

To:	Warden Halliday and Members of Grey County Council
Committee Date:	May 10, 2018
Subject / Report No:	CCR-CW-05-18
Title:	Delegation of Duties
Prepared by:	Heather Morrison
Reviewed by:	Kim Wingrove
Lower Tier(s) Affected:	None
Status:	Recommendation adopted by the Committee of the Whole as presented per Resolution CW128-18; Endorsed by County Council on May 24, 2018.

Recommendation

1. That Report CCR-CW-05-18 be received regarding the Delegation of Duties; and
2. That the updated Delegation of Duties Policy and Schedule, as amended be endorsed and a by-law be brought forward for Council's consideration.

Executive Summary

Section 270 (1) of the Municipal Act, 2001, as amended, requires that municipalities adopt and maintain a policy with respect to the delegation of duties and powers. Changes related to moving to a Committee of the Whole structure, updated legislation and administrative changes require the delegation of duties policy and schedule to be updated and brought forward to Committee for endorsement.

Background and Discussion

Several changes have necessitated the changes to the delegation of duties including the move from standing committees to committee of the whole, changes to legislation, streamlining of operational processes and administrative changes.

The following are some of the substantial changes to the delegation of duties:

- Addition of the general duties and powers of the Chief Administrative Officer as outlined in the job description authorized by By-law 4908-15
- Move to allow acceptance of grants under \$50,000 with no requirement for a committee report as long as there is no unbudgeted funds from the county levy.

- Use of County space by third parties (trails by school board for events) and County use of third party facilities (rope training for Paramedic Services at Land forces Training Base) with a cost of under \$5,000
- Assign representative for both appeal and complaints under the Assessment Review Board
- Allow Warden and Clerk to sign transfer titles/mortgages on behalf of Grey County and Owen Sound Housing Corporation (was previously Social Services Committee)
- Changes to extension time frame for draft plans of condominiums/subdivisions from 12 months to three (3) years including the approval of minor exemptions if supported by the local municipality
- Allow Director of Planning to approve out of County trappers under Nuisance Beaver Removal By-law
- Update an amount for exchange of funds related to winter maintenance agreements
- Changes acknowledging the shift to Committee of the Whole
- Administrative updates related to updated links to supporting documentation.

Legal and Legislated Requirements

Municipal Act 2001 requires that the County have a policy on the delegation of powers and duties.

Financial and Resource Implications

These changes are considered routine and operational in nature and should be contained within the current operating budgets. The changes will assist in streamlining certain processes therefore allowing staff more time for other items or initiatives.

Relevant Consultation

Internal-Senior Management Team

External-none

Appendices and Attachments

Draft Delegation of Duties Policy

Draft Schedule A to Delegation of Duties By-law



Corporate Policy

Delegation of Duties

Approved by: County Council
Last Revision Date:
Scheduled for Review by: 2023

Date Approved:
Replaces: ADM-02-08

Policy Number: G-GEN-008
Sub Section: General

Section: Governance

References and Related Documents

Add hyperlink to new Delegation of Duties By-law
Municipal Act
Planning Act

Policy Statement

The Council of the County of Grey, as a duly elected municipal government is directly accountable to its constituents for its legislative decision making, policies and administrative functions. Council's decisions are generally expressed by by-law or resolution of Council carried by a majority vote. The efficient management of the municipal corporation and the need to respond to issues in a timely fashion require Council to assign certain powers and duties to committees and staff while still maintaining accountability, which can be effectively accomplished through the delegation of legislative and administrative functions.

Council authority will be delegated within the context set out in the Municipal Act, 2001 S.O. 2001,c.25 as amended (the "Municipal Act") and the Planning Act, R.S.O. 1990,c.P.13 (the "Planning Act") and will respect the applicable restrictions outlined in these Acts.

Purpose

This policy provides guidance related to the scope of the powers and duties which Council may delegate it's legislative and administrative authority and establishes principles governing such delegation.

This policy applies to all County committees, departments and staff with respect to the delegation of powers and duties.

Legislation

Section 270(1) of the Municipal Act requires all municipalities to adopt and maintain a policy with respect to the delegation of its powers and duties effective January 1, 2008.

Section 23.1 of the Municipal Act further describes the powers and duties which may be delegated.

Sections 53 and 54 of the Planning Act sets out circumstances where a Council may delegate certain powers and duties.

