

THE CORPORATION OF THE TOWN OF GRIMSBY

BY-LAW NO. 26-18

A BY-LAW TO DELEGATE CERTAIN POWERS AND DUTIES UNDER THE MUNICIPAL ACT, S.O. 2001, c.25, THE PLANNING ACT, R.S.O. 1990 c.P.13, AND OTHER ACTS

Whereas Section 270(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 (the “Act”) provides that a municipality shall adopt and maintain a policy with respect to the delegation of its powers and duties;

And whereas Section 23.1 of the Act authorizes a municipality to delegate its powers and duties under the Act or any other Act to a person or body, subject to the rules and restrictions set out in Part II of the Act;

And whereas Clause 224(d) of the Act states that it is the role of Council to ensure that administrative policies, practices, and procedures are in place to implement the decisions of Council;

And whereas the Council of the Corporation of the Town of Grimsby deems it expedient to delegate certain routine administrative functions to staff to improve business efficiencies while adhering to the principles of accountability and transparency.

Now therefore the Council of the Corporation of the Town of Grimsby enacts as follows:

PART I – SHORT TITLE

1. This By-law may be referred to as the “Delegation of Municipal Powers and Duties By-law”
2. This By-law respecting the delegation of municipal powers and duties is also adopted as the delegation policy required pursuant to Subsection 270 (1) of the Act.

PART II – DEFINITIONS

3. For the purposes of this By-law:

“Act” means the *Municipal Act, 2001*, S.O. 2001, c.25, as amended from time to time;

“Approval” includes authority to sign for approval and execute an agreement, contract, release, waiver, application or document intended to bind the Corporation, and includes any renewal, amendment or termination thereof, and “Approve” has a corresponding meaning;

“Approved as to Content” means that the content, substance and material dealt with in the document are approved and are in accordance with authority delegated under this By-law;

“Approved as to Form” means that the document is approved for execution in the correct form, style and procedures of the Town in accordance with the authority delegated under this By-law and that the content, substance, and material dealt with in the document are correct in law;

“By-law” means this By-law and includes its Schedules;

“CAO” means the Town’s Chief Administrative Officer appointed from time to time by Council;

“Chief Building Official” or “CBO” means the Town’s Chief Building Official appointed from time to time by Council;

“Clerk” means the Town Clerk appointed from time to time by Council;

“Corporation” means The Corporation of the Town of Grimsby;

“Council” means the elected Council of The Corporation of the Town of Grimsby;

“Department” means a department with a Director or acting Director, within an administrative area of the Town;

“Delegation of Municipal Powers and Duties Policy” means a policy that has been approved by Council in accordance with paragraph 270(1) 6 of the Act;

“Director” means head of a department reporting directly to the CAO.

“Execute” means completing the formalities intended to give effect to a document, including any one or more of the following formalities as may be required in the circumstances:

- (i) Signing the document
- (ii) Causing the seal of the Corporation to be affixed to the document
- (iii) Causing delivery of that document to be made to any other parties to that document

“Fire Chief” means the Town’s Fire Chief appointed from time to time by Council;

“Legal Proceeding” means any court or administrative tribunal proceeding commenced by, or against the Town;

“Limitation” means a restriction specified in Schedule “A”, which must be complied with prior to the exercise of the delegated authority pursuant to this By-law;

“Procurement By-law” means the Town’s current By-law to define the procurement policies for the Town of Grimsby, as it may be amended or replaced;

“Purchasing Agent” means the Agent as defined in the Procurement By-law;

“Restricted Acts Period” means the period of time when Council’s powers are limited pursuant to subsection 275(1) of the Act;

“Town Solicitor” means any individual(s) or law firm(s) retained or appointed by the Town of Grimsby as its legal counsel;

“Treasurer” means the Treasurer appointed from time to time by Council;

“Usual Operations” means the activities and administrative decision making required as part of the day-to-day operations of a Department in the ordinary course of business, which are not legislative or quasi-judicial in nature.

