



The Corporation of the Town of Orangeville

By-law Number 2026-039

A bylaw to delegate certain powers and duties of Council to officers and employees of the Town of Orangeville, and to establish conditions and limits for their exercise

Whereas sections 23.1 to 23.3 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, authorize a municipality to delegate its powers and duties, subject to the restrictions set out in that Act; and

Whereas sections 224 and 227 of the Municipal Act, 2001 recognize the respective roles of Council and municipal officers and employees in establishing administrative practices and implementing Council's decisions; and

Whereas Council of The Corporation of the Town of Orangeville considers it desirable to delegate certain administrative powers and duties in order to support efficient municipal operations while maintaining accountability, transparency and appropriate oversight; and

Whereas Council intends that this by-law be read and applied in conjunction with the Town's Procurement Policy, Financial Management By-law, and Acquisition and Disposition of Land Policy; and

Whereas section 275 of the Municipal Act, 2001 restricts certain actions of Council during the election-related restricted acts period;

Now therefore the Council of The Corporation of the Town of Orangeville hereby enacts as follows:

Part I – General

1. Authority and Purpose

- 1.1. Council exercises its authority under sections 23.1 to 23.3 of the Municipal Act, 2001 to delegate administrative powers and duties to enable efficient day-to-day operations while maintaining accountability and transparency.

2. Definitions

In this by-law:

“**Act**” means the Municipal Act, 2001;

"CAO" means the Chief Administrative Officer;

"Financial Management By-law" means Bylaw 2025-033 or successor bylaw;

"General Manager" or **"GM"** means the head of a department;

"Procurement Policy" means the Town's Procurement Policy, as amended;

"Restricted Acts Period" means the period described in section 275 of the Municipal Act.

3. Non-delegable powers

3.1. Nothing in this bylaw delegates any power or duty that the Act prohibits Council from delegating, including the adoption or amendment of the budget, tax rates, user fees imposed by by-law, and the passing of zoning, official plan or other legislative instruments.

4. Conditions on every delegation

4.1. Every authority delegated by this bylaw is subject to:

- (a) availability of funds in the Council-approved budget or as otherwise authorized by the Financial Management Bylaw;
- (b) compliance with applicable law and Town bylaws and policies;
- (c) legal, risk and insurance reviews where required by Town procedures; and
- (d) documentation and records being maintained in accordance with Town policies.

5. Delegations

- 5.1. Council hereby delegates the items included in schedules A-G attached hereto and forming part of this bylaw to the officers or positions indicated.
- 5.2. Any delegated authority included herein provides the delegate with the authority to bind the corporation for the related delegation.

6. Sub-delegation

- 6.1. Where a power or duty is delegated, the delegate may, in writing, further delegate all or any part of the power or duty to a Town employee, while still retaining the original authority.
- 6.2. The sub-delegations may be subject to the Procurement Policy limits on delegation
- 6.3. All sub-delegations shall be in writing and filed with the Clerk for inclusion in a delegation registry.
- 6.4. All delegations to a supervisor, manager or general manager are authorized to be performed by their respective head in their absence. (i.e.: delegations to GMs can be performed by the CAO, delegations to managers can be performed by their general manager).

7. Delegation Registry

- 7.1. The Clerk shall maintain a delegation registry listing all delegates and written sub-delegations made under this bylaw.
- 7.2. All delegates must submit their sub-delegations to the Clerk, in writing, including what is being delegated and the approximate time period of the delegated authority validity.

8. Reporting

- 8.1. In addition to any reporting required by other Town bylaws and policies, the CAO and Treasurer shall maintain a report summarizing:
 - (a) non-competitive contract awards and direct purchases over \$120,000;
 - (b) contract terminations;
 - (c) real property acquisitions, dispositions, leases and licenses executed under delegation; and
 - (d) grants and funding agreements executed under delegation.

9. Restricted Acts Period

- 9.1. During the period described in section 275 of the Act, the delegations delegated by this by-law shall remain.
- 9.2. Should any of the items included in section 275(3) of the Act not be already delegated through this bylaw, they are hereby deemed to be delegated to the CAO during the restricted acts period so as to provide for continuity of governance.
- 9.3. The Clerk shall advise when Council enters and exits the restricted period.

10. Relationship with strong-mayor powers

- 10.1. Nothing in this by-law detracts from Part VI.1 of the Act. Any delegation or direction issued by the Head of Council under Part VI.1, including any delegation of organizational structure under section 284.6, operates alongside this by-law.

11. Supersession

- 11.1. Where a conflict arises between this bylaw and a Town policy, this bylaw prevails to the extent of the conflict, except where the Act provides otherwise.

12. Severability

- 12.1. If any part of this bylaw is found invalid, the remainder shall continue in force.

