



*Hastings Highlands*

*Beautiful By Nature*

**Municipality of Hastings Highlands  
Bylaw 2024-088 Delegation of Authority  
to Officers and Employees**

**Office Consolidation: May 2026**

(contains amendments up to the end of May 2026)

Note: This document is an Office Consolidation and is not a legal document. In the event of a discrepancy, reference shall be made to the original, approved amending By-law. The Municipality of Hastings Highlands does not warrant the accuracy of consolidated versions.

This consolidation cannot be distributed or used for commercial purposes. Any other distribution must repeat this disclaimer.

**How to Read this Consolidated Document:**

Amendments to Bylaw 2024-088 reflect that Appendix 'E' Finance Department and Appendix 'F' Planning Department be amended and updated with respect to tax applications, draft plans of subdivision, granting easements and approval authority changes as noted in section 1 of Bylaw 2026-025.

Official versions of all By-laws can be obtained from the Clerk's Office by calling 613-338-2811.

The Municipality of Hastings Highlands  
DELEGATION OF AUTHORITY TO OFFICERS AND EMPLOYEES  
Schedule 'A' to Bylaw 2024-088

<b>Amending Bylaw</b>	<b>Date of Passing</b>
Bylaw 2026-025	May 20, 2026

# The Corporation of The Municipality of Hastings Highlands

## Bylaw 2026-025

### To Amend Bylaw 2024-088 To Adopt a Policy Delegating Certain Powers and Duties to Officers and Employees

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**Whereas** section 270(1) of the *Municipal Act, 2001* provides that a municipality shall adopt and maintain policies with respect to the delegation of its powers and duties; and

**Whereas** section 5(3) of the *Municipal Act 2001* provides a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise; and

**Whereas**, section 5 of the *Planning Act, 1990*, as amended, authorizes a municipal council to delegate authority, by bylaw, with the exception of the authority to approve official plans or the authority to exempt from approval plans as official plans or amendments to official plans; and

**Whereas** section 224(d) of the *Municipal Act, 2001*, as amended, states it is the role of Council to ensure that administrative practices and procedures are in place to implement the decisions of Council; and

**Whereas** section 227 of the *Municipal Act, 2001*, as amended states it is the role of officers and employees of the municipality to:

(a) implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions; and

(b) carry out other duties under this or any other Act and other duties assigned by the municipality; and

**Furthermore That** the Council of the Corporation of the Municipality of Hastings Highlands has identified certain routine administrative functions to be delegated to specific Officers and Employees of the Corporation to improve daily business efficiencies while continuing to adhere to the principles of accountability and transparency;

**Furthermore That** the Council of the Corporation of the Municipality of Hastings Highlands deems it appropriate to amend Bylaw 2024-088;

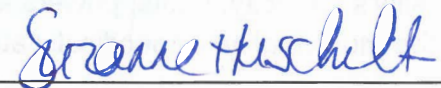
**Now Therefore The Council of The Corporation of The Municipality of Hastings Highlands Enacts As Follows:**

1. **That** Appendix 'E' Finance Department and Appendix 'F' Planning Department be amended and updated with respect to tax applications, draft plans of subdivision, granting easements and approval authority changes;
2. **That** the Mayor and the Municipal Clerk of the Corporation of the Municipality of Hastings Highlands are hereby authorized and directed to do all things necessary to give effect to the action of the Council referred to in the proceeding section hereof.

3. That the Mayor and the Municipal Clerk be authorized and directed to execute all documents in that behalf and to affix hereto the seal of the Corporation of the Municipality of Hastings Highlands.
4. That this Bylaw takes effect on the day of its passing.

Read a first time, **Enacted and Passed** in Council this 20<sup>th</sup> day of May 2026.

  
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Tony Fitzgerald, Mayor

  
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Suzanne Huschilt, Municipal Clerk



Hastings Highlands

*Beautiful By Nature*

Schedule 'A' to Bylaw 2024-088

<b>Municipality of Hastings Highlands - Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Administration			<b>POLICY #:</b>
<b>POLICY:</b> Delegation of Authority Policy (Delegating Certain Powers and Duties to Officers and Employees)			
<b>DATE:</b> Dec. 4, 2024	<b>REV. DATE:</b> May 20, 2026	<b>COVERAGE:</b> Council, Officers and Employees	<b>PAGE #:</b> 1- 22

**1. Policy Statement**

Policy direction for Council procedure in the delegation of its powers and duties as described in section 23.1 of the *Municipal Act, 2001*.