1.0 Definitions

In this policy:

- 1.1 “Administrative Powers” includes all matters required for the management of the corporation which do not involve discretionary decision making or which are minor or routine.
- 1.2 “CAO” means the person appointed as Chief Administrative Officer of The Corporation of the County of Grey.
- 1.3 “Clerk” means the person appointed as the Clerk of The Corporation of the County of Grey.
- 1.4 “Committee of the Whole” means all of the members present at Council sitting in committee.
- 1.5 “Council” means Council of the County of Grey.
- 1.6 “County” means The Corporation of the County of Grey.
- 1.7 “Legislative Powers” includes all matters where Council acts in a legislative or quasi-judicial function including enacting by-laws, setting policies and exercising decision making authority.

2.0 Policy Requirements

- 2.1 All delegations of Council powers, duties or functions shall generally be effected by by-law.
- 2.2 Unless a power, duty or function of Council has been expressly delegated by by-law, or otherwise all of the powers, duties and functions of Council remain with Council.
- 2.3 All delegation of powers, duties and functions may be revoked at any time, without notice.
- 2.4 A delegation of a power, duty or function under any by-law to any member of staff includes a delegation to a staff member who is appointed by the CAO or selected from time to time by the delegate to act in the capacity of the delegate in the delegate’s absence.
- 2.5 Subject to Section 2.4, a person to whom a power, duty or function has been delegated by by-law has no authority to further delegate to another person any power, duty or function that has been delegated, unless such sub-delegation is expressly permitted.
- 2.6 Legislative matters may be delegated by Council where they are minor in nature or where Council has explicitly provided for the terms and conditions under which the powers shall be exercised, and must take into account the limitations set out in the Municipal Act and Planning Act.

- 2.7 The Delegation of legislative powers of Council are restricted to powers found in the Municipal Act, the Planning Act and such other acts as may be prescribed.
- 2.8 Administrative matters may generally be delegated to staff subject to the conditions set out in the delegation and in this policy, and must take into account the limitations set out in the Municipal Act, the Planning Act or other legislative authority authorizing delegation.
- 2.9 Council has authorized certain matters delegated to staff which is set out in Schedule "A" of the County of Grey Delegation of Duties By-law as amended from time to time. Delegations are subject to the terms set out in Schedule "A" of the Delegation of Duties By-law. Any references to specific committees within Schedule "A" shall include any successor committees responsible for a certain function as determined by Council from time to time.
- 2.10 In exercising any delegated power, the delegate shall ensure the following:
- a) Any expenditure related to the matter must have been provided for in the County's current year's budget or authorized by the County's purchasing by-law.
 - b) The scope of the delegated authority shall not be exceeded by the delegate.
 - c) Where required by the specific delegated authority, reports must be submitted to Committee of the Whole advising of the exercise of a delegated power and confirming compliance with the delegated authority and this policy.
 - d) All County policies regarding insurance and risk management shall be complied with.
 - e) Delegates must ensure the consistent and equitable application of Council policies and guidelines.

3.0 Limitations

- 3.1 Council is not authorized to delegate any of the following powers, duties or functions:
- a) Appoint or remove from office an officer of the municipality whose appointment is required by the Municipal Act.
 - b) Pass a by-law dealing with issues regarding taxes
 - c) Incorporate corporations
 - d) Adopt an official plan or an amendment to an official plan under the Planning Act
 - e) Pass a zoning by-law under the Planning Act
 - f) Pass a by-law related to small business counseling and municipal capital facilities
 - g) Adopt a community improvement plan
 - h) Adopt or amend the municipal budget

- i) Any other powers, duties or functions that may be prescribed

4.0 Responsibilities

County staff are responsible for:

- 4.1 Following the guidelines of this policy.
- 4.2 Ensuring the delegated authority is used within the scope of this policy.
- 4.3 Reporting to Committee of the Whole regarding the use of a delegated authority and confirming compliance with this policy, where required.
- 4.4 The Clerk is responsible for receiving complaints and or concerns related to this policy. Upon receipt of a complaint or concern, the Clerk will notify Council and the CAO.

