

**Schedule "A" to By-Law 4824-13 and Policy G-GEN-008 – REVISED by By-law 4869-14 September 2, 2014  
Delegation of Duties**

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
<b>GENERAL</b>						
1.1	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	Director of Finance	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
1.2	Delegation of signing software and network License agreements with vendors	Director 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
1.3	Delegation of the signing of collective agreements provided Council has approved or been ordered through an arbitration award	Director of Human Resources, appropriate Director	Director 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	This authority has previously been delegated to staff through <a href="#">By-law 4353-06 Execute Collective Agreements with Union Groups (rescinded)</a>
1.4	Delegation of the signing of grant applications for student employment	Director 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 Committees or Council anticipated. Applications to be made based on annual operating budgets	Routine administrative matter
1.5	Delegation of signing of financial reports for Provincial Ministries	Director of Finance and Director of appropriate department	Director of Finance and Appropriate Departmental Director	Municipal Act, 2001, Section 23.1	No ongoing reporting to Committees or Council anticipated	Accountability enhanced by having Director of Finance and Director responsible for function
1.6	Delegation of authority to enter into service agreements for operational matters (i.e. contracted services, building	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	Provides consistency to handling of operational agreements

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	rental agreements) less than \$100,000 annually. Includes rental agreement renewals where increases are beyond the cost of living allowance.				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)	Considered a routine administrative matter <a href="#">Purchasing Policy</a>
1.7	Delegation of Authority to enter into service agreements for operational matters (.i.e. contracted services, building rental agreements) between \$100,000-\$250,000 annually	Director of Finance and Director of appropriate department	Warden and Clerk	Municipal Act, 2001, Section 23.1	Agreements with vendors for operational services from \$100,000 to \$250,000 provided funding is included within the annual operating budget	Provides consistency to handling of operational agreements. Considered a routine administrative matter.
1.8	Delegation of authority to enter into agreements relating to purchasing for matters following Council approval	Director of Finance and Director of applicable department	Warden and Clerk	Purchasing By-Law 4697-10 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.
1.9	Delegation of authority to award quotations/tenders/proposal contracts	Appropriate Director	Appropriate Director	Purchasing By-Law 4697-10 Schedule A Authority to Award <a href="#">Purchasing Procedure</a>	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 must award)	Time constraints and quarterly reports for awards over \$25,000 and under \$100,000 will be provided to each Standing Committee
1.10	Delegation of authority to sign agreements for vehicle registration.	Director of appropriate Department or Director of Finance	Director of appropriate Department or Director of Finance	Municipal Act, 2001, Section 23.1	Authority to sign all county owned vehicle registrations.	Considered a routine administrative matter.
1.11	Delegation of authority to sign agreements to accept grants. (Example: CMOG)	Director of Finance and Director of appropriate department	Warden and Clerk	Municipal Act, 2001, Section 23.1	Agreements for receipt of grant funding up to value of \$200,000 annually authorized provided recommendation of standing committee accepting funding has	Streamlines receipt of grant application process and defines level at which by-law approval is required

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					been approved by Council. Agreements for receipt of grant funding in excess of \$200,000 require adoption of by-law authorizing signing of agreement	
1.12	Delegation of authority to sign the Health and Safety Policy annually	Director of Human Resources	Director 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
1.13	Signing of data sharing agreements (Example: Information related to county run programs)	Director 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
1.14	Sub-licensing of Municipal Property Assessment Corporation (MPAC) or Teranet data (Example: GIS)	Director 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 GIS data with other organizations (Example: Conservation Authorities, lower tiers)	
1.15	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	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 <a href="#">By-Law 4737-11</a> <a href="#">Designate a Head for Freedom of Information</a>
1.16	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	Appropriate Director	Appropriate Director or appropriate staff	Municipal Act, 2001 Section 23.1	Includes new and renewing agreements that follows Policy MS-GEN-001 <a href="#">Third Party use of Grey County Property Policy</a>	Considered routine administrative matter

