



PORT COLBORNE

**City of Port Colborne
Council Meeting Addendum**

Date: Tuesday, March 10, 2026
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

	Pages
10. Delegations	
*10.1 Gary Gaverluk - 21 Woodside Drive Delegating on item 13.4 c	1
*10.2 Barbara Butters - 1152 Weaver Road Delegating on item 13.4 c	6
13. Consent Agenda	
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Tuesday March 10, 2026

**Delegation to March 10, 2026 City of Port Colborne Council meeting Agenda item:
13.4 c. Regional Governance in Niagara, letter from Bob Gale, Niagara Regional Chair.**

Mayor Steele, Members of Council, Regional Councillor Badaway and fellow citizens

Thank you for the opportunity to speak to the agenda correspondence item:

February 26, 2026 Niagara Region Committee of the Whole Meeting:

Prequel to Item 13.4 c:

At the February 26, 2026 Region of Niagara Committee of the Whole meeting, the infamous amalgamation meeting, Chair Bob Gale was immediately stopped during his opening remarks by a "Point of Order". The point of order was raised by Fort Erie Mayor Wayne Redecop, stating that Chair Gale was taking a position. As Chair he must remain impartial. Mayor Redecop challenged the issue which resulted in a lengthy discussion.

After this discussion including conciliation from the Regions legal team, it was confirmed that the Chair could not continue with his opinionated opening remarks. As result a motion was made to the effect that the Chairman Bob Gale must DESIST.

It is important to note, that Chairman Gale had *difficulty interpreting* the motion as he announced the taking of the vote. An in camera vote was held with the motion being approved by *two thirds* of Regional Council. Those voting in favour of Chair Gale were Diodoti, Campion, Greenwood, Junkin, Olsen, Secord and Siscoe.

Shortly thereafter, the Chairman's integrity was questioned by Councillor Ip. Councillor Ip forcefully demanded to know why a substantial stack of letters from constituents sent to the Region had not been placed on the agenda of this meeting. Gale denied having any knowledge that he or staff had received them. After further discussion Gale said he would take this up with his staff and that Councillor Ip should resend them to have them added.

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Councillor Bateman questioned the Chair's authority. What authority do you as Chair have to send letters? Gale responded, finally letting the cat out of the bag, "I sent them to the mayors as instructed by the Province. Bateman stated she had sent a letter to the Ombudsmen.

The discussion continued with each Councillor giving their remarks as to being in favour of forced amalgamation or not. It was readily apparent that the majority were not in favour of amalgamation.

Mayor Steele shared that all citizen responses received in Port Colborne have not been in favour of amalgamation with the exception of one (1). Port Colborne's official response will be on the City Website. We have been working on water / waste water plan and along with our roads, we can take both back to save our taxpayers money implying, in our opinion that Port Colborne could stand alone. We will continue to gather information from our community.

Mayor Redecop said that Fort Erie does not support amalgamation. He spoke of developing effective efficient services for Fort Erie. Fort Erie can stand alone. Mayor Redecop requested that the motion passed earlier be **amended**. A slide of the **AMENDED** motion was put up for viewing. A recorded vote was taken and the amended motion was passed. Those who voted NOT in favour: Campion, Diodoti, Easton, Secord, Greenwood, Craitor, Foster and Insinna.

Port Colborne Regional Councillor Badaway supported Mayor Redecop's amended motion. He presented Chair Gale with lessons in the Municipal Act, Code of Conduct, Operational Procedures, Transparency, Trust and Respect. He also noted that it was improper for the Chair to have his Chief of Staff sitting beside him. He was told that if he wishes to send letters to the province, henceforth to make sure they are sent from Bob Gale, not as Regional Chair unless they have gone through council.

Councillor Badaway's final comment: "Let's work together so that the Premiere hears what Niagara expects."

Regional Chair Bob Gales letter of March 4, 2026, Re: Regional Governance in Niagara to the Minister of Municipal Affairs and Housing, Honorable Rob Flack:

This second letter is just another attempt to circumvent everything he was emphatically told what **not** do as contained in the amended motion at the February 26, 2026 Committee of the Whole meeting.

He has defiantly ignored the motion to DESIST by sending this second letter dated March 4, 2026 despite the fact that he did not use the Niagara Region official letterhead and signing this letter only as Regional Councillor, not Regional Chair Bob Gale.

In all, we believe this to be part of a very well planned and orchestrated attempt by the Conservative Provincial government, through Bob Gale and his co-conspirators to undermine the authority of individual municipal governance by creating:

- public outcry
- mass confusion
- anxiety due to an extremely short timeline to plan municipal responses
- frustration related to the total disregard for public input.

This is very disrespectful to everyone involved in **our** democratic process.

Bob Gale states in his letter:

Following my earlier correspondence on options for improving governance in the Niagara Region, I received considerable feedback from regional councillors, local councils and residents about both the process and the substance of that discussion.

While I heard criticism with the initial lack of advance consultation, it was widely acknowledged that the current structure of 126 municipally elected officials across 12 municipalities and 31 members at Regional Council is not as lean, efficient or affordable as it should be.

Yes, we can say that Bob Gale has received feedback from regional councillors, local councils and **some** local residents. What he considers considerable is not. This should only be considered as information coming from a very small sample size. This is not a scientific analysis of the issue at hand as it is lacking statistical data just like Gales first letter.

As far as we know, Port Colborne was first to announced the public engagement process on social media platforms with the other municipalities following behind. Public engagement is a vital key element of any decision making process or when presenting a business case.

Aligning with Provincial Priorities: March 4, 2026 – Mayors of Niagara Present Governance Reform Agenda to Premier Ford.

As stated in the Niagara Mayors Present Governance Reform Agenda to Premier Ford, a unified approach to governance reform based on practical, evidence-based, and designed to align with provincial priorities – while maintaining strong local representation and preserving the integrity of their communities is the most realistic approach. Based on facts and not assumptions made by Bob Gale.

