

**CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH/CARDINAL**

**BY-LAW NO. 2025-17**

**"BEING A BY-LAW TO ADOPT A POLICY WITH RESPECT TO  
DELEGATION OF AUTHORITY AT THE PORT OF JOHNSTOWN."**

**WHEREAS** the Municipal Act 2001, SO 2001, c.25, Section 270(1) as amended directs that a municipality shall adopt and maintain policies with respect to matter including the delegation of its powers and duties;

**AND WHEREAS** Section 23.1 (1) of the Municipal Act 2001, SO 2001, c.25, as amended, authorizes a municipality to delegate its powers and duties subject to the restrictions set out therein;

**AND WHEREAS** the Council of the Corporation of the Township of Edwardsburgh/Cardinal established terms of reference for the Port Management Committee in Bylaw 2023-14, including giving the Committee responsibility for formulating policies and regulations for and relating to the administration of the Port of Johnstown and also giving the Committee the power to recommend to Council the adoption of bylaws and regulations pertaining to the proper governance of the Port of Johnstown;

**AND WHEREAS** the Port Management Committee has recommended that the Council of the Township of Edwardsburgh Cardinal adopt by bylaw an updated Delegation of Authority Policy specific to the administration of the Port of Johnstown by a motion duly passed at its meeting on March 24, 2025;

**NOW THEREFORE** the Council of the Corporation of the Township of Edwardsburgh/Cardinal hereby enacts as follows:

1. That the Council of the Corporation of the Township of Edwardsburgh/Cardinal adopts the Port of Johnstown Delegation of Authority Policy as detailed in Schedule "A" attached hereto and forming part of this by-law.
2. This By-law shall come into force and take effect upon passing.
3. That By-law 2017-45 is hereby repealed.

Read a first and second time in open Council this 31<sup>st</sup> day of March, 2025.

Read a third and final time, passed, signed and sealed in open Council this 31<sup>st</sup> day of **March, 2025.**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Interim Clerk**

**Schedule A**  
**By-law 2025-17**

| Description  | Ops Manager <sup>1</sup> | Port GM     |
|--|--------------------------|-------------|
| Hire employees   | Yes – hourly             | Yes         |
| Award increments based on approved Salary Grid and Budget  | No                       | Yes         |
| Discipline employees   | Yes                      | Yes         |
| Dismiss employees  | No                       | Yes         |
| Dismiss management level employees <sup>2</sup>  | No                       | No          |
| Pay Municipal Accounts pursuant to Procedures By-law <sup>3</sup>                                  | No                       | Yes         |
| Payments in accordance with approved contracts <sup>4</sup>  | Yes                      | Yes         |
| Make adjustments within approved cost center provided no increase to cost center budget authority  | Yes                      | Yes         |
| Award service or works contracts where budget approval exists                                      | Up to \$30K              | Up to \$75K |
| Amend service or works contracts or issue change orders where budget approval exists               | Yes                      | Yes         |
| Purchase of goods or services where budget approval exists   | Up to \$30K              | Up to \$75K |
| Award, incur, acquire, contracts, costs or goods and services where budget approval does not exist | No                       | No          |
| Incur costs during an operational emergency at the Port of Johnstown <sup>5</sup>                  | No                       | Up to \$75K |
| Approve conferences, training or memberships where budget approval exists                          | Yes                      | Yes         |
| Approve travel where budget approval exists  | Yes                      | Yes         |
| Approve leases, easement documents and real property transactions                                  | No                       | No          |
| Enforce lease agreements   | No                       | Yes         |
| Donations to Charitable Organizations or Not-for-Profit where budget exists                        | No                       | Yes         |

<sup>1</sup> Must be read in conjunction with other applicable by-laws such as Procurement By-law, Procedure By-law, etc.

<sup>2</sup> Requires Council approval

<sup>3</sup> Requires co-signature of Mayor or Deputy Mayor

<sup>4</sup> Requires co-signature of Mayor or Deputy Mayor

<sup>5</sup> Operational emergency is defined as an urgent health or safety matter which cannot wait for a regular or special meeting of Port Management Committee or Council. Decision shall be made in consultation with Township CAO