

## **Schedule 1 to By-law Number 46-2008**

### **Schedule 1 to By-law Number 39-2001 Being a By-law Governing the Execution of Documents on behalf of The Regional Municipality of Peel**

#### **Routine Documents**

In addition to the signing officers designated under section 2.1 of this by-law, the documents listed in Column 1 may also be executed by the officers or employees of the Regional Corporation holding the office or position shown opposite in Column 2.

In this Schedule 1, the term “\*The Regional Solicitor” includes authorized Legal Counsel employed by the Regional Corporation.

- 1.0 Funding
- 2.0 Works
- 3.0 Real Property
- 4.0 Planning
- 5.0 Health Services
- 6.0 Human Services
- 7.0 Human Resources
- 8.0 General Government

| <b>Section</b>     | <b>Column 1<br/>Document</b>   | <b>Column 2<br/>Signing Officers</b>   |
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| <b>1.0 Funding</b> |  |  |
| 1.1                | Applications to any government, agency or fund for compensation, funding or any form of subsidy related to any Regional programs, operations or capital projects, and subsequent submissions, declarations or representations required for processing the application or the receipt of funds or any Agreements required for the receipt of the funds. | The Commissioner or the Director or The Medical Officer of Health (MOH) responsible for the program, operation or capital project to which the compensation, funding or subsidy relates. |
| 1.2                | Purchase of Service Agreements with all agencies receiving grants from the Regional Corporation.   | The Commissioner or Director responsible for the program.  |
| <b>2.0 Works</b>   |  |  |
| 2.1                | Documents permitted or required under the Sewer Use By-law in force from time to time including Qualitative Sewer Surcharge Agreements and Program Agreements.   | The Commissioner or Director responsible for the program.  |
| 2.2                | Agreements relating to the supply of water or sewer services within the Regional area.   | The Commissioner or Director responsible for the program.  |
| 2.3                | Agreements providing for the control of access, ingress and egress to and from Regional roads.   | The Commissioner or Director responsible for the program.  |
| 2.4                | Agreements, including Cost Sharing Agreements with Peel area municipalities, regarding road construction and/or road maintenance pursuant to projects or programs approved by Regional Council.  | The Commissioner or Director responsible for the program.  |

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| 2.5                      | Agreements and other documents permitting underground pipe crossings of lands used for gas lines or railway purposes, limited access highways, or hydro corridors, provided that the total consideration to be paid or a reasonable estimate of the cost of the obligations to be incurred by the Regional Corporation, excluding applicable taxes, legal fees and fees of an administrative nature, does not exceed \$100,000. | The Commissioner or Director responsible for the program.                                |
| 2.6                      | Contracts or agreements for the design, construction, contract administration or the installation of any works or buildings provided that the procurement of the goods and services in question has been approved in accordance with the Purchasing By-law.   | The Commissioner or Director responsible for the program.                                |
| 2.7                      | Agreements, applications for permits and other documents for the installation of fibre optics telecommunications lines associated with the Public Sector Network either over or under provincial highways or railways in Ontario.   | The Chief Information Officer or The Director of Information and Technology Services.    |
| <b>3.0 Real Property</b> |   |  |
| 3.1                      | Any of the following documents in subsections 3.1(1) to 3.1(5) inclusive provided that the total consideration to be paid or a reasonable estimate of the cost of the obligations to be incurred by the Regional Corporation, excluding applicable taxes, legal fees and fees of an administrative nature, does not exceed \$100,000 or where a leasehold or land use license is involved \$100,000 per annum.                  |  |
| 3.1(1)                   | Agreements of purchase and sale and all deeds, transfers and other documents required, for the acquisition, purchase, sale or exchange of any interest in land including, without limitation, easements, rights of first refusal, option agreements and re-purchase agreements.   | The Commissioner or Director responsible for the program, or<br>*The Regional Solicitor. |
| 3.1(2)                   | Agreements and other documents permitting the Regional Corporation or its contractors or agents to enter upon land for any of the purposes of the Regional Corporation or agreements and other documents permitting others or their contractors or agents to enter upon lands of the Regional Corporation.  | The Commissioner or Director responsible for the program.                                |
| 3.1(3)                   | Documents permitting encroachment on easements and other lands vested in the Regional Corporation which are not part of a public highway, including encroachment agreements and the assignment, release or termination of encroachment agreements, and the release and abandonment of easements.  | The Commissioner or Director responsible for the program.                                |

