

The Corporation of the Town of Essex
By-Law Number 2439
Being a By-Law to:
Delegate the Duties and
Powers of the Council of the Town of Essex

Whereas pursuant to Section 23.1 of the *Municipal Act, 2001*, a municipality may delegate its powers and duties to a person or body subject certain restrictions; and

Whereas pursuant to Section 270 (1)(6) of the *Municipal Act, 2001*, a municipality shall adopt and maintain policies with respect to the delegation of its powers and duties; and

Whereas on July 20, 2020, Council adopted By-Law Number 1924, being a By-Law to Delegate the Duties and Powers of Council of the Town of Essex pursuant to Section 270(1)(6) of the *Municipal Act, 2001*; and

Whereas on June 20, 2022, Council adopted By-Law Number 2177, being a by-law to amend By-Law Number 1924 being a By-Law to Delegate the Duties and Powers of Council of the Town of Essex pursuant to Section 270(1)(6) of the *Municipal Act, 2001*; and


Whereas the Council of the Town of Essex now deems it desirable to amend and further delegate certain of its powers and duties in order to support the efficient management of municipal operations as set out in Schedule "A" to this By-Law; and

Whereas any noted restrictions as to the authority delegated and communication requirements, if applicable, are identified in Schedule "A" to this By-Law.

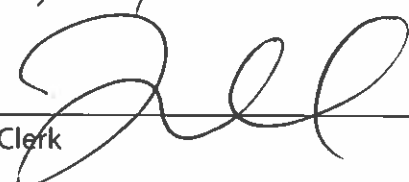
Now therefore the Council of the Corporation of the Town of Essex hereby enacts as follows:

1. That this By-Law 2439 and its Schedule "A" attached hereto shall come into force and take effect upon the final passage of this By-Law; and
2. That By-Laws 1924 and 2177 are hereby repealed upon the final passage of this By-Law.

Read a first and second time and provisionally adopted on May 5, 2025.



Mayor



Clerk

Read a third time and finally adopted on July 21, 2025.



Mayor



Clerk

Schedule "A" to By-Law 2439

Description	Delegated Authority	Primary Authority Delegated To ^{1,2}	Secondary Authority Delegated To ²	Source of Duty	Delegation Restrictions	Communication Requirements
1.00 Administration						
1.01	Authority to oversee, direct and control all day-to-day municipal operations and services, including all related administrative tasks and processes.	Chief Administrative Officer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer		In accordance with policies and procedures and by-laws of the Town, as well as relevant legislation, including the Municipal Act, Planning Act, etc.	
2.00 Cemeteries and Interment Rights						
2.01	Authority to enter into agreements for the sale of interment rights	Director, Legal and Legislative Services/Clerk	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Director, Legal and Legislative Services/Clerk		In accordance with the Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33 as amended and the tariff of rates contained in the by-law respecting the maintenance, management, regulation and control of cemeteries owned by the Town of Essex.	Annual report on Care and Maintenance Fund and Headstone Maintenance Fund and annual report on Cemetery/Crematorium Operator Licensure Report
2.02	Authority to direct the day-to-day control and management of cemeteries owned by the Town of Essex	Director, Legal and Legislative Services/Clerk	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Director, Legal and Legislative Services/Clerk		In accordance with the Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33 as amended and the by-law respecting the maintenance, management, regulation and control of any cemetery owned by the Town of Essex.	Annual report on Care and Maintenance Fund and Headstone Maintenance Fund and annual report on Cemetery/Crematorium Operator Licensure Report

Schedule "A" to By-Law 2439

Description	Delegated Authority	Primary Authority Delegated To ^{1,2}	Secondary Authority Delegated To ^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
3.00 Claims for Damages						
3.01 Claims for Damages	Authority to execute, subject to review and advice of legal counsel acting on behalf of the Town of Essex, any and all forms by which the Corporation's claims for damages against other parties and their insurers are released	Chief Administrative Officer in consultation with Town Legal Counsel	Deputy Chief Administrative Officer or Director, Corporate Services and Treasurer in consultation with Town Legal Counsel			
4.00 Claims for Losses of Livestock						
4.01 Claims for Losses of Livestock	Authority to approve a claim for livestock or poultry losses	Director, Legal and Legislative Services/Clerk	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Director, Legal and Legislative Services/Clerk		In accordance with Protection of Livestock and Poultry from Dogs Act.	
5.00 Communications and Media Relations						
5.01 Public Relations and Media Communications	Authority to speak on behalf of the municipality	As set out in the Communications and Media Relations Policy and Media Inquiries Procedure (as may be amended)		Communications and Media Relations Policy and Media Inquiries Procedure (as may be amended)		
6.00 Council						
6.01 Mayoral Duties	Authority to represent the municipality at official functions	Mayor	Deputy Mayor or designate appointed by Mayor or Deputy Mayor	Procedural By-Law		