Weighted voting based on population:

At the Regional level, the weighted voting **“SCHEME”** suggested in the Bob Gale letter is deliberate and by design. It will not promote strong local representation. It will not maintain the integrity of communities with smaller populations. It is clearly geared to allow the three Amigo’s, sorry the mayors of St. Catharines, Niagara Falls and Welland to “dominate” any and all regional decisions or funding. Leaving Thorold, West Lincoln, Pelham, Niagara-on-the-Lake, Grimsby, Wainfleet, Port Colborne and Fort Erie **“THE POOR SISTERS”**.

IN SUMMARY:

Gales last statement in his letter:

You will find that this recommendation, representing 74% of the population, is supported by several mayors including: He goes on to list those mayors who attended, a private meeting.

Gale fails to mention that not all mayors were invited to this meeting, therefore skewing the results of the meeting in his favour, leaving **26%** of the population not represented. In addition to all of the above, Gale attached the names of all the Mayors who attended the meeting as if they all signed. Apparently, NOT all mayors agreed to sign.

It is our opinion that this letter as written, are the opinions of Bob Gale and Bob Gale only. He wrote it. The opinions and comments are based on lies, misinformation and assumptions.

This Bob Gale scenario, is just as dangerous as amalgamation, it is an attack on everything we live by on a day to day basis, compounding our communities healthcare concerns. This, is NOT a “Made in Niagara Solution”.

We thank you.

Presentation to council March 10 2026

Agenda Item: 13.4 c. Regional Governance in Niagara, letter from

Bob Gale, Niagara Regional Chair

Barbara butters 1152 Weaver Road, Port Colborne

Good evening Mayor Steele, Councillors, Staff, Regional Councillor Badawey and residents.

What a crazy whirlwind of events over the last couple of weeks - as if we all didn't have enough to do.

So, the topic of forced amalgamations, restructuring of regional systems as well as municipalities is in the forefrontagain.

What we do next is critical if we are to be captains of our own fate.

When Chair Gale chose the path to send his letter to the province re: his vision of a new Niagara Model(s) it was without advice, input from the public, sanction or the power of Regional Council as an elected body. When he was "reined " in and instructed by motion to refrain from further actions he sent out another letter to the Province.

As a citizen he can do as he pleases, just like you and me. But when he flies in the face of clear instructions from our elected representatives at the region, his actions require a response. It requires a principled Stand against "rogue actions" that in my opinion do not serve the public interest. I could speculate whose interests they serve, but I'm sure most of you already have done that.

So, what does serve the public interest?

Examination of regional systems and services and how or if they can be delivered better to save the tax payers dollars.

Look at governance at the Regional level.

If there is change - who does it serve should be the question. So, in that vein I would suggest the following - **Mayors serve their communities first and foremost, it's where their heart is.**

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So, no mayors at the region, instead elect 12 people, one / municipality, no weighted voting. Twelve people who can look at the region as a whole not 12 parts.

What happens in our distinctive municipalities should be determined by our own people - not the region or the chair of the region or the Province. We can best determine what we need and what will work for us.

If we were to lose autonomy, our **local voices diminished** or worse lost altogether - then we have failed in **democracy**.

Consolidation of power in the hands of the few - Chair Gale's "latest new and improved model" of the 3 big cities holding the stacked deck to their ultimate advantage, means the other 9 smaller cities, towns and township lose. Does anyone here want to be dependent on the graces of the Powerful? I do not.

Also, our efforts for equitable, accessible healthcare, UCC services would be effectively neutralized. We would not be a priority in such a lopsided arrangement.

I will conclude with the fact that **change can be scary** , but not necessarily a bad thing. Taking this as an opportunity to **pilot our own ship through these treacherous waters** we will find and **implement good solutions**. We will engage our citizens for input and share information. **Decisions will be made on solid business plans and real data that supports them**. Change guided by us that makes sense.

I want to add my personal thanks, for our representatives at the region Mayor Steele and regional councillor Badaway. Your combined leadership at the region is appreciated.

My thanks for your time

Barb Butters - Co Chair Port Colborne Health Coalition



Subject: Amendments to Delegation of Authority By-law

To: Council

From: Legislative Services Department

Report Number: 2026-07

Meeting Date: March 10, 2026

Recommendation:

That Legislative Services Department Report 2026-07 be received; and

That the newly revised Delegation of Authority By-law, attached as Appendix A of Legislative Services Department Report 2026-07, be brought forward for Council's approval.

Purpose:

The purpose of this report is to present a revised Delegation of Authority By-law to Council for approval reflecting best practices in municipal governance. If approved, the Delegation of Authority By-law will continue to allow certain municipal Council powers and duties to be delegated to City staff for efficiency, to improve customer service, and streamline administrative processes and minimize unnecessary reports.

Background:

The *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, (*Municipal Act, 2001*) provides the legislative framework that permits municipalities to delegate certain powers and duties to individuals or bodies, subject to the restrictions and conditions outlined in sections 23.1 to 23.5. This statutory framework enables the delegation of administrative and minor legislative or quasi-judicial functions to staff, while ensuring that non-delegable matters remain under the direct authority of Council. In addition, section 270(1)6 of the *Municipal Act, 2001* requires municipalities to adopt and maintain a policy governing such delegation.

Delegation is recognized as an essential tool for facilitating the efficient management of municipal operations. The ability to assign routine or time-sensitive functions to staff

allows the Corporation to respond promptly to operational needs while ensuring accountability is preserved. Delegated powers must be exercised within approved budget parameters or with Council authorization, and delegates must remain within the limits of the authority assigned to them.

The City's current Delegation of Authority By-law, No. 7172/114/23, was enacted by Council on November 28, 2023. The proposed revisions to the by-law are structured to align fully with the delegation provisions of the *Municipal Act, 2001*, and reflect best practices in municipal governance. The by-law also clearly identifies the municipal officers and employees responsible for carrying out delegated actions, each of whom is accountable for the duties assigned under their respective areas of responsibility.

Discussion:

The delegation of power and duties is a tool broadly utilized throughout Ontario. Each member of the Senior Management Team reviewed and provided updates to the current by-law in alignment with best practices. Consideration was given to each item listed in the by-law with the lens to identify if the function:

- is routine or minor in nature;
- generally would not prompt Council debate;
- provides more efficient customer service through delegation.