PART III – NATURE AND SCOPE OF DELEGATION OF POWERS AND DUTIES

4. Council delegates the powers and duties set out in the attached Schedule “A” to those officers, employees and committees listed therein and subject to any limitations specified therein.
5. Notwithstanding the foregoing, Council retains the authority to make or reconsider a decision or exercise a power delegated pursuant to this By-law, at any time and without notice, and revoke or restrict any delegated power that has been delegated pursuant to this By-law.
6. Any delegation to a Director shall be deemed to include the CAO.
7. Where this By-law has delegated power to the CAO, if the CAO has in writing designated a Director to serve as Acting CAO or where an Acting CAO has been appointed by Council, in the absence of the CAO, the Acting CAO may exercise the delegated power or duty.

8. Where this By-law has delegated power to a Director, if the Director has in writing designated a Director or Manager to serve in an acting capacity either generally or with respect to a specific matter, or where an Acting Director has been appointed, the designated Director or Manager or the Acting Director may exercise the delegated power or duty.
9. Except as otherwise required by law, should any position identified in this By-law with delegated powers or duties be vacant or no longer exist within the Corporation, the powers and duties of that position may be exercised by a person deemed to have authority in accordance with paragraphs 6, 7, 8, and 9 above, until such time as the position is either no longer vacant, or a new delegation for the corresponding delegated power or duty is approved.
10. Except for authority to deal with emergency situations, where the exercise of a delegated power or duty requires the expenditure of money or subjects the Corporation to a potential financial loss or obligation, funding for the expenditure or provision for the potential loss or obligation must be included in an approved budget and all relevant requirements of the Procurement By-law, as amended or replaced, shall be followed as a condition to the exercise of the delegated authority.

PART IV – GENERAL

11. The division of this By-law into sections, subsections, paragraphs, and schedules, and the insertion of headings are for convenience of reference only and shall have no effect on the construction or interpretation of this By-law.
12. Any reference in this By-law to a statute, including each reference to the Act, includes a reference to all regulations made pursuant to such statute, all amendments made from time to time to such statute and regulations, and all statutes or regulations that may be passed and which have the effect of re-enacting, re-making, changing, supplementing, suspending, or superseding them.
13. In the event of any inconsistency between this By-law or any other Town By-law, this By-law shall prevail to the extent of the inconsistency.
14. It is the opinion of Council that any of the legislative powers delegated pursuant to this By-law are of a minor nature within the meaning of subsection 23.2(4) of the Act.

15. Any reference to legislation, regulations or By-laws in this By-law shall be interpreted to include all amendments and any successor legislation thereof.
16. Throughout this By-law,
- (i) the term "including" or the phrases "e.g.," or "for example" shall be interpreted to mean "including, without limitation", and
 - (ii) the singular includes the plural and vice-versa
17. If a court of competent jurisdiction declares any provision, or any part of a provision, of this By-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this By-law, that each and every other provision of this By-law authorized by law, be applied and enforced in accordance with its terms to the extent possible according to law.
18. With respect to monitoring and compliance, the Delegation of Municipal Powers and Duties Policy shall be followed.

PART V – APPOINTMENT OF SIGNING OFFICERS

19. Subject to the requirements of this By-law and any statute regarding the execution of any particular document, the Mayor and Town Clerk are appointed as signing officers of the Corporation and have the authority to execute any document on the Corporation's behalf.
20. Section 19 does not prevent Council from specifically authorizing the execution of any document by other employees or officers of the Corporation on its behalf nor does it derogate from the delegation of authority to execute any document otherwise delegated by this By-law.
21. When any signing officer designated under Part V of this By-law is absent for any reason, or when the specified office or position is vacant, a deputy or acting person is authorized to exercise the authority of the signing officer under this By-law.

