
Subject: Update to Execution of Documents By-Law

Report to: Corporate Services Committee

Report date: Wednesday, August 7, 2019

Recommendations

1. That Regional Council **APPROVE** the amendment of By-law No. 09-2016 being A By-law to Govern the Execution of Documents and to Delegate Certain Administrative Powers and Duties to Staff and to Repeal By-law 126-2011 (hereinafter the “Execution By-law”) by deleting reference in section 8 thereof to “21 days” and substituting therefor “30 days”.

Key Facts

- The purpose of this report is to seek approval for amendment of the Execution By-law to reflect changes to the meeting schedule of Council implemented during the current term.
- Section 2 of the Execution By-law identifies persons holding the offices or positions of Regional Chair, Regional Clerk, the Chief Administrative Officer and Commissioner of Corporate Services/Treasurer as signing officers for the Corporation.
- In circumstances where there is no regular meeting of Council for more than 21 days, Section 8 of the Execution By-law authorizes the signing officers designated by Section 2 of the Execution By-law to execute such documents as they deem reasonably necessary to carry out the business of the Regional Corporation.
- During prior terms of Council which regularly met once every three weeks, the broad authority granted by Section 8 of the Execution By-law was typically effective only during limited periodic gaps when there was more than 21 days between regular Council meetings including Council’s summer recess.
- The current regular meeting schedule of Council of approximately every four weeks means the delegated power is in effect continuously throughout the year which staff believe was not the original intent when Council approved the Execution By-law.
- Legal & Court Services are undertaking a general review of the Execution By-law and hope to bring forward more comprehensive suggested improvements during the current year but are of the opinion this particular provision should be considered by Council in advance of that more general review.

Financial Considerations

There are no direct financial effects arising from this Report.

Analysis

Section 2 of the Execution By-law identifies persons holding the following offices or positions as signing officers for the Regional Corporation:

- Regional Chair,
- Regional Clerk,
- the Chief Administrative Officer, and
- Commissioner of Corporate Services/Treasurer as signing officers for the Corporation

Subsection 6(a) of the Execution By-law provides that unless otherwise provided by law or the Execution By-law, documents may be executed by the signatures of any two of the signing officers noted in the preceding paragraph.

Section 5 indicates signing officers shall not execute a document unless authorized by by-law which authorization includes the authority granted by Section 8 and Schedule "A" of the Execution By-law, authorization under the Procurement By-law and transaction specific by-laws typically arising from a report to Council and the resulting resolutions of Council.

The purpose of this report is to seek Council's approval for amendment of Section 8 of the Execution By-law which provides as follows:

"8. When there is no regular meeting of Council scheduled during a period of time that is more than 21 days after the date of the previously scheduled regular Council meeting, the signing officers designated under section 2 are hereby authorized to execute such documents as they deem to be reasonably required to carry on the business of the Regional Corporation."

Section 8 provides a broad delegation of authority through the discretionary language used which would potentially permit signing officers to enter into binding arrangements of significant direct cost and/or risk without approval of Council. Examples of matters that require Council approval but could be authorized under section 8 could include:

- Execution of a contract for procured goods or services with a value in excess of five million dollars that, pursuant to the requirements of the Procurement By-law would otherwise go to Council for approval;
- Execution of Minutes of Settlement with a payment in excess of one million dollars (CAO's current limit under Schedule "A" to the Execution By-law); or
- Entering into a revenue generating contract, with attendant costs and risks, when the contemplated revenue generated will exceed the limits, (currently \$100,000) delegated to staff by paragraph 51 of Schedule "A" to the Execution By-law;

However the section only takes effect when the period between regularly scheduled Council meetings exceed 21 days. These periods of effectiveness were typically (but not exclusively) limited to Council's the summer recess from late July to early September when the alternative methods of calling Council meetings (and obtaining quorum) i.e. special or emergency meetings as discussed later in this report may have been more difficult to implement. Attached hereto as Appendix 1 are sample meeting schedules for Council in 2012, 2013 and 2014 representing two separate terms of Council which indicate gaps in the summer of up to 49 days between Council meetings in certain years. The 2013 year indicates four gaps in excess of 21 days between Council meetings. The 2012 year indicates gaps in July-August and December-January. The 2014 year indicates a summer gap plus a gap following the election that year.

Council, in passing the Execution By-law in 2016, approved the delegation under the circumstances as then existed. The recommended change to the by-law is to remove the reference to "21 days" in the above quoted section and substitute "30 days" to better align with the current regular meeting schedule of Council. Attached hereto as Appendix 2 is Council's 2019 schedule. There are gaps between regular meetings of more than 21 days throughout the year with the exception of the meetings on April 25 and May 16. There are also gaps of greater than 30 days on three occasions.

- January – February 42 days;
- May –June 35 days;
- August – September 35 days;

As a result there is no perfect number of days to include in Section 8. The majority of Council meetings are within 28 days of the prior regular meeting. The suggested amendment to 30 days was made in an attempt to correspond with the majority of the meetings while recognizing it does not fully recreate the different circumstances that existed at the time of original passing of the Execution By-law.

