



Committee Report

To:	Warden McQueen and Members of Grey County Council
Committee Date:	September 10, 2020
Subject / Report No:	CCR-CW-10-20
Title:	Update to Delegation of Duties Policy
Prepared by:	Tara Warder
Reviewed by:	Heather Morrison
Lower Tier(s) Affected:	None
Status:	

Recommendation

- 1. That Report CCR-CW-10-20 regarding an update to the Delegation of Duties by-law be received; and**
- 2. That By-law 5018-18 and all schedules be rescinded and that the proposed revisions to the Delegation of Duties Schedule be endorsed; and**
- 3. That a by-law incorporating these revisions be brought forward for County Council's consideration.**

Executive Summary

Section 270 of the Municipal Act, 2001 as amended, requires municipalities to adopt and maintain a policy with respect to the delegation of its powers and duties. Sections 23.1 through to 23.5 give municipal councils the general power to delegate authority to committees, staff, and others and also outlines the rules surrounding these delegations.

The endorsement of the updated Purchasing Policy on January 9, 2020 necessitated an update to Schedule A of the Delegation of Duties policy. Further adjustments from policy decisions, additional administrative and housekeeping changes are also being proposed as part of this update.

Background and Discussion

As a municipal corporation, the County of Grey exercises its decision making capacity and powers by by-law through its Council. In order to ensure efficiencies and streamline some processes and duties, the Municipal Act provides the authority for the municipality to delegate its powers and duties to a person or body, subject to some restrictions. This is done through the delegation of duties by-law.

The County of Grey's Delegation of Duties by-law was last updated in 2018 as a result of legislation and administrative changes, as well as the move to a Committee of the Whole structure.

On January 9, 2020, County Council endorsed By-law 5074-20, being an update to the purchasing policy. In order to be consistent with new limits included within the purchasing policy, an update was required to Schedule A of the Delegation of duties policy. During the review of the current by-law, there were other items that needed to be incorporated into the by-law as a result of policy decisions that have been made since the last update. Other administrative changes are being proposed for consideration as well.

The main changes being proposed are as follows and are reflected in further detail in the attachment to this report:

- Updates to the new Authority to Award limits contained within the Purchasing Policy (ex. the change to award limits of \$500,000 from \$250,000)
- Delegation of Authority of the CAO to an Acting CAO during CAO absences
- Including the Fleet Foreman as a signatory for agreements for vehicle registration.
- Specifying that all grant applications must be approved by the appropriate Director and increasing the upper monetary limit for signing agreements to accept grants from \$50,000 to \$100,000. By-laws are only necessary if the grant provider requires it (ex. If the Province of Ontario requires a by-law to accept the grant)
- Delegation to tenants of leased land owned by the County to submit applications and apply for permits for work on the County's property and to sign necessary documents required as part of the process (provided the appropriate Director has been consulted and approves the work)
- Inclusion of previously delegated items:
 - Signing of deferral agreements under the Development Charges by-laws [FR-CW-19-20](#)
 - Signing of leases for Sydenham Campus [CAOR-CW-18-19](#)

- Appointment of prosecutors and by-law enforcement officers per By-laws [5047-19](#) and [5080-20](#) respectively.
- Incorporating delegations related to Legal Services
- Delegating authority to the CAO and Directors for properties under their respective portfolios to issue notices of trespass under the Trespass to Property Act on the County's behalf.
- Streamline delegations for administrative agreements for greater efficiency, such as standard agreements for housing and child care, Lifelabs health records agreements for ongoing long-term care services, school litter pickup and adopt a road permits and public access defibrillation agreements.
- Removing the Long Term Care Home Accounting Submission, as this is completed online and does not require a signature.
- Delegating authority to the Warden and Clerk to sign the annual Long-Term Care Declaration of Compliance when the homes are in compliance, as it will help expedite the submission and is considered a routine administrative matter.
- Delegating authority to the Director of Transportation Services for approval of Winter Maintenance and Boundary Road Agreements. New agreements with new parties will come forward to Committee of the Whole for endorsement.
- Administrative updates (ie typo corrections, changes to staff titles, updates to links to supporting documentation, changes in signatories, updates to by-law numbers)

Legal and Legislated Requirements

Section 270 of the Municipal Act, 2001 as amended requires municipalities to adopt and maintain a policy respecting the delegation of its powers and duties. A by-law will be brought forward for Council's consideration outlining proposed changes to the current policy.

Section 23.3 outlines the powers that cannot be delegated. None of the proposed changes are listed in Section 23.3 of the Municipal Act, 2001.

Agreements will continue to flow through the agreements team for review, processing and finalization.

Financial and Resource Implications

The proposed changes to the policy are anticipated to streamline administrative processes and reduce duplication of effort.

