 Committee Report

# Report CCR-CS-28-14

**To**: Chair Pringle and Members of the Corporate Services Committee

**From**: Heather Morrison, Deputy Clerk/Records Manager

**Meeting Date:** August 12, 2014

**Subject: Updating of Delegation of Duties By-law**

**Status**: Recommendation adopted as amended by including delegation to enter into agreements regarding access over private property per Resolution CS76-14; Endorsed by County Council September 2, 2014 per Resolution CC124-14;

## Recommendation(s)

**WHEREAS policies and procedures have been approved by County Council over the past several months delegating duties to staff that are seen as administrative in nature or ones that were an oversight in the previous revision to the Delegation of Duties By-law;**

**AND WHEREAS in order to streamline, consolidate these approvals, and provide for more efficient business continuity, revisions to the by-law are provided for consideration;**

**NOW THEREFORE BE IT RESOLVED THAT Report CCR-CS-28-14 be received;**

**AND THAT the Delegation of Duties Policy G-GEN-008 and Schedule “A” of the Delegation of Duties Policy be amended as recommended.**

## Background

Section 270(1) of the Municipal Act (Act) as amended requires that municipalities adopt and maintain a policy with respect to the delegation of its powers and duties. The Act is specific in the types of delegation which can and cannot be made. Grey County Council adopted Policy ADM-02-08 being its first Delegation of Powers and Duties Policy on January 8, 2008. The schedule was again updated in 2009 and more recently in October of 2013 with the addition of several items added to the delegation of duties schedule. For ease of reference, the newest changes recommended in this revision have been hi-lighted in yellow.

Recently approvals have been given by County Council for items such as Material and Disposal Agreements and property access agreements related to an ongoing landfill study. As well, Community Placement Agreements, Employment Placement Agreements, and Litter Pick up were not included in the most recent update to the Delegation of Duties by-law.

As well, a slight change to agreement renewals, rather than annual agreement renewals for ongoing agreements for such services as domiciliary hostels, emergency shelters, Ontario Early Years Programs allows for business continuity and extended agreements, usually three (3) years. This provides for a consistency in County services with our providers and is in line with other renewal agreement time lines in the County.

In addition, staff has developed a standard template for fibre optic agreements that has been approved by County Council. Currently staff is required to bring a report to the Transportation and Public Safety Committee for each new fibre optic agreement requested to be entered into. Staff is recommending that no report be required for approval in order to provide more efficient service as long as any new agreement follows the approved template. If there are any modifications to the template based on negotiations with the provider, a report to the Committee will be required. By-laws will still be required to authorize the entering into any fibre optic agreement.

## Financial / Staffing / Legal / Information Technology Considerations

The Delegation of Duties by-law continues to be in line with the County’s recently passed Purchasing Policy as well as fulfilling the County’s requirement under the Municipal Act, 2001, as amended to have such a policy in place.

With the adoption of this policy, staff will be able to provide more effective and efficient customer service within all areas of the county.

There are no IT considerations related to this report.

## Link to Strategic Goals / Priorities

The implementation of the amendments contained in the Delegation of Duties schedule links to 6.2 of the Corporate Strategic Plan in that it will assist and provide a basis for improving communications and collaboration within all county departments. It will also allow staff to provide more effective and efficient services to the public and other stakeholders, relating to 5.3 of the Corporate Strategic Plan.

## Attachments

Delegation of Duties Policy (unchanged)

Schedule ‘A’ to Policy GEN-008

Respectfully submitted by,

Heather Morrison
Deputy Clerk/Records Manager

Director Sign Off: Sharon Vokes

 Corporate Policy

# Delegation of Duties

**Approved by**: County Council **Date Approved**:

**Last Revision Date**: 2013 **Replaces**: ADM-02-08

**Scheduled for Review by**: 2018

**Policy Number: G-GEN-008 Section: Governance**

**Sub Section: General**

**References and Related Documents**

[Policy Delegation of Duties Schedule A](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_062903&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Municipal Act](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_01m25_e.htm)

[Planning Act](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90p13_e.htm)

## 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 entrust certain powers and duties to committees and staff while concurrently 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, as amended (the “Municipal Act”) and the Planning Act and will respect the applicable restrictions outlined in these Acts.

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 1990, as amended, also establish circumstances under which a Council may delegate certain powers and duties.

### Definitions

1. **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. **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.

### Policy Requirements

1. All delegations of Council powers, duties or functions shall generally be effected by by-law.
2. Unless a legislative power, duty or function of Council has been expressly delegated by by-law, or otherwise all of the legislative powers, duties and functions of Council remain with Council.
3. 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 has been selected from time to time by the delegate to act in the capacity of the delegate in the delegate’s absence.
4. Subject to Section 3, 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.
5. 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.
6. 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 or other legislative authority authorizing delegation.
7. Council has authorized certain matters delegated to committees and staff and are set out in Schedule “A” attached hereto subject to the terms set out therein. 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.