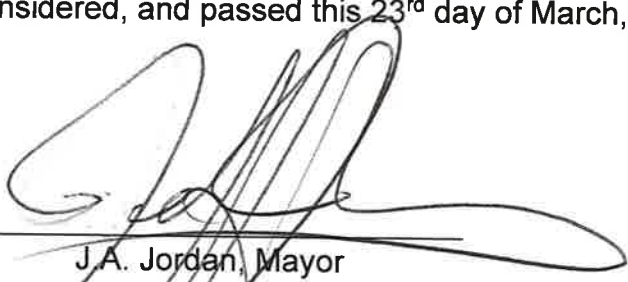
PART VI – REPEAL

22. By-laws 07-91, 07-93, 09-31, 20-29, 21-43, 22-60, 23-44, and 23-93 are hereby repealed.


PART VII – EFFECTIVE DATE

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

Read a first time, considered, and passed this 23rd day of March, 2026.



J.A. Jordan, Mayor



V. Steele, Town Clerk

**Schedule "A" to By-law 26-18
Delegated Municipal Powers and Duties**

Delegation	Delegate	Limitation
Chief Administrative Officer		
<p>Apply for, negotiate, enter into, and execute grant agreements and applications for federal, provincial or other grant funding to the Town.</p> <p>Amounts up to \$100,000: Department Head</p> <p>Amounts over \$100,000: CAO</p>	<p>CAO or Department Head</p>	<p>Town Clerk or Treasurer to be secondary signature(s)</p>
<p>Execute agreements and other documents related to the general control and management of the affairs of the Town for the purpose of ensuring its efficient and effective operation in the exercise of authority under section 229 of the Act</p>	<p>CAO</p>	<p>Relevant department to review and prepare document in consultation with Finance and Legal</p>
<p>Negotiate, enter into and execute agreements for the purposes of a capital project as required to implement an approved capital project</p>	<p>CAO</p>	<p>Capital project approved by Council through the budget process or other means, alignment with Procurement By-law</p> <p>Relevant department to review and prepare document in consultation with Finance and Legal</p>
<p>Approve flag raising requests</p>	<p>CAO</p>	<p>Council notified of all flag raising requests in a timely manner</p>
<p>All powers necessary to carry out the responsibilities, duties, and obligations of the Chief Administrative Officer</p>	<p>CAO</p>	<p>Within scope of job description and legislation</p>

	Delegation	Delegate	Limitation
	<p>Authorize a proceeding in Small Claims Court for the collection of a debt owed to the Town</p>	<p>CAO or Director of Legislative Services</p>	
	<p>Authorize legal proceeding by the Town in any Court or administrative tribunal</p>	<p>CAO or Director of Legislative Services</p>	<p>CAO or Director of Legislative Services determines that the Town's case has merit</p> <p>CAO determines in consultation with the Director of Legislative Services and Town Solicitor that the legal proceeding is in the Town's best interest</p> <p>CAO or Director of Legislative Services shall report from time to time on actions or other legal proceedings involving the Town, including a description of any settlement of any action or other legal proceeding</p>
	<p>Authorize appeal by Town against a decision of any Court or administrative tribunal</p>	<p>CAO or Director of Legislative Services</p>	<p>CAO or Director of Legislative Services determines that the Town's case has merit</p> <p>CAO or Director of Legislative Services shall report from time to time on actions or other legal proceedings involving the Town, including a description of any settlement of any action or other legal proceeding</p>
	<p>Authorize defense of or response to any legal proceeding against the Town in any Court or administrative tribunal</p>	<p>CAO or Director of Legislative Services</p>	<p>CAO or Director of Legislative Services determines that the Town's case has merit</p> <p>CAO or Director of Legislative Services shall report from time to time on actions or other legal proceedings involving the Town, including a description of any settlement of any action or other legal proceeding</p>