Relevant Consultation

- Internal (list)
- External (list)

Appendices and Attachments

Draft Schedule to Delegation of Duties By-law

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
GENERAL						
1.1	Powers and Duties as the senior administrative official	Chief Administrative Officer		Municipal Act, 2001, Section 23.1	As set out in the CAO Employment Agreement and job description authorized by By-law 4908-15	
1.2	Delegation of the Chief Administrative Officer's authority to an Acting CAO	CAO to Appropriate Director	NA		No further reporting required. CAO authority typically delegated during CAO absences	Provides Acting CAO with technical ability to act in the CAO's absence
1.3	Delegation of authority to sign proof of loss statements for insurance claims made by the County of Grey. This act legally binds the Corporation to accepting terms of settlement of loss proposed by insurer.	Appropriate Director and Treasurer	Treasurer	Municipal Act, 2001, Section 23.1	Authority granted for losses up to \$300,000; For losses exceeding \$300,000, Director of Finance must also sign proof of loss in addition to the Appropriate Director	Considered a routine administrative matter
1.4	Delegation of signing software and network License agreements with vendors	Senior Manager of Information Technology and Appropriate Director	Warden and Clerk	Municipal Act, 2001, Section 23.1	Authority granted provided that cost of software is included in the budget and there is no additional budgetary impact from signing of agreement	Considered an administrative matter
1.5	Delegation of the signing of collective agreements provided Council has approved or been ordered through an arbitration award	Senior Manager of Human Resources, appropriate Director	Senior Manager of Human Resources, Appropriate Director, Warden and Clerk	Municipal Act, 2001, Section 23.1	No ongoing reporting to Committee or Council anticipated as Council will have endorsed the signing of the agreement or agreement will have been subject to arbitration. An annual report of negotiated labour contracts will be brought forward to Committee of the Whole for information	This authority has previously been delegated to staff through By-law 4353-06 Execute Collective Agreements with Union Groups (rescinded)
1.6	Delegation of the signing of grant applications for student employment	Senior Manager of Human Resources	Appropriate staff as delegated by	Municipal Act, 2001, Section 23.1	No ongoing reporting to Committee or Council anticipated.	Routine administrative matter

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		and/or Director of appropriate department	the Appropriate Director		Applications to be made based on annual operating budgets	
1.7	Delegation of signing of financial reports for Provincial Ministries	Treasurer and Director of appropriate department	Treasurer and Appropriate Departmental Director	Municipal Act, 2001, Section 23.1	No ongoing reporting to Council anticipated	Accountability enhanced by having Treasurer Director of Finance and Director responsible for function
1.8	Delegation of authority to enter into service agreements for operational matters (i.e. contracted services, building rental agreements) up to a maximum of \$100,000-annually. Includes rental agreement renewals where increases are beyond the cost of living allowance.	Director of appropriate department	Warden and Clerk	Municipal Act, 2001, Section 23.1	Agreements with vendors for operational services to maximum value of \$100,000 per year provided funding is included within the annual operating budget-and approvals as set out in the Purchasing By-Law are adhered to	Provides consistency to handling of operational agreements Considered a routine administrative matter Purchasing Policy
1.9	Delegation of Authority to enter into service agreements for operational matters (.i.e. contracted services, building rental agreements) between \$100,001- \$250,000 \$499,999 annually	Director of Corporate Services and the appropriate Department Director	Warden and Clerk	Municipal Act, 2001, Section 23.1	Agreements with vendors for operational services from \$100,001 to \$250,000 \$499,999 provided funding is included within the annual operating budget	Provides consistency to handling of operational agreements. Considered a routine administrative matter.
1.10	Delegation of authority to enter into agreements relating to purchasing for matters following Council approval Delegation of authority to enter into agreements (usually required and supplied by engineers, contractor, architect, and other professionals) following a procurement	Director of Corporate Services and Director of appropriate department	Warden and Clerk	Purchasing By-Law 4844-14 5074-20 8.1 Contracts	Agreements for services provided that all funds have been approved through the purchasing award process. Example: CCDC agreements	Considered to be a routine administrative matter.
1.11	Delegation of authority to award contracts based on quotations/tenders/proposals	Appropriate Director	Appropriate Director	Purchasing By-Law 4844-14 5074-20 Schedule A	Authority granted for award to \$250,000 \$500,000 net HST, except for items between \$100,000 and \$250,000 under \$500,000	Time constraints and quarterly reports for awards over \$25,000 \$75,000 and under

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				Authority to Award Purchasing Policy	where the total annual cost exceeds the budgeted amount by 20% or more, Corporate Services Director and CAO must approve; (if a multi-year contract exceeds \$250,000 \$500,000 annually, Committee of the Whole must award)	\$100,000 \$500,000 will be provided to Committee of the Whole
1.12	Delegation of authority to sign agreements for vehicle registration.	Director of appropriate Department or Treasurer	Director of appropriate Department or Treasurer or designate Fleet Foreman	Municipal Act, 2001, Section 23.1	Authority to sign all county owned vehicle registrations.	Considered a routine administrative matter.
1.13	Delegation of authority to sign agreements to accept grants under \$50,000-\$100,000 (as long as there are no unbudgeted funds or unknown impact to the county levy). (Example: CMOG, included in operating budget (RED Program))	Treasurer and Director of appropriate department	Warden and Clerk	Municipal Act, 2001, Section 23.1	Agreements for receipt of grant funding value from \$50,000- \$100,000 - \$200,000 annually authorized through the budget or staff report. Agreements for receipt of grant funding in excess of \$200,000 require adoption of by-law authorizing signing of agreement if a by-law is required. Grant application submissions required to be approved by Director	Streamlines receipt of grant application process and defines level at which by-law approval is required.
1.14	Delegation of authority to sign the Health and Safety Policy annually as required under the Ontario Health and Safety Act (OHSA)	Senior Manager of Human Resources	Senior Manager of Human Resources	Municipal Act, 2001, Section 23.1 Occupational Health and Safety Act, 2008 Section 25 (2) j	No ongoing reporting to Council anticipated unless changes are made to the Health and Safety Policy. Changes require Council endorsement	Considered a routine administrative matter