In exercising any delegated power, the delegate shall ensure the following:

* Any expenditure related to the matter shall have been provided for in the current year’s budget or authorized by the purchasing by-law.
* The scope of the delegated authority shall not be exceeded by the delegate.
* Where required by the specific delegated authority, reports shall be submitted to the appropriate standing committee advising of the exercise of a delegated power and confirming compliance with the delegated authority and this policy.
* All policies regarding insurance and risk management shall be complied with.
* Committees and staff who have authority delegated to them shall ensure the consistent and equitable application of council policies and guidelines.

### Restrictions of Delegation of Legislative and Quasi-Judicial Powers:

1. Council is not authorized to delegate any of the following powers and duties:
	* To appoint or remove from office an officer of the municipality whose appointment is required by the *Municipal Act, 2001*
	* To pass a by-law dealing with issues regarding taxes
	* To incorporate corporations
	* To adopt an official plan or an amendment to an official plan under the Planning Act
	* To pass a zoning by-law under the Planning Act
	* To pass a by-law related to small business counseling and municipal capital facilities
	* To adopt a community improvement plan
	* To adopt or amend the municipal budget
	* Any other power that may be prescribed

| **Section** | **Proposed Delegated Authority**  | **Responsibility of Authority Delegated to** | **Signatory** | **Relevant Legislated Authority** | **Reporting Requirements & Restrictions** | **Rationale** |
| --- | --- | --- | --- | --- | --- | --- |
|  | **GENERAL** |  |  |  |  |  |
| **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 [By-law 4353-06 Execute Collective Agreements with Union Groups](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_105395&RevisionSelectionMethod=LatestReleased&Rendition=Web) (rescinded) |
| **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 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 budgetand approvals as set out in the Purchasing By-Law are adhered toAnd 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](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_059440&RevisionSelectionMethod=LatestReleased&Rendition=Web) |
| 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 [Purchasing Procedure](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_059277&RevisionSelectionMethod=LatestReleased&Rendition=Web) | 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 been approved by Council.Agreements for receipt of grant funding in excess of $200,000 require adoption of by-law authorizing signing of agreement | Streamlines receipt of grant application process and defines level at which by-law approval is required |
| **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 23.1Occupational 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 Cenre) | 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 [By-Law 4737-11 Designate a Head for Freedom of Information](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_051050&RevisionSelectionMethod=LatestReleased&Rendition=Web) |
| **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 facilities/county lands-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 that follows Policy MS-GEN-001 [Third Party use of Grey County Property Policy](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_062871&RevisionSelectionMethod=LatestReleased&Rendition=Web) | Considered routine administrative matter |
| **1.17** | 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 [Forest and Trail Access Policy](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_066433&RevisionSelectionMethod=LatestReleased&Rendition=Web) | Considered routine administrative matter |
| **1.18** | 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.  |
| **1.19** | 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 along as work has been approved through Committee/Council resolution | Considered administrative matter |
| **1.20** | 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 |
| **1.21** | Authority to sign Independent Operator Certificates  | Appropriate Staff | Appropriate Staff | Municipal Act Section 23.1 | No reporting requirements | Considered administrative matter |
| **1.22** | 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 |
| **1.23** | 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 |
|  | **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 | 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 Procedure](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_066447&RevisionSelectionMethod=LatestReleased&Rendition=Web) | This authority has previously been delegated through By-Law 4284-06 [By-Law 4284-06 Private Crossing Agreements with adjacent landowners along CP Rail Line](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_040306&RevisionSelectionMethod=LatestReleased&Rendition=Web) (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 | 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[Land Use Agreement Procedure](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_066436&RevisionSelectionMethod=LatestReleased&Rendition=Web) | Annual agreements currently being signed at the staff level and are administrative in natureAny 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.. [By-Law 3826-2000 Delegate Authority to Give Consent to Councils of Local Municipalities](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_108003&RevisionSelectionMethod=LatestReleased&Rendition=Web) |
| **2.4** | Delegation of Council’s assigned authority with respect to draft plans of subdivision, draft plans of condominium* 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.
 | Planning and Community Development Committee | 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](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_107922&RevisionSelectionMethod=LatestReleased&Rendition=Web)  [By-Law 4060-03 Delegate Authority Planning Matters Related to Plans of Subdivision](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_107917&RevisionSelectionMethod=LatestReleased&Rendition=Web)[By-Law 4421-07 Delegation of Authority - Condo Exemption](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_000708&RevisionSelectionMethod=LatestReleased&Rendition=Web) |
| **2.5** | Delegation of Council’s assigned authority with respect to draft plans of subdivision, draft plans of condominium* Refuse to accept the application until the prescribed information and material and any required fee are received;