	Delegation	Delegate	Limitation
Clerks			
	Authority to comment on Liquor Licence Applications and Special Occasion Permits	Town Clerk	Consultation required with Building, Zoning and Fire
	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 the <i>Liquor Licence and Control Act, 2019</i> , S.O. 2019, c. 15, Sched. 22	Town Clerk	
	All of the powers and duties of the "head" in regard to the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , R.S.O. 1990, Chapter M.56 (MFIPPA)	Town Clerk	
	Enter into a settlement agreement for the purpose of resolving applications made under the Human Rights Tribunal of Ontario unrelated to Town employees, up to \$50,000	Town Clerk	
	Enforce the removal or discontinuation of candidate and/or third party advertisements that are in contravention of Section 88.3, 88.4 or 88.5 of the <i>Municipal Elections Act, 1996</i> , S.O. 1996, c. 32, Sched.	Town Clerk	In accordance with Section 88.7 of the <i>Municipal Elections Act, 1996</i>

	Delegation	Delegate	Limitation
	Approve, issue, renew, deny, suspend, cancel, amend, administer, and enforce licences regulated by the Town's Hawkers and Peddlers and Refreshment Vehicle licensing By-laws	Town Clerk	Suspension in accordance with Subsections 151(2) and (3) of the Municipal Act, 2001
	Approve, issue, deny, revoke, cancel, suspend, amend, administer, and enforce lottery licences	Town Clerk	In accordance with Alcohol and Gaming Commission of Ontario regulations
	All powers necessary to carry out the responsibilities, duties, and obligations of the Town Clerk	Town Clerk	Within scope of job description and legislation
	Negotiate, enter into, and execute and terminate agreements related to the use of the Corporations intellectual property by others, including trademarks, trade names and logos	Town Clerk	
	Make applications, submissions, declaration, representations and other documents related to the registration or protection of intellectual property of the Corporation or its affiliates, including by trademark, trade name, design mark, copyright and patent	Town Clerk	
	Accept service of any originating process that commences legal proceeding on behalf of the Town	Town Clerk	

	Delegation	Delegate	Limitation
	Negotiate, enter into, and execute and terminate agreements related to the use, license, acquisition, sharing, exchange, release, or confidentiality and non-disclosure of records, information or data in any format	Town Clerk	Consult with Director responsible for the affected program, operation or project Compliance with MFIPPA Financial implication of agreement must be included in approved budget
	Appoint and remove persons as the following officers or inspectors authorized by statute to enforce By-laws of the Corporation or to enforce the authorizing statute within the Corporation's jurisdiction, and the authority to determine the appropriate terms of such appointments: Animal Control Officers, Screening Officers, Hearing Officers	Town Clerk	Delegate must maintain a record of appointments and revocations of appointment Candidates must meet all legislative qualifications required for the appointment position and any other qualifications as determined by the Delegate
	Negotiate, enter into, execute and terminate agreements with service providers and the Province of Ontario for the Administrative Monetary System on behalf of the Corporation	Town Clerk	
	Authority to approve and execute buybacks of unused interment rights in accordance with the Cemetery By-law(s) and approved fee schedule	Town Clerk or Written Designate	
	Authority to issue permits granting an exemption from any of the provisions of the Noise By-law with respect to any source of sound for which the person might be prosecuted Subject to the limitations of the Noise By-law	Town Clerk or Written Designate	Subject to the limitations of the Noise By-law Includes but is not limited to noise related to construction, filming, and events