**2. Purpose**

Compliance with Section 270 of the *Municipal Act, 2001*.

**3. Scope**

This Policy applies to the actions or decisions to be undertaken or made by the municipality, its Council, its Senior Management Team and as defined in subsection 269.1 of the *Municipal Act, 2001*, all collectively called the "Municipality", for the purpose of providing accountability and transparency in the municipal decision-making process and its actions.

**4. Definitions**

In this policy and its appendices, the following words have the following meanings:

**"Administrative/Community Services Coordinator"** means the person hired by the Municipality to oversee Administrative and Community Service operations.

**"Agreement"** includes any contracts, memorandums of understanding, letters of intent, offers to purchase or sell, documents, forms, releases, retainers, reports, amendments, renewals or extensions required to give effect to the matter.

**"Bylaw Enforcement Officer (BLEO)"** means the person appointed as the Bylaw Enforcement Officer for the Municipality pursuant to the *Police Services Act*.

**"Chief Administrative Officer (CAO)"** means the person appointed as the Chief Administrative Officer for the Municipality pursuant to the *Municipal Act*.

**“Chief Building Official (CBO)”** means the person appointed as the Chief Building Official for the Municipality pursuant to the *Building Code Act, 1992*.

**“Community Emergency Management Coordinator (CEMC)”** means the person appointed as the Community Emergency Management Coordinator pursuant to the *Emergency Management and Civil Protection Act*.

**“Council”** means the Council of The Corporation of the Municipality of Hastings Highlands

**“Delegate”** means a member of Municipal staff who has been delegated, by bylaw, a power, duty or function of Council, in accordance with the provisions of this bylaw and the *Municipal Act, 2001*.

**“Department”** means a department of the Municipality

**“Fire Chief”** means the person appointed as the Fire Chief pursuant to the *Fire Protection and Prevention Act, 1997*.

**“Municipal Clerk”** means the person appointed as the Municipal Clerk for the Municipality pursuant to the *Municipal Act, 2001* and includes the Deputy Clerk.

**“Municipality”** means The Corporation of the Municipality of Hastings Highlands.

**“Treasurer”** means the person appointed as the Treasurer for the Municipality pursuant to the *Municipal Act, 2001*.

## 5. General Provisions

The following schedules are attached to and form part of this Bylaw, delegating the powers and duties thereof:

- Appendix A – General Authority
- Appendix B – Human Resources
- Appendix C – Chief Administrative Officer
- Appendix D – Clerk’s Department
- Appendix E – Finance Department
- Appendix F – Planning Department
- Appendix G – Building Department
- Appendix H – Operations Department (Roads and Waste Management)
- Appendix I – Fire Department
- Appendix J – Bylaw Enforcement
- Appendix K – Emergency Management
- Appendix L – Community Services
- Appendix M – Information Technology

5.1. The delegation of a power, duty or function as set out in the attached Appendices to this bylaw are hereby delegated to the Delegate(s), subject to the conditions and restrictions, if any, in the column entitled, “Conditions or Restrictions”.

- 5.2. 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 of such persons disagree as to whether or the manner in which to exercise the delegated authority the determination of the earlier listed person shall prevail.
- 5.3. A person to whom a power, duty or function has been delegated has no authority to further delegate to another person any power, duty or function, unless such sub-delegation is expressly permitted by legislation, bylaw, resolution or through authority conferred by the Chief Administrative Officer.
- 5.4. The Chief Administrative Officer may delegate authority in writing when positions identified in this policy are vacant, including approved leaves, or if duties are reassigned to other positions.
- 5.5. No provision of this bylaw shall be construed as waiving any provision of the Procurement Policy, as may be amended from time to time, and the Procurement Policy shall continue to apply to the procurement of goods and services.
- 5.6. 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.
- 5.7. Council retains the authority to amend, revoke or reconsider, at any time and without notice, any delegated authority that has been delegated pursuant to this policy.
- 5.8. Appendices A through M may be updated as follows:
  - (a) By amendment to this policy; or
  - (b) If the delegation of power or authority is created by another policy, resolution or bylaw adopted by Council, Appendices A through M may be updated without formal amendment to this policy.