**Schedule “A” to By-Law XXXX-XX and Policy G-GEN-008
Delegation of Duties**

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 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 Director of Finance Treasurer	Director of Finance 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
1.3	Delegation of signing software and network License agreements with vendors	Director 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
1.4	Delegation of the signing of collective agreements provided Council has approved or been ordered through an arbitration award	Director Senior Manager of Human Resources, appropriate Director	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 Corporate Services Committee of the Whole for	This authority has previously been delegated to staff through By-law 4353-06 Execute Collective Agreements with Union Groups (rescinded)

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Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
					information	
1.5	Delegation of the signing of grant applications for student employment	Director of Senior Manager of Human Resources and/or Director of appropriate department	Appropriate staff as delegated by the Appropriate Director	Municipal Act, 2001, Section 23.1	No ongoing reporting to Committee or Council anticipated. Applications to be made based on annual operating budgets	Routine administrative matter
1.6	Delegation of signing of financial reports for Provincial Ministries	Director of Finance Treasurer and Director of appropriate department	Director of Finance Treasurer and Appropriate Departmental Director	Municipal Act, 2001, Section 23.1	No ongoing reporting to Council anticipated	Accountability enhanced by having Director of Finance and Director responsible for function
1.7	Delegation of authority to enter into service agreements for operational matters (i.e. contracted services, building rental agreements) less than \$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 And Leases with any financing components require approval by by-law (i.e. photo copiers, capital lease)	Provides consistency to handling of operational agreements Considered a routine administrative matter Purchasing Policy
1.8	Delegation of Authority to enter into service agreements for operational	Director of Finance	Warden and Clerk	Municipal Act, 2001, Section	Agreements with vendors for operational services from \$100,000	Provides consistency to handling of operational

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	matters (i.e. contracted services, building rental agreements) between \$100,000-\$250,000 annually	Treasurer and Director of appropriate department		23.1	to \$250,000 provided funding is included within the annual operating budget	agreements. Considered a routine administrative matter.
1.9	Delegation of authority to enter into agreements relating to purchasing for matters following Council approval	Director of Finance Treasurer and Director of applicable department	Warden and Clerk	Purchasing By-Law 4697-10 4844-14 Schedule A Authority to Award	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.
1.10	Delegation of authority to award quotations/tenders/proposal contracts	Appropriate Director	Appropriate Director	Purchasing By-Law 4697-10 4844-14 Schedule A Authority to Award Purchasing Procedure	Authority granted for award to \$100,000 net HST, except for items over \$25,000 that exceed the budgeted amount by \$5,000; (if a multi-year contract exceeds \$100,000 annually, the appropriate Standing Committee of the Whole must award)	Time constraints and quarterly reports for awards over \$25,000 and under \$100,000 will be provided to each Standing Committee of the Whole
1.11	Delegation of authority to sign agreements for vehicle registration.	Director of appropriate Department or Director of Finance Treasurer	Director of appropriate Department or Director of Finance Treasurer or designate	Municipal Act, 2001, Section 23.1	Authority to sign all county owned vehicle registrations.	Considered a routine administrative matter.
1.12	Delegation of authority to sign	Director of	Warden and	Municipal Act,	Agreements for receipt of grant	Streamlines receipt of

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	agreements to accept grants under \$50,000 (as long as there are no unbudgeted funds from the county levy). (Example: CMOG) And ability to accept federal and provincial grants as long as no unknown impact to the levy. (E.g. included in operating budget (RED Program))	Finance Treasurer and Director of appropriate department	Clerk	2001, Section 23.1	funding up to value from \$50,000-\$200,000 annually authorized through the budget or staff report provided recommendation of standing committee accepting funding has been approved by Council. Agreements for receipt of grant funding in excess of \$200,000 require adoption of by-law authorizing signing of agreement	grant application process and defines level at which by-law approval is required.
1.13	Delegation of authority to sign the Health and Safety Policy annually as required under the Ontario Health and Safety Act (OHSA)	Director 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 or Committees anticipated unless changes are made to the Health and Safety Policy. Changes require approval of Corporate Services Committee and Council endorsement	Considered a routine administrative matter
1.14	Signing of data sharing agreements (Example: Information related to county run programs)	Director 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
1.15	Sub-licensing of Municipal Property Assessment Corporation (MPAC) or Teranet data (Example: GIS)	Director Senior Manager of Information Technology	Warden and Clerk Senior Manager of Information	Municipal Act 2001, Section 23.1	Includes both new and renewal agreements for cross sharing of GIS data with other organizations (Example: Conservation)	Considered a routine administrative matter