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| 3.1(4)              | Agreements to lease or license, and leases or licenses of premises required for Regional purposes and agreements to lease or license and leases or licenses of Regional lands or premises to be temporarily disposed and any notice of lease.   | The Commissioner or Director responsible for the program.   |
| 3.1(5)              | Facility licence or rental agreements for occupancy of space on a short term basis for the purposes of the Regional Corporation, such as staff meetings, public meetings and open houses and for the occupancy of Regional lands or premises on a short term basis by others, such as the use of meeting rooms, the council chambers, motion picture and television locations.  | The Commissioner or Director or The Medical Officer of Health (MOH), or the Associate Medical Officer of Health, responsible for the program. |
| 3.2                 | Acknowledgments of the status, term and conditions of any lease under which the Regional Corporation is a tenant and Notices pursuant to the Tenant Protection Act or the Residential Tenancies Act, as amended or replaced from time to time, where the Regional Corporation is the landlord.  | The Commissioner or Director responsible for the program.   |
| 3.3                 | Undertakings, certificates, statements, declarations, notices of election under the Expropriations Act and other documents, required for the completion of any transaction involving the acquisition, purchase, sale or exchange of any interest in land, but not including agreements of purchase and sale, deeds and transfers, leases and agreements to lease except to effect registration where the transaction is otherwise authorized. | The Commissioner or Director responsible for the program or *The Regional Solicitor or Law Clerk authorized by The Regional Solicitor.        |
| 3.4                 | Consents and Waivers of Notice relating to an application for registration under the Land Titles Act.   | The Commissioner or Director responsible for the program.   |
| 3.5                 | Forms under the Land Registration Reform Act for the registration of any documents that have already been executed on behalf of the Regional Corporation.   | *The Regional Solicitor or Law Clerk authorized by The Regional Solicitor.  |
| 3.6                 | Applications on behalf of the Regional Corporation for entry or removal of a notice or caution of any kind, an inhibiting order, reference plan or similar registration of any kind in the Land Registry Office.  | *The Regional Solicitor   |
| <b>4.0 Planning</b> |   |   |
| 4.1                 | Agreements imposed or required in satisfaction of any condition of approval under the Planning Act in connection with the development of land including, without limitation, subdivisions, site plans and rezonings where the Regional  | The Commissioner or Director responsible for the program.   |

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|                            | Corporation is not the applicant and Releases and Acknowledgments of Compliance pursuant to any such Agreements.   |  |
| 4.2                        | Applications, submissions, declarations, representations, and agreements imposed or required in satisfaction of any condition of approval under the <i>Planning Act</i> or the <i>Building Code Act</i> or regulations thereto in connection with the development or redevelopment of Regional lands or buildings where the Regional Corporation is the applicant, provided the project has been approved by Regional Council. | The Commissioner or Director responsible for the program.  |
| <b>5.0 Health Services</b> |  |  |
| 5.1                        | Agreements for the purchase of services from physicians, nurses and other health care professionals for approved programs of the Health Services Department.   | The Commissioner or Director responsible for the program, or The Medical Officer of Health or Associate Medical Officer of Health or The Administrator of the Regional Long Term Care Facility in which the services are required. |
| 5.2                        | Agreements for the provision of personal care services including, but not limited to, aesthetics and hairdressing services, for residents of Long Term Care Facilities operated by the Regional Corporation.   | The Commissioner or Director responsible for the program, or The Director of Long Term Care or the Administrator of the Long Term Care Facility in which the services are required.  |
| 5.3                        | Agreements relating to the admission of persons to Long Term Care Facilities operated by the Regional Corporation, including both permanent and temporary admissions (respite).  | The Commissioner or Director responsible for the program, or The Director of Long Term Care or the Administrator of the Long Term Care Facility to which the person is being admitted.   |
| 5.4                        | Financial assurance agreements for approvals or orders relating to private sewage disposal under the <i>Environmental Protection Act</i> .   | The Commissioner or Director responsible for the program.  |
| 5.5                        | Special Event Contracts and Paid Duty Agreements for the provision of Paramedic Services.  | The Commissioner or Director responsible for the program.  |
| <b>6.0 Human Services</b>  |  |  |
| 6.1                        | Agreements for the provision of children's services under approved programs of the Human Services Department.  | The Commissioner or Director responsible for the program.  |
| 6.2.                       | Agreements for the provision of services to the Regional Corporation in respect of clients under the Ontario Works Program.  | The Commissioner or Director responsible for the program.  |
| 6.3                        | Occupancy Agreements with occupants of transitional housing units owned or leased by the Regional Corporation.   | The Commissioner or Director or Manager or Supervisor responsible for transitional housing programs.   |