	Delegation	Delegate	Limitation
Building Services			
	Negotiate, enter into, execute and terminate limiting distance agreements in accordance with Sections 3.2 and 9.2 of the Ontario Building Code	Chief Building Official	
	Negotiate, enter into, execute and terminate conditional permit agreements in accordance with Subsection 8(3)(c) of the Building Code Act, 1992	Chief Building Official	
	Negotiate, enter into, execute and terminate joint enforcement agreements in accordance with Subsections 3(3), 3(5) and 6.2(1) of the Building Code Act, 1992	Chief Building Official	
	Negotiate, enter into, execute and terminate servicing agreements in accordance with article 7.1.2.4 of the Ontario Building Code	Chief Building Official	
	Power to authorize variances from the provisions of the Sign By-law that are minor in nature	Chief Building Official	
	All powers necessary to carry out the responsibilities, duties, and obligations of the Chief Building Official	Chief Building Official	Within scope of job description and legislation
Finance			
	Negotiate, enter into, execute and terminate agreements and other documents considered necessary or desirable for the provision of banking services to the Corporation and its affiliates, including for purchase cards, credit cards, accounts, facilities, and electronic services	Treasurer	

	Delegation	Delegate	Limitation
	Process tax write-off applications in accordance with Sections 356, 357, 358 and 359 of the Municipal Act, 2001	Treasurer	<p>Applications made under Section 357(1)(d.1) related to sickness and extreme poverty be referred to the Assessment Review Board for determination of eligibility and recommended adjustment</p> <p>Treasurer must prepare an annual report within the first quarter of the year to advise Council of the total cost of adjustments made under these provisions</p> <p>May not exercise any obligation of Council to hold a meeting or pass a by-law</p>
	Applications to any government, foundation, or for compensation, funding or other forms of grant or subsidy regarding Corporation programs, operations or projects	Treasurer or Director responsible for the program, operation or project	
	Approve special parking rates to allow for free parking at metered and hourly machined lots owned or operated by the Corporation for specific periods of time and special holiday parking promotion programs, as requested by any Business Improvement Area Board of Management	Treasurer	
	<p>Any act of administration, including execution of documents and insurance placement, relating to any contract of insurance purchased by the Corporation (e.g. signing of binder letters)</p> <p>Any act to establish loss and make any insurance claim on behalf of the Corporation</p>	Treasurer	

	Delegation	Delegate	Limitation
	All powers necessary to carry out the responsibilities, duties, and obligations of the Treasurer	Treasurer	Within scope of job description and legislation
	Authority relating to assessment and taxation appeal matters, including the authority to commence proceedings and settle appeals	Treasurer	
	Certify documentation related to reporting (progress and final) and claims for payment required by federal, provincial or other grant funding agreements	Treasurer	
Information Technology and Service Innovation (ITSI)			
	Execute agreements related to licensing, maintenance, and contracts of technology (hardware and software) and provision of related support services	Director of ITSI	
	All powers necessary to carry out the responsibilities, duties, and obligations of the Director of Information Technology and Service Innovation	Director of ITSI	Within scope of job description
Human Resources			
	<p>Negotiate, make settlement offers, settle and take any other necessary or desirable action relating to any employment or labour relations dispute or claim threatened, brought or made by or against the Corporation</p> <p>Settlement of a claim up to \$100,000: Director of Human Resources</p> <p>Settlement of a claim up to \$250,000: CAO</p>	Director of Human Resources or CAO	

	Delegation	Delegate	Limitation
	Negotiate, enter into and execute collaborative workplace agreements including minutes of settlement and contracts, arbitration, grievance and interpretation matters	Director of Human Resources	Consultation with subject department required Consultation with CAO where appropriate or required Following the exercise of the authority, Collaborative Workplace Agreement Contracts must go to Council to ratify
	All powers necessary to carry out the responsibilities, duties, and obligations of the Director of Human Resources	Director of Human Resources	Within scope of job description
Community Services			
	Execute agreements for use of Corporation property or public roadway for a special event	Director of Community Services in consultation with Director of Public Works	Compliance with applicable operational standards
	Execute agreements to permit use of Corporation land by community organizations for the purpose of community gardens	Director of Community Services	
	Authority for the negotiation, entering into and execution of license agreements for the use of recreation facilities by not-for-profit groups only	Director of Community Services	
	Partnership agreements/letters of agreement with service providers to support Town programming	Director of Community Services	Consultation with Treasurer where required
	Approve operational aspects of commercial filming on Municipal Parkland, including the use of special effects; hours of filming; notification and consent	Director of Community Services	