## **6. Roles and Responsibilities**

- 6.1. In exercising any delegated power, the Delegate shall be responsible for ensuring:
  - (a) that any expenditure related to the delegated matter shall be provided for in the current year's budget and authorized by the Municipality's Procurement Policy;
  - (b) that any exercise of delegated authority shall not exceed the scope of the authority specified in this or any other bylaw by which the delegation was effected;
  - (c) that all relevant policies, practices, and reviews are followed in relation to legal, insurance, and risk management; and
  - (d) that Council policies and guidelines are applied consistently and equitably.
- 6.2. In exercising delegated power, the Delegate shall:
  - (a) maintain a written record of any sub-delegation and file a copy of the written sub-delegation record with the Office of the Municipal Clerk;
  - (b) maintain at least one original of a document executed under their delegated authority; and
  - (c) forward one original of an agreement executed under their delegated authority to the Municipal Clerk unless otherwise directed by the Municipal Clerk

6.3. The inability to produce the sub-delegation record required does not invalidate action taken pursuant to authority otherwise sub-delegated in accordance with this policy.

## 7. Limitations

Unless specifically delegated in this or any subsequent Policy, all the powers and duties of Council as described in the *Municipal Act, 2001* shall remain with Council.

7.1. The following powers and duties cannot be delegated by Council:

- (a) The power to appoint or remove from office an officer of the municipality whose appointment is required by the *Municipal Act, 2001*;
- (b) The power to pass Bylaws for municipal taxation or tax collection.
- (c) The power to incorporate corporations.
- (d) The power to adopt an Official Plan or Official Plan Amendment or pass a Zoning By-law under the *Planning Act*.
- (e) The power to pass a By-law for the establishment of a counselling service to small businesses operating in the municipality or for the provision of municipal capital facilities.
- (f) The power to adopt a Community Improvement Plan.
- (g) The power to adopt or amend the budget of the municipality.
- (h) Any other power or duty that may be prescribed.

**Appendix 'A' to Bylaw 2024-088  
General Authority**

<b>Delegated Authority</b>	<b>Approval Authority Delegated to</b>	<b>Relevant Legislated Authority</b>	<b>Conditions or Restrictions</b>
Procurement of Goods or Services that do not exceed \$20,000 including the authority to initiate and/or execute the required documents	Initiating Department Head	Procurement Policy	Subject to the provisions of the Procurement Policy
Procurement of Goods or Services that exceed \$20,000 but does not exceed \$100,000 including the authority to initiate and/or execute the required documents	Initiating Department Head and CAO	Procurement Policy	Subject to the provisions of the Procurement Policy
Procurement of Goods or Services that exceed \$100,000, upon contract acceptance and award by Council. Includes the authority to initiate and/or execute the required documents	Mayor and Clerk	Procurement Policy	Subject to the provisions of the Procurement Policy
Emergency purchase of goods and/or services as defined by the Procurement Policy	Initiating Department Head in consultation with CAO and Treasurer	Procurement Policy	The Initiating Department Head is to notify the Treasurer and CAO immediately of the relevant information including costs associated with the emergency purchase
The execution of non-financial agreements and other documents related to the general control and management of the affairs of the Municipality for the purpose of ensuring its efficient and effective operation.	Initiating Department Head and CAO	<i>Municipal Act, 2001</i>	

**Appendix 'B' to Bylaw 2024-088  
Human Resources**

<b>Delegated Authority</b>	<b>Approval Authority Delegated to</b>	<b>Relevant Legislated Authority</b>	<b>Conditions or Restrictions</b>
Human Resource Management of all Hastings Highlands personnel, including hiring, performance management, code of conduct and legal issue handling, subject to all bylaws, policies and the collective agreement for the purpose of ensuring its efficient and effective operation in the exercise of authority under section 229 of the Act.	CAO	Hiring Policy Salary/Wage Administration Policy Performance Appraisal Policy	
Human Resource Management of all Hastings Highlands Volunteer Firefighter personnel, including the hiring, performance management, code of conduct and legal issue handling, subject to all bylaws and policies.	Fire Chief in consultation with the CAO	Hiring Policy Volunteer Honorarium Policy Establishing and Regulating a Fire Department Bylaw	
Pay Equity Adjustments, Grid Movement Approvals.	CAO in consultation with the Department Head, if applicable	Salary/Wage Administration Policy Performance Appraisal Policy	
Benefit Administration - including Health, Dental, STD, LTD, AD&D, Life Insurance, EAP Programs, WSIB, and OMERS.	CAO or Treasurer	Salary/Wage Administration Policy	

