

Town of Ajax
Delegations of Powers and Duties

Version Date: 12/14/2020

Department	By-law/Policy	Subject	Delegate	Power/Duty Delegated	Oversight Mechanism (if applicable)	Authorizing Legislation
Corporate	61-2019 (Council resolution)	Appointment of Deputy Mayor	Mayor	Appoint Deputy Mayors on behalf of Council	Mayor must notify Town Clerk when Deputy Mayor assignment is changed	Municipal Act, s. 242
Corporate	P134	Approving & Executing Agreements	Mayor & Clerk	Approve & execute agreements on behalf of Council	Agreements involving other levels of government, development and/or site servicing agreements, and agreements where Council has provided direct approval	Municipal Act, s. 9-11
Corporate	P134	Approving & Executing Agreements	Department Heads	Approve & execute agreements on behalf of Council	Agreements where value of goods/services does not exceed \$100,000, including minor or administrative agreements	Municipal Act, s. 9-11
Corporate	P134	Approving & Executing Agreements	Chief Administrative Officer	Approve & execute agreements on behalf of Council	Agreements between \$100,001 & \$500,000 (must be executed by Department Head & CAO)	Municipal Act, s. 9-11
Corporate	58-2019 63-2019 64-2019 65-2019	Fee waivers and reductions for user fees	Chief Administrative Officer, Department Heads or their designate(s)	Approve waivers and reductions of Recreation user fees	Subject to restrictions established in the by-law (compassionate circumstances, departmental policy)	Municipal Act, s. 391
Corporate	015-2000	Insurance against claims	Durham Municipal Insurance Pool	Respond to claims made against the municipality	N/A	Municipal Act, s. 279
Corporate	039-2019	Purchasing	Department Managers	Purchases \$5,000 and under	May be approved by relevant department manager	Municipal Act, s. 9-11
Corporate	039-2019	Purchasing	Department Heads	Purchases up to \$100,000	Over budget and unbudgeted capital in excess of \$100,000.00 or 20% of the approved budget amount, whichever is greater, must go to Council for approval	Municipal Act, s. 9-11

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Corporate	039-2019	Purchasing	Chief Administrative Officer & Director of Finance/Treasurer	Purchases over \$100,000 up to \$500,000	Over budget and unbudgeted capital in excess of \$100,000.00 or 20% of the approved budget amount, whichever is greater, must go to Council for approval	Municipal Act, s. 9-11
Corporate	P022	Sponsorship agreements	Department Heads	Approve sponsorship agreements valued between \$0-\$10,000	Sponsorships must be in accordance with rules and procedures set out in the policy	Municipal Act, s. 9-11

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Finance	P121	Discretionary Reserve Administration	Director of Finance/Treasurer	Allocate any remainder of annual surplus to reserves	Annual report to Council	Municipal Act, s. 286 (1)
Finance	041-1995	Investment funds	Director of Finance/Treasurer	Enter into agreements to invest in joint municipal investment funds	Investment income reported in annual financial statements	Municipal Act, s. 418
Finance	075-2017	Municipal Complaints to the Assessment Review Board	Director of Finance/Treasurer or their designate	File complaints and appeals with the Assessment Review Board, and make representations on behalf of the Town on matters before the ARB	N/A	Assessment Act, s. 40
Finance	075-2017	Taxation Authorities of the Treasurer	Director of Finance/Treasurer or their designate	Administer property taxation	Annual reporting to Council	Municipal Act, sections 354, 356, 357, 358, 359
Finance	013-2003	Temporary borrowing	Mayor and Director of Finance/Treasurer	Borrow sums needed to meet current year current expenditures	Amounts borrowed reported in annual financial statements	Municipal Act, s. 407
Finance	092-2007	Treasurer's Responsibilities Regarding Tax Collection	Manager of Taxation & Senior Tax Analyst	Execute authorities of Treasurer	N/A	Municipal Act, s. 286 (5)