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1.15	Signing of data sharing agreements (Example: Information related to county run programs)	Senior Manager of Information Technology and/or Appropriate Director	Warden and Clerk	Municipal Act 2001, Section 23.1	Includes both new and renewal agreements for cross sharing of data with other organizations (Example: Community Care Access Centre)	Considered a routine administrative matter
1.16	Sub-licensing of Municipal Property Assessment Corporation (MPAC) or Teranet data (Example: GIS)	Senior Manager of Information Technology and/or Appropriate Director	Senior Manager of Information Technology	Municipal Act 2001, Section 23.1	Includes both new and renewal agreements for cross sharing of GIS data with other organizations (Example: Conservation Authorities, lower tiers)	Considered a routine administrative matter
1.17	Delegation of the "Head" for Freedom of Information Requests received under the Municipal Freedom of Information and Protection of Privacy Act	Clerk or designate	Clerk	Municipal Freedom of Information and Protection of Privacy Act, Section 49 (1)	Annual reporting to the Information and Privacy Commissioners Office	Considered a routine administrative matter By-Law 4737-11 Designate a Head for Freedom of Information
1.18	Delegation of authority to sign Memorandums of Understanding/Agreements between the County of Grey and third parties for use of County facilities (i.e. building facilities/county lands for Short-term use one day type events with a cost of no more than \$5,000.)	Appropriate Director	Appropriate Director or appropriate staff	Municipal Act, 2001 Section 23.1	Includes new and renewing agreements that follows Policy MS-GEN-001 Third Party use of Grey County Property Policy And Policy MS-PL-002 Forest and Trail Access Policy	Considered routine administrative matter
1.19	Delegation of authority to sign Memorandum of Understanding/Agreements between the County of Grey and third parties for use of third party facilities. (i.e. special events / short-term use one day type events with a cost of no more than \$5,000)	Appropriate Director	Appropriate Director or appropriate staff	Municipal Act 2001 Section 23.1	Includes new and renewing agreements	Considered routine administrative matter
1.20	Adopt Human Resource Policies including responsibility for hiring and dismissal of employees	As determined by the Human	Not applicable	Municipal Act 2001 Section 23.1 and	CAO and Senior Management Team are responsible for reviewing and recommending all human	Provides policies for management of staff and recognizes that certain

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		Resources Policy		Section 270 1 (2)	resource policies. Administrative HR policies may be approved by the CAO (i.e. dress code). All other HR policies are to be approved by Council. (i.e. Discrimination and Harassment)	policies are administrative in nature.
1.21	Delegation to sign permits related to work undertaken by the County for operational matters (Example: conservation authority permits, building permits)	Appropriate Director	Appropriate Director or designate	Municipal Act Section 23.1	As long as work has been approved through Council resolution	Considered administrative matter
1.22	Delegation to give authorization to tenants of leased land owned by the County to submit planning applications and apply for permits minor in nature such as building, sign, Conservation Authority and entrance permits, for work on County property, and to sign landowner authorizations and similar documents required as part of the approval process	Appropriate Director	Clerk		Appropriate Director must approve the proposed application and work. No further reporting required.	Considered Administrative in nature
1.23	Delegation to execute deferral agreements related to the administration of the Development Charges by-laws for Payment Plans and Rate Freezes	Director of Corporate Services or Director of Planning	Director of Corporate Services or Director of Planning	Development Charges Act, 1997 Section 26.1, 26.2 and 27 (1)	Agreements per the Development Interest Policy	Delegated through Resolution CWxx-20 and FR-CW-19-20 July 23, 2020 Committee of the Whole
1.24	Authority to sign Worker's Safety Insurance Certificates (WSIB)	Treasurer	Treasurer	Municipal Act Section 23.1	No reporting requirements	Considered administrative matter
1.25	Authority to sign Independent Operator Certificates	Appropriate Staff	Appropriate Staff	Municipal Act Section 23.1	No reporting requirements	Considered administrative matter
1.26	Approve Expenditures over \$50,000 during Restricted Act period	Chief Administrative Officer	Chief Administrative Officer	Municipal Act Section 275	No reporting requirement as long as purchasing policy is followed.	Allows the CAO to approve unbudgeted expenditures over \$50,000 as necessary during period of restricted acts to ensure business continuity