**Appendix 'C' to Bylaw 2024-088  
Chief Administrative Officer**

<b>Delegated Authority</b>	<b>Approval Authority Delegated to</b>	<b>Relevant Legislated Authority</b>	<b>Conditions or Restrictions</b>
Develop, approve and implement administrative policies, procedures and practices in the exercise of authority under section 229 of the Act.	CAO	<i>Municipal Act, 2001 section 229</i>	
Co-ordinate and supervise the implementation of all programs and policies approved by Council.	CAO		
Coordinate and oversee collective bargaining as needed, and update Council as required.	CAO		
Negotiate and settle claims against the municipality within insurance deductible limit.	CAO		
Authority to implement and monitor corporate wide security policies, procedures and practices.	CAO		
Insurance - Third-Party. Authority to pursue and settle with third party companies for the recovery of Municipal property damage claims.	CAO		
Enter into a settlement agreement for the purpose of resolving applications made under the Human Rights Tribunal of Ontario unrelated to Municipal employees	CAO		
Responsible for legislative requirements under the <i>Occupational Health and Safety Act</i> legislation.	CAO (responsible for Health and Safety Committee)	<i>Occupational Health and Safety Act</i>	
Delegation of authority to sign the Health and Safety Policy annually as required under the <i>Occupational Health and Safety Act</i> (OHSA). All policy updates and amendments to be approved by Council	CAO	<i>Occupational Health and Safety Act</i>	All policy updates and amendments to be approved by Council
Hastings Highlands Centre Closure; to reduce, close or cancel services during the workday as a result of inclement weather	CAO	Hastings Highlands Centre Closure Policy	

Delegated Authority	Approval Authority Delegated to	Relevant Legislated Authority	Conditions or Restrictions
Delegation of authority to sign Memorandums of Understanding/ Agreements between the Municipality and third parties for use of Municipal facilities (i.e. building facilities for short-term use events)	CAO		
Delegation to the Chief Administrative Officer, or designate, for entering into Memorandums of Understanding with the Maple Leaf Snow Skimmers Snowmobile Club for the snowmobile trails that travel through property in the ownership of the Corporation of the Municipality of Hastings Highlands.	CAO	Bylaw to Delegate Authority to the CAO to Enter into Memorandums of Understanding with the Maple Leaf Snow Skimmers Snowmobile Club	
Delegation to the Chief Administrative Officer, or designate, for entering into Memorandums of Understanding with Snowmobile Clubs for the snowmobile trails that travel through property in the ownership of the Corporation of the Municipality of Hastings Highlands.	CAO		
Delegated Authority to the Chief Administrative Officer and Clerk to Amend Parcel Registers for Lands Owned by the Municipality	CAO and Municipal Clerk	Bylaw to Delegate Authority to the CAO and Clerk to Amend Parcel Registers for Lands Owned by the Municipality	
<p><b>Lame Duck Periods</b>  During a "lame duck" period, the CAO is delegated the authority to:  Appoint or remove from office any officer of the municipality provided that the appointment is not required under the Act. Dispose of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal.</p> <p>Make any expenditures or incur any other liability which exceeds \$50,000 for which was not provided for in the annual budget approved by Council.</p>	CAO	<i>Municipal Act, 2001</i>	

**Appendix 'D' to Bylaw 2024-088  
Clerks Department**

Delegated Authority	Approval Authority Delegated to	Relevant Legislated Authority	Conditions or Restrictions
Delegation of the "Head" for Freedom of Information Requests received under the <i>Municipal Freedom of Information and Protection of Privacy Act</i>	Municipal Clerk	<i>Municipal Freedom of Information and Protection of Privacy Act</i> , Section 49 (1) Appointment of Clerk as Head of MFIPPA	
Signing Authority for Agreements Under Bylaw	Mayor Municipal Clerk		
Returning Officer, Responsible for Administration of all Municipal General Elections and All By-Elections for the Municipality of Hastings Highlands	Municipal Clerk	<i>Municipal Elections Act, 1996</i> , S.O. 1996, c. 32	
The authority to purchase goods, consulting and support services, and equipment (including technology) necessary or advisable to carry out the requirements of the <i>Municipal Elections Act, R.S.O. 1996</i>	Municipal Clerk	Procurement Policy	The Municipal Clerk shall wherever possible be guided by the provisions of this Policy
Designate an event as an event of municipal significance for the purposes of prescribing it as a special event occasion where an application has been made pursuant to subsection 19(1) of the <i>Liquor Licence Act, R.S.O. 1990, c. L. 19</i>	Municipal Clerk	<i>Liquor Licence Act R.S.O. 1990</i> , c. L. 19	
Issuance of "Letters of No Objection" for temporary liquor licence extensions	Municipal Clerk	<i>Liquor Licence Act R.S.O. 1990</i> , c. L. 19	
Liquor Licence Municipal Clearance (Wet/Dry Status)	Municipal Clerk	<i>Liquor Licence Act R.S.O. 1990</i> , c. L. 19	
Approval of a temporary outdoor physical extension of a premises which is located in the municipality and to which a liquor sales licence applies pursuant to Section 153.1 of Ontario Regulation 746/21 under	Municipal Clerk	Section 153.1 of Ontario Regulation 746/21 under the <i>Liquor Licence and Control Act, 2019</i>	