Many recommended updates to the by-law (attached as Appendix A) are administrative in nature, with a few notable changes as outlined below:

Expanded Delegations Across Departments

Chief Administrative Officer (CAO):

- New authority to approve agreements for grant applications when Council approval cannot be obtained before deadlines.
- Additional delegation for mutual releases from agreements with reporting back to Council.
- Additional delegation to approve and execute temporary leases of third-party lands for a municipal use or event.

City Clerk:

- New authority to amend Civil Marriage Ceremony Policy as needed, subject to consultation with the CAO.
- New authority to amend membership composition within the Terms of Reference for the citizen boards and committees, as needed, subject to consultation with the CAO.

Planning and Development Department:

Planning staff have identified several additions aimed at decreasing processing and approval times including:

- Deeming by-laws. This process allows the merging of two properties into one. Delegation of Authority on this matter would allow the process to be exempt from a staff recommendation report. Applications would proceed directly to a by-law which would be approved by Council.
- Subdivision agreements. This process is completed after conditions of draft approval have been satisfied. Historically, these agreements have been approved at the staff level, however, they were not explicitly included in the current Delegation of Authority By-law No. 7172/114/23. As such, these agreements have been added to the proposed list.
- Heritage Alteration Permits. This process is a required step under the Heritage Act for property owners seeking to alter heritage designated properties. Currently Council is the approval authority. Delegated Authority would allow staff to approve the permit in consultation with the Heritage Sub-Committee to review, approve or deny alteration permit requests.
- Zoning by-law amendments for affordable/modular housing. This process would allow development projects that meet the criteria for affordable or modular housing to be exempt from a staff recommendation report. These applications would proceed directly to a by-law which would be approved by Council, reducing the approval process timeline for affordable / modular housing, in accordance with provincial housing priorities.

Recreation Department:

- Additional authority to waive/reduce certain fees for community and non-profit events, subject to consultation with the CAO.

Conditions and Restrictions

- Most delegations now include explicit requirements for consultation with the CAO, City Solicitor, or relevant departments, and reporting back to Council where applicable.
- Financial delegation is tied to Council-approved budgets and policy compliance.

In addition to the specific updates noted above, the proposed revisions function largely as administrative refinements to enhance efficiency, strengthen service delivery, and streamline routine processes. These changes do not alter Council's policy direction but instead clarify authority for day-to-day operational decisions in accordance with sections 23.1 to 23.5 of the *Municipal Act, 2001*.

By delegating minor and routine matters, approval timelines are reduced, customer service response times are improved, and unnecessary reports to Council are minimized. The revisions maintain full compliance with statutory requirements while preserving all non-delegable powers for Council, ensuring accountability and transparent administration.

Internal Consultations:

The City's Senior Management Team, in collaboration with the City Solicitor, have undertaken a comprehensive review of the existing Delegation of Authority By-law and jointly developed the proposed updates to the delegated powers and duties.

Financial Implications:

There are no financial implications associated with this report.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillars of the strategic plan:

- Environment and Climate Change
 - Welcoming, Livable, Healthy Community
 - Economic Prosperity
 - Increased Housing Options
 - Sustainable and Resilient Infrastructure
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Conclusion:

Staff recommend that Council adopt the revised Delegation of Authority By-law to enhance organizational efficiency, strengthen customer service, and streamline administrative processes. The proposed updates ensure that the City's delegation framework aligns with the authority and restrictions set out in the *Municipal Act, 2001*, thereby supporting legal compliance while enabling designated staff to address routine administrative matters in a timely and effective manner.

Appendices:

- a. Revised Delegation of Authority By-law

Respectfully submitted,

Charlotte Madden
City Clerk/Manager of Legislative Services
905-228-8031
charlotte.madden@portcolborne.ca

Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Delegate Certain powers and Duties under the *Municipal Act*, S.O. 2001 c.25, the *Planning Act*, R.S.O. 1990 c. P. 13, and other Acts to Municipal Officers and Employees

Whereas Section 23.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25 (the Act) authorizes a municipality to delegate its powers and duties under the Act or any other Act to a person or body, subject to the rules and restrictions set out in Part II of the Act; and

Whereas subsections 33(15), 33(16), 42(16), and 42(17) of the *Ontario Heritage Act*, R.S.O. 1990, c.O.18 authorize a municipality to delegate by by-law its power relating to protected heritage properties, the power to consent to alterations to a property, subject to prior consultation with the City's Heritage Committee; and

Whereas Section 39.2 of the *Planning Act* authorizes a municipality, by by-law, to delegate its authority to pass zoning by-laws that are minor in nature; and

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

Whereas Section 227 of the Act states that it is the role of officers and employees of the municipality to: (a) implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions; and (c) carry out other duties under this or any other Act and other duties assigned by the municipality; and

Whereas the Council of The Corporation of the City of Port Colborne deems it expedient to delegate certain administrative functions to staff to improve business efficiencies while adhering to the principles of accountability and transparency;

Whereas the Council of The Corporation of the City of Port Colborne enacted By-law No. 7172/114/23, Being a By-law to Delegate Certain powers and Duties under the *Municipal Act*, S.O. 2001 c.25, the *Planning Act*, R.S.O. 1990 c. P. 13, and other Acts to Municipal Officers and Employees on November 28, 2023;

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

Definitions

For the purposes of this by-law the following words shall mean:

"Act" means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;

"CAO" means the Chief Administrative Officer of The Corporation of the City of Port Colborne;

"City" means The Corporation of the City of Port Colborne,

and "Corporation" has a corresponding meaning;

"City Clerk" means the City Clerk of The Corporation of the City of Port Colborne, whose duties are assigned under subsection 228 (1) of the Act, and includes the Deputy Clerk or any Deputy acting under the direction of the City Clerk or any successor position thereof;

"Council" means the elected Council of The Corporation of the City of Port Colborne;

“Delegation” means Council conferring a duty on City staff, and is inclusive of both powers delegated from Council to City staff and powers granted by Council to City staff;

and “delegated power” has a corresponding meaning;

