

# Schedule "A" to Delegation of Authority By-Law Number 1924 (Revised July 20, 2020)

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4.01	Claims for Losses of Livestock	Authority to approve a claim for livestock or poultry losses	Town Solicitor/Legal and Legislative Services/Clerk	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Town Solicitor/Legal and Legislative Services/Clerk		In accordance with Protection of Livestock and Poultry from Dogs Act	
5.00	Communications and Media Relations						
5.01	Public Relations and Media Communications	Authority to speak on behalf of the municipality	As set out in the Communications and Media Relations Policy and Media Inquiries Procedure (as may be amended )		Communications and Media Relations Policy and Media Inquiries Procedure (as may be amended)		
6.00	Council						
6.01	Mayoral Duties	Authority to represent the municipality at official functions	Mayor	Deputy Mayor or designate appointed by Mayor or Deputy Mayor	Procedural By-law		
6.02		Authority to sign undertakings, certificates, declarations and similar documents required for the completion of any transaction involving the purchase, sale or exchange of any interest in land, including long-term lease agreements	Mayor in conjunction with the Clerk or Deputy Clerk	Deputy Mayor in conjunction with the Clerk or Deputy Clerk		In accordance with 19.01 of this schedule.	
6.03		Authority to execute contracts related to the purchase of goods and services	Mayor in conjunction with the Treasurer or Deputy Treasurer, or Mayor in conjunction with the Clerk or Deputy Clerk	Deputy Mayor in conjunction with the Treasurer or Deputy Treasurer, or Deputy Mayor in conjunction with the Clerk or Deputy Clerk		In accordance with 7.05 of this schedule.	
6.04		Authority to enter into long-term borrowing arrangements	Mayor in conjunction with the Treasurer or Deputy Treasurer	Deputy Mayor in conjunction with the Treasurer or Deputy Treasurer		In accordance with 13.01 of this schedule. Subject to approval of a by-law by Council.	

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6.05		Authority to sign cheques and any other financial instruments as required by the bank	Mayor in conjunction with the Treasurer or Deputy Treasurer	Deputy Mayor in conjunction with the Treasurer or Deputy Treasurer			
6.06		Authority to sign funding agreements for grants, subsidies or other funding mechanisms	Mayor in conjunction with the Clerk or Deputy Clerk	Mayor in conjunction with the Clerk or Deputy Clerk			
6.07		Review and approve agenda items prior to publishing or distributing an agenda to ensure items meet the requirements of the Procedural By-law, and that there is sufficient information provided for each item to facilitate Council deliberations	Mayor in conjunction with Clerk and Chief Administrative Officer	Deputy Mayor in conjunction with Clerk and Chief Administrative Officer	Procedural By-law		
6.08		Authority to authenticate by signature all by-laws and minutes of Council	Mayor in conjunction with Clerk or Deputy Clerk	Deputy Mayor in conjunction with Clerk or Deputy Clerk	Procedural By-law		
7.00	Financial						
7.01	Operating Expenditures	Authorize operating expenditures required to carry on normal municipal operations in an amount not to exceed forty percent (40%) of the prior year's approved operating budget prior to adoption of the current year's operating budget by Council	Chief Administrative Officer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer, in conjunction with Director, Corporate Services and Treasurer		Purchasing related to operating expenditures must be in accordance with the Procurement and Disposal of Goods Policy.	Not applicable.
7.02	Capital Expenditures - Projects in Progress	Authorize capital expenditures for projects in progress and spanning more than one budget year and contained in the prior year's approved capital budget or otherwise approved by Council prior to the adoption of the current year's capital budget by Council	Chief Administrative Officer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer, in conjunction with Director, Corporate Services and Treasurer	Town of Essex Procurement and Disposal of Goods and Services Policy.	Purchasing for projects spanning more than one budget year must be in accordance with the Procurement and Disposal of Goods and Services Policy.	Not applicable.