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1.27	Delegation to sign Property Access Agreements for County Approved Studies (i.e. Landfill Study)	Appropriate Director or Designate	Appropriate Director or Designate	Municipal Act Section 23.1	No reporting required as study has already received approval from County Council to commence	Considered Administrative Matter
1.28	Delegation to sign Landowner agreements when entering private property to access County lands (forests, infrastructure etc.)	Appropriate Director	Appropriate Director	Municipal Act Section 23.1	Allows County staff to enter onto private property in order to access and complete work on County property. No compensation for access shall be provided.	No work is being completed on private land, but access to county land is required through private property.
1.29	Designate Assessment Review Board (ARB) Appeal Representative	Treasurer or designate	Treasurer or designate	Assessment Review Board of Ontario	Person responsible for receiving, coordinating and responding to all assessment appeal matters to the ARB	Considered administrative in nature
1.30	Designate Assessment Review Board (ARB) Complaints Representative	Treasurer or designate	Treasurer or designate	Assessment Review Board of Ontario	Person responsible for addressing any complaints by other parties in assessment appeal proceedings to the ARB	Considered administrative in nature
1.31	Delegation of Authority to Sign Transfer Titles/Mortgages on behalf of Grey County and Owen Sound Housing Corporation	Director of Housing	Warden and Clerk	Municipal Act 2001, Section 23.1	Allows the Warden and Clerk to sign documents related to the transfer of titles and mortgages held by the Grey County and Owen Sound Housing Corporation.	Previously covered through Social Services Committee
1.32	Delegation of Authority to Sign Leases ten years and less or with a value of \$100,000 and less for Sydenham Campus	Director of Economic Development, Tourism and Culture or Designate	Warden and Clerk	Municipal Act 2001, Section 23.1	Leases for the Sydenham Campus exceeding \$100,000 or exceeding ten years in length require Council approval	Streamlines process associated with attracting tenants and considered administrative in nature
1.33	Trespass to Property Notice	CAO and appropriate director	CAO and appropriate Director	Municipal Act, 2001 and Trespass to Property Act, 1990, Section 2.1	Allows the CAO and directors (for properties under their respective portfolio) to issue written or oral trespass notices on the County's behalf. No additional reporting required.	Trespass to Property Act R.S.O. 1990, Chapter T.21 As per the Workplace Violence and

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						Harassment Prevention Program
1.34	All Powers and duties as required to superintend the County of Grey's legal affairs as provided for in the job description of the Director of Legal Services	Director of Legal Services	n/a		Powers related to pursuing litigation other than prosecutions shall be exercised on instructions received from County Council or the official responsible for the program, operation, or capital project, or as otherwise delegated to Legal Services	Core function of Legal Services
1.35	Retain and instruct outside legal counsel and legal services providers as necessary to implement all functions of the department, including through joint retainers with other parties where appropriate	Director of Legal Services or delegate	Director of Legal Services or delegate		Powers related to pursuing litigation other than prosecutions shall be exercised on instructions received from County Council or the official responsible for the program, operation, or capital project, or as otherwise delegated to Legal Services.	Core function of Legal Services
1.36	Accept service of any document	Director of Legal Services or delegate	Director of Legal Services or delegate		<p>Prosecution documents: all documents shall be delivered to the relevant prosecutor.</p> <p>All other documents initiating a legal proceeding shall be reported to the Claims Manager, Clerk, and relevant senior officials whose operations may be involved in the claim.</p>	Core Function of Legal Services
1.37	Authorize and execute instruments and notices in respect of land title registrations	Director of Legal Services or delegate	Director of Legal Services or delegate	Land Titles Act Registry Act	Only to be applied in matters approved through appropriate authorizations.	Necessary to support execution and filing of electronic title registrations by the County.

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				Land Registration Reform Act	Delegation limited to those persons who are authorized in law to sign those documents	
1.38	Authorize and execute agreements related to clarifying issues of title to land (correcting errors, facilitating parcel conversion, etc.) where necessary to resolve ambiguities or correct errors regarding registered ownership and interests	Director of Legal Services or delegate	Director of Legal Services or delegate	Land Titles Act, Registry Act	To be exercised consistent with County policies	This is intended for the resolution of legal title issues, particularly around road jurisdiction issues, title registration issues, and “non conversion” parcels where the County is involved. The intention here is only to use this in a “correction” capacity
1.39	Enter into agreements to take carriage of prosecutions originating from other municipalities and agencies	Director of Legal Services	Director of Legal Services		Agreements only to be entered into where it is both efficient and in the interests of justice to coordinate prosecution in a single office	Prosecution agreements allow for laws and by-laws which may be prosecuted by more than one body to be handled by one prosecution authority. This promotes a fair application of the law across all defendants charged.
1.40	Delegation of Authority to Appoint Prosecutors and to prosecute offences under the Provincial Offences Act and Contraventions Act	Director of Legal Services	Director of Legal Services	Provincial Offences Act, Intermunicipal Service Agreement 2000	Allows the Director of Legal Services to Appoint Prosecutors to prosecute offences under the Provincial Offences Act and Contraventions Act	By-law 5047-19

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	PLANNING AND COMMUNITY DEVELOPMENT					
2.1	Delegation of execution of land use agreements in County forests	Director of Planning and Development	Warden and Clerk	Municipal Act, 2001, Section 23.1	As per the Recreational Trails Master Plan Additional user groups not covered in the Recreational Trails Master Plan Land Use Agreement Procedure	Annual agreements currently being signed at the staff level and are administrative in nature Any new types of agreements require Council approval
2.2	Delegation of the authority to 'give consent under Section 54 (1) of the Planning Act'	Councils of lower tier municipalities	N/A	Section 54(1) of the Planning Act RSO 1990 as amended	All Notices of Application and Notices of Decision must be forwarded to the County as per Provincial Regulations. Semiannual detailed reporting submitted by the lower tier to the County as required for performance measurement and monitoring	Matter previously delegated under By-Law 3826-2000. By-Law 3826-2000 Delegate Authority to Give Consent to Councils of Local Municipalities
2.3	Delegation of Council's assigned authority with respect to draft plans of subdivision, draft plans of condominium <ul style="list-style-type: none"> Recommend the signing of proposed Plans of Subdivision and Plans of Condominium for the purpose of indicating draft approval of such Plans by the Director of Planning and Development. 	Committee of the Whole	Director of Planning and Development	Planning Act, RSO 1990, as amended	All decisions are documented in the Committee minutes although decisions are deemed final if no appeal is lodged	Matter previously delegated under By-laws 3837-2000, 4060-03 and 4421-07. See by-laws for details By-Law 3837-2000 Delegation of Certain Planning Matters to Standing Committee By-Law 4060-03 Delegate Authority Planning Matters Related to Plans of Subdivision

