

**The Corporation of the
Town of Arnprior**

By-law Number 6777-17

A by-law of the Corporation of the Town of Arnprior respecting the delegation of authority to various officers of the Town.

The Council of the Town of Arnprior enacts as follows:

Definitions

1. In this by-law,

"Clerk" means the person appointed as the municipal Clerk within the meaning of the *Municipal Act, 2001*, S.O. 2001, c. 25 and shall be referred to as the Clerk, or Town Clerk;

"Chief Administrative Officer" means the person appointed as the Chief Administrative Officer of the Town within the meaning of the *Municipal Act, 2001*, S.O. 2001, c. 25 and also referred to herein as CAO;

"Chief Building Official" means the person appointed as the Chief Building Official of the Town within the meaning of the *Building Code Act*, S.O. 1992, c. 23 as amended;

"Council" or "Town Council" means the Council of the Corporation of the Town of Arnprior;

"Department Head" means either of the General Manager, Client Services/Treasurer, General Manager, Operations and the Fire Chief;

"Deputy Clerk" means the person(s) appointed as the Deputy Clerk within the meaning of the *Municipal Act, 2001*, S.O. 2001, c. 25 and who has the same powers and authority of the Clerk;

"Deputy Fire Chief" means the person appointed by Council as the Deputy Fire Chief of the Town;

"Deputy Treasurer" means the person appointed as the Deputy Treasurer within the meaning of the Municipal Act, 2001, S.O. 2001, c. 25 who shall have all the powers and duties of the Treasurer under the Municipal Act and any other Act, and whose job title is Manager of Finance and Support Services;

"Emergency" shall mean an operational situation or condition other than a declared emergency which, in the opinion of the Chief Administrative Officer, could affect the health and safety of the public, impact the welfare of public or private property or Town infrastructure, or seriously impact service delivery and where among other things the restoration of essential services to a minimum acceptable level is deemed warranted by the CAO.

"Fire Chief" means the person appointed as the Fire Chief of the Town within the meaning of the Fire Protection and Prevention Act, S.O. 1997 c. 4, as amended;

"Manager" means the Town Clerk, Deputy Clerk, Manager of Recreation, Deputy Treasurer, Deputy Fire Chief, Public Works Supervisor, Waterworks Supervisor, Recreation Operations Supervisor, Pool/Program Supervisor, Museum Curator, and any other manager so appointed by the Chief Administrative Officer;

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

"Treasurer" means the person appointed as the Town's Treasurer within the meaning of the Municipal Act, 2001, S.O. 2001, c. 25, being the General Manager, Client Services/Treasurer

Resolution of Conflict

2. The Chief Administrative Officer is hereby authorized to resolve any conflict or ambiguity regarding the individual or individuals of the Town authorized to exercise any delegation.

Delegation of Authority - General

3. (1) The Chief Administrative Officer is authorized to further delegate and to authorize further delegations of any powers, duties and functions delegated to the Chief Administrative Officer or Department Heads by Council under this or any other by-law as may be required on a temporary basis to ensure ongoing efficient and effective operations of the Town, provided such delegations are authorized in writing;

(2) Notwithstanding section 3(1), under normal circumstances, the General Manager, Client Services/Treasurer or General Manager, Operations shall act in the absence of the Chief Administrative Officer and shall be authorized when acting in the absence of the Chief Administrative Office to exercise the same authority as that of the Chief Administrative Officer. The foregoing shall not prohibit or restrict delegation of the Chief Administrative Officer's authority to another senior manager in the event that the General Managers are not available.

(3) A Department Head may delegate their responsibilities in their absence to another manager within their department, subject to applicable law.

(4) The Chief Administrative Officer is authorized to establish internal directives, policies, protocols and procedures including but not limited to general administration, human resources, finances, and operations to ensure the efficient and effective operation of the Town as a whole.

(5) The Chief Administrative Officer is authorized to act in the absence or stead of any Department Head or Manager, subject to any restrictions set out in applicable law;

(6) Council, as delegating agent, may impose such terms and conditions upon any delegation as it sees fit, and this shall include the power to vary such terms or rescind the delegation in question;

(7) Any delegation contemplated herein, shall be done in writing, except where statutory authority is granted.