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7.03	Purchase of Goods and Services	Authority to purchase goods and services	As prescribed in the Procurement and Disposal of Goods and Services Policy		Town of Essex Procurement and Disposal of Goods and Services Policy.	Up to amounts contained in approved budgets and with required authorizations based on purchase values as specified in the Procurement of Goods and Services Policy	
7.04		Authority to approve Purchase Orders	As prescribed in the Procurement and Disposal of Goods and Services Policy		Town of Essex Procurement and Disposal of Goods and Services Policy.	Up to amounts contained in approved budgets and with required authorizations based on purchase values as specified in the Procurement of Goods and Services Policy	
7.05		Authority to execute contracts related to the purchase of goods and services	Treasurer or Clerk, in conjunction with the Mayor or Deputy Mayor	Deputy Treasurer or Deputy Clerk, in conjunction with the Mayor or Deputy Mayor	Town of Essex Procurement and Disposal of Goods and Services Policy.	Up to amounts contained in approved budgets and with required authorizations based on purchase values as specified in the Procurement of Goods and Services Policy	
7.06		Authority to approve Change Orders to capital projects	Chief Administrative Officer	Deputy Chief Administrative Officer or Director	Town of Essex Procurement and Disposal of Goods and Services Policy.	Authorization required for a Change Orders is based on purchase values as specified in the Procurement of Goods and Services Policy or as approved by Council for a specific project.	
7.07		Authority to sign agreements, contracts and other documents (i.e. software maintenance agreements, website maintenance agreement) related to the usual operations of the Information Technology division of the Corporate Services Department that are not subject to the Town's Procurement and Disposal of Goods and Services Policy	Director, Corporate Services and Treasurer	Manager, Finance and Business Services and Deputy Treasurer			

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8.00	Grant Applications						
8.01	Grant Applications and Related Documents	Authority to execute and submit applications to any Federal or Provincial department, ministry, agency or fund for compensation, funding or other forms of subsidy related to any Town programs, operations or capital projects as approved by Council and subsequent submissions, declarations or representations required for processing the application or the receipt of funds	Chief Administrative Officer or Treasurer	Deputy Chief Administrative Officer or Deputy Treasurer		Town programs or operations must be contained within the approved operating budget. Council approval to execute and submit an application for a capital project must be obtained in advance of executing and submitting an application.	As required as a result of the execution and submission of an application.
9.00	Hiring, Discipline or Termination of Employees						
9.01	Hiring of Director or Deputy Chief Administrative Officer	Authority to select successful candidate	Chief Administrative Officer, in consultation with Council	Not applicable			
9.02	Hiring of Full-Time Non-Union, Full-Time Union, Part-Time Non-Union and Part-Time Union	Authority to select successful candidate	Director, in consultation with Chief Administrative Officer	Not applicable	Hiring of Employees Policy	In accordance with Hiring of Employees Policy	
9.03	Hiring of Casual or Student Employees	Authority to select successful casual or student candidate	Immediate supervisor of casual or student employee, in consultation with Director	Not applicable	Hiring of Employees Policy	In accordance with Hiring of Employees Policy	
9.04	Consideration of Family Relationship Declaration	Authority to approve or deny the hire, transfer or promotion of a person who discloses an immediate relative	Chief Administrative Officer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer	Hiring of Employees Policy	In accordance with Hiring of Employees Policy	

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9.05	Discipline of Employees	Authority to discipline employees	Immediate supervisor of employee		Collective Agreement with unionized employees and By-Law to enter into an Agreement with Non-Union Employees		
9.06	Termination of Director or Deputy Chief Administrative Officer	Authority to terminate Director or Deputy Chief Administrative Officer	Chief Administrative Officer, in consultation with Manager, Human Resources and Council	Not applicable			
9.07	Termination of Full-Time Non-Union, Full-Time Union, Part-Time Non-Union and Part-Time Union	Authority to terminate employee	Director, in consultation with Manager, Human Resources and Chief Administrative Officer	Not applicable			
9.08	Termination of Casual or Student Employees	Authority to terminate casual or student employees	Immediate supervisor of casual or student employee, in consultation with Director	Not applicable			
10.00	Insurance Claims and Litigation						
10.01	Insurance Claims	Authority to settle any litigation matters or claims under the Towns approved Insurance policy and including the authority to make payment including payment of any deductible limit as it relates to any litigation matters and/or claims covered or made under the Town's approved insurance policy.	Chief Administrative Officer in consultation with Town Legal Counsel	Deputy Chief Administrative Officer or designate appointed by Chief Administrative Officer in consultation with Town Legal Counsel		The Chief Administrative Officer/Deputy or designate shall be responsible for the conduct of all litigation or claim matters subject to any instruction as may be issued by Council from time to time and in so doing shall use the most efficient combination of staff and external legal services as may be required.	The exercise of delegated authority shall be reported to Council on a semi annual basis. Significant litigation, administrative tribunal or claim matters will continue to be reported to Council in a timely fashion at appropriate milestones (such as commencement of formal proceedings,