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To^{1,2}	Secondary Authority Delegated To^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
6.02	Authority to sign undertakings, certificates, declarations and similar documents required for the completion of any transaction involving the purchase, sale or exchange of any interest in land, including long-term lease agreements	Mayor in conjunction with the Clerk or Deputy Clerk, and/or Chief Administrative Officer, where appropriate	Mayor in conjunction with the Clerk or Deputy Clerk, and/or Chief Administrative Officer, where appropriate	Deputy Mayor in conjunction with the Clerk or Deputy Clerk, and/or Chief Administrative Officer, where appropriate		In accordance with 19.01 of this schedule.	
6.03	Authority to execute contracts related to the purchase of goods and services	Mayor in conjunction with the Treasurer or Deputy Treasurer, or Mayor in conjunction with the Clerk or Deputy Clerk, and/or Chief Administrative Officer, where appropriate	Mayor in conjunction with the Treasurer or Deputy Treasurer, or Mayor in conjunction with the Clerk or Deputy Clerk, and/or Chief Administrative Officer, where appropriate	Deputy Mayor in conjunction with the Treasurer or Deputy Treasurer, or Deputy Mayor in conjunction with the Clerk or Deputy Clerk, and/or Chief Administrative Officer, where appropriate		In accordance with 7.05 of this schedule.	
6.04	Authority to enter into long-term borrowing arrangements	Mayor in conjunction with the Treasurer or Deputy Treasurer	Mayor in conjunction with the Treasurer or Deputy Treasurer	Deputy Mayor in conjunction with the Treasurer or Deputy Treasurer		In accordance with 13.01 of this schedule. Subject to approval of a by-law by Council.	
6.05	Authority to sign cheques and any other financial instruments as required by the bank	Mayor in conjunction with the Treasurer or Deputy Treasurer	Mayor in conjunction with the Treasurer or Deputy Treasurer	Deputy Mayor in conjunction with the Treasurer or Deputy Treasurer			
6.06	Authority to sign funding agreements for grants, subsidies or other funding mechanisms	Mayor in conjunction with the Clerk or Deputy Clerk, and/or Chief Administrative Officer, where appropriate	Mayor in conjunction with the Clerk or Deputy Clerk, and/or Chief Administrative Officer, where appropriate	Mayor in conjunction with the Clerk or Deputy Clerk, and/or Chief Administrative Officer, where appropriate			

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To^{1,2}	Secondary Authority Delegated To^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
6.07		Review and approve agenda items prior to publishing or distributing an agenda to ensure items meet the requirements of the Procedural By-Law, and that there is sufficient information provided for each item to facilitate Council deliberations	Mayor in conjunction with Clerk and Chief Administrative Officer	Deputy Mayor in conjunction with Clerk and Chief Administrative Officer	Procedural By-Law		
6.08		Authority to authenticate by signature all by-laws and minutes of Council	Mayor in conjunction with Clerk or Deputy Clerk	Deputy Mayor in conjunction with Clerk or Deputy Clerk	Procedural By-Law		
7.00	Financial						
7.01	Operating Expenditures	Authorize operating expenditures required to carry on normal municipal operations in an amount not to exceed forty percent (40%) of the prior year's approved operating budget prior to adoption of the current year's operating budget by Council	Chief Administrative Officer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer, in conjunction with Director, Corporate Services and Treasurer		Purchasing related to operating expenditures must be in accordance with the Procurement and Disposal of Goods Policy.	Not applicable.
7.02	Capital Expenditures - Projects in Progress	Authorize capital expenditures for projects in progress and spanning more than one budget year and contained in the prior year's approved capital budget or otherwise approved by Council prior to the adoption of the current year's capital budget by Council	Chief Administrative Officer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer, in conjunction with Director, Corporate Services and Treasurer	Town of Essex Procurement and Disposal of Goods and Services Policy.	Purchasing for projects spanning more than one budget year must be in accordance with the Procurement and Disposal of Goods and Services Policy.	Not applicable.

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To^{1,2}	Secondary Authority Delegated To^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
7.03	Purchase of Goods and Services	Authority to purchase goods and services	As prescribed in the Procurement and Disposal of Goods and Services Policy		Town of Essex Procurement and Disposal of Goods and Services Policy.	Up to amounts contained in approved budgets and with required authorizations based on purchase values as specified in the Procurement of Goods and Services Policy.	
7.04		Authority to approve Purchase Orders	As prescribed in the Procurement and Disposal of Goods and Services Policy		Town of Essex Procurement and Disposal of Goods and Services Policy.	Up to amounts contained in approved budgets and with required authorizations based on purchase values as specified in the Procurement of Goods and Services Policy.	
7.05		Authority to execute contracts related to the purchase of goods and services	Department Head	Treasurer, Clerk, Deputy Treasurer or Deputy Clerk, in conjunction with the Mayor or Deputy Mayor	Town of Essex Procurement and Disposal of Goods and Services Policy.	Up to amounts contained in approved budgets and with required authorizations based on purchase values as specified in the Procurement of Goods and Services Policy.	
7.06		Authority to approve Change Orders to capital projects	Department Head in consultation with Assistant Manager, Finance & Business Services	Chief Administrative Officer, Deputy Chief Administrative Officer or Director	Town of Essex Procurement and Disposal of Goods and Services Policy.	Authorization required for a Change Orders is based on purchase values as specified in the Procurement of Goods and Services Policy or as approved by Council for a specific project.	