Validity of Actions Taken

4. Any variation or rescission of a delegated authority pursuant to Section 3 shall have no effect on the validity of any action taken pursuant to a valid delegation of authority and occurring before the terms of such delegation were varied or rescinded.

Emergency or Special Circumstances

5. In cases of emergency or special circumstances where it is necessary to act within the normal mandate of a department but such action is not strictly within the terms of a delegated authority, the Chief Administrative Officer may take such action as necessary to rectify the situation. This may include waiving the requirements of other by-laws, where deemed appropriate by the Chief Administrative Officer.
6. All action taken pursuant to Section 5 shall be reported to Council.

Training, Accreditation, Conferences and Conventions

7. Approval for professional accreditation, membership fees, or attendance at training, conferences, conventions and other related activities shall require the pre-approval of the Chief Administrative Officer.

Advertising and Promotional Material

8. All expenditures for advertising and promotional material shall require the preapproval of the Chief Administrative Officer.

Recruitment and Promotion

9. The Chief Administrative Officer or Department Heads after receiving CAO approval to proceed, are authorized to recruit and employ staff, for approved positions or for temporary positions for which funds have been approved by Council.

Dismissal

10. Department Heads and Managers may make recommendations to discipline or dismiss employees to the Chief Administrative Officer. The Chief Administrative Officer is authorized to dismiss or discipline employees subject to provisions of this by-law.

Municipal Freedom of Information and Protection of Privacy Act

11. Council, acting in its capacity as the head pursuant to section 3 (3) a) of the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, CH. M.56, as amended, delegates all powers granted or vested to the head to the CAO pursuant to section 49 (1) without limitations, restrictions or conditions.

Delegations Contained in Schedules

12. In addition to the delegations set out above, further delegations are contained in Schedule "A" attached hereto.

Interpretation

13. (1) Each section of this by-law and every part of each section is an independent section or part of a section, and the holding of any section or part thereof to be void or ineffective for any cause shall not be deemed to affect the validity of any other sections or parts thereof.

(2) Headings are for reference purposes only and shall not affect in any way the meaning or interpretation of the provisions of this by-law.

(3) This by-law includes the Schedule annexed hereto and the Schedule is hereby declared to form part of this by-law.

Conflict between Bylaws

14. In the event that there is a conflict or discrepancy between this and any other by-law, this by-law shall prevail.

Amendments

15. Section 270 (1) of the Municipal Act, 2001, S.O. 2001 Chapter 25 requires that municipalities adopt and maintain policies with respect to delegation of its powers and duties. Therefore, this by-law shall only be amended or repealed in order to update the provisions of this by-law.

The CAO is authorized to recommend amendments at any time to this by-law as may be required in order to ensure the efficient and effective administration of Town operations.

Short Title

16. This by-law may be referred to as the "Delegation of Authority By-law".

Enactment

17. That by-law 6650-16 is hereby repealed and replaced by this by-law upon enactment which shall come into full force and take effect upon the passing thereof.

Enacted and **Passed** this 11th day of December, 2017.

Original signed by
David Reid, Mayor

Maureen Spratt, Clerk

SCHEDULE "A"

General Responsibilities – Chief Administrative Officer

1. The Chief Administrative Officer is the senior official of the Town; provides organizational leadership of all staff and is responsible for the efficient and effective delivery of all Town services, operations and programs.
2. The Chief Administrative Officer shall:
 - (a) exercise all powers and duties set forth in Section 229 of the Municipal Act and shall carry out such additional duties and exercise such additional responsibilities as the Council may, from time to time, prescribe;
 - (b) co-ordinate and supervise the implementation of all programs and policies approved by Council;
 - (c) shall coordinate and oversee interviews for all Department Heads as well as advise and make recommendations to Council pertaining to the hiring and dismissal of Department Heads.
 - (d) annually assess the performance of Department Heads and other direct reports;
 - (e) appoint, promote, demote, suspend and dismiss employees, subject to the provisions of any personnel regulations adopted by Council or collective agreements applicable to employees of the Town;
 - (f) create new positions, subject to funds being available in an approved annual budget;
 - (g) review the Town's organizational structure and policies regularly and implement any changes that would improve the effectiveness or efficiency of the structures;
 - (h) coordinate and oversee collective bargaining as needed, and shall update Council as required;

