicitor		Municipal Act, ss. 11(2)7	
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Schedule 'C' to By-law 2024-123-RE
Corporate Services

Type of Authority	Delegated Authority	Delegate	Terms, Conditions, Limitations	Authorizing Legislation	By-law/Policy
Related to Signage	As outlined in the Sign By-law, Temporary Sign By-law, and Election Sign By-law	Commissioner of Corporate Services & Town Clerk Manager of Municipal Law Enforcement or designate		Municipal Act, ss. 11(3)1, 11(3)7, 63(1), 391(1), 391(3), s. 425	2016-012-RE 2016-165-RE 2018-050-RE
Council Appointed Committees	As outlined in the CAC Procedural By-law related to rendering a decision if any of the following by-laws are appealed: Property Standards By-law, Animal Services By-law, Licensing By-law, and Short-Term Rental By-law, all as amended	Commissioner of Corporate Services & Town Clerk		Building Code Act 1992, S.O. 1992, c.23 Municipal Act, ss. 105(1), s. 9, 10, 11, 150-159	2022-131-RE
Noise	As outlined in the Noise By-law	Commissioner of Corporate Services & Town Clerk Manager of Municipal Law Enforcement or designate		Municipal Act, s. 129	2019-092-RE
Appointment of MLEOs	Appoint, in writing, Municipal Law Enforcement Officers to enforce municipal by-laws	Commissioner of Corporate Services & Town Clerk	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
Appointment of Municipal Weed Inspectors	Appoint, in writing, Municipal Weed Inspectors to enforce the Weed Control Act	Commissioner of Corporate Services & Town Clerk	Employees of the Town who have written authorization from the Town are appointed Municipal Weed Inspectors for the purpose of enforcing the Weed Control Act	Weed Control Act, ss. 8(1)	2024-116-AP

Delegation of Authority Policy	Establishes rules under which delegations may occur	Commissioner of Corporate Services & Town Clerk	Town Clerk is to receive and respond to any complaints or concerns regarding delegated authorities	Municipal Act, ss. 270(1)6	AP109
Appointment of Screening and Hearing Officers	Appoint, in writing, and revoke the appointment of Screening and Hearing Officers	Commissioner of Corporate Services & Town Clerk	Employees of the Town who have written authorization from the Town are appointed Screening Officers and Hearing Officers for the purpose of the Administrative Monetary Penalty System	Municipal Act, s. 9-11	2024-038-AP AP103 2024-116-AP
Animal Services & Municipal Law Enforcement Matters	Approve and execute any documents and agreements considered to be minor in nature pertaining to the provision of Animal Services and Municipal Law Enforcement matters	Commissioner of Corporate Services of designate		Municipal Act, ss. 11(2)6, 11(3)9	
Records Management	Establish records retention periods of municipal records management	Commissioner of Corporate Services & Town Clerk or designate		Municipal Act, ss. 255(3)	C101, C101-A, C101-B, C101-C, C101-D
Payments to Owners of Livestock	Approve payments to owners or livestock which has been injured or killed by a wolf or dog	Commissioner of Corporate Services & Town Clerk or designate		Livestock, Poultry and Honey Bee Protection Act, ss. 3(1)	
Inquiry into Injury or Death of Livestock or Poultry	Conduct an inquiry in order to ascertain the owner of a dog that has killed or injured livestock or poultry within the Town of Whitchurch-Stouffville	Commissioner of Corporate Services & Town Clerk or designate		Livestock, Poultry and Honey Bee Protection Act, ss. 6(1)	
Appointment of Freedom of Information (FOI) Head	Act as head of the municipality for purposes of MFIPPA	Commissioner of Corporate Services & Town Clerk or designate		Municipal Freedom of Information and Protection of Privacy Act, s. 3	C101-F

