

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 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 routine administrative functions to staff to improve business efficiencies while adhering to the principles of accountability and transparency,

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" shall mean 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" shall mean 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 duties conferred by Council 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;

"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, amended; and

“Signing officer(s)” has the meaning ascribed to it in section 18 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 Deputy CAO described as responsible for the delegated authority.

Nature and Scope of the Delegation of Powers and Duties

12. Section 23.3 (1) of the Act sets out the specific circumstances in which a municipality cannot delegate its powers or duties as follows:
 - a) appointing or removing officers of the municipality whose appointment is required by the Act (i.e. Clerk or Treasurer);
 - b) imposing taxes;
 - c) incorporating corporations;
 - d) adopting or amending the official plan;
 - e) passing zoning by-laws;
 - f) passing bonusing by-laws related to small businesses operating or proposing to operate in the municipality or bonusing by-laws related to the provision of municipal capital facilities;
 - g) adopting community improvement plans which include bonusing arrangements;
 - h) adopting or amending the municipal budget; and
 - i) other powers or duties as prescribed;
13. Council 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.
14. Council retains the authority to revoke any power delegated by this By-law at any time.
15. All delegations shall be deemed to include the CAO, with the exception of delegations to the City Clerk and the City Treasurer.
16. Unless otherwise noted, where there 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.
17. 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

18. Subject to the requirements of this By-law and any statute 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.

19. In addition to the signing officers designated in section 18 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, and they 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.

20. 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.

Enacted and passed this ____ day of _____, 2023.

William C. Steele
MAYOR

Saima Tufail
ACTING CITY CLERK

SCHEDULE “A” – Delegation of Powers and Duties

Office of the Chief Administrative Officer

<u>Chief Administrative Officer</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 Manager of Human Resources and/or delegation to appropriate department director, pursuant to City policies.
<u>Economic Development & Tourism Services</u>		
Delegation	Delegate	Conditions/Restrictions
Provide commentary, feedback, and information to provincial and federal governments regarding legislative/regulatory changes.	Manager of Strategic Initiatives	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.
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.

Amend the Filming Policy for procedural purposes, pursuant to the Filming Policy/By-law.	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.	Director, Corporate Services/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/Director of Community Safety and Enforcement or designate	
<u>Planning Division</u>		
Delegation	Delegate	Conditions/Restrictions
Draft Condominium Approval, pursuant to the <i>Planning Act</i> , R.S.O. 1990, c. P. 13.	Chief Planner or designate	
Draft Condominium Exemption, pursuant to the <i>Planning Act</i> , R.S.O. 1990, c. P. 13.	Chief Planner or designate	

Part Lot Control, pursuant to the <i>Planning Act, R.S.O. 1990, c. P. 13.</i>	Chief Planner or designate	Subsequent By-law to Council
Approve Site Plan Control Agreements, pursuant to the <i>Planning Act, R.S.O. 1990, c. P. 13.</i>	Chief Planner or designate	
Amendments to Site Plan 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	
Removal of a Holding 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 for the removal

Building Division

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 Building Code Act, 1992, S.O 1992, c. 23.	Chief Building Official	Agreements acceptable to City Solicitor.

City Clerk

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, as amended.</i>	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	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</i> , as amended.	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	
Municipal Licensing, pursuant to all applicable by-laws and policies.	City Clerk	Subject to all applicable by-laws and policies; consultation with applicable departmental authorities.
Approval of proclamations	City Clerk	Initial proclamation subject to council approval.

Corporate Services

<u>Human Resources</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 designate	Subject to an identified funding source.
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 designate	Subject to an identified funding source. In collaboration with the CAO, Director of Corporate Services/ Treasurer, and legal representation.
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> .	CHRO or designate	Subject to an identified funding source.