<b>Delegated Authority</b>	<b>Approval Authority Delegated to</b>	<b>Relevant Legislated Authority</b>	<b>Conditions or Restrictions</b>
the <i>Liquor Licence and Control Act, 2019</i>			
Administration and Issuance of Municipal Lottery Licenses	Municipal Clerk	<i>Criminal Code (Canada) Order-in-Council 1413/08 Gaming Control Act, 1992</i>	
Administration and Issuance of: Municipal Business Licenses, Kennel Licenses and Permit to Occupy Municipal Land	Municipal Clerk	<i>Municipal Act, 2001</i> Business Licence Bylaw Kennel Licence Bylaw Lottery Licence Officer Appt. Bylaw Property, Facility and Field Use Policy	
Division Registrar	Municipal Clerk	<i>Vital Statistics Act, R.S.O. 1990, c. V.4</i>	
Commissioner of Oaths	Municipal Clerk	<i>Commissioner for Taking Affidavits Act, R.S.O. 1990, C. 17</i>	
Authorization to enter into agreements for the sale and transfer of interment rights	Municipal Clerk	<i>Funeral, Burial and Cremation Services Act, 2002</i> Municipal Cemetery Bylaw	
Authorization to control and manage each cemetery under the jurisdiction of the Municipality	Municipal Clerk	<i>Funeral, Burial and Cremation Services Act, 2002</i> Municipal Cemetery Bylaw	
Delegation of authority to adopt and support Hastings County's appointment of Municipal Weed Inspectors	Municipal Clerk	<i>Section 6(1) Weed Control Act, R.S.O. 1990, Chapter W.5, 6.(1)</i>	Council of every upper tier municipality (Hastings County) shall by bylaw appoint one or more persons as area weed inspectors to enforce <i>Weed Control Act</i> .

**Appendix 'E' to Bylaw 2024-088  
Finance Department**

<b>Delegated Authority</b>	<b>Approval Authority Delegated to</b>	<b>Relevant Legislated Authority</b>	<b>Conditions or Restrictions</b>
Execute agreements with municipalities in order to add any part of a fine that is in default to the tax rolls in accordance with section 441.1 of the Act.	Treasurer	<i>Municipal Act, 2001</i> section 441.1	
Execute grant applications on behalf of the Corporation, and all contribution and other agreements related to any approved grant application and receipt of funds	Treasurer, Mayor, CAO, and/or Clerk		Council approved funding through annual budget or Council resolution. Minimum two (2) signors required, some transfer payment agreements may require their own bylaw approved by Council.
Certify documentation related to reporting (progress and final) and claims for payment required by federal, provincial or other grant funding agreements	Treasurer		
Initiate and file complaints or notices, mediate & settle proceedings at the Assessment Review Board and execute Minutes of Settlement of Assessment Review Board	Treasurer	<i>Assessment Act, R.S.O. 1990, c. A.31</i>	In consultation with Consultant or Legal (if applicable), Minutes of Settlement must be in best interest of Municipality, in opinion of Treasurer
Applications made to the Treasurer for the cancellation, reduction or refund of taxes levied in the year in respect of which the application is made where such a person is unable to pay property tax due to sickness or extreme poverty	Assessment Review Board	<i>Municipal Act, 2001 Section 357(1) and (5) under 357(1)(d.1)</i>	Subject to Bylaw to delegate authority to the ARB to exercise the powers and function of the Council for the current year and each year hereafter until repealed.
Review and approve Tax Adjustment Applications, to hold prescribed meetings, and to cancel, reduce, or refund taxes with respect to tax adjustment applications.	Treasurer or their designate	<i>Municipal Act, 2001 Sections 334, 357 (excluding Section 357(1)(d.1)), 357.1, 358, and 359.1</i>	Subject to Bylaw to delegate authority to the Treasurer with respect to tax adjustment applications
Approval of Tax and/or Accounts Receivables Write-Offs and Increases relating to gross manifest errors	Treasurer	Tax Billing & Collection Policy	
Authority to enter into agreements with the Municipal Property Assessment Corporation (MPAC) for electronic download of assessment information and electronic services	Treasurer and CAO		
Issue Charitable Donation Tax Receipts	Treasurer	Canada Revenue Agency Guidelines	