Flag Raisings	Receive and approve flag raising requests	Commissioner of Corporate Services & Town Clerk or designate	Requests must be made in accordance with the rules and procedures set out in the policy	Municipal Act, s. 9-11	AP96
Licensing	As outlined in the Licensing By-law	Appointed Clerks Staff		Municipal Act, s. 151	2004-222-LI
Appointment of Licensing Officers	Appoint, in writing, Licensing Officers to issue licenses pursuant to the Town's Licensing By-law	Commissioner of Corporate Services & Town Clerk	Employees of the Town who have written authorization from the Town are appointed Licensing Officers for the purpose of issuing licenses	Municipal Act, s. 151	2024-116-AP
Minor Amendments to By-laws from Council Meetings	Approve and correct minor amendments to by-laws as outlined in the Council Procedural By-law	Commissioner of Corporate Services & Town Clerk or designate	All amendments to any By-law approved by Council shall be deemed to be incorporated into the original By-law and the Clerk shall be responsible for correctness of any By-laws should they be amended at a Council Meeting	Municipal Act, ss. 238(2)	2024-033-RE
Municipally Significant Events	Deem an event municipally significant	Commissioner of Corporate Services & Town Clerk or designate	Council to be advised electronically of the event	Municipal Act, ss. 11(3)5 (required by AGCO)	

Schedule 'D' to By-law 2024-123-RE

Development Services

Type of Authority	Delegated Authority	Delegate	Terms, Conditions, Limitations	Authorizing Legislation	By-law/Policy
Pre-consultations	Conduct pre-consultations, Collaborative Application Pre-Consultation (CAP) Process, identify, review and approve content and form of information required to be provided to the Town necessary for processing and to deem each application complete for processing, and exempt applications from the requirements of the CAP Process	Commissioner of Development Services or designate		Planning Act, ss. 22(3.1), 34(10.0.1), 41(3.1), 51 (16.1)	2023-080-RE
Related to building	As outlined in the Building By-law	Commissioner of Development Services or designate		Building Code Act, ss. 3(1), 3(2), s. 7	2012-004-BU
Conveyance of land associated with parkland	The authority to determine whether a conveyance of a portion of the land associated with Development or Redevelopment for parkland, or the payment of money in lieu of such conveyance shall be required	Commissioner of Development Services or designate Commissioner of Community Services or designate		Planning Act, s. 42	2022-094-FI
Trees	Related to private tree preservation and protection as outline in By-law 2023-060-RE	Commissioner of Development Services Commissioner of Community Services		Municipal Act, ss. 135(1)	2023-060-RE
Planning Act Applications Review Process	Assess the completeness of an application filed under the Planning Act and to notify the person or public body that the application is deemed to be complete or incomplete To endorse the Notices of Decision of Council	Commissioner of Development Services or designate		Planning Act, ss. 22(6.1), 34(10.4), 51(19.1), 22(6.6), 34(10.9), 34(18), 51(37)	

<p>Subdivision/Condominium Agreements</p>	<p>Approve agreements and designs after draft plan approval and/or endorsement by Council, subject to final plans being in general conformance with the Council-approved plans and conditions of Draft Plan Approval</p>	<p>Commissioner of Development Services or designate Commissioner of Engineering & Public Works or designate Mayor and Clerk are authorized to sign all agreements including but not limited to Pre-Servicing, Servicing, Subdivision, Capital Project Development Charge and Condominium Agreements</p>	<p>Council to be advised electronically prior to the execution of the documents by the Mayor and Clerk The Town Solicitor will review and make amendments to the agreement as appropriate prior to execution of same</p>		
<p>Subdivision/Condominium conditions of draft approval</p>	<p>To make minor amendments and/or redline revisions to the Draft Plan and conditions of draft plan approval and issue notice of changes in conditions.</p>	<p>Commissioner of Development Services</p>	<p>Council to be advised electronically prior to the execution of the documents by the Mayor and Clerk Sensitive or significant amendments to draft conditions may be forwarded for Council's consideration and approval at the discretion of the Commissioner or his/her delegate</p>	<p>Planning Act ss. 51.2 (1) 51.1(1), 51(45)</p>	
<p>Minor Zoning By-laws</p>	<p>To pass by-laws under section 34 that are of a minor nature which may include but is not limited to (a) a by-law to remove a holding symbol, and (b) a by-law to authorize the temporary use of lands, buildings or structure and Renewal of Temporary Use By-law; and (c) Minor Zoning Amendments: An application that is small in scale and having minimal or no impact beyond the subject lands. Such</p>	<p>Commissioner of Development Services or designate</p>	<p>Council to be advised electronically prior to the execution of the by-law by the Mayor and Clerk. By-laws meeting the description of a "Minor By-law" may be forwarded for Council's consideration and approval at the Commissioner's discretion</p>	<p>Planning Act, ss. 39.2(1)</p>	

