

**THE CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH/CARDINAL  
BY-LAW NO. 2011-30**

**"A BY-LAW TO ADOPT A POLICY WITH RESPECT TO  
DELEGATION OF AUTHORITY"**

**WHEREAS** the Municipal Act 2001, SO 2001, c.25, Section 270(1) directs that a municipality shall adopt and maintain policies with respect to matters including the delegation of its powers and duties;

**AND WHEREAS** Section 23.1(1) of the Municipal Act, 2001, SO 2001 c.25, as amended, authorizes a municipality to delegate its powers and duties subject to the restrictions set out therein;

**AND WHEREAS** Municipal Council deems it advisable to adopt a policy with respect to delegation of authority to staff of the Township of Edwardsburgh/Cardinal and the Port of Prescott;

**NOW THEREFORE** the Council of the Corporation of the Township of Edwardsburgh/Cardinal enacts as follows:

1. The Delegation of Authority Policy attached hereto as Schedule "A" and forming part of this by-law is hereby adopted.
2. This by-law will come into force and take effect on its passing.

Read a first and second time in open Council this 25<sup>th</sup> day of April, 2011.

Read a third and final time, passed, signed and sealed in open Council this 25<sup>th</sup> day of April, 2011.



**Mayor**



**Clerk**

<b>Township of Edwardsburgh/Cardinal Delegation of Authority Policy<sup>1</sup></b>				
<b>Description</b>	<b>CAO</b>	<b>Treasurer<sup>2</sup></b>	<b>Manager<sup>3</sup></b>	<b>Port GM<sup>4</sup></b>
Hire employees	Yes	Yes	Yes	Yes
Award Increments based on approved Salary Grid or Approved Budget	Yes	No	No	Yes
Discipline employees	Yes	Yes	Yes	Yes
Dismiss employees	Yes	No	No	Yes
Pay Municipal Accounts pursuant to Procedures By-law <sup>5</sup>	Yes	Yes	No	No
Payments in accordance with approved contracts <sup>6</sup>	Yes	Yes	No	No
Make adjustments within approved cost center provided no increase to cost center budget authority	Yes	Yes	Yes	Yes
Award service or works contracts where budget approval exists	Up to \$50,000	Up to \$50,000	Up to \$20,000	Up to \$50,000
Amend service or works contracts or issue change orders where budget approval exists	Yes	Yes	Yes	Yes
Purchase of goods or services where budget approval exists	Up to \$50,000	Up to \$50,000	Up to \$20,000	Up to \$50,000
Award, incur, acquire, contracts, costs or goods and services where budget approval does not exist	No	No	No	No
Incur costs during a declared emergency <sup>7</sup>	Yes	Yes	No	No
Incur costs during an operational emergency <sup>8</sup> at the Port of Prescott	N/A	N/A	N/A	Up to \$50,000
Approve conferences, training or memberships where budget approval exists	Yes	Yes	Yes	Yes
Approve travel where budget approval exists	Yes	Yes	No	Yes
Approve leases, easement documents and real property transactions	No	No	No	No
Enforce lease agreements	Yes	Yes	No	Yes
Release securities for development applications	Yes	Yes	No	N/A
Donations to Charitable Organizations or Not-for-Profit where budget exists	No	No	No	Yes

<sup>1</sup> Must be read in conjunction with other applicable by-laws such as Procurement By-law, Procedure By-law, etc. and subject to restrictions contained within the Municipal Act 2001, as amended.

<sup>2</sup> Treasurer's Financial authority is Township wide, and HR authority is Departmental

<sup>3</sup> Authority applies to Manager's Department

<sup>4</sup> Authority applies to Port of Prescott Operations

<sup>5</sup> Requires co-signature of Mayor or Deputy Mayor

<sup>6</sup> Requires co-signature of Mayor or Deputy Mayor

<sup>7</sup> Pursuant to approved Emergency Plan

<sup>8</sup> Operational emergency is defined as an urgent health or safety matter which cannot wait for a regular or special meeting of Council to be called