<b>Delegated Authority</b>	<b>Approval Authority Delegated to</b>	<b>Relevant Legislated Authority</b>	<b>Conditions or Restrictions</b>
Submit financial/grant applications to any government, agency, or fund for receipt of: Compensation, funding, or any form of subsidy related to any municipal programs, operations or capital project	Treasurer, CAO and/or Department Head responsible for the program		Should Council not approve the application due to financial requirements outside of budget approvals following the Municipality's submission, staff would proceed to withdraw the application
Signing authority for banking services and sign cheques issued by the Municipality from the Municipality's general bank account	Treasurer and either CAO, Mayor, or Clerk		Two (2) signors required
Pre-authorize documents for singular or recurring out-bound electronic payments by the Municipality from the Municipality's general bank account	Treasurer and either CAO, Mayor, or Clerk		Two (2) signors required
Authorize, prior to transmission, all electronic payments for recurring payroll through the Municipality's payroll system issued by the Municipality upon the Municipality's general bank account	Treasurer		
Open accounts and establish business relationships with banks or investment brokers for the purposes of purchasing, trading and holding financial investments, and to execute Agreements related to same	Treasurer and CAO		
Execute Agreements related to conducting or facilitating daily financial transactions, including banking and related Agreements	Treasurer		
Transfer funds between Municipal accounts to properly manage the Municipality's financial affairs	Treasurer		
Signing of financial reports to provincial and federal government	Treasurer and/or CAO, Department Head responsible for the program		
Authority to sign off on all financial statement audit preparation related documents, including confirmation letters and audit plans	Treasurer		

**Appendix 'F' to Bylaw 2024-088  
Planning Department**

<b>Delegated Authority</b>	<b>Approval Authority Delegated to</b>	<b>Relevant Legislated Authority</b>	<b>Conditions or Restrictions</b>
Approve, amend, and rescind administrative Planning Department policies and procedures, such as Standard Operating Procedures (SOPs)	Municipal Planner	<i>Municipal Act, 2001</i>	Authority only for the administrative functioning of the Planning Department. Subject to all other policies, bylaws, and procedures of the Municipality.
Reviewing, analyzing, and deeming proposed development and site alteration is in compliance or not in compliance with the Comprehensive Zoning Bylaw and Site Plan Control Bylaw	Municipal Planner	<i>Planning Act</i>	Subject to the Comprehensive Zoning Bylaw and Site Plan Control Bylaw.
Authority to conduct, require, waive, and consult with internal departments and external agencies for Pre-Consultation of proposed development and site alteration	Municipal Planner	<i>Planning Act</i>	Subject to the <i>Planning Act</i> , Provincial Policy Statement, County of Hastings Official Plan, Comprehensive Zoning Bylaw, Site Plan Control, any other applicable policy and bylaw, and in consultation with applicable departments.
Deeming the completeness for applications under Sections 34, 36, 41, and 45 of the <i>Planning Act</i>	Municipal Planner	<i>Planning Act</i>	
Review applications under Section 53 of the <i>Planning Act</i> and request conditions be included with the consent if the County of Hastings grants provisional consent	Municipal Planner	<i>Planning Act</i>	
Deeming completeness and clearance of conditions of provisional consent under Section 53 and draft plans of subdivisions under Section 51 of the <i>Planning Act</i>	Municipal Planner	<i>Planning Act</i>	Consultation with applicable departments, the County of Hastings, qualified professionals, or external agencies as deemed necessary by the Municipal Planner.
Extensions Requests to Draft Plan Approvals for Subdivision/Condominium – comments to the County of Hastings	Municipal Planner	<i>Planning Act</i>	Consultation with applicable departments.
Deeming completeness of applications for the closure and conveyance of Original Shore Road Allowances and Original Road Allowances	Municipal Planner	<i>Municipal Act</i>	