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> .	CHRO or designate	Subject to an identified funding source. In collaboration with the CAO, Director of the impacted department and legal.
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> .	CHRO or designate	Subject to an identified funding source.
<u>Financial Services</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.	Director, Corporate Services/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.	Director, Corporate Services/Treasurer or Designate	
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.	Director, Corporate Services/Treasurer or Designate	Decision to purchase must be 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.	Director, Corporate Services/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.	Director, Corporate Services/Treasurer or Designate.	
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.	Director, Corporate Services/Treasurer	Consultation with insurance adjuster and appropriate department director and City's claims administration policy.
Authority to sign any document related to collection of property taxes and property assessment-related issues, including, but not limited to: Tax Certificates; Tax Arrears Certificates; Notices of Registration; Statutory Declarations; Final Notices; Tax Arrears Cancellation Certificates; Extension Agreements; Tax Deeds; Notices of Vesting; Statements of Compliance; Payments into Court; Notices of Forfeiture; Bailiff Warrants to Distrain for Taxes; Bailiff Notices of Seizure; Bailiff Notices of Attornment of Rent; Municipal Property Assessment Corporation documents; Minutes of Settlement; and ARB documents.	Director, Corporate Services/Treasurer or Designate	This delegation cannot be exercised by the CAO. Allowance for appeal write-offs must be within the total amount approved for net supplemental taxes and write-offs as part of the annual operating budget.
Recreation Division		
Delegation	Delegate	Conditions/Restrictions
Execute any and all recreation and facility rental agreements, and issue and process any permits required for the execution of such agreements, with and on behalf of user groups and stakeholders.	Supervisor, Recreation and Marina and/or Manager, Recreation, or Designate(s)	Follow Council approval allocation for priority users (youth, minor sports, schools, and locals first)

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 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.	Manager of By-Law Services	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 or Designate	Consult with City Solicitor.
<u>Information Technology Division</u>		
Delegation	Delegate	Conditions/Restrictions
Execute agreements related to data sharing and/or licensing with third parties	Manager of Information Technology	

Community Safety and Enforcement

<u>Fire and Emergency Services Division</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/Director of Community Safety and Enforcement	Agreement acceptable to City Solicitor. Report 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/Director of Community Safety and Enforcement	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/Director of Community Safety and Enforcement	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/Director of Community Safety and Enforcement	
Designate Fire Routes once satisfied requirements have been complied with and submit to By-law for approval.	Fire Chief/Director of Community Safety and Enforcement	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/Director of Community Safety and Enforcement	
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/Director of Community Safety and Enforcement	
Ability to review and rescind bills issued by the Fire Service.	Fire Chief/Director of Community Safety and Enforcement	
<u>By-law Enforcement Services</u>		
Delegation	Delegate	Conditions/Restrictions
Approve temporary noise variances, pursuant to the Noise By-law.	City Clerk/Manager of By-law Services/Fire Chief/Director of Community Safety and Enforcement	Temporary nature.
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.	Chief Building Official	Consult with By-law Enforcement Services and variance process. Report to Council.
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.	Manager of By-law Services/Fire Chief/ Director of Community Safety and Enforcement	Consult with public and variance process. Report to 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 By-law Enforcement Services.
Appeal of parking ticket.	Screening Officer	
Appeal of screening review.	Hearing Officer	
Appoint a Hearing Officer, pursuant to the Inter-municipal agreement.	CAO/Director of Community Safety and Enforcement	
Appoint a Municipal Law Enforcement Officer.	Director of Community Safety and Enforcement	Report to Council.
Appoint a Property Standards Officer.	Director of Community Safety and Enforcement	Report to Council.
Negotiate and settle claims against the city within insurance deductible limit	City Clerk	Consult with Director of Community Safety and Enforcement/Manager of By-law Services.
Authority to appoint temporary staff parking enforcement	Director of Community Safety and Enforcement	

Public Works

<u>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
Agreements, including cost sharing agreements between the City of Port Colborne and local area municipalities in Niagara Region, regarding road construction and/or road maintenance.	Director of Public Works	
Temporary reduction or lifting of load limits on highway, including designation of alternate routes where applicable.	Director of Public Works	Consultation with Fire Chief/Director of Community Safety and Enforcement and Manager of 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 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	

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</i> .	Director of Public Works/ Manager of Operations	
<u>Water and Wastewater</u>		
Delegation	Delegate	Conditions/Restrictions
Authority to sign applications with the Ministry of Environment, Conservation, & Parks, pursuant to the <i>Ontario Water Resources Act</i> .	Director of Public Works	
Authority to provide reciprocal assistance to Public Works Departments in other local area municipalities, 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</i> , O. Reg. 170-03.	Director of Public Works	