	<p>applications may include, but are not necessarily be limited to:</p> <ul style="list-style-type: none">• Amendment affecting a small geographic area or individual site or property specific change to one or more zone standards• Addition of one or more permitted uses with no significant impact on existing development standards• Any ICI application for development up to 200 m² in gross floor area• A rezoning or change of standards for up to 3 residential lots/units• Rezoning required as a result of a lot addition or boundary adjustment for a residential or minor non-residential lot addition or boundary adjustment• Rezoning required to legalize an existing accessory apartment or second dwelling unit• Any amendment determined to be Minor by the Commissioner of Development Services <p>Official plan requirement The above delegated authority does not apply until there is an official plan in effect that specifies the types of by-laws in respect of which there may be a delegation of authority</p>				
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<p>Servicing & Site Plan Control Agreements</p>	<p>Approve Servicing Agreements prior to site plan approval</p> <p>Approve Site Plan Control applications</p> <p>Exempt Site Plan Control Applications from the requirement to enter into and to execute Site Plan Control Agreements.</p>	<p>Commissioner of Development Services or designate</p> <p>Mayor and Clerk are authorized to sign all Site Plan Control Agreements and related Servicing Agreements</p>	<p>Council to be advised electronically prior to execution by the Mayor and Clerk.</p> <p>Controversial or significant applications may be forwarded for Council's consideration and approval at Director's discretion. Developments that require servicing allocations via Council endorsement through a resolution and Council Minutes will be forwarded to Council as part of the Official Plan Amendment (OPA) and Zoning amendment reports. Developments that require servicing allocation but do not require OPA and Zoning amendments will be forwarded to Council for consideration of servicing allocation</p>	<p>Planning Act, ss. 41(13)</p>	
<p>Temporary Sales Centre</p>	<p>Approve permits/applications/ agreements for temporary sales facility structures</p>	<p>Commissioner of Development Services or designate</p> <p>Mayor and Clerk be authorized to sign the Temporary Sales Centre Agreement</p>	<p>Council to be advised electronically prior to execution by the Mayor and Clerk.</p> <p>Controversial or significant applications may be forwarded for Council's consideration and approval at the Commissioner's discretion</p>	<p>Planning Act, ss. 41(13)</p>	

Model Homes	Approve permits/applications/ agreements for the construction of model homes	<p>Commissioner of Development Services or designate</p> <p>Mayor and Clerk be authorized to sign the Model Homes Agreement</p>	<p>Council to be advised electronically prior to execution by the Mayor and Clerk.</p> <p>Controversial or significant applications may be forwarded for Council's consideration and approval at the Commissioner's discretion. Must be in accordance with approved subdivision or condominium agreements</p>	Planning Act, ss. 41(13), s. 51.2	
Built Heritage Inventory	Approve amendments to the Built Heritage Inventory	Commissioner of Development Services or designate	The Commissioner of Development Services or designate shall, before including a property that has not been designated under Part IV of the Ontario Heritage Act in the register under subsection 27 (1.2) or removing the reference to such a property from the register, consult with its municipal heritage committee	Municipal Act, 2001, ss. 11(3)5.	
Planning Applications	Allocate servicing for all Planning Applications from the servicing allocation provided by the Region of York	Commissioner of Development Services or designate	That Council be notified on an annual basis the status of servicing allocation from the Region of York	Planning Act, ss. 41(4), 51.2(1), 17.1(1), 39.2(1)	

Heritage Permits	Approval of applications for Heritage Permits for buildings designated under Part IV of the Ontario Heritage Act (Individual Designation)	Commissioner of Development Services or designate	Council to be advised electronically prior to the execution of the documents by the Mayor and Clerk Applies to all alterations to a property designated under Part IV of the Ontario Heritage Act Does not apply to applications for demolition or removal of a designated building from a property Where a heritage permit is denied, the applicant can appeal this decision to Council	Ontario Heritage Act, s. 33.15	
Consent Applications	Approve or deny Consent Applications that are minor or administrative in nature in the opinion of the Commissioner of Development Services	Commissioner of Development Services	Annual report to Council on all Committee or Commissioner Decisions	Planning Act, ss. 54(2)	2022-131-RE
Appointment of MLEOs	Appoint, in writing, Municipal Law Enforcement Officers to enforce the Town's Property Standards By-law and Parking 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
Appointment of Deputy Chief Building Official	Appoint, in writing, a Deputy Chief Building Official	Commissioner of Development Services	Employees of the Town who have written authorization from the Town are appointed Deputy Chief Building Officials for the purposes set out in the appointment	Building Code Act, ss. 3(2)	2024-116-AP