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| 6.4                        | Agreements between the Regional Corporation acting as Delivery Agent under the <i>Ontario Works Act</i> , and a person who has a legal obligation to provide financial support to a recipient of Ontario Works, regarding the recovery of income assistance paid for the benefit of the Ontario Works recipient from that person.  | The Commissioner or Director or the Staff designated by the Director of Ontario Works as Family Support Workers under the <i>Ontario Works Act</i> .  |
| 6.5                        | Directions and assignments (including assignments of insurance proceeds and assignments of other benefits and sources of income), in favour of the Regional Corporation acting as Delivery Agent under the <i>Ontario Works Act</i> , and Agreements to Reimburse the Regional Corporation acting as Delivery Agent under the <i>Ontario Works Act</i> .   | The Commissioner or Director or the Manager or a Supervisor of the Revenues Unit of Ontario Works.  |
| 6.6                        | Directions and assignments of Support Orders in favour of the Regional Corporation acting as Delivery Agent under the <i>Ontario Works Act</i> , and Agreements to Reimburse the Regional Corporation acting as Delivery Agent under the <i>Ontario Works Act</i> .  | The Commissioner or Director or the Manager or a Supervisor of the Revenues Unit of Ontario Works or Staff designated by the Director of Ontario Works as Family Support Workers under the <i>Ontario Works Act</i> .   |
| 6.7                        | Receipts, releases, minutes of settlement, consents and other documents required for the settlement or compromise of any claim, action, application or other proceeding brought or made by or against the Regional Corporation, acting as Delivery Agent under the <i>Ontario Works Act</i> , in relation to support for a recipient of Ontario Works and/or support arrears owed to the Regional Corporation as support assignee. | The Commissioner or Director or staff designated by the Director of Ontario Works as Family Support Workers under the <i>Ontario Works Act</i> or the *The Regional Solicitor or outside legal counsel retained by the Regional Corporation for this purpose. |
| 6.8                        | Loan Agreements with borrowers under the Affordable Home Ownership Program.  | The Commissioner or Director responsible for the program.   |
| 6.9                        | Rent Supplement Agreements with landlords and related tenancy agreements under the <i>Social Housing Reform Act, 2000</i> .  | The Commissioner or Director responsible for the program.   |
| 6.10                       | Agreements related to the lease, tenancy, occupation, operation and/or management of property used for affordable and transitional housing projects and similar initiatives approved by Regional Council.  | The Commissioner or Director responsible for the program.   |
| <b>7.0 Human Resources</b> |  |   |
| 7.1                        | Contracts of employment (whether by letter or other formal document) but not including collective agreements and amendments thereto and contracts of employment for the position of Commissioner or Chief Administrative Officer.  | The Commissioner or Director or Manager, or supervisor or employee of the Regional Corporation to whom the new employee will report.  |