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						By-law 4421-07 Delegation of Authority Condo Exemption
2.4	<p>Delegation of Council's assigned authority with respect to draft plans of subdivision, draft plans of condominium</p> <ul style="list-style-type: none"> • Refuse to accept the application until the prescribed information and material and any required fee are received; • Process applications in accordance with applicable legislation and regulations, including giving notice of complete application and notice of public meeting; • Enter into negotiations/dispute resolution/mediation with those parties involved in an objection/appeal of a plan of subdivision/condominium; • Issue final approval for Plans of Subdivision/Condominium; • Grant extensions of draft approval to proposed Plans of Subdivision /Condominium for not more than three (3) years, subject to the local municipality supporting the extension; • Grant extensions of draft approval to proposed Plans of Subdivision /Condominium for not more than three (3) months on an emergency basis without the approval of the appropriate Local Municipal Council, unless the County has been given written notice of an objection to an extension by the local Municipality; • Approve Part-Lot Control By-laws; 	Director of Planning and Development or designate	Director of Planning and Development	Planning Act, RSO 1990, as amended	No on-going reporting to Council anticipated.	<p>Matter previously delegated under By-laws 3837-2000, 4060-03 and 4421-07. See by-laws for details</p> <p>By-Law 3837-2000 Delegation of Certain Planning Matters to Standing Committee</p> <p>By-Law 4060-03 Delegate Authority Planning Matters Related to Plans of Subdivision</p> <p>By-Law 4421-07 Delegation of Authority – Condo Exemption</p>

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	<ul style="list-style-type: none"> Process and approve condominium exemptions in accordance with the terms and conditions set out in the Condominium Exemption application form and guideline as approved and/or amended from time to time by the Committee of the Whole. This would include minor exemptions to the terms and conditions of these guidelines where supported by the local municipality. 					
2.5	<p>Delegation of Council's authority with respect to the approval of local official plans and local official plan amendments</p> <ul style="list-style-type: none"> Recommend the signing of the approval page of a local municipal official plan by the Warden; Recommend the signing of the approval page of a complex area municipal initiated official plan amendment or complex local official plan amendment by the Director either as adopted by the local municipal council or with modifications; Refuse to approve part or parts of a complex official plan or official plan amendment. 	Committee of the Whole	Director of Planning and Development	Planning Act, RSO 1990, as amended	All decisions are documented in the Committee minutes although decisions are deemed final if no appeal is lodged	<p>Matter previously delegated under By-laws 3837-2000, 4060-03 and 4421-07. See by-laws for details</p> <p>By-Law 3837-2000 Delegation of Certain Planning Matters to Standing Committee</p> <p>By-Law 4060-03 Delegate Authority Planning Matters Related to Plans of Subdivision</p> <p>By-Law 4421-07 Delegation of Authority – Condo Exemption</p>
2.6	<p>Delegation of Council's authority with respect to the approval of local official plan amendments</p> <ul style="list-style-type: none"> Refuse to accept the application until the prescribed information and material 	Director of Planning and Development or designate	Director of Planning and Development	Planning Act, RSO 1990, as amended	No on-going reporting to Council anticipated.	Matter previously delegated under By-laws 3837-2000, 4060-03 and 4421-07. See by-laws for details

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	<p>and any required fee have been received</p> <ul style="list-style-type: none"> • Process applications in accordance with applicable legislation and regulations, including giving notice; • Approve a standard official plan amendment as adopted by the area Municipal Council or with modifications; • Refuse to approve part or parts of a standard official plan amendment; • Enter into negotiations/dispute resolution/mediation with those parties involved in an objection/appeal of an official plan or official plan amendment. 					By-Law 3837-2000 Delegation of Certain Planning Matters to Standing Committee
2.7	<p>Delegation of Council's authority with respect to County Official Plan Amendments</p> <ul style="list-style-type: none"> • Refuse to accept the application until the prescribed information and material and any required fee have been received • Process applications in accordance with applicable legislation and regulations, including giving notice of complete application and notice of public meeting; • Enter into negotiations/dispute resolution/mediation with those parties involved in an objection/appeal of an official plan or official plan amendment. 	Director of Planning and Development or designate	NA	Planning Act, RSO 1990, as amended	No on-going reporting to Council anticipated.	<p>Matter previously delegated under By-laws 3837-2000, 4060-03 and 4421-07. See by-laws for details</p> <p>By-Law 3837-2000 Delegation of Certain Planning Matters to Standing Committee</p> <p>By-Law 4060-03 Delegate Authority Planning Matters Related to Plans of Subdivision</p> <p>By-Law 4421-07 Delegation of Authority – Condo Exemption</p>
2.8	Delegation of Council's authority with respect to the convening and holding of	Chair of the Committee of the Whole or	NA	Planning Act, RSO 1990, as amended	Minutes of the public meetings are to be approved by Committee of the Whole	Matter previously delegated under By-law

