

CORPORATION OF THE MUNICIPALITY OF WEST GREY

BY-LAW NUMBER 45 - 2011

BEING, a By-law to adopt the Delegation of Powers and Duties Policy for the Municipality of West Grey;

WHEREAS, Section 270.(1) of the Municipal Act, 2001, as amended, provides that a municipality shall adopt and maintain policies with respect to the delegation of powers and duties;

AND WHEREAS, the Council of the Municipality of West Grey deems it expedient to adopt a Delegation of Powers and Duties Policy;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST GREY ENACTS AS FOLLOWS:

1. That the Delegation of Powers and Duties Policy attached hereto as Schedules "A" & "B", and forming part of this By-law, is hereby adopted.
2. That By-law Number 77-2009 is hereby rescinded.
3. That this By-law shall come into force and take effect upon being passed by Council.

Read a first and second time this 4th day of July, 2011.

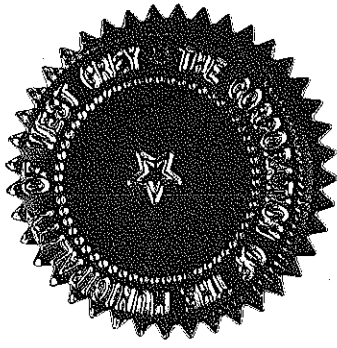
Read a third time and finally passed this 4th day of July, 2011.



Mayor - Kevin Eccles



CAO, Christine Robinson



SCHEDULE "A" TO BY-LAW NUMBER 45 - 2011

**DELEGATION OF POWERS
AND DUTIES POLICY**

PURPOSE

Section 270.(1) of the Municipal Act, 2001, as amended (the "Act"), requires that all municipalities adopt and maintain a policy with respect to the delegation of Council's legislative and administrative authority.

The purpose of this policy is to set out the scope of the powers and duties which Council may delegate its legislative and administrative authority and to establish principles governing such delegation. This policy has been developed in accordance with the Act in order to comply with its other applicable sections, including section 270. This policy applies to all committees of Council, departments and staff.

DEFINITIONS

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.

Administrative Powers - Includes all matters required for the management of the corporation which do not involve discretionary decision making.

POLICY STATEMENT

The Council of the Municipality of West 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 Act and will respect the applicable restrictions outlined in the Act.

POLICY REQUIREMENTS

1. All delegations of Council powers, duties or functions shall be effected by bylaw.
2. Unless a power, duty, or function of Council has been expressly delegated by bylaw, all of the powers, duties and functions of Council remain with Council.
3. A delegation of a power, duty or function under any bylaw to any member of staff includes a delegation to a person who is appointed by the CAO/Clerk or 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 bylaw 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 Act.
6. Council has authorized those specific legislative matters listed in Schedule "B" to be delegated to the individual designated subject to the terms set out therein.
7. 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 Act.
8. Council has authorized the delegation of specific administrative matters to those individuals listed in Schedule "B" subject to the terms set out therein. 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 Council 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.
 - Delegates shall ensure the consistent and equitable application of council policies and guidelines.

POWERS THAT CANNOT BE DELEGATED

In accordance with the Act, the following powers and duties cannot be delegated by Council:

- The power to appoint or remove from office an officer of the municipality whose appointment is required by the Act.
- The power to pass a by-law for municipal taxation, limitation on taxes for certain property classes or tax collection.
- The power to incorporate corporations.
- The power 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.
- The power to pass a by-law for the establishment of a counseling service to small businesses operating in the municipality or for the provision of municipal capital facilities.
- The power to adopt a community improvement plan.
- The power to adopt or amend the budget of the municipality.
- Any other power or duty that may be prescribed.

| DELEGATION OF POWERS AND DUTIES POLICY | | Delegated To | | | | | |
|--|--|--------------------------------------|--|-------------------------|--|---|---|
| | | Director of Building Services/C.B.O. | Director of Infrastructure and Public Works CAO | Committee of Adjustment | Relevant Legislated Authority | Reporting Requirements & Restrictions | Rationale |
| | Delegation of authority to issue sign permits (not including on municipal roads) | X | | | Municipal Act, 2001 Section 23.1 | No ongoing reporting anticipated | Considered a minor, routine administrative matter |
| | Delegation of authority to enter into temporary use agreements (locate trailer while building a house) | X | | | Municipal Act, 2001 Section 23.1 | No ongoing reporting anticipated | Considered a minor, routine administrative matter |
| | Delegation of authority to issue entrance permits | X | | | Municipal Act, 2001 Section 23.1 | No ongoing reporting anticipated | Considered a minor administrative matter |
| | Delegation of authority to enter in to water service connection agreements | X | | | Municipal Act, 2001 Section 23.1 | No ongoing reporting anticipated | Considered a minor administrative matter |
| | Delegation of authority to enter into agreements for signage on municipal roads | X | | | Municipal Act, 2001 Section 23.1 | No ongoing reporting anticipated | Considered a minor administrative matter |
| | Delegation of authority to sign Adopt a Road Agreements | X | | | Municipal Act, 2001 Section 23.1 | No ongoing reporting anticipated | Considered a minor administrative matter |
| | Delegation of authority to close municipal roads for various events and road construction projects | X | | | Municipal Act, 2001 Section 23.1 | No ongoing reporting anticipated | Considered a minor administrative matter |
| | Delegation of authority to give consent and minor variance under the Planning Act | | | X | Planning Act, RSO 1990 Sections 44 & 54 | Committee minutes required | Considered a minor administrative matter |
| | Delegation of authority to approve and renew Kennel and Breeding/Boarding Establishment Licences | | | X | Municipal Act, 2001 Section 23.1 | New license approvals subject to passing of a Zoning By-law Amendment. Renewal licenses may be issued upon no complaints being received | Considered a minor administrative matter |
| | Delegation of authority to waive the requirement for pre-consultation | | | X | Planning Act, as amended by Planning & Conservation Land Statute Law Amendment Act | In cases where proposal is minor or similar review has already occurred | Considered a minor administrative matter |
| | Delegation of authority to issue a Refreshment Vehicle Licence | | | X | Municipal Act, 2001 Section 23.1 | Renewal licenses may be issued upon no complaints being received | Considered a minor administrative matter |
| | Delegation of authority to issue Lottery Licenses | | | X | Order in Council authorized Municipal Councils to issue licenses | No ongoing reporting anticipated | Considered a minor administrative matter |
| | Delegation of authority as Head of the Municipality for the purposes of the Municipal Freedom of Information and Protection of Privacy Act | | | X | Section 3 - Municipal Freedom of Information and Protection of Privacy Act | Annual report to MFIPPA Office required | Considered a minor administrative matter |