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To^{1,2}	Secondary Authority Delegated To^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
7.07		Authority to sign agreements, contracts and other documents (i.e. software maintenance agreements, website maintenance agreement) related to the usual operations of the Information Technology division of the Corporate Services Department that are not subject to the Town's Procurement and Disposal of Goods and Services Policy	Director, Corporate Services and Treasurer	Manager, Finance and Business Services and Deputy Treasurer			
7.08		Authority to approve capital budget overages	Chief Administrative Officer or Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer, in conjunction with Director, Corporate Services and Treasurer	Director, Corporate Services and Treasurer		Post-budget approval amount cannot be greater than \$10,000. Funding source must be identified by Finance.	As documented in a signed post budget approval form
8.00	Grant Applications and Related Documents						
8.01	Grant Applications and Related Documents	Authority to execute and submit applications to any Federal or Provincial department, ministry, agency or fund for compensation, funding or other forms of subsidy related to any Town programs, operations or capital projects as approved by Council and subsequent submissions, declarations or representations required for processing the application or the receipt of funds	Chief Administrative Officer or Treasurer	Deputy Chief Administrative Officer or Deputy Treasurer	In accordance with the terms of the grant agreement	Council approval to execute and apply for a grant must be obtained in advance of executing and submitting an application, unless the amount is less than \$130,000, aligns with Council's strategic priorities and the project would be fully funded by the grant.	As required as a result of the execution and submission of an application, in conjunction with Council's approval. Grant Application Status Report to be provided to Council on a quarterly basis.

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To^{1,2}	Secondary Authority Delegated To^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
8.02	Community Improvement Plan	Authority to approve applications and execute agreements under a Community Improvement Plan, excluding a Tax Increment Equivalent Program and applications for demolition without a re-development plan.	Manager, Economic Development in consultation with Director, Development Services	Manager, Planning Services in consultation with Director, Development Services		Subject to the conditions and requirements of the Community Improvement Plan as approved by Council.	Annual report to Council on all applications approved
8.03	Heritage Grant Program	Approval Authority for applications	Manager, Planning Services	Director, Development Services		In accordance with the Heritage Grant Program Implementation Strategy.	Annual report to Council on all applications approved
8.04	Authority to approve grant applications under the Essex Tourism Events Fund Program		Manager, Economic Development	Director, Development Services		In accordance with the Essex Tourism Events Fund Policy.	Bi-annual report to Council

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To ^{1,2}	Secondary Authority Delegated To ^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
9.00	Hiring, Discipline or Termination of Employees						
9.01	Hiring of Director or Deputy Chief Administrative Officer	Authority to select successful candidate	Chief Administrative Officer, in consultation with the Town's Personnel Committee	Not applicable			
9.02	Hiring of Full-Time Non-Union, Full-Time Union, Part-Time Non-Union and Part-Time Union	Authority to select successful candidate	Director, in consultation with Department Managers and the Town's Human Resources Department	Not applicable	Hiring of Employees Policy	In accordance with Hiring of Employees Policy.	
9.03	Hiring of Casual or Student Employees	Authority to select successful casual or student candidate	Immediate supervisor of casual or student employee, in consultation with Director	Not applicable	Hiring of Employees Policy	In accordance with Hiring of Employees Policy.	
9.04	Consideration of Family Relationship Declaration	Authority to approve or deny the hire, transfer or promotion of a person who discloses an immediate relative	Chief Administrative Officer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer	Hiring of Employees Policy	In accordance with Hiring of Employees Policy.	
9.05	Discipline of Employees	Authority to discipline employees	Immediate supervisor of employee in consultation with Human Resources and the applicable Director	Applicable Director	Collective Agreement with unionized employees and By-Law to enter into an Agreement with Non-Union Employees		