(l) oversee the operations of the Community Services Branch, including having authority to release or withhold the release of letters of credit or securities related to planning or related files;

(j) make recommendations to the Clerk and Mayor to execute or act upon acknowledgements, directions, Site Development agreements and Subdivision agreements without having to return to Council for approval provided that the Council approved planning conditions and standard approved agreements are being generally utilized;

(k) make amendments to standard planning conditions and standard agreements provided there are no significant material changes resulting from the amendments;

(l) establish special conditions for planning applications where standard conditions are not sufficient, as well as resolve any conflicts between departments pertaining to planning conditions or approvals;

(m) when satisfied that applicable requirements have been met, place a by-law for lifting of part lot control on any Council agenda;

(n) exercise authority as set out in the Town's Procurement By-law, as amended which shall include a spending and contract authority up to amounts set in the Procurement By-law, and where contract award has been authorized by Council, authorize any payments associated with said authority.

(o) with regards to Grant Applications, provided Council endorsement is not required, the CAO is authorized to apply for grants which are in keeping with the Council approved budget and Long Range Capital Forecast.

(p) the CAO is authorized to enter into administrative contracts (excluding land transactions, development and subdivision agreements) necessary for effective and efficient operations of the Town, provided that the contract does not exceed spending or budget authority.

(q) exercise exclusive authority for retaining all external legal counsel required by the Town where the Town's Solicitors of Record are unable or unwilling to act on behalf of the Town;

(r) oversee the preparation and approval of Council and Advisory Committee agendas;

(s) approve all staff reports, by-laws, resolutions and related documentation before they rise to Council or Advisory Committees;

(t) exercise any authority delegated to other positions as noted herein provided that there are no statutory restrictions to exercising such authority; and

(u) pursuant to Section 275 (6) of the Municipal Act and notwithstanding any provisions within this or any other by-law, be delegated authority to exercise authority on behalf of the municipality which may otherwise be restricted after nomination day as set out in Section 275 of the Municipal Act, as amended.

Access to Records

3. The Chief Administrative Officer shall have full, free and unrestricted access to all records, reports, property and personnel of the Town.

Organizational Changes

4. **(1)** The Chief Administrative Officer has the authority to approve organizational changes which do not impact the Council approved mandate of each department and maintain or improve the current service level to the public provided that,

(a) the total cost of the changes including termination costs, if applicable, is available within the total annual compensation budget approved by Council;

(b) the organizational changes will not cause a material increase in the total compensation budget in future years; and

(c) the change affects only organizational levels below the Department Head.

(2) The authority of the Chief Administrative Officer set out in subsection (1) includes:

(a) the creation, deletion, transfer or reclassification of positions, scope changes, changes to organizational structures and changes to service delivery mechanisms; and

(b) the approval of the reclassification, transfer, scope change of any position.

Client Services Department General Responsibilities

5. (1) The General Manager, Client Services/Treasurer shall exercise all powers and duties of the Treasurer as set out in the Municipal Act and develop corporate financial administrative policies.

(2) The General Manager, Client Services/Treasurer shall oversee and be responsible for the activities and programs of the Client Services Department including but not limited to Finance, Administration, Clerk's and Secretariat Services, Cemetery Administration, Recreation services except for operations and maintenance of assets, Information Technology, By-law Enforcement, and Human Resources.

(3) The General Manager, Client Services/Treasurer is delegated the authority to allocate and invest funds within Reserve and Reserve Funds pursuant to Council approved budgets, and the Town's Reserve and Reserve Fund Policy and Investment Policy.