The risk associated with any decision to delegate authority is the reliance upon the delegated parties. That risk is dealt with in the Execution By-law and Procurement By-law generally by the inclusion of monetary limits on such a decision making authority, in certain circumstances reporting on use of the authority after the fact and systems of checks and balances such as requiring two signatures. No such monetary limitation or specific reporting mechanism exists in Section 8 as it is currently written but will be considered as part of a comprehensive review by staff of the by-law as discussed later in this report.

The risk associated with limiting the delegated authority under Section 8 would be that time sensitive documents that may be in the best interest of the Regional Corporation to execute and which cannot be approved by an alternative by-law authority such as the Procurement By-law, will either have to be delayed to the next regular Council meeting and/or until a special or an emergency meeting of Council can be called. This risk

existed at the time of passing of the Execution By-law, the difference being only the timing to the next regular Council meeting.

The Procedural By-law (By-law 120-2010 as amended) provides authority to the Regional Chair to call a special meeting with at least 48 hours' notice and an emergency meeting under the circumstances described in Section 7 of the Procedural By-law without notice. As such there is a method to limit the risk of losing an opportunity in the event Council approves further restrictions on the applicability of Section 8 of the Execution By-law.

Legal and Court Services staff are reviewing, in consultation with other departments, the Execution By-law with the intent of bring more comprehensive amendments forward by the end of the current year. As the needs of Niagara Regions departments change and changes in the types of routine documents encountered by Niagara Region, periodic updates of the by-law are recommended.

Alternatives Reviewed

Staff considered leaving Section 8 in its current form notwithstanding the changes to Council's schedule on the basis that Council may wish to include this delegated power effectively twelve months of each year. Staff recognized that when Council dates were changed the concerns raised by this report were not, to staff's knowledge, part of the discussion and as such should be raised with Council. The option to continue with the current wording is open to Council.

Staff, recognize both the ability to call Council meetings on relatively short notice and the fact that the unique use of Section 8 in the past related to a summer period when the expectation, based on the structure of the Council, might be that some Councillors vacation during the period. That situation no longer exists as there is not a dedicated "breaks period" for Council. As such staff considered recommending elimination of Section 8 entirely. It was not recommended in recognition that special and emergency meetings, while possible, should not be the norm and Council may find over-use undesirable. The option of deleting the section from the by-law altogether remains open to Council.

Relationship to Council Strategic Priorities

This report supports proper and efficient of Niagara Region's core functions while balancing respect for taxpayers through appropriate application of risk analysis to Niagara Region's operations and by-laws.

Other Pertinent Reports

No related reports.

Prepared by:

Sterling Wood
Legal Counsel
Enterprise Resource Management
Services

Recommended by:

Todd Harrison, CPA, CMA
Commissioner/Treasurer
Enterprise Resource Management
Services

Submitted by:

Ron Tripp, P.Eng.
Acting Chief Administrative Officer

This report was reviewed by Donna Gibbs, Director of Legal and Court Services.

Appendices

- Appendix 1 Council Schedules 2012, 2013, and 2014
- Appendix 2 Council Schedule 2019
- Appendix 3 By-law No. 09-2016 being A By-law to Govern the Execution of Documents and to Delegate Certain Administrative Powers and Duties to Staff and to Repeal By-law 126-2011

SCHEDULE OF REGULAR MEETINGS
REGIONAL COUNCIL, BUDGET REVIEW COMMITTEE OF THE WHOLE,
COUNCIL BUSINESS PLANNING COMMITTEE OF THE WHOLE AND STANDING COMMITTEES

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Committee Week held one week earlier to accommodate March Break

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|  | Regional Chair's 2012 Golf Tournament - August 23, 2012 |  | Stat Holiday |  | Committee Week |
|  | Council & Agenda Dist. |  | Budget Review COTW |  | Niagara Week - May 28,29 & 30, 2012 |
|  | Planning & Priority Week |  | March Break |  | Council Business Planning COTW or Special COTW |

FCM - June 1 - 4 Saskatoon	AMO - August 19 - 22 Ottawa
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Meeting Times

Council: Thursdays during Council Week

6:30pm

Committee of the Whole:
 (Includes Budget Review, Council Business Planning and Special COTW Meetings)

Thursdays at 6:30pm

Budget Review Committee of the Whole:

October 11, October 18, November 8 and November 29
November 1

Standing Committee Meeting Times During Committee Week:

Public Works Committee
Public Health and Social Services Committee
Corporate Services Committee
Integrated Community Planning

CSD 47-2019
August 7, 2019
Appendix 1

6:30pm to 9:30 pm
8:30am to 6:00pm

Tuesdays at 9:30am
Tuesdays at 2:00pm
Wednesdays at 9:30am
Wednesdays at 1:00pm

*Revised Meeting Schedule Approved by
Council on June 21, 2012*

**SCHEDULE OF REGULAR MEETINGS
REGIONAL COUNCIL, BUDGET REVIEW COMMITTEE OF THE WHOLE,
COUNCIL BUSINESS PLANNING COMMITTEE OF THE WHOLE AND STANDING COMMITTEES
2013**