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Fire & Emergency Services	013-2013	Ajax Fire Training Facilities Rental Agreements	Fire Chief or his or her designate	Enter into rental agreements for use of Ajax Fire Training Facility	N/A	Municipal Act, s. 9-11
Fire & Emergency Services	143-2006	Establishment of Fire Department	Fire Chief	Establish responsibilities & authorities of the Fire Chief	N/A	Fire Protection and Prevention Act, s. 5
Fire & Emergency Services	049-2004	Open Air Burning Permits	Fire Chief or his or her designate	Administer permit system for open air burning	N/A	Fire Protection and Prevention Act, s. 7.1

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Legislative & Information Services	026-2011	Appointment of Freedom of Information (FOI) Head	Director of Legislative & Information Services / Town Clerk	Act as head for purposes of MFIPPA	N/A	Municipal Freedom of Information and Protection of Privacy Act, s. 3
Legislative & Information Services	074-2017	Appointment of MLEOs and parking enforcement officers	Director of Legislative & Information Services / Town Clerk or their designate	Appoint MLEOs and private parking enforcement officers to enforce municipal by-laws	N/A	Police Services Act, s. 15
Legislative & Information Services	051-2001	Authorization of Clerk to execute certain documents	Director of Legislative & Information Services / Town Clerk	Execute release of easements, subdivision agreements, site plan agreements, and development agreements	May be released only when they are no longer required to protect the Town's interests	Municipal Act, s. 23.1
Legislative & Information Services	142-2007	Delegation of Authority Policy	Director of Legislative & Information Services / Town Clerk	Establishes rules under which delegations may occur	Town Clerk is to receive and respond to any complaints or concerns regarding delegated authorities	Municipal Act, s. 270 (1) 6.
Legislative & Information Services	040-2005	Fireworks	Director of Legislative & Information Services / Town Clerk	Issue Permits for Fireworks Portable Display Units	Council may issue permits, including conditions thereto	Municipal Act, s. 121
Legislative & Information Services	COR-OP-014	Flag Raisings	Legislative Services Staff	Receive and approve flag raising requests	Requests must be in accordance with the rules and procedures set out in the policy	Municipal Act, s. 9-11
Legislative & Information Services	072-2016	Lottery Licensing	Lottery Licensing Officers	Administer Charitable Gaming Lottery Licences for prize values under \$50,000	Lottery Licensing Officers must adhere to rules established by the Alcohol & Gaming Commission of Ontario when issuing licences	Order in Council 1413-08
Legislative & Information Services	163-2012 (GGC Report Dec 6 2012)	Municipally Significant Events	Manager of By-law Services	Declare an event as 'municipally significant' for the purposes of special occasions permits	N/A	Liquor Licence Act, s. 19; O/Reg. 389/91, s. 3

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Legislative & Information Services	105-2013	Noise By-law	Manager of By-law Services	Issue exemptions to the noise by-law for construction purposes	N/A	Municipal Act, s. 129
Legislative & Information Services	095-2014	Orders to Restrain Dogs	Property Standards & Animal Services Appeals Committee (PSASAC)	Hear and decide appeals of Orders to Restrain dogs	Applicants may request review by Committee of Council	Municipal Act, s. 105
Legislative & Information Services	081-2010	Pool Enclosures	Municipal Law Enforcement Officers	Issue permits and assign conditions for pool enclosures	Applications reviewed by Planning & Development services	Municipal Act, s. 9-11
Legislative & Information Services	095-2014	Property Standards Orders	Property Standards & Animal Services Appeals Committee (PSASAC)	Hear and decide appeals of Property Standards Orders	Applicants may request review by Committee of Council	Building Code Act, s.15.1-15.8
Legislative & Information Services	003-2020	Records Management	Town Clerk or their designate	Establish records retention periods for municipal records management	N/A	Municipal Act, s. 255
Legislative & Information Services	126-2009	Adult Entertainment Establishments	Municipal Law Enforcement Officers	Administer licensing provisions	Applicants may request review by Committee of Council	Municipal Act, s.50-165
Legislative & Information Services	076-2004	Body Rub Parlors	Municipal Law Enforcement Officers	Administer licensing provisions	Applicants may request review by Committee of Council	Municipal Act, s. 150-165
Legislative & Information Services	036-2005	Carnivals, Circuses and Festivals	Municipal Law Enforcement Officers	Administer licensing provisions	Applicants may request review by Committee of Council	Municipal Act, s. 126
Legislative & Information Services	017-2016	Civil Marriage Solemnization	Appointed Legislative Services Staff	Provide marriage solemnization services	N/A	Marriage Act, s. 24; R.R.O. 1990, Reg. 738
Legislative & Information Services	160-2006	Entertainment Establishments	Municipal Law Enforcement Officers	Administer licensing provisions	Applicants may request review by Committee of Council	Municipal Act, s. 150-165