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	facilities/county lands-one day type events-no monetary value)					
<b>1.17</b>	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-no monetary value)	Appropriate Director	Appropriate Director or appropriate staff	Municipal Act 2001 Section 23.1	Includes new and renewing agreements following Policy MS-GEN-002 <a href="#">Forest and Trail Access Policy</a>	Considered routine administrative matter
<b>1.18</b>	Adopt Human Resource Policy including responsibility for hiring and dismissal of employees	As determined by the Human Resources Policy	Not applicable	Municipal Act 2001 Section 23.1 and Section 270 1 (2)	CAO and Senior Management Team are responsible for reviewing and recommending all human 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.	Provides policies for management of staff and recognizes that certain policies are administrative in nature.
<b>1.19</b>	Delegation to sign permits related to work undertaken by the County for operational matters (Example: conservation authority permits)	Appropriate Director	Appropriate Director	Municipal Act Section 23.1	As long as work has been approved through Committee/Council resolution	Considered administrative matter
<b>1.20</b>	Authority to sign Worker’s Safety Insurance Certificates (WSIB)	Director of Finance	Director of Finance	Municipal Act Section 23.1	No reporting requirements	Considered administrative matter
<b>1.21</b>	Authority to sign Independent Operator Certificates	Appropriate Staff	Appropriate Staff	Municipal Act Section 23.1	No reporting requirements	Considered administrative matter
<b>1.22</b>	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
<b>1.23</b>	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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1.24	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.
	<b>PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE</b>					
2.1	Delegation of authority to enter into private crossing agreements with landowners along the former CP Rail line	Planning and Community Development Committee	Warden and Clerk	Municipal Act, 2001, Section 23.1	Execution of agreement to be signed by Warden and Clerk/Director of Council Services <a href="#">Private Crossing Agreement Procedure</a>	This authority has previously been delegated through By-Law 4284-06 <a href="#">By-Law 4284-06 Private Crossing Agreements with adjacent landowners along CP Rail Line (rescinded)</a>
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	Annual report provided to the Planning and Community Development Committee. Additional user groups beyond snowmobile groups, hikers and cross country ski clubs shall be endorsed by the Planning and Community Development Committee and County Council <a href="#">Land Use Agreement Procedure</a>	Annual agreements currently being signed at the staff level and are administrative in nature. Any new types of agreements (i.e. ATV usage) require Council approval
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	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. <a href="#">By-Law 3826-2000 Delegate Authority to Give Consent to Councils of Local Municipalities</a>

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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"> <li>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.</li> </ul>	<p>Planning and Community Development Committee</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 <a href="#">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</a></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"> <li>Refuse to accept the application until the prescribed information and material and any required fee are received;</li> <li>Process applications in accordance with applicable legislation and regulations, including giving notice of complete application and notice of public meeting;</li> <li>Enter into negotiations/dispute resolution/mediation with those parties involved in an objection/appeal of a plan of subdivision/condominium;</li> <li>Issue final approval for Plans of Subdivision/Condominium;</li> <li>Grant extensions of draft approval to</li> </ul>	<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 Committees or Council anticipated.</p>	<p>Matter previously delegated under By-laws 3837-2000, 4060-03 and 4421-07. See by-laws for details <a href="#">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</a></p>

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	<p>proposed Plans of Subdivision /Condominium for not more than twelve (12) months, subject to the local municipality supporting the extension;</p> <ul style="list-style-type: none"> <li>• 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 Planning Committee has been given written notice of an objection to an extension by the local Municipality or by the County;</li> <li>• Approve Part-Lot Control By-laws;</li> <li>• 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.</li> </ul>					<p><a href="#">Delegation of Authority - Condo Exemption</a></p>
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"> <li>• Recommend the signing of the approval page of a local municipal official plan by the Warden;</li> <li>• 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;</li> </ul>	<p>Planning and Community Development Committee</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 <a href="#">By-Law 3837-2000 Delegation of Certain Planning Matters to Standing Committee By-Law 4060-03 Delegate Authority</a></p>



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	<ul style="list-style-type: none"> <li>Refuse to approve part or parts of a complex official plan or official plan amendment.</li> </ul>					<a href="#">Planning Matters Related to Plans of Subdivision By-Law 4421-07 Delegation of Authority - Condo Exemption</a>
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"> <li>Refuse to accept the application until the prescribed information and material and any required fee have been received</li> <li>Process applications in accordance with applicable legislation and regulations, including giving notice;</li> <li>Approve a standard official plan amendment as adopted by the area Municipal Council or with modifications;</li> <li>Refuse to approve part or parts of a standard official plan amendment;</li> <li>Enter into negotiations/dispute resolution/mediation with those parties involved in an objection/appeal of an official plan or official plan amendment.</li> </ul>	Director of Planning and Development or designate	Director of Planning and Development	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 <a href="#">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</a>
2.8	<p>Delegation of Council’s authority with respect to County Official Plan Amendments</p> <ul style="list-style-type: none"> <li>Refuse to accept the application until the prescribed information and material and any required fee have been received</li> <li>Process applications in accordance with applicable legislation and regulations, including giving notice of complete</li> </ul>	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 <a href="#">By-Law 3837-2000 Delegation of Certain Planning Matters to Standing Committee</a>