Appointment of Building Inspectors	Appoint, in writing, Building Inspectors	Commissioner of Development Services	Employees of the Town who have written authorization from the Town are appointed Building Inspectors for the purposes set out in the appointment	Building Code Act, ss. 3(2)	2024-116-AP
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Section 5 of the Planning Act provides that where the Minister has delegated any authority under section 4, such council may, in turn, by by-law, and subject to such conditions as may have been imposed by the Minister, delegate any of such authority other than the authority to approve official plans or the authority to exempt from approval plans such as official plans or amendments to official plans, to an appointed officer identified in the by-law either by name or position occupied and such officer, as the case may be, and has, in lieu of the Minister, all the powers and rights of the Minister in respect of such delegated authority and shall be responsible for all matters pertaining thereto including the referral of any matter to the Tribunal; and

Subsection 39.2 (1) of the Planning Act provides the council of a municipality may, by by-law delegate the authority to pass by-laws under section 34 that are minor in nature to a committee of council or an individual who is an officer, employee or agent of the municipality; and

Subsection 41 (4.0.1.) of the Planning Act provides the council of a municipality may by by-law delegate to an appointed officer of the municipality identified in the by-law either by name or position occupied, any of the council's powers or authority under section 41, except the authority to define any class or classes of development; and

Subsection 51.2 (1) of the Planning Act provides the council of a municipality may by by-law delegate all or any part of the authority to approve plans of subdivision to an appointed officer identified in the by-law by name or position occupied.

Subsection 54(2) of the Planning Act provides the council of a municipality may by by-law delegate the authority for giving consents, or any part of such authority, to a committee of council, to an appointed officer identified in the by-law by name or position occupied or to a committee of adjustment

Therefore, the following are hereby appointed as Officers in accordance with the Planning Act within the Town of Whitchurch-Stouffville:

Staff	Authority
Commissioner of Development Services	Planning Act, ss. 41(13), 51.2(1), 39.2(1)
Commissioner of Development Services or designate	Planning Act, ss. 51.2(1), Ontario Heritage Act ss. 33(15) and 42(16)

Schedule 'E' to By-law 2024-123-RE

Finance Services

Type of Authority	Delegated Authority	Delegate	Terms, Conditions, Limitations	Authorizing Legislation	By-law/Policy
Sign cheques	Signing of cheques issued on behalf of The Corporation of the Town of Whitchurch-Stouffville in the amount of \$0.00 to \$100,000.00	Treasurer or Deputy Treasurer	The signatures on any cheques in the amount of \$0.00 to \$100,000.00 may be written, mechanically or electronically produced	Municipal Act, s. 287	2014-001-FI
Sign cheques	Signing of cheques issued on behalf of The Corporation of the Town of Whitchurch-Stouffville in the amount of \$100,000.01 or more	Treasurer	The signatures on any cheques in the amount of \$100,000.01 or more shall be written personally	Municipal Act, s. 287	2014-001-FI
Related to procurement procedures	As outlined in the Procurement By-law	Treasurer or designate		Municipal Act, s. 429	2024-032-FI
Tax Adjustments	Hold a hearing and approve tax adjustments relating to sections 357 (excluding subsection 357(1)(d.1)), 358, and 359 of the Municipal Act up to a maximum of \$10,000, Town portion per property	Treasurer or designate	Council will be provided with an annual report of all applications that have been approved throughout the year	Municipal Act, ss. 357(5)	
Assessment Review Board to Exercise Functions of Council	Exercise the functions of Council pursuant to subsections 357(1) and 357(5) of the Municipal Act with respect to applications made under subsection 357(1)(d.1) of the Municipal Act	Assessment Review Board	Council will be provided with an annual report of all applications that have been approved throughout the year	Municipal Act, ss. 357(11)	

Municipal Complaints to Assessment Review Board	File complaints and appeals with the Assessment Review Board, and make representations on behalf the Town on matters before the ARB	Treasurer or designate	Significant appeals may be forwarded for Council's consideration and approval at Treasurer's discretion	Assessment Act, s. 40	
Grant Submissions (Operating)	To approve and sign all grant submissions that are under a threshold of \$25,000.	Treasurer or designate			
Grant Submissions (Capital)	To approve and sign all capital project grant submissions where the capital project has been approved, to the approved value of the project.	Treasurer or designate	If a capital grant has not been approved, a report to Council is required.		