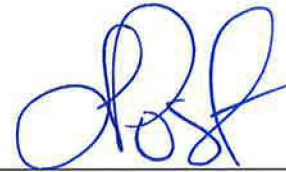
13. Repeal

- 13.1. Upon this bylaw coming into effect, Bylaw 2022-075 is hereby repealed and any other prior delegations in conflict with this bylaw are repealed to the extent of the conflict.

14. Effective Date

- 14.1. This bylaw comes into force and effect on the day it is passed, subject to s. 284.11 of the Municipal Act.

Passed this 13th day of July, 2026.



Lisa Post, Mayor



Raylene Martell, Town Clerk

Schedule A – Procurement, Contracts & Agreements

A1. Procurement Approval

Council delegates procurement and contracting approval authority and execution in accordance with the Procurement Policy's procurement approval matrix, as amended from time to time, including the co-signing requirements by position.

A2. Non-competitive and direct purchases

Non-competitive (sole/single source) procurements must be justified in writing per the Procurement Policy and approved by the CAO where specified in the procurement approval matrix.

Direct purchases by exception must be justified under the Procurement Policy (e.g., exclusions or emergencies).

A3. Contract or agreement amendments, renewals, extensions and terminations

Contract amendments or renewals that add goods or services are permitted without further approvals where contemplated by the contract and within the approved budget; otherwise, they must be approved at the updated contract value's level of approval authority in accordance with the procurement policy. Contract or agreement extensions must follow the same process as if it were a new contract or agreement.

The CAO must approve all decisions to terminate a contract prior to its expiration date, regardless of value.

A4. Standard forms and administrative agreements

The CAO and/or applicable General Manager(s) may approve, sign and terminate standard forms and administrative or operational agreements, including but not limited to: purchase orders, non-disclosure agreements (NDAs), data-sharing agreements, software license/SaaS, maintenance/support agreements, inter-agency agreements, applications, consistent with the Procurement Policy and within approved budgets.

A5. Grants and funding agreements

The CAO and/or Treasurer are authorized to apply for, accept, execute or terminate grant and funding agreements and related attestations, provided any municipal financial contributions, if required, are identified in the approved budget or otherwise authorized by the Financial Management By-law.

A6. Collective Agreements

The Treasurer, Manager of Human Resources, applicable manager of the business unit and the applicable General Manager are delegated authority to negotiate collective agreements and minutes of settlement. The negotiations are subject to final approval by Council.

Schedule B – Real Property

B1. Minor real property transactions

The CAO may approve and execute (with the Clerk) minor transactions as defined in the Acquisition and Disposition of Land Policy.

B2. Major real property transactions

Approval of major transactions as defined in the Acquisition and Disposition of Land Policy remain with Council, except in the case of the Restricted Acts period under the Municipal Act, where the CAO may approve and execute any major transactions provided sufficient budget capacity exists.

B3. Execution

For any real property transactions, or other general real property documents requiring landowner authority, the documents shall be executed by the CAO and Clerk. Where documents only require 1 signature, either may sign.

For Council-approved transactions, documents shall be executed by the Mayor and Clerk unless Council directs otherwise.

B4. Methods, valuation and notice

All acquisitions and dispositions shall comply with the Town's Acquisition and Disposition of Land Policy.

Schedule C – Planning

C1. Deeming Applications Complete or Incomplete

The Manager of Planning is delegated authority to deem planning applications as complete or incomplete, and to issue notices of a complete application as may be required under the Planning Act.

C2. Planning Applications – Requiring Other Information

The Manager of Planning is delegated authority to require other information in support of a planning application pursuant to the policies of the Town's Official Plan.

C3. Site Plan Control

The Manager of Planning is delegated authority for site plan control approvals per subsection 41(4) of the Planning Act. This includes authority to impose conditions of approval and to execute new or amending site plan agreements consistent with Council-approved planning instruments and Town standards in accordance with subsection 41(7) of the Planning Act.

C4. Plans of Subdivision

C4.1 Approval

The General Manager of Infrastructure Services is delegated authority to issue final approval of Plans of Subdivision per Section 51(58) of the Planning Act. This authority requires that the final plan is in general conformity with the draft plan approved by Council and that the conditions of approval have been fulfilled.

C4.2 Extend draft approval period

The Manager of Planning is delegated authority to extend the draft approval period for draft plans of subdivision per subsection 51(33) of the Planning Act. This authority is subject to:

- i) the extension period not exceeding a period of three (3) years; and
- ii) no more than one (1) previous draft approval extension has been granted.