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Legislative & Information Services	059-2013	Events/Parades	Manager of By-law Services	Approve event/parade permits	N/A	Municipal Act, s. 126
Legislative & Information Services	055-2012	Kennels	Municipal Law Enforcement Officers	Administer licensing provisions	Applicants may request review by Committee of Council	Municipal Act, s. 150-165
Legislative & Information Services	115-2013	Lodging Houses	Municipal Law Enforcement Officers	Administer licensing provisions	Applicants may request review by Committee of Council	Municipal Act, s. 150-165
Legislative & Information Services	076-2005	Patios	Municipal Law Enforcement Officers	Administer licensing provisions	Applicants may request review by Committee of Council	Municipal Act, s. 150-165
Legislative & Information Services	056-2012	Pet Shops	Municipal Law Enforcement Officers	Administer licensing provisions	Applicants may request review by Committee of Council	Municipal Act, s. 150-165
Legislative & Information Services	129-2012	Refreshment Vehicles	Municipal Law Enforcement Officers	Administer licensing provisions	Applicants may request review by Committee of Council	Municipal Act, s. 150-165
Legislative & Information Services	134-2007	Salvage Yards	Municipal Law Enforcement Officers	Administer licensing provisions	Applicants may request review by Committee of Council	Municipal Act, s. 150-165
Legislative & Information Services	104-2013	Second Hand Goods	Municipal Law Enforcement Officers	Administer licensing provisions	Applicants may request review by Committee of Council	Municipal Act, s. 150-165
Legislative & Information Services	063-2005	Taxicab Licensing	Municipal Law Enforcement Officers	Administer licensing provisions	Applicants may request review by Committee of Council	Municipal Act, s. 150-165
Legislative & Information Services	122-2013	Temporary Signs	By-law Services	Issue & revoke permits for temporary signs	N/A	Municipal Act, s. 9-11

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Office of the CAO	P017	Advertising	Corporate Communications	Coordinate and negotiate advertising contracts on behalf of the Town	N/A	Municipal Act, s. 9-11
Office of the CAO	074-2017	Appeals of decisions of quasi-judicial boards and tribunals	Chief Administrative Officer or their designate	May file appeals of decisions by quasi-judicial boards and tribunals subject to limitations	1. The timing of the decision and the deadline to file an appeal do not allow Council sufficient time to authorize the filing of the appeal; 2. The Town solicitor is consulted and the appeal is prepared in a form acceptable to the Town solicitor; 3. In the opinion of the Chief Administrative Officer, the decision subject to an appeal is not of significant and/or broad interest to the public; and 4. All appeals filed under this delegated authority shall be reported to Council for information at the earliest opportunity.	Municipal Act, s. 9-11
Office of the CAO	034-2020	Authority and responsibilities of the CAO	Chief Administrative Officer	Assigned duties & responsibilities	N/A	Municipal Act, s. 229
Office of the CAO	077-2004	Emergency Purchasing Authority	CAO as the 'Operations Officer' for Emergency Operations Centre	Approve emergency purchases during enactment of Town's Emergency Management Plan	All emergency purchases to be documented for potential cost recovery	Municipal Act, s. 9-11
Office of the CAO	074-2017	Grant applications to provincial and federal governments, agencies or funds	Chief Administrative Officer or their designate	May submit applications and letters of approval from Council or the mayor necessary to apply for grant funding	N/A	Municipal Act, s. 9-11
Office of the CAO	72-2017	Hiring Policy	Chief Administrative Officer or their designate	Amend, update, and replace the policy for hiring of employees as necessary	Mandatory municipal policy established in the Municipal Act	Municipal Act, s. 270