“Department Head” means a member of the Corporate Leadership Team, as comprised from time to time;

“Designate” means a person appointed by an individual named in Schedule “A” to exercise their authority under this by-law;

and “delegate” has a corresponding meaning;

“Document” means any written instrument whether on paper or in electronic form including, without limiting the foregoing, any contract, agreement, deed, memorandum, letter of intent, application, permit, release, waiver or acknowledgement which, when executed, will have or is intended to have the effect of causing the City to be bound in a legally enforceable relationship with any other person, but shall not include:

- a) any cheques, bank drafts, orders for payment of money, promissory notes, acceptances, bills of exchange, debentures, and any similar instruments; and
- b) correspondence, whether by letter or in electronic form, intended to convey information or confirm a position on a matter, but not intended to create a contract or agreement between the City and any other person, whether or not a legally enforceable right or remedy is created thereby;

And “documents” has a corresponding meaning;

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

- a) signing the document;
- b) causing the seal of the City to be affixed to the document; and
- c) causing delivery of the document to be made to the other parties thereto;

“Procurement Policy” means Administrative Policy No. FIN – 05, as amended; and

“Signing officer(s)” has the meaning ascribed to it in section 17 of this By-law.

Administration

1. The short title of this By-law is the “Delegation of Authority By-law”.
2. Any reference to legislation, regulations, and to by-laws in this By-law shall be interpreted to include all amendments to and any successor legislation thereof.
3. It is the opinion of Council that any of the legislative powers delegated pursuant to this By-law are of a minor nature within the meaning of subsection 23.2(4) of the Act.
4. If a court of competent jurisdiction declares any provision, or any part of a provision, of this By-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this By-law that each and every other provision of this By-law, authorized by law, be applied and enforced in accordance with its terms to the extent possible according to law.
5. All documents to be executed shall be prepared in a sufficient number of identical originals to permit at least one executed original, which may be executed in counterparts, to be retained by the City, except that, if the document provides that

electronic signatures or execution in counterparts with exchange by PDF and e-mail are sufficient, an executed original is not required.

6. The initiator of any document shall arrange for the execution of such document by the appropriate signing officers.
7. A copy of each fully executed document shall be forwarded to the Office of the City Clerk after execution, and the remaining originals, if any, shall be kept by the Department Head with primary oversight for the contract or agreement to which the document pertains.
8. The Department Head with primary oversight for a contract or agreement shall be responsible for the distribution of the executed document.
9. A document executed under authority delegated by this By-law shall first be approved as to content by the CAO and the Department Head responsible for the relevant department, or a delegate of the Department Head and, when required, approved as to form by the City Solicitor.
10. Schedule "A" – "Delegation of Powers and Duties" attached hereto forms part of this By-law.
11. Where specified, delegated authority set out in Schedule "A" to this By-law and exercised shall be reported on an annual basis to Council, or a Committee of the Council, by the CAO described as responsible for the delegated authority.
12. Council hereby delegates the powers and duties set out in the attached Schedule "A" to those officers, employees, committees or tribunals listed therein and subject to any limitations specified therein.
13. Council retains the authority to revoke any power delegated by this By-law at any time by further by-law.
14. All Delegations shall be deemed to include the CAO as a delegate, with the exception of delegations to the City Clerk and the City Treasurer.
15. Unless otherwise noted, where a Delegation has been assigned in Schedule "A", the Delegate may further designate an individual, in writing, to act in their place. In the event of the sudden departure of a delegate, the CAO may designate an individual, in writing, to act in the delegate's place. Sub-delegations may be time-limited to service temporary absences, or long-term to facilitate corporate workflow. The maintenance of the written sub-delegation is the responsibility of delegator.
16. Where the exercise of a delegated power or duty requires the expenditure of money or subjects The Corporation to a potential financial loss or obligation, funding for the expenditure or provision for the potential loss or obligation must be included in an approved budget or managed in alignment with reserve fund policies under the advisement of the City Treasurer. All relevant requirements of the City's policies, including the Procurement Policy shall be followed as a condition to the exercise of the delegated authority.

Appointment of Signing Officers

17. Subject to the requirements of this By-law and any legislation regarding the execution of any particular kind of document, an employee or officer of the City, who at the time of execution of any document holds any of the following offices or positions, is a signing officer of the City and has the authority to execute the document on its behalf:
- a) the Mayor;
 - b) the CAO; and
 - c) the City Clerk.
18. In addition to the signing officers designated in section 17 of this By-law, a document listed in the delegation column of Schedule A of this By-law is considered a routine document which may be executed by an employee or officer of the City of Port Colborne who, at the time of execution of the particular document, holds any one of the offices or positions set out in the delegate column of Schedule A, These individuals shall be considered to be signing officers, but only for the limited purposes of the documents set out in Schedule A, that they are authorized to sign, provided that all other provisions of this By-law are complied with.
19. Should any position listed as a delegate in Schedule "A" become vacant, or should any such delegate be absent or otherwise unable to carry out the Delegation pursuant to this By-law:
- a) if there is a By-law which designates a deputy or other acting person as having the authority of the person holding the position or office of the Delegate, such deputy or acting person is authorized to exercise the authority of the Delegate under this Bylaw; and
 - b) unless otherwise prohibited, any employee or officer of the City appointed in writing by the Delegate as acting in the position or office of the Delegate in their absence is authorized to exercise the authority of the Delegate under this By-law.

Repeal of By-law

20. That By-law 7172/114/23, Being a By-law to Delegate Certain powers and Duties under the Municipal Act, S.O. 2001 c.25, the Planning Act, R.S.O. 1990 c. P. 13, and other Acts to Municipal Officers and Employees, is hereby repealed.

Enacted and passed this ____ day of _____, 2026.