	Delegation	Delegate	Limitation
	All powers necessary to carry out the responsibilities, duties, and obligations of the Director of Community Services	Director of Community Services	Within scope of job description
Fire Services			
	Execute connection agreements to the Corporation's central fire alarm panel	Fire Chief	
	All powers necessary to carry out the responsibilities, duties, and obligations of the Fire Chief		Within scope of job description and legislation
Public Works			
	Temporarily close a highway for (a) the holding of a special event, including a parade or sporting competition (e.g. races), (b) construction, installation, maintenance or repair of municipal services or utilities, (c) location filming, (d) emergency or unplanned highway closures, or (e) pedestrian, vehicular or public safety/health	Director of Public Works in consultation with Director of Community Services	Compliance with applicable requirements for special event permits and road occupancy permits
	Execute agreements or other documents permitted or required in connection with the regulation of sanitary and storm drainage	Director of Public Works	
	Agreements and other documents relating to the supply of water or sewer services within the Town of Grimsby area, including operation and maintenance agreements with Niagara-area municipalities	Director of Public Works	

	Delegation	Delegate	Limitation
	Execute agreements with other municipalities or other government or public agencies relating to municipal infrastructure and services (e.g. road construction and maintenance), including cost sharing agreements	Director of Public Works	
	Execute agreements relating to improvements of municipal infrastructure and services (e.g. roads) arising from matters approved by Council or through a delegation of authority, including cost-sharing arrangements	Director of Public Works	
	Execute agreements and other documents permitting encroachment on easements or other lands vested in the Corporation, including lands which are a public highway, and related assignment, release, and termination of such agreements Provided that the total consideration paid to the Corporation, excluding applicable taxes and fees of an administrative nature, does not exceed \$75,000 per annum	Director of Public Works	
	Execute agreements and other documents regarding the crossing of Corporation lands in connection with utility or transportation uses including gas lines, railway purposes, limited access highways and hydro corridors	Director of Public Works	Compliance with any applicable standard practices of the Corporation and approved conditions of development

	Delegation	Delegate	Limitation
	Approve or reject applications for pop-up cafe, sidewalk patio or curbside patio to be located on Corporation property or public roadways and execute associated licensing agreements	Director of Public Works	Compliance with design criteria
	Make application for Record of Site Condition in relation to any land owned or vested in the Corporation and submit supporting or supplementary documentation as may be required by the Ministry of the Environment	Director of Public Works	
	Apply parking restrictions, traffic control measures or other restrictions to regulate use of public roadways within the municipality by the public, including Level 2 crossover traffic controls, stop control, yield control, "No Standing" prohibitions, "No Stopping" prohibitions, "Loading" prohibitions, "Loading Zones", "Parking Meter Zones," "Angle Parking," heavy vehicle prohibitions, and bridge vehicular load limits	Director of Public Works	
	Addition, relocation and removal of school crossing guards	Director of Public Works	Compliance with provincially accepted guidelines and site-specific assessments based on studies, warrants and observations
	Any act of administration and management of construction lien matters arising from works and/or services procured by the Corporation, including the authority to release or make payments, issue and respond to notices, and any other act	Director of Public Works	

	Delegation	Delegate	Limitation
	Negotiate, enter into and execute Municipal Access Agreements	Director of Public Works	
	Authority to permit the use and occupation of a municipal right of way or portion thereof and enable fees for such permits	Director of Public Works	
	Negotiate, enter into and execute boundary road and maintenance agreements, including renewals and amendments of such agreements	Director of Public Works	Consultation required with Finance CAO to be advised of all terms with Region or neighbouring municipalities
	Negotiate, enter into, and execute Boundary Road Construction Agreements with neighbouring municipalities	Director of Public Works	Consultation required with Finance Subject to an approved Town budget allocation for the Town's share of the cost of such Construction
	All powers necessary to carry out the responsibilities, duties, and obligations of the Director of Public Works	Director of Public Works	Within scope of job description
Planning and Development			
Technical Changes to the Official Plan			
	Authority to make minor changes to the Official Plan to: <ul style="list-style-type: none"> • alter the numbering, arrangement and cross-referencing of provisions; • correct clerical, grammatical, and spelling errors; • update address references; add technical information to maps or schedules; and/or change format or presentation 	Director of Planning and Development	Changes shall not alter the meaning and effect of the policy