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Office of the CAO	003-2020	Legal settlements	Chief Administrative Officer or their designate	Enter into settlement agreements up to \$50,000 in sum (paid or received by the municipality)	Terms must be reviewed and acceptable to Town solicitor; sum cannot exceed \$50,000; CAO may direct any settlement agreement to Council for approval	Municipal Act, s. 9-11
Office of the CAO	039-2019	Purchasing By-law	Chief Administrative Officer or Director of Finance/Treasurer	Issue awards and enter into contracts/agreements during Council recess periods	Report to Council on all recess-period approved expenditures in excess of \$500,000	Municipal Act, s. 9-11
Office of the CAO	008-2020	Response to COVID-19 pandemic	Chief Administrative Officer	Reduce, alter or cancel services, deployment of resources, etc. in response to COVID-19 pandemic	Must be in response to COVID-19; reasonable to mitigate harm incurred by COVID-19; application is limited and only where necessary; CAO must report to Council following conclusion of pandemic event	Municipal Act, s. 9-11

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Operations & Environmental Services	059-2013	Film Location Permits	Director of Operations & Environmental Services or their designate	Issue permits for filming on municipal highways	N/A	Municipal Act, s. 27
Operations & Environmental Services	059-2013	Newspaper Box Permits	Director of Operations & Environmental Services or their designate	Approve Newspaper Box Permits	N/A	Municipal Act, s. 27
Operations & Environmental Services	059-2013	Road Occupancy Permits	Director of Operations & Environmental Services or their designate	Issue partial road closures, or full road closures not exceeding thirty (30) days	N/A	Municipal Act, s. 27
Operations & Environmental Services	90-2012	Storm Sewer Use	Director of Operations & Environmental Services or their designate	Enforce provisions of the Town's storm sewer use by-law	N/A	Municipal Act, s. 9-11
Operations & Environmental Services	005-2004	Traffic Signs	Director of Operations & Environmental Services or their designate	Erect and maintain permanent highway signage	N/A	Municipal Act, s. 27
Operations & Environmental Services	005-2004	Traffic Signs	Director of Operations & Environmental Services or their designate	Erect temporary "no parking" or "no stopping" signs	N/A	Municipal Act, s. 27

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Planning & Development Services	074-2017	Appointment of Deputy Chief Building Officials and Building Inspectors	Director of Planning & Development Services or their designate	Appoint Deputy CBOs and Building Inspectors to enforce the Building Code Act	N/A	Building Code Act, s. 3
Planning & Development Services	074-2017	Approval of draft plan of subdivision/condominium applications	Director of Planning & Development	Approve plans of subdivision and condominiums	Reviewed by council during development approval process	Planning Act, s. 51.2
Planning & Development Services	059-2013	Apron Widening Permits	Director of Planning & Development Services or their designate	Approve Apron Widening Permits	N/A	Municipal Act, s. 27
Planning & Development Services	045-2014	Building & Demolition Permits	Chief Building Official	Administer permits pursuant to the Building Code (construction and demolition), including entering into agreements for conditional building permits	Applicants may appeal to the Building Code Commission or to the Superior Court of Justice	Building Code Act, s. 7
Planning & Development Services	60-2019	Cash in Lieu of Parking Agreements	Director of Planning & Development Services or their designate	Enter into Cash-in-lieu of Parking agreements, and enforce and administer the by-law	Annual reporting to Council on cash-in-lieu of parking agreements	Planning Act, s. 40
Planning & Development Services	012-2013	<i>Condominium Act</i> exemptions to Section 51 of the <i>Planning Act</i>	Planning & Development Staff	Approval authority for exemptions to s. 51 of the <i>Planning Act</i> that are permitted by s. 9(6) and 9(10) of the <i>Condominium Act</i>	Site plan must already have been approved; where exemption under s. 9(10) of <i>Condominium Act</i> is requested, a by-law is still required	Condominium Act, s. 9(6) and 9(10)
Planning & Development Services	037-2007	Development Application Review Process	Director of Planning & Development Services or their designate	Deem applications complete	Applicants may appeal completion status of their application to the OMB	Planning Act, s. 22(6.1), 34(10.4), 51(19.1)