William C. Steele
Mayor

Charlotte Madden
City Clerk

SCHEDULE “A” – Delegation of Powers and Duties

<u>Office of the Chief Administrative Officer (“CAO”)</u>		
Delegation	Delegate	Conditions/Restrictions
Entering into agreements necessary to complete capital projects including but not limited to acquiring or disposing of easements provided value of consideration does not exceed \$100,000, pursuant to the <i>Municipal Act, 2001, SO. 2001, C.25</i> , as amended.	Chief Administrative Officer	Terms and conditions of such agreements and related documents must be acceptable to City Solicitor.
Develop, approve, and implement administrative policies, procedures, and practices, including but not limited to Human Resources, pursuant to the <i>Municipal Act, 2001, SO. 2001, C.25</i> , as amended.	Chief Administrative Officer	In consultation with Chief Human Resources Officer and/or delegation to appropriate department director, pursuant to City policies.
Approve and/or amend any agreements/documents required for the submission of applications to secure grant funding, for cases where there is an incremental expenditure or staffing impact and the application deadlines do not coincide with the Council reporting cycle, such that Council approval is not possible prior to the application deadline, and that the Department Director/Manager, or his or her designate, be authorized to pre-apply with the option of withdrawing, if Council does not subsequently approve the program through a staff report to Council, and the Mayor and Clerk, or his or her designate(s), be authorized to execute such agreements/documents;	Chief Administrative Officer	
Approve and execute Mutual Releases from Agreements when performance of agreement has become impossible.	Chief Administrative Officer	In consultation with the City Solicitor. Update provided to Council once completed.
Approve and execute a temporary lease of third-party lands to facilitate a municipal use or event in the normal course of operations.	Chief Administrative Officer	Lease must be less than 30 days, with no extensions to be permitted at a cost of which is within budget,

<u>Economic Development & Tourism Services</u>		
Delegation	Delegate	Conditions/Restrictions
Provide commentary, feedback, and information to provincial and federal governments regarding legislative/regulatory changes.	Director of Government Relations	Commentary, feedback, and information provided to provincial and federal governments is to be from a staff opinion and not on behalf of the Mayor and Council. Subsequent information report to Council.
Execute agreements for pop-up patios, pursuant to the Encroachment By-law.	Economic Development Officer	Consult with Planning and By-law Enforcement Services regarding the variance process. Report to Council.
Procedural amendments to the Filming Policy under By-law No. 7148/90/23.	City Clerk or designate	
Issue film permits, approve exemptions to the Noise By-law for projects with a film permit, and execute any related documents resulting from the administration of the Filming Policy, pursuant to the Filming Policy/By-law and the Noise By-law.	City Clerk or designate	
Negotiate with film permit applicants the price of rates and fees for any good or service not identified in the Rates and Fees By-law, pursuant to the Filming Policy/By-law and the Rates and Fees By-law.	Chief Financial Officer/Treasurer or designate	

Approve temporary road closures, intermittent traffic control, and traffic sign alteration, removal or control as requested by film permit applicants, pursuant to the Filming Policy/By-law.	Director of Public Works or designate	
Approve permits for fireworks displays and discharging of fireworks, as well as variances to the Open Air Burning and Recreational Fires By-law and Discharge of Firearms By-law, as requested by film permit applicants, pursuant to the Filming Policy/By-law and other applicable by-laws.	Fire Chief or designate	
<u>Planning and Development Department</u>		
Delegation	Delegate	Conditions/Restrictions
Draft Condominium Approval, pursuant to the <i>Planning Act, R.S.O. 1990, c. P. 13.</i>	Chief Planner or designate	
Draft Condominium Exemption, pursuant to the <i>Planning Act, R.S.O. 1990, c. P. 13.</i>	Chief Planner or designate	
Authority to approve final Subdivision Agreement to the satisfaction of the Chief Administrative Officer and City Solicitor.	Chief Planner or designate	Delegation only takes effect once Council has approved a draft plan of subdivision under section 51 of the Planning Act. Agreement must be satisfactory to the Chief Administrative Officer and City Solicitor. Agreement to be executed by Mayor and City Clerk.
Part Lot Control approval, pursuant to the <i>Planning Act, R.S.O. 1990, c. P. 13.</i>	Chief Planner or designate	Subsequent By-law to Council.
Deeming By-law approval, pursuant to the <i>Planning Act, R.S.O. 1990, c. P. 13.</i>	Chief Planner or designate	Subsequent By-law to Council.

Approve discharge of Site Plan Control Agreements, pursuant to the <i>Planning Act, R.S.O. 1990, c. P. 13.</i>	Chief Planner or designate	
Approve Development Agreements, pursuant to the <i>Planning Act, R.S.O. 1990, c. P. 13.</i>	Chief Planner or designate	
Approve alteration permits under subsections 33(15), 33(16), 42(16), and 42(17) of the <i>Ontario Heritage Act, R.S.O. 1990, c.O.18</i> relating to protected heritage properties, subject to prior consultation with the City's Heritage Committee.	Chief Planner or designate	
Approve the removal of a Holding "H" Provision when all conditions have been fulfilled, pursuant to the <i>Planning Act, R.S.O. 1990, c. P. 13.</i>	Chief Planner or designate	Subsequent By-law to Council.
Pass zoning by-laws that are minor in nature under section 39.2 of the <i>Planning Act, R.S.O. 1990, c. P. 13</i> to authorize the temporary use of land, buildings or structures where there is no dispute or objection with respect to the passing of the by-law.	Chief Planner or designate	Subsequent By-law to Council.
Pass amendments to the zoning by-law pursuant to section 39.2 of the <i>Planning Act, R.S.O. 1990, c. P. 13</i> which are minor in nature and for the purpose of accommodating new dwelling units greater than the current number of dwelling units that exist on a site, including affordable housing and modular housing, subject to satisfying the criteria in Section 2.9.1 of the City's Comprehensive Zoning By-law No. 6575/30/18.	Chief Planner or designate	