* Process applications in accordance with applicable legislation and regulations, including giving notice of complete application and notice of public meeting;
* Enter into negotiations/dispute resolution/mediation with those parties involved in an objection/appeal of a plan of subdivision/condominium;
* Issue final approval for Plans of Subdivision/Condominium;
* Grant extensions of draft approval to proposed Plans of Subdivision /Condominium for not more than twelve (12) months, 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 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.
 | 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 [By-Law 3837-2000 Delegation of Certain Planning Matters to Standing Committee](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_107922&RevisionSelectionMethod=LatestReleased&Rendition=Web)  [By-Law 4060-03 Delegate Authority Planning Matters Related to Plans of Subdivision](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_107917&RevisionSelectionMethod=LatestReleased&Rendition=Web)[By-Law 4421-07 Delegation of Authority - Condo Exemption](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_000708&RevisionSelectionMethod=LatestReleased&Rendition=Web)  |
| **2.6** | Delegation of Council’s authority with respect to the approval of local official plans and local official plan amendments* 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 | 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](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_107922&RevisionSelectionMethod=LatestReleased&Rendition=Web)  [By-Law 4060-03 Delegate Authority Planning Matters Related to Plans of Subdivision](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_107917&RevisionSelectionMethod=LatestReleased&Rendition=Web) [By-Law 4421-07 Delegation of Authority - Condo Exemption](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_000708&RevisionSelectionMethod=LatestReleased&Rendition=Web) |
| **2.7** | Delegation of Council’s authority with respect to the approval of local official plan amendments* 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;
* 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.
 | 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 [By-Law 3837-2000 Delegation of Certain Planning Matters to Standing Committee](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_107922&RevisionSelectionMethod=LatestReleased&Rendition=Web)  [By-Law 4060-03 Delegate Authority Planning Matters Related to Plans of Subdivision](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_107917&RevisionSelectionMethod=LatestReleased&Rendition=Web) [By-Law 4421-07 Delegation of Authority - Condo Exemption](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_000708&RevisionSelectionMethod=LatestReleased&Rendition=Web) |
| **2.8** | Delegation of Council’s authority with respect to County Official Plan Amendments* 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](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_107922&RevisionSelectionMethod=LatestReleased&Rendition=Web) [By-Law 4060-03 Delegate Authority Planning Matters Related to Plans of Subdivision](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_107917&RevisionSelectionMethod=LatestReleased&Rendition=Web) [By-Law 4421-07 Delegation of Authority - Condo Exemption](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_000708&RevisionSelectionMethod=LatestReleased&Rendition=Web) |
| **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 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 | 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](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_107912&RevisionSelectionMethod=LatestReleased&Rendition=Web) |
| **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](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_000439&RevisionSelectionMethod=LatestReleased&Rendition=Web) |
| **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 of the Ontario Planning Act, By-law No. 4556-08 and the Memorandum of Understanding between the County and the City. For greater clarity, all local official plan amendments are exempt from County Council approval save and except the following:* 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
 | City of Owen Sound | NA | Planning Act, RSO 1990, as amended | Reporting and Notification requirements as per the Memorandum of Understanding dated November 17, 2008 | O.Reg. 699/98 of the Ontario Planning Act authorized the County to pass a by-law exempting any or all proposed official plan amendments from Council’s approval. By-law No. 4556-08 and the Memorandum of Understanding specify which local official plan amendments are exempted from County approval. [By-Law 4556-08 Owen Sound Planning Exemptions](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_013727&RevisionSelectionMethod=LatestReleased&Rendition=Web)[By Law 4556-08 Memorandum of Understanding Owen Sound Official Plan Amendments](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_013736&RevisionSelectionMethod=LatestReleased&allowInterrupt=1) |
| **2.12** | 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. | 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 | NA | Planning Act, RSO 1990, as amended | Reporting and Notification requirements in accordance with the Land Use Planning Appeal Policy MS-PL-001 and the Land Use Planning Appeal Procedure MS-PL-001-001 | Land Use Planning Appeal Policy MS-PL-001 and Land Use Planning Appeal Procedure MS-PL-001-001 approved by County Council on January 8, 2013 [Land Use Planning Appeal Procedure](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_068368&RevisionSelectionMethod=LatestReleased&Rendition=Web)[Land Use Planning Appeal Policy](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_068366&RevisionSelectionMethod=LatestReleased&allowInterrupt=1) |
| **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](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_018663&RevisionSelectionMethod=LatestReleased&Rendition=Web)[By-Law 3332-92 Wolf and Coyote Control](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_018664&RevisionSelectionMethod=LatestReleased&Rendition=Web) |
|  | **SOCIAL SERVICES COMMITTEE** |  |  |  |  |  |
| **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 ~~annual~~ renewal agreements to be executed without additionalapproval provided renewal is in accordancewith approved budget. | Matter previously delegated under By-Law 4040-03[By-Law 4040-03 Purchase of Service Ontario Early Years Centres](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_107915&RevisionSelectionMethod=LatestReleased&Rendition=Web) (rescinded) |