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Planning & Development Services	057-2008	Development Pre-consultation Meetings	Director of Planning & Development or their designate	Conduct pre-consultation meetings	N/A	Planning Act, s. 22(3.1), 34(10.0.1), 41(3.1), 51(16.1)
Planning & Development Services	074-2017	Engineering Design Criteria & Standard Drawings	Director of Planning & Development Services or their designate	Approve revisions to the Town's standard drawings	N/A	Municipal Act, s. 9-11
Planning & Development Services	13-2019	Execution of Real Property Agreements	Director of Planning & Development or their designate	Negotiate and execute real property agreements for easements, license and encroachment agreements	Annual reporting of all agreements entered into through annual real estate update	Municipal Act, s. 9-11
Planning & Development Services	074-2017	Heritage permits for designated properties	Director of Planning & Development Services or their designate	Approve permit applications for alterations to heritage designated properties	Staff may seek Heritage Advisory Committee input and Council approval for major alterations to designated properties	Ontario Heritage Act, s. 33 & 42
Planning & Development Services	102-2013	Heritage Permits in Pickering Village Heritage Conservation District (HCD)	Planning & Development Services staff and/or Heritage Advisory Committee	Review and approve smaller scale non-controversial heritage permits in the HCD	Approvals granted by the Heritage Advisory Committee are to be reported to Council	Ontario Heritage Act, Part V
Planning & Development Services	003-2020	Minor Variances to Town Zoning By-law	Director of Planning & Development Services or their designate	Approve submission of a minor variance application within two years of an approved zoning by-law or	Director must consider each application individually; Director may send any requests to Council for approval; approvals issued by Director shall be	Planning Act, s. 45(1.4)
Planning & Development Services	074-2017	Model homes	Director of Planning & Development Services or their designate	Approve permits/agreements for the construction of model homes	In accordance with approved subdivision or condominium agreements	Planning Act, s. 51.2
Planning & Development Services	029-2013	Telecommunication Tower and Antenna Facilities	Director of Planning & Development Services or their designate	Update policy for Telecommunication Towers and Antenna Facilities in accordance with revisions made by Industry Canada	N/A	CPC-2-0-03 - Radiocommunication and Broadcasting Antenna Systems

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Planning & Development Services	P045	Telecommunication Tower and Antenna Facilities	Director of Planning & Development Services or their designate	Issue letters of concurrence for radiocommunication towers not subject to consultation requirements	N/A	CPC-2-0-03 - Radiocommunication and Broadcasting Antenna Systems
Planning & Development Services	091-2014	Minor Variances to Town Zoning By-law	Committee of Adjustment (COA)	Approve or deny Minor Variance requests	Annual report to Council of all COA decisions	Planning Act, s. 44-45
Planning & Development Services	027-2009	Permanent sign permits	Planning & Development Services staff	Issue permits for permanent signs	N/A	Municipal Act, s. 9-11
Planning & Development Services	027-2009	Permanent sign variances	Director of Planning & Development Services or their designate	Approve applications for variances to the sign by-law	N/A	Municipal Act, s. 9-11
Planning & Development Services	101-2013	Pickering Village Community Improvement Plan (CIP)	Director of Planning & Development Services or their designate	Approve applications for grants under the CIP program	Applications may be forwarded to Council for approval	Planning Act, s. 28
Planning & Development Services	053-2006	Sediment & Erosion Control	Director of Planning & Development Services or their designate	Issue permits for placement of fill	N/A	Municipal Act, s. 142
Planning & Development Services	011-2014	Site Plan Control	Director of Planning & Development Services or their designate	Approve site plan applications & amendments to site plan applications	Any Council member may request a site plan to be considered by Council	Planning Act, s. 41
Planning & Development Services	137-2006; 95-2013; 6-2014	Tree Protection	Director of Planning & Development Services or their designate	Issue permits to cut trees on greenbelt protected property	Applicants may request a review of permit denial or permit conditions by Committee of Council	Municipal Act, s. 135
Planning & Development Services	005-2004	Use of Municipal Highways	Director of Planning & Development Services or their designate	Issue permits for heavy load vehicles	N/A	Municipal Act, s. 27

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