<u>Legislative Services Department</u>		
Delegation	Delegate	Conditions/Restrictions
Signing authority for agreements under by-law and/or pursuant to tender awards, pursuant to the <i>Municipal Act, 2001, S.O. 2001, C.25</i> , as amended.	City Clerk	All agreements authorized by municipal by-law; affix corporate seal; two signatures required. Note: Deputy Mayor in absence of Mayor; Deputy Clerk or Chief Administrative Officer in absence of Clerk.
Approve the execution, amendment or termination of agreements or grant applications with the Government of Canada; the Government of Ontario; an agency of the Government of Ontario or the Government of Canada; or other grantor organizations providing funding to municipalities with respect to funding commitments for City initiatives, programs or operations.	City Clerk	Subject to any City funding requirements. Applications may be made so long as the grant will not require additional expenses not already approved by Council. The grant must be at no cost to the City or funded through a current year's operating or capital budget, which has been approved by Council. Reporting to Council will be done to provide notification of a received grant.
Returning Officer responsible for administration of all municipal general elections and all by-elections, pursuant to the <i>Municipal Elections Act, 1996, S.O. 1996, c. 32</i> .	City Clerk	Prepare and update forms and written procedures for all components of conducting an election.
Designate an event as an event of municipal significance for the purpose of prescribing it as a special event occasion where an application has been made, pursuant to the <i>Liquor License Act R.S.O. 1990, c. L. 19</i> .	City Clerk	Compliance with all applicable Alcohol and Gaming Commission (AGCO) regulations. Consultation with applicable City and/or Regional approvals for licensing.
Issuance of "Letters of No Objection" for temporary liquor licence extensions, pursuant to the <i>Liquor License Act R.S.O. 1990, c. L. 19</i> .	City Clerk	In consultation with applicable City departments.

Liquor Licence Municipal Clearance (Wet/Dry Status), pursuant to the <i>Liquor License Act R.S.O. 1990, c. L. 19.</i>	City Clerk	Issue subject to municipal clearance by agencies/departments as per AGCO regulations.
Issuance of "Tag Day" approvals for non-profit organizations, pursuant to the <i>Income Tax Act (Canada).</i>	City Clerk	
Issuance of Lottery Licenses, pursuant to the <i>Criminal Code (Canada) Order in Council 1413/08 Gaming Control Act, 1992</i>	City Clerk	Compliance with all applicable AGCO regulations and Lottery Licensing Policy Manual (LLPM)
Records management oversight, pursuant to the <i>Municipal Act, 2001, S.O. 2001, C. 25, as amended.</i>	City Clerk	
All powers and duties under the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , pursuant to <i>Municipal Freedom of Information and Protection of Privacy Act.</i>	City Clerk	Associated policy.
By virtue of office: Division Registrar, Commissioner of Oaths, and Licensing of Marriage, pursuant to the <i>Commissioner for Taking Affidavits Act, R.S.O. 1990, c. C. 17</i> , the <i>Marriage Act, R.S.O. 1990, c. V.4</i> , and the <i>Vital Statistics Act, R.S.O. 1990, c. V.4.</i>	City Clerk	
Marriage Officiant, pursuant to the <i>Marriage Act, R.S.O. 1990, c. V.4.</i>	City Clerk and CAO	
Approve amendments to Civil Marriage Ceremony Policy, as needed.	City Clerk	Subject to consultation with Chief Administrative Officer.
Amend membership composition within the Terms of Reference for the citizen boards and committees, as needed.	City Clerk	Subsequent By-law to Council. Subject to consultation with the Chief Administrative Officer and Board/Committee Staff Liaison.

<u>Human Resources Department</u>		
Delegation	Delegate	Conditions/Restrictions
Negotiate and execute employment grants, including related documentation.	Chief Human Resources Officer (CHRO)	Consultation with appropriate department director.
Negotiate and execute contracts of employment (full-time and/or temporary), including related documentation, pursuant to the <i>Ontario Human Rights Code, AODA, MFIPPA, Pay Equity Act, and Employment Standards Act.</i>	CHRO or in their absence, the Chief Administrative Officer	<p>Subject to an identified budgeted funding source.</p> <p>This delegation does not include negotiating and executing contracts of employment for the following positions of the municipality:</p> <ul style="list-style-type: none"> • CAO (S. 284.5) • Head of any Division (S. 284.6) • Clerk (S. 284.6 (3)) • Deputy Clerk (S. 284.6 (3)) • Treasurer (S. 284.6 (3)) • Deputy Treasurer (S. 284.6 (3)) • Chief Building Official (S. 284.6 (3)) • Fire Chief (S. 284.6 (3)) • Other statutory officers (S. 284.6 (3))
Negotiate collective agreements and prepare and send Memoranda of Agreements pertaining to collective bargaining negotiations, provided that such memoranda are conditional upon Council approval, pursuant to the <i>Labour Relations Act.</i>	CHRO or in their absence, the Chief Administrative Officer	<p>Subject to an identified budgeted funding source.</p> <p>In consultation with the CAO, Chief Financial Officer/Treasurer, and City Solicitor.</p>

<p>Administer and execute all documentation and remit payments related to pay and payroll deductions (including but not limited to Canada Pension Plan (CPP), Employment Insurance (EI), Employer Health Tax (EHT), Long-term Disability (LTD), Ontario Municipal Employees Retirement System (OMERS) and other documentation and remittances to government agencies, unions and/or employees such as T4 tax preparation and pay equity adjustments, and others by way of court ordered deductions, pursuant to the <i>Pay Equity Act, Employment Standards Act, Canada Income Tax Act, Pension Benefits Act, Canada Pension Plan, Employment Insurance Act, Employer Health Tax Act, Workers' Compensation Act, and Ontario Municipal Employees Retirement System Act.</i></p>	<p>CHRO or designate</p>	<p>Subject to an identified budgeted funding source.</p>
<p>Negotiation and execute minutes of settlement of any labour relations matter (union or non-union), including related documentation, pursuant to the <i>Labour Relations Act.</i></p>	<p>CHRO or designate</p>	<p>Subject to an identified funding source. In consultation with the CAO, Director of the impacted department and the City Solicitor.</p>
<p>Administer and execute all documentation and remit payments related to benefits that include but are not limited to health, dental, short-term disability (STD), LTD, workplace safety and insurance boards (WSIB), OMERS and execute all associated documentation, pursuant to the <i>Workplace Safety and Insurance Act, Pension Benefits Act, Workers Compensation Act, and Ontario Municipal Employees Retirement System Act.</i></p>	<p>CHRO or designate</p>	<p>Subject to an identified funding source.</p>