<b>Delegated Authority</b>	<b>Approval Authority Delegated to</b>	<b>Relevant Legislated Authority</b>	<b>Conditions or Restrictions</b>
Approval or refusal of preliminary Reference Plans for the closure and conveyance of Original Shore Road Allowances and Original Road Allowances	Municipal Planner	<i>Municipal Act</i>	
Granting Easements	Municipal Planner and Municipal Clerk	<i>Planning Act; Municipal Act</i>	Bylaw to delegate authority to grant easements.
Approval of drawings and plans for Site Plan Control	Municipal Planner	<i>Planning Act</i>	Subject to the <i>Planning Act</i> , the County of Hastings Official Plan, Site Plan Control Bylaw, the proposal be in compliance with Comprehensive Zoning Bylaw, and in consultation with applicable departments.
Authority to enter into and execute documentation for Site Plan Control Agreements	CAO and Municipal Clerk	<i>Planning Act</i>	Subject to consultation with the Municipal Planner. Review may be required with the Municipal solicitor.
Amendments to Site Plan Control Agreements	CAO and Municipal Clerk	<i>Planning Act</i>	Subject to consultation with the Municipal Planner. Review may be required with the Municipal solicitor.
Authority to enter into and execute documentation for Development Agreements to fulfill conditions of applications under Sections 34, 36, 45, and 53 of the <i>Planning Act</i>	Municipal Clerk	<i>Planning Act; Municipal Act, 2001</i>	Release may be permitted where the release is a condition of a new Agreement being registered on title, the terms of the Agreement have been satisfied by the requirements of another Agreement, the registered owner pays all costs associated with the release of the Agreement, and there is no history of non-compliance, complaints and enforcement regarding the terms and conditions of the Agreement. Review may be required with the Municipal solicitor. Consultation with Planning Department.
Approval of the release of Development Agreements or Site Plan Control Agreements registered on title	Municipal Clerk	<i>Planning Act; Municipal Act, 2001</i>	Bylaw 2022-036. Subject to consultation with the Municipal Planner. Review may be required with the Municipal solicitor.

**Appendix 'G' to Bylaw 2024-088  
Building Department**

<b>Delegated Authority</b>	<b>Approval Authority Delegated to</b>	<b>Relevant Legislated Authority</b>	<b>Conditions or Restrictions</b>
Authority to enter into Limiting Distance Agreements	Chief Building Official	<i>Building Code Act, 1992, c. 23</i>	
Authority to enter into Conditional Building Permit Agreements	Chief Building Official	<i>Building Code Act, 1992, c. 23</i>	
Power to prescribe additional forms under Section 7 (1) (f) of the Act, pursuant to Section 23.1(1) and (4) of the Municipal Act, 2001		<i>Building Code Act, 1992, c. 23</i>	Any forms prescribed under this subsection shall be approved in writing by the Chief Building Official and shall be applicable to applications received after such endorsement
Authority to Register 'Order to Comply/Stop Work Order' on Title	Chief Building Official	<i>Building Code Act, 1992, c. 23</i>	

**Appendix 'H' to Bylaw 2024-088  
Operations Department (Roads and Waste Management)**

<b>Delegated Authority</b>	<b>Approval Authority Delegated to</b>	<b>Relevant Legislated Authority</b>	<b>Conditions or Restrictions</b>
Authority to review and approve applications for new entrance permits and culvert installations;	Operations Manager	<i>Municipal Act, 2001</i> Bylaw and Fee Schedule	
Issuance of Road Occupancy Permits and Municipal Consent for utility maintenance and works within road right -of -way, and/or for Special Event Road Closures	Operations Manager	Road Occupancy Bylaw	
May temporarily close any highway or portion of a highway: a) For construction, repair or improvement of the highway or portion of the highway, or construction or repair of any works, under, over, along, across, or upon the highway or portion of highway; b) Social, recreational, community, athletic or cinematographic purpose, or combination thereof; c) For any request under emergency services ; d) For construction purposes when public safety may be impacted	Operations Manager	<i>Highway Traffic Act, R.S.O 1990, c. H.8</i>	
Designate construction zones where municipal permit involves construction or repair of a highway or works near a highway, including authority to designate a lower rate of speed for vehicles traveling in construction zones.	Operations Manager	<i>Highway Traffic Act, R.S.O 1990, c. H.8</i>	
Agreements, including cost sharing agreements and boundary road agreements between the Municipality of Hastings Highlands and Local Area Municipalities regarding road construction and/or road maintenance.	Operations Manager	<i>Municipal Act, 2001</i>	
Temporary Reduction or Lifting of Load Limits on Highways, including designation of alternate routes where applicable.	Operations Manager	Load Limit Bylaws	
Authority to declare a significant weather event in order to extend the response time to achieve Minimum Maintenance Standards	Operations Manager	<i>Ontario Regulation 239/02 minimum Maintenance Standards for Municipal Highways</i>	
The regulation or prohibition of the erection of Signs, Billboards, Posters and Other Advertising Devices in the Municipality	Operations Supervisor	Sign Bylaw	