Schedule 'F' to By-law 2024-123-RE

Community Services

Type of Authority	Delegated Authority	Delegate	Terms, Conditions, Limitations	Authorizing Legislation	By-law/Policy
Athletic Field Agreements	Execute athletic field usage agreements	Commissioner of Community Services or designate		Municipal Act, ss. 11(3)5	
Family Strengthening Program Funding	Execute Family Strengthening Program Funding – Regional Municipality of York	Commissioner of Community Services or designate		Municipal Act, 2001 ss. 11(3)5	
Eldercare Equities Inc.	Execute Eldercare Equities Inc. agreements.	Commissioner of Community Services or designate		Municipal Act, ss. 11(3)5	
Lease Agreement Renewals	Execute lease agreement renewals for the following user groups: <ul style="list-style-type: none"> Whitchurch-Stouffville Minor Hockey Association, Stouffville Skating Club, Stouffville Spirit Junior A Club, and Stouffville Baseball Association 	Commissioner of Community Services		Municipal Act, ss. 11(3)5	
User Fee Schedule	Maintain a Leisure & Community Services User Fee Schedule with a +/- 10% fee change flexibility phased over a 3-year period commencing September 2022 utilizing the guiding principles outlined in Council Report LCS-009-22	Commissioner of Community Services		Municipal Act, ss. 11(3)5	
Stouffville Market	Enter into all future award agreements for the Stouffville Market	Commissioner of Community Services or designate		Municipal Act, ss. 11(3)5	

Sponsorship Agreements	Enter and execute all sponsorship agreements inclusive of Town Mayoral/Charity and Legacy Fund Events	Commissioner of Community Services or designate	Council to be advised electronically of agreements on an annual basis	Municipal Act, ss. 11(3)5	
Toronto and Region Conservation Authority	Enter into all future lease agreements with Toronto and Region Conservation Authority as it relates to BMX Stouffville	Commissioner of Community Services or designate		Municipal Act, ss. 11(3)5	
Rental Booking/Facility Allocation	Approve/govern events and rentals at Town facilities	Commissioner of Community Services or designate	Must adhere to policies and procedures set out in AP98	Administrative Policy & Procedure No. 98	AP98
Trees	Related to private tree preservation and protection as outline in By-law 2023-060-RE	Commissioner of Community Services or designate Commissioner of Development Services or designate		Municipal Act, ss. 135(1)	2023-060-RE
Conveyance of land associated with parkland	The authority to determine whether a conveyance of a portion of the land associated with Development or Redevelopment for parkland, or the payment of money in lieu of such conveyance shall be required	Commissioner of Community Services or designate Commissioner of Development Services or designate		Planning Act, s. 42	2022-094-FI

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"> • is minor in nature; • is for the purpose of providing a right of access, utility, telecommunications, services, conservation or other municipal purpose; • will not substantially interfere with the utility or value of Town lands; or • will have a value of up to \$5,000.00 <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

Schedule 'H' to By-law 2024-123-RE
Fire & Emergency Services

Type of Authority	Delegated Authority	Delegate	Terms, Conditions, Limitations	Authorizing Legislation	By-law/Policy
Fireworks	As outlined in the Fireworks By-law	Fire Chief		Municipal Act, s. 121	2019-077-FR
Emergency Response	As outlined in the Emergency Response By-law	Fire Chief		Municipal Act, s. 9, 23.3 Emergency Management and Civil Protection Act, R.S.O. 1990, c.E-9	2023-129-FR
Open Air Burning Permits	Administer permit system for open air burning	Fire Chief		Fire Protection and Prevention Act, s. 7.1	
Appointment of Officers & Inspectors	Appoint, in writing, Officers & Inspectors to administer and enforce the Fire Protection and Prevention Act	Fire Chief	Employees of the Town who have written authorization from the Town are appointed Officers for the purpose of enforcing the Fire Protection and Prevention Act	Fire Protection and Prevention Act, ss. 7.1(4)	2024-116-AP
Minor Contracts	Approve minor contracts related to Fire & Emergency Services up to a maximum of \$10,000	Fire Chief		Municipal Act, ss. 11(2)7	