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	public meetings for County Official Plan Amendments	his/her designate and the Director of Planning and Development or his/her designate				4122-04. See by-law for details By-Law 4122-04 Delegate Planning Matters Regarding Public Meetings Amending By-Law 3837-2000
2.9	Delegation of County Council's authority with respect to the convening and holding of public meetings for draft plans of subdivision and draft plans of condominium	Local Municipalities	NA	Planning Act, RSO 1990, as amended	All comments received in response to the Notice as well as minutes of the public meetings are to be forwarded to the County.	Motion PCD50-07 approved by County Council on March 6, 2007. Planning and Community Development Committee Minutes February 15 2007
2.10	Delegation of County Council's authority with respect to the approval of certain local official plan amendments in accordance with O. Reg. 699/98 as amended of the Ontario Planning Act, By-law No. 4556-08 and the Memorandum of Understanding between the County and the City. For greater clarity, all local official plan amendments are exempt from County Council approval save and except the following: <ul style="list-style-type: none"> • Any 5 year review update to the City's Official Plan under section 26(1) of the Planning Act; • A new Official Plan adopted under section 17(14) of the Planning Act; • Any amendment related to the completion of a comprehensive review to facilitate an expansion of the City as 	City of Owen Sound	NA	Planning Act, RSO 1990, as amended	Reporting and Notification requirements as per the Memorandum of Understanding dated November 17, 2008	O.Reg. 699/98 of the Ontario Planning Act authorized the County to pass a by-law exempting any or all proposed official plan amendments from Council's approval. By-law No. 4556-08 and the Memorandum of Understanding specify which local official plan amendments are exempted from County approval. By-Law 4556-08 Owen Sound Planning Exemptions

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
	defined by the Provincial Policy Statement					By Law 4556-08 Memorandum of Understanding Owen Sound Official Plan Amendments
2.11	Appealing decisions of local or neighbouring municipal councils, committees of adjustment or land division committees or similar committees charged with approving zoning by-laws and zoning by-law amendments, holding provision by-laws, interim control by-laws, temporary use by-laws, consents, plans of subdivision/condominium, minor variances official plans and official plan amendments that do not conform to the County Official Plan or are not consistent with the Provincial Policy Statement.	Committee of the Whole and/or the Director of Planning and Development or designate in accordance with the Land Use Planning Appeal Procedure MS-PL-001-001	NA	Planning Act, RSO 1990, as amended	Reporting and Notification requirements in accordance with the Land Use Planning Appeal Policy MS-PL-001 and the Land Use Planning Appeal Procedure MS-PL-001-001	Land Use Planning Appeal Policy MS-PL-001 and Land Use Planning Appeal Procedure MS-PL-001-001 approved by County Council on January 8, 2013 Land Use Planning Appeal Procedure Land Use Planning Appeal Policy
2.12	Delegation to sign Nuisance Beaver and Predator Coyote claim forms	Director of Planning and Development	Planning staff	Municipal Act, 2001 Section 23.1	No reporting requirement.	Considered administrative in nature. By-Law 3274-91 Nuisance Beaver Removal By-Law 3332-92 Wolf and Coyote Control
2.13	Nuisance Beaver Trapping Residency Exemptions	Director of Planning and Development	Director of Planning and Development	Municipal Act, 2001 Section 23.1	Allows the Director to approve out of county trappers wishing to trap nuisance beavers in Grey County	By-Law 3274-91 Nuisance Beaver Removal
2.14	Delegation of Authority to Appoint By-Law Enforcement Officers	Director of Planning	Director of Planning	Police Services Act	Allows the Director of Planning to appoint By-law Enforcement Officers for the purpose of Forest Management in Grey County	By-law 5080-20

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
SOCIAL SERVICES, HOUSING and LONG-TERM CARE						
3.1	Delegation of authority to enter into agreements for delivery of Ontario EarlyON Program	Committee of the Whole Director of Social Services	Warden and Clerk	Municipal Act, 2001, Section 23.1	New agreements require recommendation of Committee of the Whole and endorsement of Council that meet legislated requirements can be approved by the Director of Social Services. Ongoing renewal agreements to be executed without additional Council approval provided renewal is in accordance with approved budget.	Matter previously delegated under By-Law 4040-03 By-Law 4040-03 Purchase of Service Ontario Early Years Centres (rescinded)
3.2	Delegation of authority to enter into agreements for domiciliary hostels and emergency shelters	Committee of the Whole Director of Housing	Warden and Clerk	Municipal Act, 2001, Section 23.1	New agreements require endorsement of Council. meeting all legislated requirements can be approved by the Director of Housing. Ongoing renewal agreements to be executed without additional approval provided renewal is in accordance with approved budget.	Matter previously delegated under By-Law 4256-05. By-Law 4256-05 Enter Into Agreements for Domiciliary Hostels (rescinded)
3.3	Delegation of authority to enter into agreements for the purchase of service of child care spaces with licensed child care centres. Notwithstanding requirements outlined in 1.7 and 1.8.	Committee of the Whole Director of Social Services	Warden and Clerk	Child Care and Early Years Act 2014 Section 61	New agreements require endorsement of Council. meeting all legislated requirements can be approved by the Director of Social Services. Ongoing renewal agreements to be executed without additional approval provided renewal is in accordance with approved budget.	Considered an administrative matter as renewal agreements are required.
3.4	Delegation of authority to enter into agreements for the purchase of service with licensed private home child care providers	Director of Social Services or staff as	Manager of Children's Services	Child Care and Early Years Act 2014	Agreements to be executed without additional approval provided renewal is in accordance with approved budget as per policy	Considered an administrative matter