<u>Financial Services Department</u>		
Delegation	Delegate	Conditions/Restrictions
Execute agreements required for the delivery of bank and investment services to the City and related trust accounts, including agreements for purchasing cards and related electronic services but excluding credit and financing facilities such as debentures, mortgages, loans and lines of credit, pursuant to the Investment Policy, the Reserve Policy, the Procurement Policy, and all applicable by-laws.	Chief Financial Officer/Treasurer or Designate	
Transfer funds between City and related trust bank accounts and/or investments accounts to fulfill financial obligations, pursuant to the Investment Policy, the Reserve Policy, the Procurement Policy, and all applicable by-laws.	Chief Financial Officer/Treasurer or Designate	
Negotiate, conclude and execute contracts on behalf of the City for future utility commodity purchases up to two years in advance to a maximum of 2/3 of historical volumes, pursuant to the Investment Policy, the Reserve Policy, the Procurement Policy, and all applicable by-laws.	Chief Financial Officer/Treasurer or Designate	Decision to purchase must be budgeted, documented and based on a third-party recommendation.
Approve the write-off of an amount owing to the City and refunds disbursed from the City <=0.1% of the Tax Levy, pursuant to the Investment Policy, the Reserve Policy, the Procurement Policy, and all applicable by-laws.	Chief Financial Officer/Treasurer or Designate	
Implement a general insurance program, including the negotiation and execution of insurance agreements with person(s) or agencies that provide services under the general insurance program, pursuant to the Investment Policy, the Reserve Policy, the Procurement Policy, and all applicable by-laws.	Chief Financial Officer/Treasurer or Designate	

<p>Negotiate and settle claims against the municipality, pursuant to the <i>Municipal Act, 2001, S.O. 2001, C.25</i>, as amended, and all applicable policies and by-laws.</p>	<p>Chief Financial Officer/Treasurer or Designate</p>	<p>In consultation with insurance adjuster, the appropriate department director and the City's claims administration policy. Subject to a maximum cost in the amount of the City's insurance deductible. Subsequent report to Council on significant settlements at the discretion of the CAO.</p>
<p>Address potential development charge complaints for projects who have substantive proof to be initiated prior to the passing of by-law 7278/100/24, who could not obtain their permit before said passing due to municipal reviews or delays.</p>	<p>Chief Financial Officer/Treasurer or Designate</p>	<p>In consultation with the City Solicitor. For projects with a site plan amendment or zoning by-law amendment application, the rate freeze permitted by s. 26(2) of the <i>Development Charges Act, 1997, S.O. 1997, c. 27</i> will apply in lieu of staff relief.</p>
<p>Recreation Department</p>		
<p>Delegation</p>	<p>Delegate</p>	<p>Conditions/Restrictions</p>
<p>Issue and process permits at City recreation facilities, including but not limited to ice rentals, sports fields, parks, pavilions, and community/meeting rooms.</p>	<p>Manager, Recreation and Tourism or Designate(s)</p>	<p>Follow Council approval allocation for priority users (youth, minor sports, schools, and locals first)</p>
<p>Authority to waive or reduce the following fees: park permits, pavilion/bandshell rentals and related fees (picnic tables, hydro, washroom rental rate), road closures, parade and event services fees, and Vale Health and Wellness Centre rates for the purposes of third-party events run by community organizations and non-profits.</p>	<p>Manager, Recreation and Tourism or Designate(s)</p>	<p>In consultation with the CAO.</p>
<p>Negotiate, conclude and execute recreation licensing agreements with user groups and stakeholders.</p>	<p>Supervisor, Recreation or Supervisor, Marina or Designate(s)</p>	

Approve temporary road closures for municipally-run events or events of municipal significance including, but not limited to, Canada Day, Canal Days, and the Santa Claus Parade	Director, Public Works or Manager of Road and Park Operations	Road closure plan reviewed and approved by By-law. Third party events requesting road closures will be brought in a report to Council for approval unless otherwise delegated.
Approve variances or exemptions to the Noise By-law for municipally-run events or events of municipal significance including, but not limited to, Canada Day, Canal Days, and the Santa Claus Parade.	City Clerk	Event plan reviewed and approved by By-law. Third party events requesting a variance will be brought in a report to Council for approval unless otherwise delegated.
Facilitate the disposition of abandoned boats from marina slips or storage facility.	Manager, Recreation and Tourism or Designate(s)	Consult with City Solicitor.

Information Technology Department

Delegation	Delegate	Conditions/Restrictions
Authority to oversee the planning, procurement, implementation, and governance of digital systems, physical security infrastructure, and emerging technologies	Chief Information Officer, or Designate	<ul style="list-style-type: none"> - Must comply with applicable legislation (e.g., MFIPPA, AODA, etc.), procurement policies, and internal governance frameworks. - Consultation with legal resources (internal or external) and other affected departments as required. - Emergency actions permitted in response to cybersecurity or physical security threats, with post-incident reporting to CAO. - Annual reporting to CAO or Council on technology initiatives, technology deployments, risk assessments, and compliance status, as required. - All agreements subject to legal review and must fall within approved budgets.

<u>Fire Department</u>		
Delegation	Delegate	Conditions/Restrictions
Enter into Fire Service Agreements for provision of fire protection services to lands located outside Port Colborne or receive services from a fire department located out of Port Colborne.	Fire Chief	Only if agreement is acceptable to the City Solicitor. Subsequent report must be provided to Council.
Activate an emergency plan and implement municipal emergency control group notification.	CEMC	Decision to be made in accordance with City Emergency Plan. Mayor and CAO advised as soon as possible.
Enter into agreements for mutual or automatic aid management operations or emergency response outside scope of Emergency response such as but not limited to chemical, biological, radiological, nuclear, high yield explosive, Hazmat, confined space, high angle rescue.	Fire Chief	Agreement acceptable to City Solicitor. Report to Council.
Execute agreements for emergency management and emergency response for services such as Red Cross, Transit, Niagara Region Police, Ontario Provincial Police, etc.	Fire Chief	Agreement acceptable to City Solicitor. Report to Council.
Process and issue permits pertaining to fireworks displays and discharging of fireworks, pursuant to the Fireworks By-law.	Fire Chief	
Designate Fire Routes once satisfied requirements have been complied with and submit to By-law for approval.	Fire Chief	Council to approve designation by-law. Council pre-approval not required.
Authority to take all proper measures for prevention, control and extinguishment of fires and protection of life and property and shall exercise all powers mandated by legislation, pursuant to the <i>Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4.</i>	Fire Chief	