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		and/or Appropriate Director	Technology		Authorities, lower tiers)	
1.16	Delegation of the “Head” for Freedom of Information Requests received under the Municipal Freedom of Information and Protection of Privacy Act	Clerk/ Director of Council Services 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
1.17	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-one day type events with a cost of no more than \$5,000. no monetary value)	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
1.18	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-one day type events- with a cost of no more than \$5,000. no monetary value)	Appropriate Director	Appropriate Director or appropriate staff	Municipal Act 2001 Section 23.1	Includes new and renewing agreements	Considered routine administrative matter
1.19	Adopt Human Resource Policies including responsibility for hiring and dismissal of employees	As determined by the Human Resources	Not applicable	Municipal Act 2001 Section 23.1 and Section 270 1	CAO and Senior Management Team are responsible for reviewing and recommending all human resource policies. Administrative	Provides policies for management of staff and recognizes that certain policies are

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		Policy		(2)	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 Harrassment)	administrative in nature.
1.20	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 along as work has been approved through Committee /Council resolution	Considered administrative matter
1.21	Authority to sign Worker’s Safety Insurance Certificates (WSIB)	Director of Finance Treasurer	Director of Finance Treasurer	Municipal Act Section 23.1	No reporting requirements	Considered administrative matter
1.22	Authority to sign Independent Operator Certificates	Appropriate Staff	Appropriate Staff	Municipal Act Section 23.1	No reporting requirements	Considered administrative matter
1.23	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
1.24	Delegation to sign Property Access Agreements for County Approved Studies (i.e. Landfill Study)	Director of Appropriate Department or Designate	Director of Appropriate Department or Designate	Municipal Act Section 23.1	No reporting required as study has already received approval from County Council to commence	Considered Administrative Matter

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1.25	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.
1.26	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
1.27	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
1.28	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
	PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE					
2.1	Delegation of authority to enter into private crossing agreements with landowners along the former CP Rail line	Planning and Community Development Committee of the Whole	Warden and Clerk	Municipal Act, 2001, Section 23.1	Execution of agreement to be signed by Warden and Clerk/Director of Council Services Private Crossing Agreement	This authority has previously been delegated through By-Law 4284-06 By-Law 4284-06 Private

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Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
	Repealed by 4824-13				Procedure	Crossing Agreements with adjacent landowners along CP Rail Line (rescinded)
2.2	Delegation of execution of land use agreements in County forests	Director of Planning and Development	Warden and Clerk	Municipal Act, 2001, Section 23.1	<p>Annual report provided to the Planning and Community Development Committee. As per the Recreational Trails Strategy</p> <p>Additional user groups not covered in the Recreational Trails Strategy beyond snowmobile groups, hikers and cross-country ski clubs shall be endorsed by the Planning and Community Development Committee of the Whole and County Council</p> <p>Land Use Agreement Procedure</p>	<p>Annual agreements currently being signed at the staff level and are administrative in nature</p> <p>Any new types of agreements (i.e. ATV usage) require Council approval</p>
2.3	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	<p>All Notices of Application and Notices of Decision must be forwarded to the County as per Provincial Regulations.</p> <p>Semiannual detailed reporting submitted by the lower tier to the County as required for performance measurement and monitoring</p>	<p>Matter previously delegated under By-Law 3826-2000.</p> <p>By-Law 3826-2000 Delegate Authority to Give Consent to Councils of Local Municipalities</p>

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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"> • 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. 	<p>Planning and Community Development Committee of the Whole</p>	<p>Director of Planning and Development</p>	<p>Planning Act, RSO 1990, as amended</p>	<p>All decisions are documented in the Committee minutes although decisions are deemed final if no appeal is lodged</p>	<p>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 By-Law 4421-07 Delegation of Authority - Condo Exemption</p>
2.5	<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 	<p>Director of Planning and Development or designate</p>	<p>Director of Planning and Development</p>	<p>Planning Act, RSO 1990, as amended</p>	<p>No on-going reporting to Committee or Council anticipated.</p>	<p>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</p>

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Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
	<p>resolution/mediation with those parties involved in an objection/appeal of a plan of subdivision/condominium;</p> <ul style="list-style-type: none"> • Issue final approval for Plans of Subdivision/Condominium; • Grant extensions of draft approval to proposed Plans of Subdivision /Condominium for not more than twelve (12) months 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 Planning Committee has been given written notice of an objection to an extension by the local Municipality or by the County; • Approve Part-Lot Control By-laws; • 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 Planning and Community Development Committee of the Whole. This would 					<p>Planning Matters Related to Plans of Subdivision</p> <p>By-Law 4421-07 Delegation of Authority - Condo Exemption</p>

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	include minor exemptions to the terms and conditions of these guidelines where supported by the local municipality.					
2.6	<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. 	Planning and Community 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 By-Law 4421-07 Delegation of Authority - Condo Exemption
2.7	<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 and any required fee have been received 	Director of Planning and Development or designate	Director of Planning and Development	Planning Act, RSO 1990, as amended	No on-going reporting to Committee Council anticipated.	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