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
		appropriate by the Director				
3.5	Delegation of authority to enter into agreements for provision of supplies in emergency situations (food, fuel etc.)	CAO/Director of Social Services	Warden and Clerk	Municipal Act, 2001, Section 23.1	Standardized agreement shall be endorsed by Council In the event of an emergency exceptions to the agreement shall not require approval of Council	There could be some financial impact to the County if emergency costs are higher than available resources (for example funds from EMO)
3.6	Delegation of Signing Community Placement and Employment Placement Agreements	Director of Social Services or staff as appropriate	Director of Social Services or staff as appropriate	Municipal Act, 2001, Section 23.1	No reporting requirement necessary	Considered an administrative matter
3.7	Delegation of signing of tenant leases on behalf of the Grey County and Owen Sound Housing Corporation	Director of Housing or staff as appropriate (i.e., Housing Manager/ Tenant Coordinators)	Director of Housing or staff as (i.e., Housing Manager/ Tenant Coordinators)	Housing Services Act 2011 section 13	No required reporting	Administrative matter reflecting tenancy agreement between the Housing Corporation and individual tenants (household) and reflects geared to income rent
3.8	Delegated authority to enter into rent supplement agreements with landlords and tenants, homeowner agreements and Home Ownership Loans	Director of Housing or staff as appropriate	Warden and Clerk Director of Housing	Housing Services Act 2011 Section 13	Ongoing annual reporting to Committee of the Whole	Continued administration for former Provincial run programs to be administered by the County
3.9	Delegated authority to enter into agreements for the Ontario Renovates Program for Affordable housing program and Community Homelessness Prevention Initiative agreements (CHPI)	Director of Housing or staff as appropriate	Warden and Clerk Director of Housing	Housing Services Act 2011 Section 13	Annual reporting required	Considered routine administrative matter
3.10	Delegation of authority to sign Instrument of Proxy with the OLTCA for County Long Term Care Homes	Director of Long Term Care	Director of Long Term Care	Long Term Care Homes Act, 2007	No ongoing reporting anticipated. Membership on OLTCA Board for voting purposes only. (e.g. new board members)	Administrative matter to allow Director/ Administrators to vote

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
3.11	Delegation of Authority to sign the Long Term Care Home Accounting Submission Plan (LAPS) (Ministry of Health and Long Term Care SWLHIN)	Director of Long Term Care/ Treasurer	Warden, Clerk and Treasurer	Long Term Care Homes Act, 2007	Agreement can be signed and submitted upon approval of resolution by the Committee of Management. Ongoing renewal agreements to be executed without additional approval provided renewal is in accordance with approved budget.	Considered administrative matter
3.12	Delegation of Authority to sign the Long Term Care Home Service Accountability Agreement (L-SAA)	Director of Long Term Care/ Treasurer	Warden, Clerk and Treasurer	Long Term Care Homes Act, 2007	Agreements can be signed and submitted upon approval of resolution by Committee of Management. Ongoing renewal agreements to be executed without additional approval provided renewal is in accordance with approved budget.	Considered administrative matter
3.13	Delegation of Authority to submit the Quality Improvement Plan to Health Quality Ontario	Director of Long-Term Care	Chair, Committee of Management, Director of Long-Term Care	Long Term Care Homes Act, 2007	Quality Improvement Plans can be signed upon approval of a resolution by the Committee of Management	Considered administrative matter
3.14	Declaration of Compliance	Director of Long-Term Care	Chair, Committee of Management, Director of Long-Term Care Warden and Clerk	Long Term Care Homes Act, 2007	The Warden and Clerk can sign when in compliance. Otherwise, Declaration of Compliance can be signed upon approval of a resolution by Committee of Management.	Considered administrative matter
3.15	Lifelabs Electronic Health Records Practice Agreement for Launchpad	Director of Long-Term Care	Director of Long-Term Care	Long Term Care Homes Act, 2007	No further reporting requirements	Considered Administrative in Nature
	TRANSPORTATION AND PUBLIC SAFETY					

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
4.1	Delegation of approval to authorize temporary road closures for the purposes of road work, or parades, street parties, etc. <u>special event permits, etc.</u>	Director of Transportation Services	Director of Transportation Services	Municipal Act, 2001, Section 23.1	No ongoing reporting anticipated. Road closures to be granted in accordance with Roads Special Event Procedure (approved 2015)	Governed by By-Law 4064-03. By-Law 4064-03 Regulate Temporary Road Closures (rescinded) Delegation Policy clarifies that responsibility for determining road closures under by-law rests with Director
4.2	Delegation of authority to enter into agreements with landowners for the <u>planting of</u> live snow fences	Director of Transportation Services	Warden and Clerk	Municipal Act, 2001, Section 23.1	Director of Transportation Services to execute once resolution has been adopted by Council. Term of agreement shall not exceed 21 years less a day.	Matter previously delegated under By-Law 4080-03. By-Law 4080-03 Erection and Maintenance of Live Snow Fences
4.3	Delegation of authority to reduce load limits on highways	Director of Transportation Services	N/A	Highway Traffic Act, Section 122(7)	No ongoing reporting anticipated. Schedule S 4788-13	Governed by By-Law 4383-07. By-Law 4383-07 Weight Restrictions and Reduced Load Periods (rescinded) Clarifies that responsibility for determining when to implement reduced load limits rests with Director of Transportation Services
4.4	Delegation of authority to issue entrance permits	Director of Transportation Services	Director of Transportation Services	Municipal Act, 2001, Section 23.1	No ongoing reporting anticipated Parameters for approval set out in Entrance Permit Procedure	Governed by By-Law 2843. By-Law 2843 Regulate Installation