C4.3 Change of conditions

The Manager of Planning is delegated authority to approve applications to change conditions for approval of a draft plan of subdivision per subsection 51(44) of the Planning Act. This authority is limited to applications where, in the opinion of the Manager of Planning, the requested change of conditions is minor and no notice is required to be given per subsection 51(47) of the Planning Act.

C4.4 Execution of subdivision agreements

The General Manager of Infrastructure Services is delegated authority to execute subdivision agreements and subdivision servicing agreements per subsection 51(26) of the Planning Act.

C5. Plans of Condominium

C5.1 Approval

The General Manager of Infrastructure Services is delegated authority to issue final approval of Plans of Condominium per Section 9(2) of the Condominium Act. This authority requires that the final plan is consistent with the draft plan approved by Council and all conditions of draft approval have been fulfilled.

C5.2 Change conditions

The Manager of Planning is delegated authority to approve a request to change conditions for approval of a draft plan of condominium per Section 9(2) of the Condominium Act and subsection 51(44) of the Planning Act. This authority is limited to requests where, in the opinion of the Manager of Planning, the requested change of conditions is minor and no notice is required to be given per subsection 51(47) of the Planning Act.

C5.3 Approve exemptions

The Manager of Planning is delegated authority to approve an application to exempt a condominium description from the provisions of Sections 51 and 51.1 of the Planning Act per sections 9(3) (b) and 9(7) of the Condominium Act. This delegated authority applies to applications where:

- i) A development agreement has been executed in respect to the condominium development; or
- ii) The condominium description involves a conversion of a commercial or industrial rental property.

This delegated authority does not apply to condominium conversions of residential rental properties.

C5.4 Execution of condominium agreements

The General Manager of Infrastructure Services is delegated authority to execute condominium agreements per Section 9(2) of the Condominium Act and subsection 51(25) of the Planning Act.

C6. Residential Demolition

The Manager of Planning is delegated authority to issue or refuse to issue a demolition permit as per bylaw 2003-123 and to impose conditions as may be necessary to meet the intent of the Demolition Control Area Bylaw. This delegation includes the authority to receive, consider and extend time on an application for relief of conditions for a residential demolition approval per subsections 33(11) to 33(14) of the Planning Act.

C7. Community Improvement Plan Agreements

The relevant General Manager is delegated authority to execute agreements under Council-adopted Community Improvement Plan approvals, within program limits and budgets.

C8. Planning Fee Waivers

The General Manager of Infrastructure Services is delegated the authority to approve the waiving or reduction of fees for planning applications per subsection 69(2) of the Planning Act, where the imposition of such fee(s) would be unreasonable in circumstances where such application:

- i) is required to correct an oversight on the part of the Town; or
- ii) is made by a public agency, which serves a greater community benefit.

C9. Heritage Permits – Part IV Individually-designated Properties

The Manager of Planning is delegated authority to:

- i. to receive and issue notices of complete or incomplete application for heritage permits pursuant to Section 33 and Section 34 of the Ontario Heritage Act;
- ii. to require additional materials and information for applications pursuant to Section 33(3) and 34(3) of the Ontario Heritage Act;
- iii. to notify an applicant of a complete application pursuant to Section 33(4) and Section 34(4) of the Ontario Heritage Act
- iv. to enter into agreements with property owners to waive or extend the 90-day timeline pursuant to Sections 33(7) and 34 (4.3), of the Ontario Heritage Act; and
- v. to approve heritage permit applications under Section 33(15) of the Ontario Heritage Act.

This authority is subject to review and support of Heritage Orangeville and includes authority to approve applications with conditions. It does not include the authority to refuse an application.

C10. Heritage Permits – Part V Heritage Conservation District properties

The Manager of Planning is delegated authority to:

- i. to receive and issue notices of receipt of heritage permit applications pursuant to Section 42(3) of the Ontario Heritage Act;
- ii. to prescribe the required contents of an application pursuant to Section 42(2.2) of the Ontario Heritage Act;
- iii. to enter into agreements with property owners to waive or extend the 90-day timeline prescribed in Section 42(4) of the Ontario Heritage Act; and
- iv. to approve heritage permit applications under Section 42(1) of the Ontario Heritage Act

This authority is subject to review and support of Heritage Orangeville and includes authority to approve applications with conditions. It does not include the authority to refuse an application.

C11. Consent Agreements

The Manager of Planning is delegated authority to execute consent agreements per subsections 53(12) and 51(26) of the Planning Act. This authority is limited to execution of an agreement imposed as a condition of provisional consent approval.

Schedule D – Licensing, Permits and By-laws

D1. Licensing

The relevant General Manager is delegated authority related to issuance, refusal, suspension and revocation of licenses under Council-adopted licensing bylaws; imposing license conditions in accordance with bylaw criteria; and the referral of appeals to the applicable quasi-judicial body.