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To^{1,2}	Secondary Authority Delegated To^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
9.06	Termination of Director or Deputy Chief Administrative Officer	Authority to terminate Director or Deputy Chief Administrative Officer	Chief Administrative Officer, in consultation with Manager, Human Resources and Personnel Committee	Not applicable			
9.07	Termination of Full-Time Non-Union, Full-Time Union, Part-Time Non-Union and Part-Time Union	Authority to terminate employee	Director, in consultation with Manager, Human Resources and Chief Administrative Officer	Not applicable			
9.08	Termination of Casual or Student Employees	Authority to terminate casual or student employees	Immediate supervisor of casual or student employee, in consultation with Director and Human Resources	Not applicable			
10.00	Insurance Claims and Litigation						
10.01	Insurance Claims	Authority to settle any litigation matters or claims under the Towns approved insurance policy and including the authority to make payment including payment of any deductible limit as it relates to any litigation matters and/or claims covered or made under the Town's approved insurance policy.	Chief Administrative Officer in consultation with Town Legal Counsel and Treasurer (if financial impact)	Deputy Chief Administrative Officer or designate appointed by Chief Administrative Officer in consultation with Town Legal Counsel		The Chief Administrative Officer/Deputy or designate shall be responsible for the conduct of all litigation or claim matters subject to any instruction as may be issued by Council from time to time and in so doing shall use the most efficient combination of staff and external legal services as may be required.	The exercise of delegated authority shall be reported to Council on a semiannual basis. Significant litigation, administrative tribunal or claim matters will continue to be reported to Council in a timely fashion at appropriate milestones (such as commencement of formal proceedings, mediation or settlement matters and/or appeals).

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To^{1,2}	Secondary Authority Delegated To^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
10.02	Non-Insurance Litigation and other claims.	Authority to commence, defend, settle and abandon all matters within the jurisdiction of the Small Claims Court and the Ontario Court of Justice provided the authority to settle or abandon a matter is limited to an amount not to exceed \$25,000.	Chief Administrative Officer in consultation with Town Legal Counsel and Treasurer (if financial impact)	Deputy Chief Administrative Officer or designate appointed by Chief Administrative Officer in consultation with Town Legal Counsel		The Chief Administrative Officer/Deputy or designate shall be responsible for the conduct of all litigation or claim matters subject to any instruction as may be issued by Council from time to time and in so doing shall use the most efficient combination of staff and external legal services as may be required.	The exercise of delegated authority shall be reported to Council on a semiannual basis. Significant litigation, administrative tribunal or claim matters will continue to be reported to Council in a timely fashion at appropriate milestones (such as commencement of formal proceedings, mediation or settlement matters and/or appeals.
11.00 Letters of Support and Administrative Approvals							
11.01	Letter of Support	Authority to prepare and issue Letters of Support for applications being made by outside not-for-profit or charitable groups or agencies where there is no financial commitment required from the Town	Mayor, in consultation with the Chief Administrative Officer or Chief Administrative Officer, in consultation with the Mayor	Deputy Mayor, in consultation with the Chief Administrative Officer or Deputy Chief Administrative Officer, in consultation with the Mayor			
11.02	Cannabis Retail Store Authorization Applications	Receive public notice and provide Municipal Written Submissions to AGCO Registrar (if applicable) in connection with Cannabis Retail Store Authorization Application to AGCO	Clerk/Deputy Clerk, Legal and Legislative Services, in consultation with Director, Development Services			In accordance with Town Policy as approved by Council.	

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To^{1,2}	Secondary Authority Delegated To^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
11.03	Designating Municipally Significant Events or providing other Municipal Approvals or notifications in connection with a Liquor License application with regard to municipal properties	Authority to review and approve requests from organizers seeking to have their events on municipal properties deemed as municipally significant for the purpose of applying to the Alcohol and Gaming Commission of Ontario for a Special Occasion Permit	Director, Community Services	Clerk/Deputy Clerk, Legal and Legislative Services, in consultation with Director, Community Services		In accordance with practices and procedures established by the Director, Community Services, and the Special Events Resource Team (SERT).	
12.00	Licensing						
12.01	Animal Licences	Authority to issue and renew animal licences	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk	Town of Essex Animal Care and Control By-Law		
12.02	Dog Kennel Licences	Authority to approve and renew Dog Kennel Licences	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk	Town of Essex Animal Care and Control By-Law	In accordance with the Town's Zoning By-Law.	
12.03	Vehicle Licences	Authority to sign vehicle licensing documents	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk			

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To^{1,2}	Secondary Authority Delegated To^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
12.04	Lottery Licences	Authority to issue provincial lottery licences	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk	Town of Essex By-Law 298, being a by-law to appoint a lottery licensing officer for the Town of Essex		
12.05	Short Term Rental Licences	Authority to issue Short Term Rental Licences	Clerk, Legal and Legislative Services in consultation with the Town's Fire and Planning Divisions	Manager, Legal, Licensing & Enforcement in consultation with the Town's Fire and Planning Divisions or designate(s) appointed by Clerk	Town of Essex By-Law 2025, as amended by By-Law 2150, being a by-law to license and regulate Short Term Rental Units in the Town of Essex	In accordance with the Town's Short-Term Rental and Zoning By-Laws.	Annual report to Council
13.00	Long-Term Debt						
13.01	Long-Term Borrowing	Authority to enter into long-term borrowing arrangements	Treasurer, in conjunction with the Mayor or Deputy Mayor	Deputy Treasurer, in conjunction with the Mayor or Deputy Mayor	Municipal Act, 2001	Subject to approval of a by-law by Council.	
14.00	Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, Chapter M.56 (MFIPPA)						
14.01	Act as Head of the Municipality for purposes of MFIPPA	Authority to act as Head for purposes of the Municipal Freedom of Information and Protection of Privacy Act	Mayor	Deputy Mayor	MFIPPA	In accordance with the MFIPPA.	
14.02	Act on Behalf of the Designated Head for purposes of MFIPPA	Authority to act on behalf of the Designated Head of the municipality for purposes of the Municipal Freedom of Information and Protection of Privacy Act	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk	MFIPPA	In accordance with MFIPPA.	Year End Statistical Report for Information Privacy Commissioner of Ontario

