

**CORPORATION OF THE TOWNSHIP OF LEEDS AND THE  
THOUSAND ISLANDS**

**BY-LAW 14-017**

**BEING A BY-LAW TO DELEGATE VARIOUS PLANNING  
APPROVALS TO STAFF AND TO ADOPT CERTAIN  
PROCEDURES FOR THE PROCESSING OF PLANNING  
APPLICATIONS SUBJECT TO DELEGATED AUTHORITY.**

**WHEREAS** Section 23.1 of the *Municipal Act, 2001, S.O. 2001, c. 25* authorizes Council to delegate its powers and duties under the Planning Act by By-Law subject to certain restrictions;

**AND WHEREAS** Section 23.1 of the *Municipal Act, 2001, S.O. 2001, c. 25* permits the delegation of powers subject to such conditions and limits as Council considers appropriate and such limits can include conditions, approvals and appeals that apply to the power delegated;

**AND WHEREAS** Section 23.2 of the *Municipal Act, 2001, S.O. 2001, c. 25* permits the delegation of a legislative power to an individual where, in the opinion of the Council, the power being delegated is of a minor nature;

**AND WHEREAS** Section 41 of the Planning Act, R.S.O., 1990 Chapter P. 13, as amended, provide that where in an Official Plan an area is shown or described as a site plan control area, the Council of a Municipality may by By-Law designate the whole or any part of such area as a Site Plan Control Area;

**AND WHERAS** Section 41 of the Planning Act, Subsection (13)(b) provides delegation to either a committee of Council or to an appointed officer of the Municipality identified in the By-Law either by name or position occupied; any of the Council's powers or authorized under this section;

**AND WHEREAS** By-Law 11-002, as amended, was approved by the Council of the Corporation of the Township of Leeds and the Thousand Islands to provide for site plan control agreements as a condition of development;

**AND WHEREAS** the Council of the Corporation of the Township of Leeds and Thousand Islands approved at the February 10, 2014 Council meeting, report PL-10-14, which recommended that approval of site plans, site plan control agreements and providing recommendations on Consents Applications to the Consent Granting Authority be delegated to Township staff;

**AND WHEREAS** the Council of the Corporation of the Township of Leeds and the Thousand Islands, through this amendment wishes to delegate authority to approve site plans and site plan control agreements to the Chief Administrative Officer or designate, overseeing site plans and site plan control agreements;

**NOW THEREFORE** the Council of The Corporation of the Township of Leeds and the Thousand Islands hereby enacts as follows:

**1. DEFINITIONS:**

In this By-Law:

- 1.1 "CAO" means the Chief Administrative Officer
- 1.2 "Council" means the Council of the Corporation of the Township of Leeds and the Thousand Islands.
- 1.3 "Designate" means the Director of Planning and Development or an employee/consultant designated by the Chief Administrative Officer.
- 1.4 "Township" means the Corporation of the Township of Leeds and the Thousand Islands.

**2. AUTHORIZED DELEGATION:**

That Council hereby delegates to the CAO or his/her Designate the authority to approve:

2.1 **RECOMMENDATION OF CONSENT APPROVAL/  
DENIAL TO CONSENT GRANTING AUTHORITY**

- a) Council's power and authority with respect to recommending approval or denial of consent applications, in respect to Section 53 of the *Planning Act*, R.S.O. 1990, and its associated regulations, to the Consent Granting Authority of the United Counties of Leeds and Grenville.

2.2 **SITE PLAN CONTROL APPROVAL**

- a) Council's power and authority with respect to all matters provided for by Section 41 of the *Planning Act*, R.S.O. 1990, as amended.

**3. GENERAL PROVISIONS**

- 3.1 That upon the coming into force of this By-Law, the CAO or his/her Designate has in lieu of the Council of the Corporation of the Township of Leeds and the Thousand Islands, all powers and rights in respect of the authority hereby delegated, and the CAO or his/her Designate shall be responsible for all matters pertaining thereto, subject always to the terms and limitations of any applicable Act or By-Law.
- 3.2 That the CAO or his/her Designate is authorized to do all acts necessary to carry out the authority vested in the CAO pursuant to this By-Law, including affixing his/her signature as required to all documents and plans.
- 3.3 That when the CAO or his/her Designate is absent or his/her office is vacant, then the Designate shall act in the place and stead of the CAO under this By-Law and while so acting the Designate, has and may exercise all the rights, powers and authority of the Director as delegated by this By-Law subject to the same

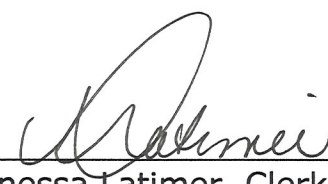
responsibilities and limitations as set out in the sections above.

- 3.4 Notwithstanding the delegation of approval authority in 2.1, and 2.2 hereto, an application shall be approved by Council, where so requested by either Council, the CAO or his/her Designate, or the applicant.
- 3.5 The CAO or his/her Designate shall provide Council with a minimum of five (5) calendar days to review and comment on all Site Plan Control Agreements prior to final approval and signatures.
- 3.6 The CAO or his/her Designate shall provide Council with all comments concerning Consents Applications as Information Items.
- 3.7 All relevant By-Laws and policies of the Township, which may include but are not restricted to the Entrance By-Law, Public Works Standards, Site Plan By-Law/Guidelines, and the Building By-Law, shall apply to the exercise of delegated authority authorized by this By-Law.
- 3.8 That the Head of Council or the Presiding Officer in his/her absence and the Clerk of the Municipality or, his/her Designate, are hereby authorized to sign any agreement(s) and the By-Law(s) which are brought forward to Council for approval.

**READ A FIRST AND SECOND TIME THIS 24<sup>th</sup> DAY OF MARCH, 2014.**

**READ A THIRD TIME AND FINALLY PASSED THIS 24<sup>th</sup> DAY OF MARCH, 2014.**

  
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Frank Kinsella, Mayor

  
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Vanessa Latimer, Clerk