D2. Permits

The relevant General Manager is delegated authority to issue operational permits (e.g., filming, patios/road occupancy, signs, boulevard/entrance, watering, encroachments) under approved technical standards and procedures.

D3. Administrative Penalties

The relevant General Manager is delegated authority to administer the administrative penalties systems where established by bylaw; the hearing decisions remain with the appointed hearing officers/tribunals.

D4. Liquor Licensing

The Clerk is hereby delegated authority to deem an event to be municipally significant for the purposes of obtaining an SOP from the AGCO, and to approve or deny temporary liquor license extensions applications. Such approval is contingent on receiving positive comments from the relevant Town departments.

Schedule E – Financial Administration

E1. Payments

The Treasurer is authorized to make all payments on behalf of the Town once properly approved under the Procurement Policy or as otherwise set out in the Financial Management By-law.

E2. Capital project variances

General Managers may authorize additional gross capital expenditures within the thresholds set out in the Financial Management By-law, subject to Treasurer certification of available funding. Variances beyond those thresholds require Council approval.

E3. Long-term borrowing

The Treasurer is authorized to secure long-term borrowing for Capital Projects and to take the actions set out in the Financial Management By-law, with reporting to Council.

E4. Transfers, grants and donations

The CAO and/or Treasurer may accept grants and donations and execute related agreements provided any municipal financial contributions, if required, are identified in the approved budget or otherwise authorized by the Financial Management By-law.

E5. Inter- and intra-budget adjustments

The CAO and/or Treasurer may approve in-year budgetary adjustments that do not increase the approved net tax levy or rate-supported requirement and that does not result in any service level changes as provided for in the current approved budget. Periodic reporting to Council is required.

E6. Cheques

The Mayor and Treasurer are delegated authority to sign cheques on behalf of the Town of Orangeville.

E7. Tax Administration

The Treasurer has authority to approve minutes of settlement and requests for reconsideration from MPAC and decision making under sections 357 and 358 of the Municipal Act.

Schedule F – Infrastructure Services

F1. Servicing Agreements

The relevant General Manager is delegated authority to execute pre-servicing, servicing, subdivision and condominium agreements; acceptance and release of securities; minor red-line revisions and clearance of draft conditions that do not require a new legislative decision.

F2. Temporary Road Closures

The relevant Manager is delegated authority over temporary road closures for works and events and related road occupancy permits in accordance with Town standards and procedures.

F3. Temporary Removal of Parking Restrictions

The General Manager of Infrastructure Services has the authority to temporarily remove parking restrictions within the Town as may be required for operational works and events. This delegation is to be in writing, posted on the Municipal website and circulated to the Bylaw division.

F4. Source Water Protection

The General Manager of Infrastructure Services is delegated authority to appoint Risk Management Official(s) and/or Risk Management Inspector(s) under subsection 47(1)(b) of the Clean Water Act and in accordance with Section 23.1 of the Municipal Act.

F5. Conditional Building Permit Agreements

The Chief Building Official has the authority to enter into agreements and impose conditions or restrictions with respect to the issuance of any conditional permits as per s. 8(3.1) of the Building Code Act.

F6. Limiting Distance Agreement

The Chief Building Official has authority to authorize and execute a limiting distance agreement with the owners of properties including the authority to impose conditions as necessary in accordance with s. 3.2.3.1 of the Ontario Building Code.

Schedule G – Miscellaneous

G1. Artwork Displays

The Manager of Economic Development and Culture is authorized to approve artwork displays on utility boxes in the Town.

G2. Retention Periods

The Clerk is authorized to establish and amend retention periods for the records of the Corporation in accordance with the current Ontario Municipal Records Management System retention schedule and Town of Orangeville operational needs.

G3. Freedom of Information

The Clerk is delegated authority to act as Head of the Municipality for the purposes of the Municipal Freedom of Information and Protection of Privacy Act.

G4. Regular Reporting

The respective managers are authorized to complete regular reporting to any entity as may be required from within their business units.

G5. Policy/Governance

The CAO is delegated authority to approve administrative policies that are internal to operational or organizational needs and provide initial evaluation of Corporate policies or procedures to be presented to Council for consideration. For the purpose of this delegation, such administrative policy implementation shall not result in any material budgetary impact of the property tax levy, user rate revenue or self funded revenues as applicable.

G6. Organizational and Corporate Structure

The CAO is delegated the authority to determine the organizational and corporate structure of the Town, subject to 284.11 of the Municipal Act.

G7. Access to Records

The Clerk and CAO shall have free and unrestricted access to all records of the Town unless expressly prohibited by legislation or direction from Council. Access to be used for specific business need and only where required.