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| 7.2                           | Personnel and student placement agreements, secondment agreements and related documents in respect of persons being placed with the Regional Corporation or employees of the Regional Corporation being placed with other organizations, including educational institutions, government or other agencies, where the agreement is approved by *The Regional Solicitor.               | The Commissioner or Director or Manager or employee of the Regional Corporation to whom the person or employee being placed will report.                              |
| <b>8.0 General Government</b> |  |   |
| 8.1                           | Documents for the distribution and delivery of energy.   | The Commissioner or Director responsible for the program.   |
| 8.2                           | Documents (including, but not limited to purchase and sale confirmations) required by the terms of any Agreement between the Regional Corporation and an Energy Commodity Supplier that are necessary to perform such Agreement or carry out the obligations of the Regional Corporation under such Agreement.   | The Commissioner or Director responsible for the program.   |
| 8.3                           | Connection agreements with local electrical utilities.   | The Commissioner or Director responsible for the program.   |
| 8.4                           | Documents required for the use or acquisition of intellectual property from third parties required for the delivery of projects or programs approved by Regional Council.  | The Commissioner or Director responsible for the program or Chief Information Officer (CIO).  |
| 8.5                           | Applications to Federal, Provincial or Municipal governments, Agencies, Boards, Commissions, Authorities for licences, or certificates, (including but not limited to certificates/licenses for liquor, vehicles, elevators, and radio) required for the delivery of projects or programs approved by Regional Council.  | The Commissioner or Director or Manager responsible for the program or The Administrator of the Long Term Care Facility.  |
| 8.6                           | Agreements accepting the transfer, to the Regional Corporation, of artistic works, records or other items having significance to Peel's heritage, permanently or on loan, where there is nominal or no financial consideration paid by the Regional Corporation for the transfer and any insurance provisions in the Agreement have been approved by the Manager of Risk Management. | The Commissioner or Director responsible for the program.   |
| 8.7                           | A purchase order in the form prescribed by purchasing procedures established under the Purchasing By-law.  | The Commissioner or Director or Manager of Purchasing or an employee in purchasing authorized by the Manager of Purchasing or any person authorized by the Manager of |

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|         |  | Purchasing in accordance with an approved delegation of authority under the Purchasing By-law.   |
| 8.8     | Agreements with banking and financial institutions that are necessary and incidental to Agreements and thereby authorized pursuant to clause 3.3(a) of the Execution of Documents By-law herein.   | The Chief Financial Officer and Treasurer.   |
| 8.9     | Proofs of Loss (interim and final) submitted to the insurer of the Regional Corporation.   | The Chief Financial Officer and Treasurer or the Commissioner or Director responsible for the department in respect of which the claim arose.                              |
| 8.10    | Receipts, releases, indemnities, minutes of settlement and other documents required for the settlement or compromise of any existing or anticipated claim, demand, action or other proceeding brought or made by or against the Regional Corporation, or those local boards or other persons for whom the Regional Corporation is responsible, where the value of the proceeds of settlement or of the Regional Corporation's contribution to the settlement does not exceed \$100,000 and the documents have been approved by the *Regional Solicitor.  | The Commissioner or Director responsible for the program in respect of which the claim, demand, action or other proceeding arose or *The Regional Solicitor.               |
| 8.11    | Receipts, releases, indemnities, minutes of settlement and other documents required for the settlement or compromise of any existing or anticipated claim, demand, action or other proceeding brought or made against the Regional Corporation, or those local boards or other persons for whom the Regional Corporation is responsible, where the matter or cause of action is covered by an insurance policy that indemnifies the Regional Corporation, its officers, employees, agents, contractors or volunteers, the value of the Regional Corporation's contribution to the settlement is not greater than the deductible amount set out in the subject policy, and the documents have been approved by the *Regional Solicitor. | The Commissioner or Director responsible for the program or the Manager of Risk Management or *The Regional Solicitor.   |
| 8.12    | Agreements for the acquisition, sale, exchange, release or non-disclosure of information or data provided that the requirements of the Municipal Freedom of Information and Protection of Privacy Act, the Personal Health Information Protection Act and the Purchasing By-law have been complied with.   | *The Regional Solicitor or The Commissioner or Director responsible for the program, operation or project to which the agreement relates or The Chief Information Officer. |

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| 8.13    | Software License Agreements for software acquired in accordance with the Purchasing By-law.   | The Chief Information Officer.   |
| 8.14    | Agreements for the loan of equipment or other goods, where there is nominal or no financial consideration paid by the Regional Corporation for the loan and provided that any insurance provisions in the Agreement have been approved by the Manager of Risk Management. | The Commissioner or Director responsible for the program to which the equipment or goods are being loaned. |