Schedule "A" to By-Law 2439

Description	Delegated Authority	Primary Authority Delegated To ^{1,2}	Secondary Authority Delegated To ^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
14.03 Calculate and Submit Fees	Authority to calculate and submit fees for requests for information under the Municipal Freedom of Information and Protection of Privacy Act.	Clerk in conjunction with Treasurer or Deputy Treasurer	Deputy Clerk in conjunction with Treasurer or Deputy Treasurer	MFIPA and By-Law to Confirm the Policy for Establishing and Collecting Fees pursuant to the Municipal Freedom of Information and Protection of Privacy Act	By-Law to Confirm the Policy for Establishing and collecting fees pursuant to the Municipal Freedom of Information and Protection of Privacy Act.	Not applicable.
15.00 Development and Property Matters						
15.01 Consents	Authority for giving of consents	Committee of Adjustment	Not applicable	Planning Act, R.S.O. 1990, Chapter P. 13 and By-Law Delegating the Authority for the Giving of Consents	Subject to the conditions of all consents as noted in the By-Law.	Agendas and Minutes of Meetings of Committee of Adjustment to be provided to Council
15.02 Minor Variances	Authority for giving of minor variances	Committee of Adjustment	Not applicable	By-Law Delegating the Authority for the Giving of Minor Variances	Subject to the conditions as provided in the Planning Act, R.S.O. 1990.	Agendas and Minutes of Meetings of Committee of Adjustment to be provided to Council
15.04 Release or discharge of Subdivision Agreements and Site Plan Control Agreements	Authority to release or discharge from title relating to the Town's registered interest in certain lands, as it pertains to the rights and obligations of certain Subdivision Agreement (s) or Site Plan Control Agreement (s).	Manager, Planning Services in consultation with Director, Development Services and Director, Infrastructure Services	Director, Development Services in consultation with the Director, Legal and Legislative Services, or such Director's delegate			

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To^{1,2}	Secondary Authority Delegated To^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
15.05	Site Plan Control Approval	Authority to approve plans and drawings respecting applications for Site Plan Control and Site Plan Control Amendments, including conditions to the approval of site plans and site plan amendments	Director, Development Services in consultation with Manager, Planning Services	Manager, Planning Services in consultation with the Director, Legal and Legislative Services, or such Director's delegate	ss. 41 (4.0.1) of the Planning Act	Signing authority to authorize execution of Site Plan Control Agreements.	CAO /Director communication(s) to Council
15.06	Release of Securities related to Site Plan Control Agreements	Authority to release securities related to site plan control agreements	Director, Development Services, in consultation with Director, Infrastructure Services and Director, Corporate Services	Manager, Planning Services in consultation with Director, Infrastructure Services and Director, Corporate Services			
15.07	Consent for Alterations	Authority to consent to alterations to properties designated under Part IV or Part V of the Ontario Heritage Act, including authority to attach terms and conditions to such consent with the exception of demolitions.	Manager, Planning Services	Director, Development Services	Part IV or Part V of the Ontario Heritage Act	No Authority to deny an application and subject to Heritage Committee review of proposed alteration and resolution recommending approval with or without conditions except in situations which require emergency repair due to health and safety concerns.	
15.09	Encroachments	Authority to approve encroachment agreements with private property owners, in a form satisfactory to a Town Solicitor	Director, Legal and Legislative Services in consultation with Directors	Directors in consultation with a Town Solicitor			