Delegation	Delegate	Limitation
Zoning By-law Amendments		
<p>Pursuant to section 39.2 of the <i>Planning Act</i>, R.S.O. 1990, c. P.13, approval of By-laws of a minor nature under Section 34 of the <i>Planning Act</i> with respect to:</p> <ul style="list-style-type: none"> (a) a By-law to remove a holding symbol; (b) a By-law to authorize the temporary use of land, buildings or structures in accordance with Subsection 39(1) of the <i>Planning Act</i>; and (c) a by-law to permit amendments to the Zoning By-law which are minor in nature 	<p>Director of Planning and Development</p>	<p>Delegated authority may only be exercised if the Official Plan contains a policy specifying the types of by-laws that may be passed under delegated authority, pursuant to Section 39.2 of the <i>Planning Act</i>.</p> <p>Subject to the limitations, if any, of the applicable Official Plan policies (Section 39.2 of the <i>Planning Act</i>)</p> <p>By-laws may be approved only if the Delegate is satisfied that the proposed action meets the appropriate test under the <i>Planning Act</i>.</p>
Technical Changes to the Zoning By-law		
<p>Authority to make minor changes to the Zoning By-law to:</p> <ul style="list-style-type: none"> (a) alter the numbering, arrangement and cross-referencing of Zoning regulations; (b) correct clerical, grammatical, and spelling errors; (c) update address references; <p>add technical information to maps or schedules; and/or change format or presentation</p>	<p>Director of Planning and Development</p>	<p>Changes shall not alter the meaning and effect of the By-law</p>
Subdivision		
<p>Authority to:</p> <ul style="list-style-type: none"> (a) upon receipt of a direction from Council, grant draft plan of subdivision approval with or without conditions; (b) deem abandoned if an application is inactive for more than one year subject to 60 days' notice being provided to the applicant to respond; (c) grant extensions to draft 	<p>Director of Planning and Development</p>	<p>Interpretation and administration of conditions shall not alter the purpose and intent of the draft plan approval</p>

<p>plan of subdivision approval, subject to the concurrence of applicable department and external agencies;</p> <p>(d) withdraw the approval of draft plan of subdivision prior to final approval of subdivision plans pursuant to Subsections 51(44) and 51(58) of the Planning Act;</p> <p>(e) sign plans for the purposes of indicating final approval of subdivision plans;</p> <p>(f) allow extensions for up to 3 months to permit scheduling of a Council meeting</p>		
Condominium		
<p>Authority to:</p> <p>(a) exempt eligible applications for condominium from the requirements of the Planning Act in accordance with Section 9 of the Condominium Act, 1998, S.O. 1998, c. 19;</p> <p>(b) grant extensions to draft plan of condominium approval, subject to the concurrence of applicable department and external agencies and recommendation from Council, where applicable;</p> <p>(c) amend criteria to be satisfied prior to registration for standard and common element condominiums ;</p> <p>(d) deem an application as abandoned if inactive for more than one year subject to 60 days' notice being provided to the applicant to respond;</p> <p>(e) settle and give draft approval for a three-year term to any uncontested proposed Plan of Condominium and exercise the powers of the approval authority related to</p>	<p>Director of Planning and Development</p>	