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	<p>application and notice of public meeting;</p> <ul style="list-style-type: none"> <li>• Enter into negotiations/dispute resolution/mediation with those parties involved in an objection/appeal of an official plan or official plan amendment.</li> </ul>					<p><a href="#">By-Law 4060-03 Delegate Authority Planning Matters Related to Plans of Subdivision By-Law 4421-07 Delegation of Authority - Condo Exemption</a></p>
2.9	<p>Delegation of Council’s authority with respect to the convening and holding of public meetings for County Official Plan Amendments</p>	<p>Chair of the Planning and Community Development Committee or his/her designate and the Director of Planning and Development or his/her designate</p>	NA	<p>Planning Act, RSO 1990, as amended</p>	<p>Minutes of the public meetings are to be approved by the Planning and Community Development Committee</p>	<p>Matter previously delegated under By-law 4122-04. See by-law for details <a href="#">By-Law 4122-04 Delegate Planning Matters Regarding Public Meetings Amending By-Law 3837-2000</a></p>
2.10	<p>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</p>	<p>Local Municipalities</p>	NA	<p>Planning Act, RSO 1990, as amended</p>	<p>All comments received in response to the Notice as well as minutes of the public meetings are to be forwarded to the County.</p>	<p>Motion PCD50-07 approved by County Council on March 6, 2007. <a href="#">Planning and Community Development Committee Minutes February 15 2007</a></p>
2.11	<p>Delegation of County Council’s authority with respect to the approval of certain local official plan amendments in accordance with O. Reg. 699/98 of the Ontario Planning Act, By-law No. 4556-08 and the Memorandum of Understanding</p>	<p>City of Owen Sound</p>	NA	<p>Planning Act, RSO 1990, as amended</p>	<p>Reporting and Notification requirements as per the Memorandum of Understanding dated November 17, 2008</p>	<p>O.Reg. 699/98 of the Ontario Planning Act authorized the County to pass a by-law exempting any or all proposed official plan</p>

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	<p>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"> <li>• Any 5 year review update to the City's Official Plan under section 26(1) of the Planning Act;</li> <li>• A new Official Plan adopted under section 17(14) of the Planning Act;</li> <li>• Any amendment related to the completion of a comprehensive review to facilitate an expansion of the City as defined by the Provincial Policy Statement</li> </ul>					<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. <a href="#">By-Law 4556-08 Owen Sound Planning Exemptions By Law 4556-08 Memorandum of Understanding Owen Sound Official Plan Amendments</a></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 with the Provincial Policy Statement.</p>	<p>Planning and Community Development Committee and/or the Director of Planning and Development or designate in accordance with the Land Use Planning Appeal Procedure MS-PL-001-001</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 <a href="#">Land Use Planning Appeal Procedure Land Use Planning Appeal Policy</a></p>
2.13	<p>Delegation to sign Nuisance Beaver and Predator Coyote claim forms</p>	<p>Director of Planning and Development</p>	<p>Planning staff</p>	<p>Municipal Act, 2001 Section 23.1</p>	<p>No reporting requirement.</p>	<p>Considered administrative in nature. <a href="#">By-Law 3274-91 Nuisance Beaver Removal</a></p>

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						<a href="#">By-Law 3332-92 Wolf and Coyote Control</a>
<b>SOCIAL SERVICES COMMITTEE</b>						
3.1	Delegation of authority to enter into agreements for delivery of Ontario Early Years Program	Social Services Committee	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 4040-03 <a href="#">By-Law 4040-03 Purchase of Service Ontario Early Years Centres (rescinded)</a>
3.2	Delegation of authority to enter into agreements for domiciliary hostels and emergency shelters	Social Services Committee	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. <a href="#">By-Law 4256-05 Enter Into Agreements for Domiciliary Hostels (rescinded)</a>
3.3	Delegation of authority to enter into agreements for the purchase of service of day care spaces with day nurseries Not withstanding requirements outlined in 1.6 and 1.7.	Social Services Committee	Warden and Clerk	Day Nurseries Act, 1990 as amended, Section 3	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 private home day 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	Agreements to be executed without additional approval provided renewal is in accordance with approved budget as per policy <a href="#">Becoming a Home Child Care</a>	Considered an administrative matter

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					<a href="#"><u>Provider Procedure Home Child Care Administration Policy</u></a>	
<b>3.5</b>	Delegation of authority to enter into agreements for provision of supplies in emergency situations	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 exceptions to the agreement shall not require approval of the Social Services Committee and Council Annual report shall be provided to the Social Services Committee	There could be some financial impact to the County if emergency costs are higher than available resources (for example funds from EMO)
<b>3.6</b>	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	Ongoing reporting to Social Services Committee	Considered an administrative matter
<b>3.7</b>	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/Property Supervisors)	Director of Housing or staff as appropriate by the Director of Housing (i.e., Housing Manager/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
<b>3.8</b>	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 Manager/Coordinated Access	Director of Housing or staff as appropriate by the Director of Housing (i.e., Housing Manager/Coor	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 for assistance