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To^{1,2}	Secondary Authority Delegated To^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
15.10	Validation Certificates	Authority to issue a Certificate of Validation in respect of land described in the certificate and pursuant to Section 57 the Planning Act	Secretary-Treasurer, Town of Essex Committee of Adjustment in consultation with the Manager, Planning Services	Manager, Planning Services	Section 57, Planning Act, R.S.O. 1990, Chapter P. 13	Subject to the conditions if any as provided in the Planning Act, R.S.O. 1990.	
15.11	Closing and Sale of Alleys	Authority to determine if an alley is surplus to the needs of the town and the authority to approve applications to close and sell Alley determined to be surplus.	Director, Infrastructure Services in consultation with Director, Legal and Legislative Services and Director, Corporate Services/Treasurer	Director, Legal and Legislative Services		In accordance with Town of Essex Alley Closing Policy.	
15.12	Consent to Conservation Easement Agreements	Authority to approve consent to conservation easement agreement applications made by private property owners as a condition of approval from the Committee of Adjustment	Manager, Planning Services, in consultation with Director, Development Services	Director, Development Services			
15.13	Cancellation Certificates	Applications under s. 53 (45) of the Planning Act to cancel a consent to sever	Secretary-Treasurer, Town of Essex Committee of Adjustment, in consultation with the Manager, Planning Services	Manager, Planning Services	Section 53 (45), Planning Act, R.S.O. 1990, Chapter P. 13	Subject to the conditions if any as provided in the Planning Act, R.S.O. 1990.	

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To^{1,2}	Secondary Authority Delegated To^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
15.14	Wireless Cell Tower Agreements	Authority to approve renewals and extensions of wireless cell tower agreements originally approved by Council	Director, Development Services in consultation with Director, Legal & Legislative Services	Manager, Planning Services			
15.15	Sponsorship and Naming Rights Agreements	Authority to approve any Sponsorships or Naming Rights agreements with an aggregate amount of \$130,000 or less	Chief Administrative Officer, in consultation with the Mayor and Deputy Mayor			In accordance with the Town's Sponsorship and Naming Rights Policy.	
16.00 Policies and Procedures							
16.01	Policies and Procedures	Authority to ensure compliance with all corporate policies and procedures	Chief Administrative Officer	Deputy Chief Administrative Officer or Designate(s) appointed by Chief Administrative Officer			
17.00 Property Taxes, Utilities and Late Payment Charges							
17.01	Property Taxes	Write off taxes in accordance with the provisions of Section 357, 358 and 359 of the Municipal Act.	Treasurer or Assessment Review Board if disputed	Manager, Revenue and Customer Relations	Municipal Act, 2001, Sections 357, 358 and 359	Within the limitations prescribed by Section 357, 358 and 359 of the Municipal Act and within the approved budget for the write-off of taxation revenue.	Annual report to Council on tax write-offs and increases pursuant to this delegation of authority.

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To^{1,2}	Secondary Authority Delegated To^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
17.02	Land Apportionments	Authority to divide land which is assessed in one block into two or more parcels and/or apportion unpaid taxes on land among parcels	Treasurer	Manager, Revenue and Customer Relations	Municipal Act, 2001, Section 356 upon receipt of a Severance and Consolidation Plan Information Form from the Municipal Property Assessment Corporation	Within the limitations prescribed by Section 356 of the Municipal Act	Not applicable.
17.03	Late Payment Charges, Penalties and Interest on Overdue Tax Accounts	Reduce, waive or cancel late payment charges, penalties and interest on overdue tax accounts.	Treasurer or Manager, Revenue and Customer Relations		Municipal Act, 2001, Section 345	Up to \$150.00 per tax account unless deemed an administrative error. Amounts over \$150.00 require report to and approval of the Finance Committee, unless deemed an administrative error.	
17.04	Minutes of Settlement	Authority to execute Minutes of Settlement arising out of tax appeals at the Assessment Review Board or the Ontario Municipal Board for properties that, in the opinion of the signing officer, are in the best interests of the Town	Treasurer	Manager, Revenue and Customer Relations			
17.05	Tax Extension Agreements	Authority to enter into tax extension agreements	Treasurer	Manager, Revenue and Customer Relations	Municipal Act, 2001, Section 378	In accordance with the limitations prescribed by Section 378 of the Municipal Act, 2001.	

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To^{1,2}	Secondary Authority Delegated To^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
17.06	Applications to cancel, reduce or refund municipal taxes due to Sickness or Extreme Poverty	Authority to exercise the powers and functions of council with respect to applications made by reason of sickness or extreme poverty to cancel, reduce or refund all or part of taxes levied on land in the year in respect of which the application is	Assessment Review Board		Municipal Act, 2001, Sections 357(1)(d.1) & 357(5)	In accordance with the requirements and limitations set out in Section 357 of the Municipal Act, 2001.	
17.07	Tax and Utility Certificates	Authority to issue statements of tax and utility accounts to interested parties	Treasurer	Manager, Revenue and Customer Relations	Municipal Act, 2001, Section 352	In accordance with the requirements and limitations set out in Section 352 of the Municipal Act, 2001.	
18.00	Protection of Livestock and Poultry						
18.01		Authority to approve a claim for livestock and poultry killed	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk		In accordance with Protection of Livestock and Poultry from Dogs Act.	
19.00	Real Estate						
19.01	Purchase, Sale and Exchange of Interest in Land	Authority to sign transfer documents, undertakings, certificates, declarations and similar documents required for the completion of any transaction involving the purchase, sale or exchange of any interest in land, including long-term lease agreements	Clerk in conjunction with the Mayor or Deputy Mayor	Deputy Clerk, in conjunction with the Mayor or Deputy Mayor		In accordance with the by-law establishing policies and procedures for the sale and disposition of surplus lands, as applicable, and where the purchase, sale or exchange of land, and the terms thereof, have been approved by Council.	Not applicable.

