

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*

Delegation of Duties

Approved by: County Council
Last Revision Date: 2013
Scheduled for Review by: 2018

Date Approved:
Replaces: ADM-02-08

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

Section: Governance

References and Related Documents

[Policy Delegation of Duties Schedule A](#)
[Municipal Act](#)
[Planning Act](#)

Policy Statement

The Council of the County of Grey, as a duly elected municipal government is directly accountable to its constituents for its legislative decision making, policies and administrative functions. Council's decisions are generally expressed by by-law or resolution of Council carried by a majority vote. The efficient management of the municipal corporation and the need to respond to issues in a timely fashion require Council to 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 (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	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 Purchasing Policy
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	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 By-Law 4737-11 Designate a Head for Freedom of Information
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 Third Party use of Grey County Property Policy	Considered routine administrative matter

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
	facilities/county lands-one day type events-no monetary value)					
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	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 long 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

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	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	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 (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	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. By-Law 3826-2000 Delegate Authority to Give Consent to Councils of Local Municipalities
2.4	Delegation of Council's assigned authority with respect to draft plans of subdivision, draft plans of condominium • Recommend the signing of proposed	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

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
	Plans of Subdivision and Plans of Condominium for the purpose of indicating draft approval of such Plans by the Director of Planning and Development.					by-laws for details By-Law 3837-2000 Delegation of Certain Planning Matters to Standing Committee By-Law 4060-03 Delegate Authority Planning Matters Related to Plans of Subdivision By-Law 4421-07 Delegation of Authority - Condo Exemption
2.5	<p>Delegation of Council's assigned authority with respect to draft plans of subdivision, draft plans of condominium</p> <ul style="list-style-type: none"> • Refuse to accept the application until the prescribed information and material and any required fee are received; • Process applications in accordance with applicable legislation and regulations, including giving notice of complete application and notice of public meeting; • Enter into negotiations/dispute 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; 	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 By-Law 4060-03 Delegate Authority Planning Matters Related to Plans of Subdivision By-Law 4421-07 Delegation of Authority - Condo Exemption

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
	<ul style="list-style-type: none"> • 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. 					
2.6	<p>Delegation of Council's authority with respect to the approval of local official plans and local official plan amendments</p> <ul style="list-style-type: none"> • Recommend the signing of the approval page of a local municipal official plan by the Warden; • Recommend the signing of the approval page of a complex area municipal initiated official plan amendment or complex local official plan amendment by the Director either as adopted by the local municipal council or with modifications; • Refuse to approve part or parts of a complex official plan or official plan amendment. 	Planning and Community Development Committee	Director of Planning and Development	Planning Act, RSO 1990, as amended	All decisions are documented in the Committee minutes although decisions are deemed final if no appeal is lodged	Matter previously delegated under By-laws 3837-2000, 4060-03 and 4421-07. See by-laws for details By-Law 3837-2000 Delegation of Certain Planning Matters to Standing Committee By-Law 4060-03 Delegate Authority Planning Matters Related to Plans of Subdivision By-Law 4421-07 Delegation of

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

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						Subdivision By-Law 4421-07 Delegation of Authority - Condo Exemption
2.9	Delegation of Council's authority with respect to the convening and holding of public meetings for County Official Plan Amendments	Chair of the Planning and Community Development Committee 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
2.10	Delegation of County Council's authority with respect to the convening and holding of public meetings for draft plans of subdivision and draft plans of condominium	Local Municipalities	NA	Planning Act, RSO 1990, as amended	All comments received in response to the Notice as well as minutes of the public meetings are to be forwarded to the County.	Motion PCD50-07 approved by County Council on March 6, 2007. Planning and Community Development Committee Minutes February 15 2007
2.11	Delegation of County Council's authority with respect to the approval of certain local official plan amendments in accordance with O. Reg. 699/98 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:	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

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	<ul style="list-style-type: none"> Any 5 year review update to the City's Official Plan under section 26(1) of the Planning Act; A new Official Plan adopted under section 17(14) of the Planning Act; Any amendment related to the completion of a comprehensive review to facilitate an expansion of the City as defined by the Provincial Policy Statement 					<p>which local official plan amendments are exempted from County approval. By-Law 4556-08 Owen Sound Planning Exemptions By Law 4556-08 Memorandum of Understanding Owen Sound Official Plan Amendments</p>
2.12	<p>Appealing decisions of local or neighbouring municipal councils, committees of adjustment or land division committees or similar committees charged with approving zoning by-laws and zoning by-law amendments, holding provision by-laws, interim control by-laws, temporary use by-laws, consents, plans of subdivision/condominium, minor variances official plans and official plan amendments that do not conform to the County Official Plan or are not consistent 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 Land Use Planning Appeal Procedure Land Use Planning Appeal Policy</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. By-Law 3274-91 Nuisance Beaver Removal By-Law 3332-92 Wolf and Coyote Control</p>

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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 additional approval provided renewal is in accordance with approved budget.	Matter previously delegated under By-Law 4040-03 By-Law 4040-03 Purchase of Service Ontario Early Years Centres (rescinded)
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 (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 Home Child Care Administration Policy	Considered an administrative matter

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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 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)
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	Director of	Warden and	Housing	Ongoing reporting to Social	Continued

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
	agreements for rent supplement agreements with landlords, Rent Supplement Agreements and Home Ownership Loans	Housing or staff as appropriate by the Director	Clerk	Services Act 2012 Section 13	Services Committee	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

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
						<p>Closures (rescinded) Delegation Policy clarifies that responsibility for determining road closures under by-law rests with Director</p>
4.2	Delegation of authority to enter into agreements with landowners for the planting of live snow fences	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	Matter previously delegated under By-Law 4080-03. By-Law 4080-03 Erection and Maintenance of Live Snow Fences
4.3	Delegation of authority to reduce load limits on highways	Director of Transportation Services	N/A	Highway Traffic Act, Section 122(7)	No ongoing reporting anticipated. Reduced Load Restriction Policy	Governed by By-Law 4383-07. By-Law 4383-07 Weight Restrictions and Reduced Load Periods (rescinded) Clarifies that responsibility for determining when to implement reduced load limits rests with Director of Transportation Services
4.4	Delegation of authority to issue entrance permits	Director of Transportation Services	Director of Transportation Services	Municipal Act, 2001, Section 23.1	No ongoing reporting anticipated Parameters for approval set out in Entrance Permit Procedure	Governed by By-Law 2843 By-Law 2843 Regulate Installation of Entrances onto Grey County Roads (rescinded) Clarifies that

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
						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 Single Permit for Moving Heavy Vehicles Procedure Annual Permit for Moving Heavy Vehicles Procedure	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 Committee Policy to be drafted and approved by Committee and Council establishing parameters Agreements to be executed by Director of Transportation Services. Adopt a Highway Procedure Road Adoption Policy	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	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 Advertising Sign Permit Procedure	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

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
						Highways within the Grey County Road System
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 (rescinded) New delegation extends beyond lower tier municipalities (Example:

Section	Proposed Delegated Authority	Responsibility of Authority Delegated to	Signatory	Relevant Legislated Authority	Reporting Requirements & Restrictions	Rationale
						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 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 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 Council Parameters of approval shall be set out in a policy approved by Committee and Council. Emergency Medical Services Presence at Special Events Procedure	Considered an administrative matter