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
						of Entrances onto Grey County Roads (rescinded) Clarifies that responsibility for issuing permits rests with Director of Transportation Services
4.5	Delegation of authority to issue oversized load <u>move</u> permits	Director of Transportation Services	Director of Transportation Services	Municipal Act, 2001, Section 23.1	No ongoing reporting anticipated Parameters of approval set out in Policy Application for Single Permit for Moving Heavy Vehicles Application for Annual Permit for Moving Heavy Vehicles	Considered a routine administrative matter
4.6	Delegation of authority to enter into Adopt-A-Road agreements on behalf of the County and School Litter Pick-up Delegation of Authority to Enter into Adopt a Road Program Permit and School Spring Litter Pick-Up Program Agreement on behalf of the County	Director of Transportation Services	Warden and Clerk Director of Transportation Services	Municipal Act, 2001, Section 23.1	Annual report to be provided to Committee of the Whole. Agreements Permits to be executed by Director of Transportation Services or designate. Adopt a Highway Procedure Road Adoption Policy School Litter Pick Up Procedure	Considered a minor, routine legislative matter
4.7	Delegation of authority to enter into encroachment permits	Director of Transportation Services	Director of Transportation Services	Municipal Act, 2001, Section 23.1	Parameters of approval set out in Encroachment Permit Procedure	Considered a routine administrative matter
4.8	Delegation of authority to enter into agreements for signage on County roads	Director of Transportation Services	Director of Transportation Services	Municipal Act, 2001, Section 23.1	Parameters of approval set out in Road Sign Policy	Considered a routine administrative matter
4.9	Delegation of authority to apply Temporary Changes to 4788-13 (Parking By-Law)	Director of Transportation Services	Warden and Clerk	Municipal Act, 2001, Section 23.1	Not relevant	Considered a routine matter By-law 4788-13 A By-law to Regulate Traffic and Parking on Highways within the

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
						Grey County Road System
4.10	Delegation of authority to sign Winter Maintenance Exchange Agreements with exchanged funds of less than \$5,000. And Boundary Road Agreements	Director of Transportation Services	Warden and Clerk	Municipal Act, 2001, Section 23.1	No ongoing reporting. Any Winter Maintenance Exchange or Boundary Road Agreements with new parties will come forward to Committee of the Whole for endorsement.	Considered a routine administrative matter.
4.11	Signing of Material Disposal Agreements	Director of Transportation Services or designate	Director of Transportation Services or designate	Municipal Act, 2001, Section 23.1	No ongoing reporting	Considered routine administrative matter
4.12	Fibre Optic Agreements	Director of Transportation Services	Warden and Clerk	Municipal Act 2001, Section 23.1	If any modifications to approved template, report required to be presented to Committee of the Whole; by-law required to authorize signing of agreements	Standardized agreement
4.13	Delegation of authority to appoint municipal weed inspectors	Appropriate Director as per Human Resources Policy	Appropriate Director as per Human Resources Policy	Section 6(1) Weed Control Act, R.S.O. 1990, Chapter W.5, 6.(1)	Council of every upper tier municipality shall by by-law appoint one or more persons as area weed inspectors to enforce Weed Control Act.	Hiring/dismissal delegated as per Human Resources Policy
4.14	Set Back Exemptions	Director of Transportation Services or designate	Director of Transportation Services or designate	Municipal Act, 2001, Section 23.1	Follows By-law 2669 Set Back of Structures on County Roads	Considered routine administrative matter
4.15	Delegation of authority to enter into agreements regarding tiered response (emergency services)	Director of Paramedic Services	Warden and Clerk	Municipal Act 2001, Section 23.1	Warden and Clerk to execute agreements once Committee of the Whole approves	Standardized agreement which is considered routine
4.16	Delegation of authority to enter into agreements regarding the Public Access Defibrillation (PAD) Program	Director of Paramedic Services	Warden and Clerk Director of Paramedic Services or Designate	Municipal Act 2001, Section 23.1	Parameters of approval shall be set out in a policy to be approved by Committee and Council	Delegation previously authorized under Committee. By-Law 4415-07 Public Access Defibrillation Program (rescinded)

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
						<p><u>Considered a routine administrative matter</u> New delegation extends beyond lower tier municipalities (Example: churches)</p>
4.17	Delegation of authority to enter into agreements with community colleges re the use of clinical facilities for paramedic student experiences	Director of Paramedic Services	Warden and Clerk	Municipal Act, 2001, Section 23.1		
4.18	Delegation of authority to enter into agreements for Paramedic Services presence at fairs, events, displays, etc.	Director of Paramedic Services	Warden and Clerk	Municipal Act, 2001, Section 23.1	<p>Authority granted provided there is no budgetary impact (Example: increased level of service required to cover absence of staff) Presence at events which may have a budgetary impact require recommendation of Council Parameters of approval shall be set out in a policy approved by Committee and Council. Special Events Request (for Ambulance Coverage)</p>	Considered routine administrative matter
4.19	Delegation of authority to enter into agreements for off-site training of Paramedic Services staff (rope training etc.)	Director of Paramedic Services	Director of Paramedic Services	Municipal Act, 2001, Section 23.1	<p>Authority granted provided there is no budgetary impact (Example: increased level of service required to cover absence of staff)</p>	Considered routine administrative matter.