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12.01	Animal Licences	Authority to issue and renew animal licences	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk	Town of Essex Animal Care and Control By-Law		
12.02	Dog Kennel Licences	Authority to approve and renew Dog Kennel Licences	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk	Town of Essex Animal Care and Control By-Law	In accordance with the Town's Zoning By-Law	
12.03	Vehicle Licences	Authority to sign vehicle licensing documents	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk			
12.04	Lottery Licences	Authority to issue provincial lottery licences	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk	Town of Essex By-law 298, being a by-law to appoint a lottery licensing officer for the Town of Essex		
13.00	Long-Term Debt						
13.01	Long-Term Borrowing	Authority to enter into long-term borrowing arrangements	Treasurer, in conjunction with the Mayor or Deputy Mayor	Deputy Treasurer, in conjunction with the Mayor or Deputy Mayor	Municipal Act, 2001	Subject to approval of a by-law by Council	
14.00	Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, Chapter M.56 (MFIPPA)						
14.01	Act as Head of the Municipality for purposes of MFIPPA	Authority to act as Head for purposes of the Municipal Freedom of Information and Protection of Privacy Act	Mayor	Deputy Mayor	MFIPPA	In accordance with the MFIPPA	



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14.02	Act on Behalf of and in Conjunction with the Designated Head for purposes of MFIPPA	Authority to act on behalf of and in conjunction with the Designated Head of the municipality for purposes of the Municipal Freedom of Information and Protection of Privacy Act	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk	MFIPPA	In accordance with MFIPPA	Year End Statistical Report for Information Privacy Commissioner of Ontario
14.03	Calculate and Submit Fees	Authority to calculate and submit fees for requests for information under the Municipal Freedom of Information and Protection of Privacy Act.	Clerk in conjunction with Treasurer or Deputy Treasurer	Deputy Clerk in conjunction with Treasurer or Deputy Treasurer	MFIPPA and By-Law to Confirm the Policy for Establishing and Collecting Fees pursuant to the Municipal Freedom of Information and Protection of Privacy Act	By-Law to Confirm the Policy for Establishing and collecting fees pursuant to the Municipal Freedom of Information and Protection of Privacy Act	Not applicable.
15.00 Development and Property Matters							
15.01	Consents	Authority for giving of consents	Committee of Adjustment	Not applicable	Planning Act, R.S.O. 1990, Chapter P. 13 and By-Law Delegating the Authority for the Giving of Consents	Subject to the conditions of all consents as noted in the By-Law	Agendas and Minutes of Meetings of Committee of Adjustment to be provided to Council
15.02	Minor Variances	Authority for giving of minor variances	Committee of Adjustment	Not applicable	By-Law Delegating the Authority for the Giving of Minor Variances	Subject to the conditions as provided in the Planning Act, R.S.O. 1990	Agendas and Minutes of Meetings of Committee of Adjustment to be provided to Council

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15.03	Community Improvement Plan	Authority to approve applications and execute agreements under a Community Improvement Plan, excluding a Tax Increment Equivalent Program and applications for demolition without a re-development plan.	Economic Development Officer	Manager, Planning Services		Subject to the conditions and requirements of the Community Improvement Plan as approved by Council	Annual report to Council on all applications approved
15.04	Release or discharge of Subdivision Agreements and Site Plan Control Agreements	Authority to release or discharge from title relating to the Town's registered interest in certain lands, as it pertains to the rights and obligations of certain Subdivision Agreement (s) or Site Plan Control Agreement (s).	Manager, Planning Services in consultation with Director, Development Services and Director, Infrastructure Services	Town Solicitor			
15.05	Consent for Alterations	Authority to consent to alterations to properties designated under Part IV or Part V of the Ontario Heritage Act, including authority to attach terms and consitions to such consent but with the exception of demolitions.	Manager. Planning Services	Director, Development Services		No Authority to deny an application and subject to Heritage Committee review of proposed alteration and resolution recommending approval with or without conditions except in situations which require emergency repair due to health and safety concerns.	
15.06	Heritage Grant Program	Approval Authority for applications	Manager. Planning Services	Director, Development Services			
15.07	Encroachments	Authority to approve encroachment agreements with private property owners, in a form satisfactory to Town Solicitor	Town Solicitor in consulatation with Directors	Directors in consultation with Town Solciitor			