| **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 ~~annual~~ 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](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_107916&RevisionSelectionMethod=LatestReleased&Rendition=Web) (rescinded) |
| **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[Becoming a Home Child Care Provider Procedure](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_058153&RevisionSelectionMethod=LatestReleased&Rendition=Web)[Home Child Care Administration Policy](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_105752&RevisionSelectionMethod=LatestReleased&allowInterrupt=1) | Considered an administrative matter |
| **3.5** | 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 CouncilIn the event of an emergency exceptions to the agreement shall not require approval of the Social Services Committee and CouncilAnnual 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) |
| **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 | Ongoing reporting to Social Services Committee | 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/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 |
| **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 Manager/Coordinated Access Supervisor) | Director of Housing or staff as appropriate by the Director of Housing (i.e., Housing Manager/Coordinated Access Supervisor) | 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 |
| **3.9** | 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 |
| **3.10** | 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 |
| **3.11** | 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 |
| **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 | 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 |
| **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 | 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 |
|  | **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 Policy Roads 03-03 (currently under review) | Governed by By-Law 4064-03. [By-Law 4064-03 Regulate Temporary Road Closures](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_107913&RevisionSelectionMethod=LatestReleased&Rendition=Web) (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. [Live Snow Fence Policy](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_069884&RevisionSelectionMethod=LatestReleased&Rendition=Web) | Matter previously delegated under By-Law 4080-03. [By-Law 4080-03 Erection and Maintenance of Live Snow Fences](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_107914&RevisionSelectionMethod=LatestReleased&Rendition=Web) |
| **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](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_069879&RevisionSelectionMethod=LatestReleased&Rendition=Web)  | Governed by By-Law 4383-07. [By-Law 4383-07 Weight Restrictions and Reduced Load Periods](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_000426&RevisionSelectionMethod=LatestReleased&Rendition=Web) (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 anticipatedParameters for approval set out in [Entrance Permit Procedure](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_103931&RevisionSelectionMethod=LatestReleased&Rendition=Web) | Governed by By-Law 2843 [By-Law 2843 Regulate Installation of Entrances onto Grey County Roads](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_108002&RevisionSelectionMethod=LatestReleased&Rendition=Web) (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 anticipatedParameters of approval set out in Policy [Single Permit for Moving Heavy Vehicles Procedure](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_062793&RevisionSelectionMethod=LatestReleased&Rendition=Web)[Annual Permit for Moving Heavy Vehicles Procedure](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_069878&RevisionSelectionMethod=LatestReleased&Rendition=Web) | Considered a routine administrative matter |
| **4.6** | Delegation of authority to enter into Adopt-A-Road agreements on behalf of the County and 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 CommitteePolicy to be drafted and approved by Committee and Council establishing parametersAgreements to be executed by Director of Transportation Services. [Adopt a Highway Procedure](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_066672&RevisionSelectionMethod=LatestReleased&Rendition=Web)[Road Adoption Policy](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_066669&RevisionSelectionMethod=LatestReleased&allowInterrupt=1) | Considered a minor, routine legislative matter |
| **4.7** | Delegation of authority to enter into encroachment agreements with landowners | Director of Transportation Services | Director of Transportation Services | Municipal Act, 2001, Section 23.1 | Parameters of approval set out in [Encroachment Permit Procedure](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_103947&RevisionSelectionMethod=LatestReleased&Rendition=Web) | 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](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_103953&RevisionSelectionMethod=LatestReleased&Rendition=Web)[Advertising Sign Permit Procedure](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_103954&RevisionSelectionMethod=LatestReleased&allowInterrupt=1) | 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 [By-law 4788-13 A By-law to Regulate Traffic and Parking on Highways within the Grey County Road System](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_102810&RevisionSelectionMethod=LatestReleased&Rendition=Web) |
| **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 and 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 Emergency Medical 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 Emergency Medical 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 Access Defibrillation Program](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_000649&RevisionSelectionMethod=LatestReleased&Rendition=Web) (rescinded)New delegation extends 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 Emergency Medical Services | Warden and Clerk | Municipal Act, 2001, Section 23.1 | Annual report to be provided to the Transportation and Public Safety CommitteeAgreements 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 Emergency Medical 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 CouncilParameters of approval shall be set out in a policy approved by Committee and Council. [Emergency Medical Services Presence at Special Events Procedure](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_066714&RevisionSelectionMethod=LatestReleased&Rendition=Web) | Considered an administrative matter |