(4) The General Manager, Client Services/Treasurer is delegated the authority to oversee the preparation and monitoring of the annual capital and operating budgets, under the direction of the CAO.

(5) The General Manager, Client Services/Treasurer is delegated the authority to oversee the preparation of long range forecasts and allocate funding to Reserve and Reserve Funds based upon Council approval of the long range forecast and the Town's Reserve and Reserve Fund Policy, under the direction of the CAO.

Transfer of Funds – Operating

6. (1) At the written request of the Chief Administrative Officer, the General Manager, Client Services/Treasurer or the Deputy Treasurer, individually are authorized to make operating budget transfers between portfolios involving any type of expenditure which does not impact the Council approved mandate of each portfolio and maintains or improves the current service level to the public provided that, such transfers do not result in an increase to the portfolios' budgets in current and future years.

(2) The General Manager, Client Services/Treasurer or Deputy Treasurer, individually are authorized to make transfers pursuant to subsection (1) that result in a permanent decrease to a portfolio's compensation budget.

(3) The General Manager, Client Services/Treasurer or Deputy Treasurer, individually are authorized, at the written request of the Chief Administrative Officer, to transfer compensation and non-compensation budgets to effect organizational changes approved by the Chief Administrative Officer pursuant to Section 4 of this Schedule.

7. The General Manager, Client Services/Treasurer or Deputy Treasurer individually are authorized to make budget transfers to effect changes resulting from new or amended legislation or regulations, additional unforeseen revenues, accounting standards or rules, program budgeting or to increase transparency and accountability.

8. **(1)** Upon the written request of the Chief Administrative Officer, the General Manager, Client Services/Treasurer or the Deputy Treasurer, individually are delegated the authority to make operating budget transfers provided that;

(a) increases in the existing operating expenditures are offset by corresponding increases in revenues or decreases in other operating expenditures;

(b) transfers are of like sources of funding;

(2) The General Manager, Client Services/Treasurer or the Deputy Treasurer, individually are delegated the authority to make transfers, without limit, between an existing operating account provided that the transfer meets the requirements of clauses (a) to (b) inclusive of section 8 (1).

(3) The General Manager, Client Services/Treasurer or the Deputy Treasurer individually are delegated the authority to make operating budget adjustments from a main account to create separate accounts provided that such adjustments result in improved monitoring, transparency and comparison on an annual basis.

9. The exercise of delegated authority pursuant to Sections 6 to 8 inclusive of this Schedule shall be reported to Council annually.

Transfer of Capital Funds

- 10. (1)** Upon the written request of the Chief Administrative Officer, the General Manager, Client Services/Treasurer or the Deputy Treasurer, individually are delegated the authority to make capital budget transfers provided that;
- (a)** increases in the existing capital projects are offset by corresponding increases in revenues or decreases in other capital projects;
 - (b)** transfers of debt authority are within the same capital program or projects and year as approved by Council;
 - (c)** transfers are of like sources of funding; and
 - (d)** the funding split (between growth and non-growth) for transfers involving development charges is maintained.
- (2)** The General Manager, Client Services/Treasurer or the Deputy Treasurer, individually are delegated the authority to make transfers, without limit, between capital projects within an existing capital budget provided that the transfer meets the requirements of clauses (a) to (d) inclusive of section 10 (1).
- (3)** The General Manager, Client Services/Treasurer or the Deputy Treasurer individually are delegated the authority to make capital budget funding adjustments to refinance any capital project to effect changes resulting from new funding sources.
- (4)** The General Manager, Client Services/Treasurer or the Deputy Treasurer individually are delegated the authority to make capital budget adjustments from a main project account to create separate project accounts provided that such adjustments result in improved monitoring, transparency and comparison on an annual basis.
- (5)** The exercise of delegated authority pursuant to subsections (1) to (4) inclusive shall be reported to Council annually.