	condominiums as set out in the Condominium Act, 1998; (f) sign plans for the purposes of indicating that plans are ready for registration. (g) allow extensions for up to 3 months to permit scheduling of a Council meeting		
Model Home Agreement			
	Authority to negotiate, approve, and execute model home agreements	Director of Planning and Development	
Consent to Sever			
	Authority pursuant to subsection 53(23) of the <i>Planning Act</i> to approve minor changes to the conditions of consent imposed by the Committee of Adjustment, in accordance with Subsection 54 (2) of the <i>Planning Act</i>	Director of Planning and Development	
Minor Variance			
	Authority to approve minor revisions to plans included as a condition of approval an application by the Committee of Adjustment	Director of Planning and Development	
Validation Certificate			
	Authority to: (a) determine if a Validation Certificate Application is required or if an application for consent is appropriate; (b) approve with or without conditions, or refuse, an application for Validation Certificate	Director of Planning and Development	
Part Lot Control			
	Authority to: (a) upon receipt of a recommendation from Council, approve applications for part lot control with or without conditions within a registered plan of subdivision; (b) refuse applications for part lot control; (c) amend conditions of a part	Director of Planning and Development	

<p>lot control approval; (d) grant extensions to a part lot control approval.</p>		
<p>Niagara Escarpment Commission</p>		
<p>Authority to submit comments on behalf of the Corporation to the Niagara Escarpment Commission regarding development permit applications</p>	<p>Director of Planning</p>	
<p>Execution of Development Agreements</p>		
<p>Authority to: (a) execute agreements and other documents required in satisfaction of any condition of approval under the <i>Planning Act</i> in connection with the development of land such as subdivisions, plans of condominium, land divisions, part lot control removal, consents to sever, site plans and rezonings; (b) release agreements where imposed or required in satisfaction of any condition of approval under the <i>Planning Act</i> or <i>Condominium Act, 1998</i>, in connection with the development of land</p>	<p>Director of Planning and Development</p>	
<p>Heritage-Related</p>		
<p>Authority to: (a) approve Heritage Permits, with conditions as needed, for minor alterations to a building or structure on a property designated under Ontario Heritage Act, R.S.O. 1990, c. O.18; (b) issue Heritage Permits, with conditions as needed, where Council approval has been provided for the alteration, demolition, or removal of a building or structure on a property designated under the Ontario Heritage Act;</p>	<p>Director of Planning and Development</p>	<p>Consult with the Grimsby Heritage Advisory Committee, as needed</p>

(c) issue Heritage Permits, with conditions as needed, where the Ontario Land Tribunal orders that the Town consent to a demolition or removal of a building or structure under Part IV of the Ontario Heritage Act		
Establish practices and procedures to administer Heritage Grants and Relief Programs	Director of Planning and Development	Consult with the Grimsby Heritage Advisory Committee, as needed
Authority to approve Heritage grant applications	Director of Planning and Development	Consult with the Grimsby Heritage Advisory Committee, as needed
Authority to: (a) Enter into agreements with property owners to waive or extend: (i) The 90-day timeline following a prescribed event to give notice of intention to designate under Subsection 29(1.2) of the Ontario Heritage Act, 1990; and, (ii) The 120-day timeline for passing a designating by-law under Subsection 29(8) of the Ontario Heritage Act	Director of Planning and Development	
Approve the application for, and order the creation of, interpretive plaques for heritage properties as part of the Heritage Advisory Committee education initiative and execute related agreements	Director of Planning and Development	
Negotiate and execute Heritage Easement Agreements	Director of Planning and Development	Applies to properties designated as a heritage property pursuant to Part IV of the Ontario Heritage Act or to properties located within a heritage conservation district(s) pursuant to Part V of the Ontario Heritage Act
Execute any agreements to implement an Ontario Land Tribunal (OLT) decision	Director of Planning and Development	

Development-Related			
	Approve street names on an approved development application	Director of Planning and Development	
	Assign or realign addresses to new development or existing lots	Director of Planning and Development	In accordance with Municipal Addressing By-law, if applicable