Approval and signing authority to execute agreements and documents to provide fire and public safety training, facility and equipment rentals, and other related fees for services to external clients.	Fire Chief	
Ability to review and rescind bills issued by the Fire Service.	Fire Chief	
<u>Building and By-law Services Department</u>		
Delegation	Delegate	Conditions/Restrictions
Authority to enter into limiting distance agreements, pursuant to the <i>Building Code Act, 1992, S.O 1992, c. 23.</i>	Chief Building Official	Agreements acceptable to City Solicitor.
Authority to enter into conditional building permit agreements, pursuant to the <i>Building Code Act, 1992, S.O 1992, c. 23.</i>	Chief Building Official	Agreements acceptable to City Solicitor.
Approve temporary noise variances, pursuant to the Noise By-law.	City Clerk, Chief Building Official and Chief Planner	Temporary nature. In consultation with CAO.
Approve minor variances to the Sign By-law including but not limited to extensions and minor technical non-compliance, pursuant to the Sign By-law.	City Clerk, Chief Building Official and Chief Planner	Ensure general intent and purpose of the Sign by-law are upheld.
Approve minor variances to the Fence By-law including but not limited to extensions and minor technical non-compliance, pursuant to the Fence By-law.	City Clerk, Chief Building Official, and Chief Planner	Consult with public and follow variance process. Advise Council.
Enter into Encroachment Agreements on road allowances and over easements with private property owners.	Chief Planner	Consult with By-law Enforcement Services and Director of Public Works. Agreements acceptable to City Clerk. Conditional but not limited to obtaining survey, covenants to protect the City. Once satisfied, submit by-law for Council approval.

Authority to amend the schedules that regulate stopping prohibition, stop controlled intersections, parking prohibition, limited parking restrictions, parking meter zones, commercial vehicle load permits, loading prohibitions, yield signs, prohibited turns, one-way highways, and speed limits on highways under the jurisdiction of the City of Port Colborne.	Director of Public Works	Consult with CAO and By-law Enforcement Services and report to Council.
Appoint a Hearing Officer in respect of the AMPS By-laws, pursuant to the Inter-municipal agreement.	CAO	
Appoint a Municipal Law Enforcement Officer.	Chief Building Official	Advise Council.
Appoint a Property Standards Officer.	Chief Building Official	Advise Council.
Authority to appoint temporary staff parking enforcement	Chief Building Official	
Approve waiving all or a portion of administrative monetary penalties in exceptional circumstances.	CAO	Limit of \$10,000 per request in exceptional circumstances where the property owner did not have opportunity to avail themselves through the AMPS process. Report to Council.
Approve waiving the timelines and expiry deadlines outlined in Sections 5.0 and 6.0 of the Non-Parking AMPS By-law associated with requesting a Screening Officer review and appealing to the Hearing Officer.	CAO	Only to be used in exceptional circumstances where the property owner did not have opportunity to avail themselves through the AMPS process. Report to Council.

<u>Public Works Department – Road and Transportation Services</u>		
Delegation	Delegate	Conditions/Restrictions
Designate construction zones where municipal permit involves construction or repair of a highway or works near a highway, including authority to designate a lower rate of speed for vehicles traveling in construction zones, pursuant to the <i>Highway Traffic Act, R.S.O. 1990, c. H.8.</i>	Director of Public Works	Consultation with Planning Division
Authority to complete and execute cost-sharing agreements between the City of Port Colborne and the Niagara Region as well as local area municipalities in the Niagara Region, regarding road construction and/or road maintenance.	Director of Public Works	Subsequent report to Council.
Temporary reduction or lifting of load limits on highway, including designation of alternate routes where applicable.	Director of Public Works	Consultation with Chief Building Official and By-law Enforcement Services
Authority to declare a significant weather event in order to extend the response time to achieve Minimum Maintenance Standards, pursuant to <i>Ontario Regulation 239/02 – Minimum Maintenance Standards for Municipal Highways.</i>	Director of Public Works	
Authority to negotiate and sign agreements with Railway Authorities for cost sharing or warning systems and maintenance at level railway crossings.	Director of Public Works	
Authority to provide reciprocal assistance to Public Works Departments in other local area municipalities, pursuant to the Mutual Aid Agreement between local area municipalities and the Niagara Region.	Director of Public Works	Subsequent report to Council.
Approve temporary road closures, intermittent traffic control, and traffic sign alteration, removal, or control.	Director of Public Works	

Authorization to close municipal parks due to seasonal restrictions, inclement weather, and emergencies which could affect the health and well-being of the community.	Director of Public Works	
Authorization to control and manage each cemetery under the jurisdiction of the City of Port Colborne, pursuant to the City Cemetery By-law and the <i>Cemeteries Act (Revised), R.S.O. 1990, c. C.4.</i>	Director of Public Works/ Manager of Road and Park Operations	
<u>Public Works Department – Water and Wastewater</u>		
Delegation	Delegate	Conditions/Restrictions
Authority to complete and sign applications with the Ministry of Environment, Conservation, & Parks, pursuant to the <i>Ontario Water Resources Act, R.S.O. 1990, c. O.40.</i>	Director of Public Works	
Authority to provide reciprocal assistance to Public Works Departments in other local area municipalities and the Niagara Region, pursuant to the Memorandum of Understanding between local area municipalities and Niagara Region.	Director of Public Works	
Authority to designate the Overall Responsible Operator (ORO) and the Drinking Water Quality Management System Representative for the City's water distribution system, pursuant to the City of Port Colborne DWQMS Operational Plan and the <i>Safe Drinking Water Act, O. Reg. 170-03.</i>	Director of Public Works	