Debt Issues

- 11. (1)** The General Manager, Client Services/Treasurer is authorized to proceed with one or more debt issues at any time during a calendar year provided that:
- (a)** the actual debt charges in the calendar year are within the Council approved operating budget for that year;
 - (b)** Council has been advised of any resulting impact on budgets in future years; and
 - (c)** the project debt authority has been previously approved by Council.
- (2)** The General Manager, Client Services/Treasurer is authorized on behalf of the Town of Arnprior to agree to incurring and paying on the Town of Arnprior's account all costs associated with the debt issued pursuant to section 11 (1).
- (3)** The General Manager, Client Services/Treasurer and the Clerk are jointly authorized to place any debenture by-law required for debt issued pursuant to section 11 (1) directly on the Council Agenda.
- (4)** The General Manager, Client Services /Treasurer shall provide an information report to Council upon conclusion of the pricing of the debt issue that identifies the details of the debt issue and the projects to which the debt funding was applied.
- 12.** The General Manager, Client Services/Treasurer is authorized to proceed with one or more bank loans and to enter into bank loan agreements and interest rate exchange agreements at any time during a calendar year subject to the conditions of section 11 of this Schedule as they apply to debt issues.

Extension Agreements for Tax Arrears

- 13.** The General Manager, Client Services/Treasurer or the Deputy Treasurer individually are authorized to approve extension agreements for tax arrears for the Town of Arnprior pursuant to the Municipal Act.

Taxation Administration

14. The Deputy Treasurer is delegated the authority to exercise the duties of the Treasurer pursuant to Part X, Tax Collection and Part XI, Sale of Land for Tax Arrears of the Municipal Act.
15. (1) The Deputy Treasurer is delegated the authority to hold meetings and make decisions pursuant to Sections 334, 357, 358, 359 and 359.1 of the Municipal Act, as amended provided that the Deputy Treasurer complies with all provisions of the applicable section.

(2) The exercise of delegated authority pursuant to section 15 (1) shall be reported to Council at least once in a calendar year.

Property Assessment Proceedings

16. (1) The General Manager, Client Services/Treasurer or the Deputy Treasurer individually are delegated the authority to commence, maintain and settle proceedings at the Assessment Review Board and the Dispute Advisory Panel with respect to property assessment and taxation to a maximum of \$100,000 and subject to such instruction as may be issued by Council from time to time and in the conduct of such proceedings, the Client Services Department shall use the most efficient combination of staff and external resources as required to represent the interests of the Town.

(2) The exercise of delegated authority pursuant to section 16 (1) shall be reported to Council at least once in a calendar year.

Write Off General Accounts

17. (1) The General Manager, Client Services/Treasurer or the Deputy Treasurer individually are authorized to write off general accounts receivable which the General Manager, Client Services/Treasurer or Deputy Treasurer have determined to be uncollectible.

(2) The exercise of delegated authority pursuant to section 17 (1) shall be reported annually to Council.

(3) The list of amounts that have been written off over the previous year and the justification for writing off each item reported shall be maintained by the Deputy Treasurer.

Repayment Agreements

18. The General Manager, Client Services/Treasurer or the Deputy Treasurer individually are delegated the authority to execute repayment agreements on behalf of the Town provided that the agreement contains the following provisions;
 - (a) the amount owing;
 - (b) default provisions, if applicable;
 - (c) interest provisions, if applicable; and
 - (d) a payment schedule.

Tax Certificates and Water and Sewer Certificates

19. The General Manager, Client Services/Treasurer or the Deputy Treasurer individually are authorized to sign any Tax Certificates and Water and Sewer Certificates issued.
20. The General Manager, Client Services/Treasurer and the Deputy Treasurer individually are authorized to take whatever action a municipal Treasurer legally may in order to collect on any outstanding arrears owed to the Town of Arnprior, including but not limited to placing arrears on the tax roll, tax sales, or other legal means of collection.

Water and Sewer Billing

21. The General Manager, of Client Services/Treasurer and the Deputy Treasurer individually are authorized to apply water and sewer billing estimates and/or adjustments to water accounts pursuant to By-law No. 6524-15, as amended, the Water and Wastewater Billing and Collections Policy or any related or successor by-laws thereto or other Council-approved programs, where consumption has not been recorded or has been incorrectly recorded.