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15.08	Validation Certificates	Authority to issue a Certificate of Validation in respect of land described in the certificate and pursuant to Section 57 the Planning Act	Secretary-Treasurer Town of Essex Committee of Adjustment	Manager. Planning Services	Section 57, Planning Act, R.S.O. 1990, Chapter P. 13	Subject to the conditions if any as provided in the Planning Act, R.S.O. 1990	
15.09	Closing and Sale of Alleys	Authority to determine if an alley is surplus to the needs of the town and the authority to approve applications to close and sell Alleys determined to be surplus.	Director, Infrastructure Services in consultation with Town Solicitor and Director, Corporate Services/Treasurer	Town Solicitor		In accordance with Town of Essex Alley Closing Policy	
16.00 Policies and Procedures							
15.01	Policies and Procedures	Authority to ensure compliance with all corporate policies and procedures	Chief Administrative Officer	Deputy Chief Administrative Officer or Designate(s) appointed by Chief Administrative Officer			
17.00 Property Taxes and Late Payment Charges							
17.01	Property Taxes	Write off taxes in accordance with the provisions of Section 357, 358 and 359 of the Municipal Act.	Treasurer	Deputy Treasurer	Municipal Act, 2001, Sections 357, 358 and 359	Within the limitations prescribed by Section 357, 358 and 359 of the Municipal Act and within approved budget for the write-off of taxation revenue.	Annual report to Council on tax write offs and increases pursuant to this delegation of authority.

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22.01	Social Media Accounts	Authority to manage and monitor all corporate social media accounts	Manager, Strategic Communications	Chief Administrative Officer		In accordance with Corporate Use of Social Media Policy and Corporate Social Media Procedure	
22.02	Social Media Content	Authority to use corporate social networking tools to communicate with the public	Manager, Strategic Communications	Authorized social media contributors		In accordance with Corporate Use of Social Media Policy and Corporate Social Media Procedure	
23.00 Special Occasion and Parade Permits							
23.01	Special Occasion Permits	Authority to approve Special Occasion Permits for a private or public event involving liquor sales or the serving of alcohol.	Director, Community Services	Town of Essex Special Events Resource Team as designated by the Director, Community Services		In accordance with rules and regulations for Special Occasion Permits as issued by the Alcohol and Gaming Commission of Ontario	
23.02	Parade Permits	Authority to approve Parade Permits	Director, Community Services	Town of Essex Special Events Resource Team as designated by the Director, Community Services		In accordance with the Town's Public Notice Policy (i.e. road closure) where applicable.	
24.00 Travel and Business Expenses							
24.01	Travel and Business Expense Requests	Authority to approve Travel and Business Expense Requests under \$3,000 per event	As prescribed in the Travel and Business Expense Policy		Town of Essex Travel and Business Expense Policy		
24.02		Authority to approve Travel and Business Expense Requests over \$3,000 per event	Chief Administrative Officer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer	Town of Essex Travel and Business Expense Policy		
25.00 Video Surveillance Cameras, Recordings and Records							
25.01	Video Surveillance Cameras and Signage	Authority to approve the position and location of video surveillance cameras and related signage	Director responsible for the facility	Manager, Information Technology	Town of Essex Video Surveillance Policy		

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25.02	Live Video Surveillance	Authority to monitor live video surveillance recordings	Persons designated by the Director responsible for the facility	Manager, Information Technology	Town of Essex Video Surveillance Policy		
25.03	Record of Video Surveillance Recordings	Authority to determine when a record will be created of video surveillance recordings	Chief Administrative Officer in consultation with Director, Corporate Services/Treasurer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer	Town of Essex Video Surveillance Policy		
25.04	Requests to Access Video Surveillance Recordings	Authority to approve a Request to Access Video Surveillance Recordings or Records related to investigations of serious employee misconduct	Chief Administrative Officer in consultation with Director, Corporate Services/Treasurer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer	Town of Essex Video Surveillance Policy		
25.05		Authority to approve a Request to Access Video Surveillance Recordings or Records related to investigations of insurance claims	Chief Administrative Officer in consultation with the Clerk, Legal and Legislative Services and Director, Corporate Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk	Town of Essex Video Surveillance Policy		
25.06		Authority to approve a Request to Access Video Surveillance Recordings, excluding those related to an investigation of serious employee misconduct or insurance claims	Chief Administrative Officer in consultation with Director, Corporate Services/Treasurer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer	Town of Essex Video Surveillance Policy	Unless the request is made under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., c.56	