

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2024-140-RE

BEING A BY-LAW to amend Delegation By-law 2024-123-RE.

WHEREAS Sub-section 23.1(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides the authority for Council to delegate routine powers and duties to staff; and

WHEREAS on November 6, 2024, Council enacted by-law 2024-123-RE being a by-law to delegate routine powers and duties to staff; and

WHEREAS Council deems it appropriate to amend a definition and Schedule 'B' of Delegation By-law 2024-123-RE.

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

1. That the definition for "Town Solicitor" in Section 1.1q of Delegation By-law 2024-123-RE be deleted and replaced with the following:

"Town Solicitor" means any legal counsel acting on behalf of the Town under the direction of the CAO.
2. That Schedule 'B' to Delegation By-law 2024-123-RE be deleted and replaced with Schedule 'B' attached hereto; and
3. That this By-law shall come into force and effect on the date of passage by Council.

READ a first and second time this 11th day of December, 2024.

READ a third time and passed this 11th day of December, 2024.

Iain Lovatt, Mayor

Becky Jamieson, Clerk

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, including providing instruction to external legal counsel	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 and execute 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.	CAO		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	CAO		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	CAO		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	CAO	Anything over \$100,000.00 requires Council approval	Municipal Act, ss. 11(2)7	
Land Registration Documents	Execute any instrument on behalf of the Town against the title to lands in which the Town has an interest	CAO		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	CAO		Municipal Act ss. 11(2)7	
Registrations	Execute Transfers and Acknowledgement and Directions for the transfer of municipal property as approved by Council	CAO		Municipal Act, ss. 11(2)7	
Releasing Easements	Execute any applicable documents for the release and/or abandonment of easements over land for which the applicable department has confirmed the easement is no longer required for municipal purposes	CAO		Municipal Act, ss. 11(2)7	
Releases, Claims, Transfers	Execute 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	CAO		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	CAO		Municipal Act, ss. 11(2)7	
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