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	<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. 					Planning Matters to Standing Committee By-Law 4060-03 Delegate Authority Planning Matters Related to Plans of Subdivision By-Law 4421-07 Delegation of Authority - Condo Exemption
2.8	<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 Committees or Council anticipated.	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 By-Law 4421-07 Delegation of Authority - Condo

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						Exemption
2.9	Delegation of Council's authority with respect to the convening and holding of public meetings for County Official Plan Amendments	Chair of the Planning and Community Development Committee of the Whole or his/her designate and the Director of Planning and Development or his/her designate	NA	Planning Act, RSO 1990, as amended	Minutes of the public meetings are to be approved by the Planning and Community Development Committee of the Whole	Matter previously delegated under By-law 4122-04. See by-law for details By-Law 4122-04 Delegate Planning Matters Regarding Public Meetings Amending By-Law 3837-2000
2.10	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
2.11	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	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

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Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
	<p>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:</p> <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 defined by the Provincial Policy Statement 					<p>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 By Law 4556-08 Memorandum of Understanding Owen Sound Official Plan Amendments</p>
2.12	<p>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</p>	<p>Planning and Community Development Committee of the Whole and/or the Director of Planning and Development or designate in accordance with the Land Use Planning Appeal</p>	NA	<p>Planning Act, RSO 1990, as amended</p>	<p>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</p>	<p>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</p> <p>Land Use Planning Appeal Procedure Land Use Planning Appeal Policy</p>

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Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
	with the Provincial Policy Statement.	Procedure MS-PL-001-001				
2.13	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
2.14	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
SOCIAL SERVICES COMMITTEE						
3.1	Delegation of authority to enter into agreements for delivery of Ontario EarlyON Years Program	Social Services Committee of the Whole	Warden and Clerk	Municipal Act, 2001, Section 23.1	New agreements require recommendation of Social Services Committee of the Whole and endorsement of Council. Ongoing renewal agreements to be executed without additional 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)

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Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
3.2	Delegation of authority to enter into agreements for domiciliary hostels and emergency shelters	Social Services Committee of the Whole	Warden and Clerk	Municipal Act, 2001, Section 23.1	New agreements require recommendation of Social Services Committee and endorsement of Council. 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 day care spaces with day nurseries child care spaces with licensed child care centres. Notwithstanding requirements outlined in 1.6 and 1.7.	Social Services Committee of the Whole	Warden and Clerk	Day Nurseries Act, 1990 Child Care and Early Years Act 2014 as amended, Section 61	New agreements require recommendation of Social Services Committee and endorsement of Council. 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 day care child care providers	Director of Social Services or staff as appropriate by the Director	Manager of Children’s Services	Day Nurseries Act, 1990, as amended, Section 5 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 Becoming a Home Child Care Provider Policy	Considered an administrative matter
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 Social Services Committee and Council In the event of an emergency	There could be some financial impact to the County if emergency costs are higher than available resources (for

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Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
					<p>exceptions to the agreement shall not require approval of the Social Services Committee and Council</p> <p>Annual report shall be provided to the Social Services Committee</p>	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	<p>Ongoing reporting to Social Services Committee No reporting requirement necessary</p>	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 by the Director of Housing (i.e., Housing Manager/ Tenant Coordinators Property Supervisors)	Director of Housing or staff as appropriate by the Director of Housing (i.e., Housing Manager/ Tenant Coordinators Property Supervisors)	Housing Services Act 2012 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	Delegation of signing of agreements to access assistance to rent bank loans administered by the County	Director of Housing or staff as appropriate by the Director of Housing (i.e., Housing	Director of Housing or staff as appropriate by the Director of Housing (i.e.,	Housing Services Act 2012 section 13	Quarterly reporting to the Social Services Committee	Administrative matter to allocate funds provided by the Province under the Rent Bank Program to individuals and households qualifying