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		Supervisor)	dinated Access Supervisor)			
<b>3.9</b>	Delegated authority to enter into agreements for rent supplement agreements with landlords, Rent Supplement 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 reporting to Social Services Committee	Continued administration for former Provincial run programs to be administered by the County
<b>3.10</b>	Delegated authority to enter into agreements for the Ontario Renovates Program for Affordable housing program	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
<b>3.11</b>	Delegation of authority to sign Instrument of Proxy with the OLTCA for County Long Term Care Homes	Director of Long Term Care	Warden and Clerk	Long Term Care Homes Act, 2007	No ongoing reporting anticipated.	Administrative matter to allow Director/ Administrators to vote
<b>3.12</b>	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	Warden, Clerk and Director of Finance	Long Term Care Homes Act, 2007	Agreement can be signed and submitted upon approval of resolution by the Social Services Committee. Ongoing renewal agreements to be executed without additional approval provided renewal is in accordance with approved budget.	Considered administrative matter
<b>3.13</b>	Delegation of Authority to sign the Long Term Care Home Service Accountability Agreement (L-SAA)	Director of Long Term Care/Director of Finance	Warden, Clerk and Director of Finance	Long Term Care Homes Act, 2007	Agreements can be signed and submitted upon approval of resolution by the Social Services Committee. Ongoing renewal agreements to be executed without additional approval provided renewal is in accordance with approved budget.	Considered administrative matter
	<b>TRANSPORTATION AND PUBLIC SAFETY COMMITTEE</b>					
<b>4.1</b>	Delegation of approval to authorize	Director of	Director of	Municipal Act,	No ongoing reporting anticipated.	Governed by By-Law

**Schedule "A" to By-Law 4824-13 and Policy G-GEN-008 – REVISED by By-law 4869-14 September 2, 2014  
Delegation of Duties**

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
	temporary road closures for the purposes of road work or parades, street parties, etc.	Transportation Services	Transportation Services	2001, Section 23.1	Road closures to be granted in accordance with Policy Roads 03-03 (currently under review)	4064-03. <a href="#">By-Law 4064-03 Regulate Temporary Road Closures</a> (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 planting of live snow fences	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. <a href="#">Live Snow Fence Policy</a>	Matter previously delegated under By-Law 4080-03. <a href="#">By-Law 4080-03 Erection and Maintenance of Live Snow Fences</a>
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. <a href="#">Reduced Load Restriction Policy</a>	Governed by By-Law 4383-07. <a href="#">By-Law 4383-07 Weight Restrictions and Reduced Load Periods</a> (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 <a href="#">Entrance Permit Procedure</a>	Governed by By-Law 2843 <a href="#">By-Law 2843 Regulate Installation</a>

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Delegation of Duties**

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
						<a href="#">of Entrances onto Grey County Roads</a> (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 <a href="#">Single Permit for Moving Heavy Vehicles Procedure</a> <a href="#">Annual Permit for Moving Heavy Vehicles Procedure</a>	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 Policy to be drafted and approved by Committee and Council establishing parameters Agreements to be executed by Director of Transportation Services. <a href="#">Adopt a Highway Procedure</a> <a href="#">Road Adoption Policy</a>	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 <a href="#">Encroachment Permit Procedure</a>	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 <a href="#">Advertising Sign Permit Policy</a> <a href="#">Advertising Sign Permit Procedure</a>	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	Considered a routine matter <a href="#">By-law 4788-13 A</a>



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Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
						<a href="#">By-law to Regulate Traffic and Parking on Highways within the Grey County Road System</a>
4.10	Delegation of authority to sign Winter Maintenance Exchange Agreements	Director of Transportation Services	Warden and Clerk	Municipal Act, 2001, Section 23.1		Considered a routine administrative matter and no funds are exchanged
4.11	Signing of Material Disposal Agreements	Director of Transportation or designate	Director of Transportation or designate	Municipal Act, 2001, Section 23.1		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 consideration; by-law required to authorize signing	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	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	Standardized agreement which is considered routine
4.15	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. <a href="#">By-Law 4415-07 Public Access Defibrillation Program (rescinded)</a> New delegation extends

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Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
						beyond lower tier municipalities (Example: churches)
4.16	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	Delegation previously authorized under By-Law 4185-05 to the Transportation and Public Safety Committee
4.17	Delegation of authority to enter into agreements for Emergency Medical 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. <a href="#">Emergency Medical Services Presence at Special Events Procedure</a>	Considered an administrative matter