Schedule "A" to By-Law 2439

Description	Delegated Authority	Primary Authority Delegated To ^{1,2}	Secondary Authority Delegated To ^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
19.02	Rental Agreements Authority to execute rental agreements for occupancy of Town-owned or leased land and facilities on a short-term basis.	Director, Community Services	Designate(s) appointed by the Director, Community Services		Except for lease agreements with a Provincial or Federal body, rental fees based on the rate schedule for such rentals. With regard to lease agreements with a Provincial or Federal body, rental fees as negotiated by the parties or otherwise required by applicable legislation.	Not applicable.
19.03	Easements Authority to approve easement agreements with private property owners, in a form satisfactory to a Town Solicitor	Director, Legal and Legislative Services in consultation with Directors	Directors in consultation with a Town Solicitor			
20.00 Sale of Land for Tax Arrears						
20.01	Authority to prepare and sign Tax Arrears Certificates, Notices of Registration of Tax Arrears Certificate (Form 1), Statutory Declaration regarding notices sent, Final Notice (Form 3) and Cancellation of Tax Arrears Certificate	Treasurer	Manager, Revenue and Customer Relations	Municipal Act, 2001	Subject to the requirements of Part XI of the Municipal Act, 2001.	
21.00 Shipping/Customs						
21.01	Authority to sign on behalf of the corporation in matters related to shipping and customs.	Delegate specified in Procurement By-Law in consultation with Assistant Manager, Business Services	Clerk or Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk			

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To ^{1,2}	Secondary Authority Delegated To ^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
22.00	Social Media						
22.01	Social Media Accounts	Authority to manage and monitor all corporate social media accounts	Manager, Strategic Communications	Executive Assistant to Chief Administrative Officer		In accordance with Corporate Use of Social Media Policy and Corporate Social Media Procedure.	
22.02	Social Media Content	Authority to use corporate social networking tools to communicate with the public	Manager, Strategic Communications	Executive Assistant to Chief Administrative Officer		In accordance with Corporate Use of Social Media Policy and Corporate Social Media Procedure.	
23.00	Special Occasion and Parade Permits						
23.01	Special Occasion Permits (Public)	Authority to approve Special Occasion Permits for an event on Town owned property involving liquor sales or the serving of alcohol.	Director, Community Services	Chair of the Town of Essex Special Events Resource Team in consultation with the Director, Community Services, or as otherwise designated by the Director, Community Services		In accordance with rules and regulations for Special Occasion Permits as issued by the Alcohol and Gaming Commission of Ontario.	
23.02	Recurring Special Occasion Permits (Public)	Authority to approve Special Occasion Permits for a series of events on Town owned property involving liquor sales or the serving of alcohol.	Director, Community Services	Chair of the Town of Essex Special Events Resource Team in consultation with the Director, Community Services, or as otherwise designated by the Director, Community Services		In accordance with rules and regulations for Special Occasion Permits as issued by the Alcohol and Gaming Commission of Ontario.	
23.03	Recurring Special Occasion Permits (Private)	Authority to approve Special Occasion Permits for a series of private events involving liquor sales or the serving of alcohol.	Clerk/Deputy Clerk, Legal and Legislative Services, in consultation with the Town's Fire, Building and Planning Departments	Manager, Legal, Licensing & Enforcement in consultation with the Town's Fire, Building and Planning Departments		In accordance with practices and procedures established by the Legal & Legislative Department.	

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To^{1,2}	Secondary Authority Delegated To^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
23.04	Special Occasion Permits (Private)	Authority to approve Special Occasion Permits for a private event involving liquor sales or the serving of alcohol.	Clerk/Deputy Clerk, Legal and Legislative Services, in consultation with the Town's Fire, Building and Planning Departments	Manager, Legal, Licensing & Enforcement in consultation with the Town's Fire, Building and Planning Departments		In accordance with practices and procedures established by the Legal & Legislative Department.	
23.05	Noise Abatement By-Law Exemptions	Authority to approve Noise Abatement By-Law exemptions for a private event.	Clerk/Deputy Clerk, Legal and Legislative Services, in consultation with the Town's By-Law Department	Manager, Legal, Licensing & Enforcement		In accordance with practices and procedures established by the Legal & Legislative Department.	
23.06	Recurring Noise Abatement By-Law Exemptions	Authority to approve Noise Abatement By-Law exemptions for a series of private events.	Clerk/Deputy Clerk, Legal and Legislative Services, in consultation with the Town's By-Law Department	Manager, Legal, Licensing & Enforcement		In accordance with practices and procedures established by the Legal & Legislative Department.	
23.07	Special Event Permits	Authority to approve Special Event Permits	Director, Community Services	Chair of the Town of Essex Special Events Resource Team in consultation with the Director, Community Services, or as otherwise designated by the Director, Community Services		In accordance with the Town's Public Notice Policy (i.e. road closure) where applicable.	
24.00 Travel and Business Expenses							
24.01	Travel and Business Expense Requests	Authority to approve Travel and Business Expense Requests under \$3,000 per event	As prescribed in the Travel and Business Expense Policy		Town of Essex Travel and Business Expense Policy		