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Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
	Program ended	Manager/Coordinated Access Supervisor)	Housing Manager/Coordinated Access Supervisor)			for assistance
3.9	Delegated authority to enter into agreements for rent supplement agreements with landlords, Rent Supplement Agreements, homeowner agreements and Home Ownership Loans	Director of Housing or staff as appropriate by the Director	Warden and Clerk	Housing Services Act 2012 Section 13	Ongoing annual reporting to Social Services Committee of the Whole	Continued administration for former Provincial run programs to be administered by the County
3.10	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 by the Director	Warden and Clerk	Housing Services Act 2012 Section 13	Annual reporting required	Considered routine administrative matter
3.11	Delegation of authority to sign Instrument of Proxy with the OLTCAs for County Long Term Care Homes	Director of Long Term Care	Warden and Clerk Director of Long Term Care	Long Term Care Homes Act, 2007	No ongoing reporting anticipated. Membership on OLTCAs Board for voting purposes only. (e.g. new board members)	Administrative matter to allow Director/ Administrators to vote
3.12	Delegation of Authority to sign the Long Term Care Home Accounting Submission Plan (LAPS) (Ministry of Health and Long Term Care SWLHIN) including Declaration of Compliance	Director of Long Term Care/ Director of Finance Treasurer	Warden, Clerk and Director of Finance Treasurer	Long Term Care Homes Act, 2007	Agreement can be signed and submitted upon approval of resolution by the Social Services Committee of Management. Ongoing renewal agreements to be executed without additional approval provided renewal is in	Considered administrative matter

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Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
					accordance with approved budget.	
3.13	Delegation of Authority to sign the Long Term Care Home Service Accountability Agreement (L-SAA)	Director of Long Term Care/ Director of Finance Treasurer	Warden, Clerk and Director of Finance Treasurer	Long Term Care Homes Act, 2007	Agreements can be signed and submitted upon approval of resolution by the Social Services Committee of Management. Ongoing renewal agreements to be executed without additional approval provided renewal is in accordance with approved budget.	Considered administrative matter
3.14	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
3.15	Declaration of Compliance	Director of Long-Term Care	Chair, Committee of Management, Director of Long-Term Care	Long Term Care Homes Act, 2007	Declaration of Compliance can be signed upon approval of a resolution by Committee of Management	Considered administrative matter
	TRANSPORTATION AND PUBLIC SAFETY COMMITTEE					
4.1	Delegation of approval to authorize temporary road closures for the purposes of road work or parades, street parties, etc.	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

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Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
						<p>Closures (rescinded) Delegation Policy clarifies that responsibility for determining road closures under by-law rests with Director</p>
4.2	Delegation of authority to enter into agreements with landowners for the planting of live snow fences	Director of Transportation Services	Warden and Clerk	Municipal Act, 2001, Section 23.1	Director of Transportation Services to execute once Transportation and Public Safety Committee has endorsed resolution of support which 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. Reduced Load Restriction Policy	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

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Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
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 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 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	Director of Transportation Services	Warden and Clerk	Municipal Act, 2001, Section 23.1	Annual report to be provided to the Transportation and Public Safety Committee of the Whole Policy to be drafted and approved by Committee and Council establishing parameters Completed 2018 Agreements to be executed by Director of Transportation Services	Considered a minor, routine legislative matter

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Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
					<p>or designate. Adopt a Highway Procedure Road Adoption Policy School Litter Pick Up Procedure (Approved January 2018)</p>	
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 Advertising Sign Permit Policy 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	Notification of Event to the Transportation and Public Safety Committee Not relevant	Considered a routine matter By-law 4788-13 A By-law to Regulate Traffic and Parking on Highways within the Grey County Road System
4.10	Delegation of authority to sign Winter Maintenance Exchange Agreements with exchanged funds of less than \$5,000.	Director of Transportation Services	Warden and Clerk	Municipal Act, 2001, Section 23.1	No ongoing reporting	Considered a routine administrative matter and no funds are exchanged

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Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
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 Transportation and Public Safety 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 approved by Transportation and Public Safety Committee of the Whole	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	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

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Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
						Access Defibrillation Program (rescinded) New delegation extends beyond lower tier municipalities (Example: churches)
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	Annual report to be provided to the Transportation and Public Safety Committee Agreements to be executed by the Warden and Clerk In signatory column.	Delegation previously authorized under By-Law 4185-05 to the Transportation and Public Safety Committee Considered routine administrative matter
4.18	Delegation of authority to enter into agreements for Emergency Medical Paramedic Services presence at fairs, events, displays, etc.	Director of Paramedic Services	Warden and Clerk	Municipal Act, 2001, Section 23.1	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 the Transportation and Public Safety Committee supported by Council Parameters of approval shall be set out in a policy approved by Committee and Council. Special Events Request (for Ambulance	Considered routine administrative matter

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Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
					Coverage)	
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	Authority granted provided there is no budgetary impact (Example: increased level of service required to cover absence of staff)	Considered routine administrative matter.