<b>Delegated Authority</b>	<b>Approval Authority Delegated to</b>	<b>Relevant Legislated Authority</b>	<b>Conditions or Restrictions</b>
Authorization to manage and perform maintenance, removals, and planting of trees within the Municipality's right-of-way, properties and land lying along any of its highways	Operations Manager	<i>Municipal Act, 2001</i>	
The operational planning, development, management, and environmentally sound operation of the Municipality's waste management and recycling system. The authority to negotiate amendments to existing agreements or enter into new agreements thereto, including those documents prescribed by regulation/legislation. This includes the provision of systems and facilities for residential waste, recycling, including household hazardous waste.	Operations Manager		

**Appendix 'I' to Bylaw 2024-088  
Fire Department**

<b>Delegated Authority</b>	<b>Approval Authority Delegated to</b>	<b>Relevant Legislated Authority</b>	<b>Conditions or Restrictions</b>
Enter into Fire Service Agreements for provision of fire protection services to lands located outside of Hastings Highlands or receive services from a fire department located outside of Hastings Highlands	Fire Chief	<i>Fire Protection and Prevention Act, 1997, c. 4</i>	
Enter into agreements for mutual or automatic aid management operations or emergency response outside scope of Emergency response such as but not limited to CBRNE, Hazmat, confined space, high angle rescue.	Fire Chief	<i>Fire Protection and Prevention Act, 1997, c. 4</i>	
Execute agreements for emergency management and emergency response for services such as MNRF	Fire Chief	<i>Forest Fire Protection Act, R.S.O 1990 c.F.24</i>	
Authority to take all proper measures for prevention, control and extinguishment of fires and protection of life and property and shall exercise all powers mandated by legislation.	Fire Chief	<i>Fire Protection and Prevention Act, 1997, c. 4</i>	
Approval and signing authority to execute agreements and documents to provide fire and public safety training, facility and equipment rentals, and other related fees for services to external clients.	Fire Chief	<i>Fire Protection and Prevention Act, 1997, c. 4</i>	

**Appendix 'J' to Bylaw 2024-088  
Bylaw Enforcement Services**

<b>Delegated Authority</b>	<b>Approval Authority Delegated to</b>	<b>Relevant Legislated Authority</b>	<b>Conditions or Restrictions</b>
Processing & Approval of Livestock Valuation Claims	Bylaw Enforcement Officer	Livestock Valuer Bylaw <i>Livestock, Poultry and Honey Bee Protection Act</i> , R.S.O. 1990, c. L.24	

**Appendix 'K' to Bylaw 2024-088  
Emergency Management**

<b>Delegated Authority</b>	<b>Approval Authority Delegated to</b>	<b>Relevant Legislated Authority</b>	<b>Conditions or Restrictions</b>
Activate an emergency plan and implement municipal emergency control group notification	Community Emergency Management Coordinator (CEMC) or alternate	<i>Emergency Management and Civil Protection Act</i> Emergency Management Plan Bylaw	Activate an emergency plan and implement municipal emergency control group notification

**Appendix 'L' to Bylaw 2024-088  
Community Services**

<b>Delegated Authority</b>	<b>Approval Authority Delegated to</b>	<b>Relevant Legislated Authority</b>	<b>Conditions or Restrictions</b>
Approval or Denial of Fee Waiver Request subject to the Fee Waiver Policy	Administrative/Community Services Coordinator	Fee Waiver Policy	

**Appendix 'M' to Bylaw 2024-088  
Information Technology**

<b>Delegated Authority</b>	<b>Approval Authority Delegated to</b>	<b>Relevant Legislated Authority</b>	<b>Comments (Temporary Column for Council Review)</b>
Authority to enter into recurring annual agreements with respect to continuance of technical software support services and/or data licence agreements, subject to annual review and budget approval	CAO and Treasurer		