Claims - Insurer

22. The General Manager, Client Services/Treasurer is delegated the authority to approve payment to the Town's Third Party Liability Insurer of any deductible limit provided under an insurance policy upon settlement of any claim in excess of the deductible limit.

Cemetery Administration

23. The General Manager, Client Services/Treasurer shall have the delegated authority to authorize Certificates of Interment Rights as well as Contracts for Purchase of Interment Rights and Cemetery Services.

Corporate Security

24. The General Manager, Client Services/Treasurer under general direction of the CAO has authority to implement and monitor corporate wide security policies, procedures and practices.

Financial Reports

25. The General Manager, Client Services/Treasurer shall provide a Financial Report to Council as set out in the Town's Procedure By-law which shall include a summary of the Town's budget versus actual revenues and expenditures on a Departmental basis. Such Financial Report shall also include details pertaining to awards for goods and services authorized by staff for procured amounts which exceed \$20,000 as well as any other reporting requirements set out in this bylaw.

Financial Investigations

26. The General Manager, Client Services/Treasurer shall, upon receiving direction to do so by Council or the CAO, conduct financial investigations as deemed necessary to ensure the financial integrity of the Town. Insofar as is permitted by statute, while conducting investigations as noted herein, the General Manager, Client Services/Treasurer is authorized to review and have full, free and unrestricted access to any pertinent files, records, documentation or personnel as may be required in order to facilitate a thorough and proper financial investigation. The findings of any investigation pursuant to this clause shall be reported to the CAO and Council upon completion.

Operations Department General Responsibilities

27. The General Manager, Operations shall oversee and be responsible for all Operations Department activities and Town assets within the Operations portfolio.

Intersection and Road Modifications

28. (1) The General Manager, Operations is delegated the authority to proceed with intersection or road modifications provided there are no outstanding written objections in response to notice given by the Town pursuant to the requirements of any Act, and in accordance with notice provided by the Town.

(2) The exercise of delegated authority pursuant to section 28 (1) shall be reported to Council prior to commencement of construction unless there is an operational or emergency condition which does not permit such notice to occur, in which case, notice will be provided as soon as reasonably possible.

Erection of Signs and Signals

29. (1) The General Manager, Operations is delegated the authority to erect and maintain such signs, traffic control signals and other traffic control devices as may be required to regulate and direct pedestrian and vehicular traffic for the safety and convenience of the public.

(2) The exercise of delegated authority pursuant to section 29 (1) with respect to traffic control signals shall be reported to Council prior to commencement of construction unless there is an operational or emergency condition which does not permit such notice to occur, in which case, notice will be provided as soon as reasonably possible.

Temporary Traffic and Parking Control

30. (1) The General Manager, Operations is delegated the authority to prohibit and regulate the movement, parking or stopping of vehicles for a temporary period, including the temporary closing of a street during such times and days as deemed proper and necessary for the safe operation of the street and the safe performance of a vital Town function including but not limited to maintenance, repairs or construction projects, and to erect appropriate signs to provide reasonable notice thereof where time permits.

(2) The General Manager, Operations is delegated the authority to prohibit and regulate the movement, parking or stopping of vehicles for a temporary period, including the temporary closing of a street to accommodate public events such as festivals, provided that Council is advised in writing at least 10 calendar days prior of the intention to exercise authority under this clause. Any member of Council can withdraw delegated authority pursuant to this clause by writing to the Clerk and General Manager, Operations requesting that this issue rise to a regular meeting of Council for a final decision.

Inspection and Securities

- 31.** The General Manager, Operations is delegated the authority to inspect and enforce development and other construction agreements.
- 32.** The General Manager, Operations is delegated the authority to establish security requirements for site plan, subdivision and other construction projects. Furthermore, the General Manager, Operations is delegated the authority to withhold or release securities posted for site plan, subdivision and other construction projects to ensure compliance with contractual and statutory obligations.