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To^{1,2}	Secondary Authority Delegated To^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
24.02		Authority to approve Travel and Business Expense Requests over \$3,000 per event	Chief Administrative Officer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer	Town of Essex Travel and Business Expense Policy		
25.00	Video Surveillance Cameras, Recordings and Records						
25.01	Video Surveillance Cameras and Signage	Authority to approve the position and location of video surveillance cameras and related signage	Director responsible for the facility in consultation with the Clerk, Legal and Legislative Services	Director, Corporate Services, in consultation with the Clerk, Legal and Legislative Services	Town of Essex Video Surveillance Policy		
25.02	Live Video Surveillance	Authority to monitor live video surveillance	Persons designated by the Director responsible for the facility in consultation with the Clerk, Legal and Legislative Services	Chief Administrative Officer, in consultation with the Clerk, Legal and Legislative Services	Town of Essex Video Surveillance Policy		
25.03	Record of Video Surveillance Recordings	Authority to determine when a record will be created of video surveillance recordings	Chief Administrative Officer in consultation with the Clerk, Legal and Legislative Services	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer in consultation with the Clerk, Legal and Legislative Services	Town of Essex Video Surveillance Policy		
25.04	Requests to Access Video Surveillance Recordings	Authority to approve a Request to Access Video Surveillance Recordings or Records related to investigations of serious employee misconduct	Chief Administrative Officer in consultation with the Clerk, Legal and Legislative Services	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer in consultation with the Clerk, Legal and Legislative Services	Town of Essex Video Surveillance Policy		

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To^{1,2}	Secondary Authority Delegated To^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
25.05		Authority to approve a Request to Access Video Surveillance Recordings or Records related to investigations of insurance claims	Clerk, Legal and Legislative Services or the Clerk's designate	Chief Administrative Officer in consultation with the Clerk, Legal and Legislative Services or the Clerk's designate	Town of Essex Video Surveillance Policy		
25.06		Authority to approve a Request to Access Video Surveillance Recordings, excluding those related to an investigation of serious employee misconduct or insurance claims	Clerk, Legal and Legislative Services or the Clerk's designate	Chief Administrative Officer in consultation with the Clerk, Legal and Legislative Services or the Clerk's designate	Town of Essex Video Surveillance Policy	Unless the request is made under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., c.56.	
26. Sanitary and Stormwater Works							
26.01	Sanitary and stormwater alterations	Authority to complete sanitary and stormwater alterations in the Town, including the approval and imposition of terms and conditions for works to be undertaken in accordance with the Town's Consolidated Linear Infrastructure Environment Compliance Approvals (CLIECAs), as required	Director, Infrastructure Services				
27. Drainage Act							
27.01	Appointment of Individual Engineer	Authority to appoint individual engineer at Council pre-appointed engineering corporation, association or partnership to have charge of the drainage project without providing council with any notification required under s. 8(2) of the Drainage Act	Drainage Superintendent	Director of Infrastructure or Manager, Operations & Drainage	Drainage Act, RSO 1990, c D.17		

Schedule "A" to By-Law 2439

	Description	Delegated Authority	Primary Authority Delegated To^{1,2}	Secondary Authority Delegated To^{1,2}	Source of Duty	Delegation Restrictions	Communication Requirements
27.02	Approval of Assessment Apportionment Agreements	Authority to approve assessment apportionment agreements pursuant to s. 65(2) of the Drainage Act	Drainage Superintendent	Director of Infrastructure or Manager, Operations & Drainage	Drainage Act, RSO 1990, c D.17		

1 Financial Impacts should be consulted with the Director, Corporate Services/Treasurer

2 Legal Impacts should be consulted with the Town Solicitor/Director/Clerk, Legal and Legislative Services

3 The Province of Ontario has proposed the introduction of 'Strong Mayor Powers' in the Town of Essex. If implemented, effective May 1, 2025, some decision-making powers traditionally held by Town Council or Administration will be vested in the Mayor. Some of these Strong Mayor Powers are able to be delegated to Council or Administration, while others can be forfeited. These Strong Mayor Powers will be administered by the Mayor through the Town's Strong Mayor Powers website. Provided that the delegations and decisions made through the Town's Strong Mayor Powers website are in compliance with the Municipal Act, 2001, such delegations and decisions will override the Delegation of Authority By-Law.