

**BY-LAW No. 2024-101  
OF THE  
CORPORATION OF THE TOWN OF COLLINGWOOD**




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BEING A BY-LAW TO AMEND BY-LAW NO. 2020-059, AS AMENDED, BEING A  
BY-LAW TO DELEGATE CERTAIN POWERS AND DUTIES TO OFFICERS  
AND EMPLOYEES OF THE TOWN OF COLLINGWOOD

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**WHEREAS** the Municipal Act 2001, S.O. 2001, c. 25, Section 270(1), provides that a municipality shall adopt and maintain policies with respect to the delegation of its powers and duties;

**AND WHEREAS** the Municipal Act 2001, S.O. 2001, c. 25, Section 5(3), provides a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** Council of the Town of Collingwood is directly accountable to constituents for legislative decision making fortified by by-laws and resolutions and through Town officers and employees, the administration of policies, procedures and operations;

**AND WHEREAS** Council herein entrusts specific officers and employees of the Corporation with certain delegated powers and duties necessary to carry out administrative and operational functions within their purview;

**WHEREAS** it is desirable to augment delegation of authority to Town officers to streamline the administration of the Municipal Accommodation Tax Bylaw;

**NOW THEREFORE COUNCIL OF THE CORPORATION OF THE TOWN OF COLLINGWOOD ENACTS AS FOLLOWS:**

1. **THAT** the following Delegated Powers and Duties be added to Schedule "A" of By-law Number 2020-059:

#	Delegation	Delegate	Criteria/Condition
1	Enter into agreements, including all necessary documents ancillary thereto, with another person or entity as agent for the Town, providing for the implementation and collection of the Municipal Accommodation Tax.	Director of Planning, Building and Economic Development or designate	Authority to sign contracts/agreements as authorized under current procurement policies and within the approved annual budget, with review and comment by the CAO as well as notice to the CAO when any agreement has been executed.

2	Enter into agreements, including all necessary documents ancillary thereto, with Eligible Tourism Entity(ies) that receive(s) an amount of the MAT respecting reasonable financial accountability matters in order to ensure that amount paid to the entity is used for the exclusive purpose of promoting tourism, and the agreements may provide for other matters.	Director of Planning, Building and Economic Development or designate	Authority to sign contracts/agreements as authorized under current procurement policies and within the approved annual budget. with review and comment by the CAO as well as notice to the CAO when any agreement has been executed.
3	Administration of the Municipal Accommodation Tax, including but not limited to approvals, appeals, enforcement, collection, and for instructing the Town's Solicitor to take such legal action as may be considered appropriate.	Director of Finance or designate	

7. **AND THAT** this By-law shall come into full force and effect on the date of final passage hereof at which time all by-laws that are inconsistent with the provisions of this By-law and the same are hereby amended insofar as it is necessary to give effect to the provisions of this By-law.

**ENACTED AND PASSED** this 16th day of December, 2024.

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MAYOR

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CLERK