Engineering Approvals and Permits

- 33.** The General Manager, Operations is delegated the authority to approve engineering plans, studies and reports related to site plan, subdivision and other construction projects. The foregoing shall not apply to projects which must satisfy Schedule B and C of the Municipal Class Environmental Assessment process which must rise to Council for adoption.
- 34.** The General Manager, Operations and CAO are individually delegated the authority to sign Ministry of Environment applications on behalf of the Town.
- 35.** The General Manager, Operations is delegated the authority to approve, reject, issue and regulate permits for construction works which the Town requires through any by-law. The foregoing shall not apply to any permit issued pursuant to the Ontario Building Code Act or Building By-law 6228-13.

General Departmental Authority

36. The Fire Chief shall oversee and be responsible for all Fire Department activities, operations and enforcement. The Fire Chief shall normally delegate duties to the Deputy Fire Chief pursuant to section 6 (6) of the Fire Protection and Prevention Act, S.O. 1997c. 4, as amended, at the Fire Chief's discretion.

37. The Chief Building Official shall enforce Building Code Act, S.O. 1992, c. 23 as amended on behalf of the Town, the Town's Building By-law 6228-13 and relate by-laws;

38. The Town Clerk shall:

(1) act in the capacity of the municipal Clerk in accordance with the Municipal Act and exercise all powers granted to that position through statute or Council,

(2) be delegated authority to carry out all administrative duties granted or vested in a head in accordance with section 49 (1) of the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, CH. M.56, in order to receive and process requests or claims as directed by the CAO pursuant to Section 11 MFIPPA which precedes Schedule A of this by-law.

(3) oversee and be responsible for Town Secretariat Services, Crossing Guard and By-law Enforcement activities;

(4) administer the Town's policy and procedure for flag protocol (ADMIN-C-2.03) By-law 5807-09 as amended, and when so doing shall, notify Council in writing of his/her decisions 10 days prior to implementing said decision wherever possible;

(5) be delegated authority to order the lowering of flags to half-mast at all Town facilities from the time of death notification until sunset on the day of the memorial service for the following persons:

a) The reigning Monarch of Canada;

b) A past or present Canadian Prime Minister;

c) A past or present day elected area representative of the Federal or Provincial Government;

- d) Past or present Mayor and Member of Council;
- e) Present day employees of the Town of Arnprior;
- f) An active member of Canada's Armed Forces who was born, or parents reside in the Town of Arnprior and who is killed in action;
- g) Or as directed by Proclamation from the Governor General of Canada or Lieutenant Governor of Ontario;
- h) Or as directed by Council or the CAO.

(6) be delegated authority to order the lowering of flags to half-mast at all Town facilities on Remembrance Day.

General Financial Authority

- 39. The CAO, Department Heads and Managers shall follow and are delegated to authorize spending for the procurement of goods and services as set out in the Town's Procurement By-law 6330-14, as amended.
- 40. Subject to the Town's Procurement By-law 6330-14 as amended, Department Heads are delegated to authorize or approve spending in accordance with the Council approved capital and operating budgets for their respective departments only. Department Heads are not authorized to exceed overall Departmental spending limits set out in the Council approved capital and operating budgets. Where contract award has been approved by Council or the CAO, the General Manager, Client Services/Treasurer and General Manager, Operations are authorized to make any payments associated with said contract award to the limits established by Council or the CAO.
- 41. The CAO is delegated to authorize spending which exceeds the Council approved capital and operating budgets where required for the efficient and effective delivery of Town services, where such an increase does not exceed the total approved expenditure limits set out in the Town's Council approved capital and operating budgets or where there is a corresponding decrease or offset in expenditures elsewhere within the overall Council approved capital and operating budgets.

42. Managers are delegated to authorize spending in accordance with the Council approved operating budget for their respective Branches or cost centers only, up to a limit of \$5,000. Managers are not authorized to exceed overall cost center spending limits set out in the Council approved capital and operating budgets. All other personnel require pre-approval of a Manager, Department Head or the CAO prior to incurring costs above \$500. Personnel who are authorized to incur expenditures of up to \$500 must be authorized to do so in writing including any restrictions or limitations by the Department Head who shall be responsible for monitoring such expenditures.