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Committee Week held one week earlier to accommodate March Break

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- Regional Chair's 2013 Golf Tournament - August 22, 2013
- Council & Agenda Dist.
- Planning & Priority Week
- Stat Holiday
- Budget Review COTW
- March Break

- Committee Week
- Niagara Week - May 6, 7 & 8, 2013
- Council Business Planning COTW or Special COTW

<i>FCM Sustainable Communities - February 13-15 Windsor</i>	<i>AMO - August 18 - 21 Location TBD</i>
<i>FCM Annual Conference - May 31 - June 3 Vancouver</i>	

Approved November 15, 2012

Length of Service Lunch - Tuesday June 18, 2013 at Club Capri
Length of Service Dinner Wednesday June 19, 2013 at Amici's Banquet Hall

12:00 p.m.
5:00 p.m.

Meeting Times

Council: Thursday: during Council Week
***Budget Review Committee of the Whole prior to Council on June 6, 2013**

6:30pm
4:00 pm to 6:00pm
Thursdays at 6:30pm

Committee of the Whole:
(Includes Budget Review, Council Business Planning and Special COTW Meetings)
****Budget Review Committee of the Whole on November 7, 2013**

8:30am to 6:00pm

Standing Committee Meeting Times During Committee Week:
Public Works Committee
Public Health and Social Services Committee
Corporate Services Committee
Integrated Community Planning Committee

Tuesdays at 9:30am
Tuesdays at 2:00pm
Wednesdays at 9:30am
Wednesdays at 1:00pm

**SCHEDULE OF REGULAR MEETINGS
 REGIONAL COUNCIL, BUDGET REVIEW COMMITTEE OF THE WHOLE,
 COUNCIL BUSINESS PLANNING COMMITTEE OF THE WHOLE AND STANDING COMMITTEES
 2014**

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Committee Week held one week earlier to accommodate March Break

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12	Nomination Day					

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27	Municipal Election					

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11	Inaugural Council					

- Regional Chair's 2014 Golf Tournament - **August 21, 2014**
- Council & Agenda Dist.
- Planning & Priority Week
- Stat Holiday
- Budget Review COTW
- March Break

- Committee Week
- Niagara Week - May 5,6 & 7, 2014
- Council Business Planning COTW or Special COTW

FCM Sustainable Communities - February 11-13 Charlottetown, PEI	AMO - August 17 - 20 London, ON
FCM Annual Conference - May 30 - June 2, Niagara Falls, ON	

Approved by Council October 10, 2013

Length of Service Lunch June 17, 2014 at Club Capri
 Length of Service Dinner June 18, 2014 at Amici's

12:00 p.m.
 5:00 p.m.

Meeting Times

- Council:** Thursdays during Council
- *Budget Review Committee of the Whole prior to Council on June 12, 2014**
- Committee of the Whole:** (Includes Budget Review, Council Business Planning and Special COTW Meetings)
- **Budget Review Committee of the Whole on October 16, 2014:**

- 6:30pm
- 4:00 pm to 6:00pm
- Thursdays at 6:30pm
- 8:30am to 6:00pm

- Standing Committee Meeting Times During Committee Week:**
- Public Works Committee**
 - Public Health and Social Services Committee**
 - Corporate Services Committee**
 - Integrated Community Planning Committee**

- Tuesdays at 9:30am
- Tuesdays at 2:00pm
- Wednesdays at 9:30am
- Wednesdays at 1:00pm

2019 LEGISLATIVE SCHEDULE OF REGULAR MEETINGS

REGIONAL COUNCIL, BUDGET REVIEW COMMITTEE OF THE WHOLE,
 COUNCIL BUSINESS PLANNING COMMITTEE OF THE WHOLE AND STANDING COMMITTEES

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
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 Council	 Council Business Planning Committee of the Whole - <i>At the call of the Chair</i>	 Stat Holiday
 Committee Week	 Committee of the Whole	 March Break
	 Budget Review Committee of the Whole	

** BRCOTW prior to Council on June 20, 2019 at 4 p.m.

AMO - August 18-21, Ottawa, ON	FCM Conference - May 30 - June 2, Quebec City	ROMA Conference - Jan 29-31, Toronto, ON
		OGRA Conference Feb 26-Mar 1, Toronto,

Meeting Times

Council
Committee of the Whole (includes Budget Review and Council Business Planning)
Public Works Committee
Public Health and Social Services Committee
Corporate Services Committee
Planning & Development Committee

Thursdays at 6:30pm
 Thursdays at 6:30pm
 Tuesdays at 9:30am
 Tuesdays at 2:00pm
 Wednesdays at 9:30am
 Wednesdays at 1:00pm

Updated on June 21, 2019 - Include BRCOTW (CSD 40-2019)

Bill 09-2016

Authorization Reference: CSD 09-2016

*Amended December 7, 2017
By-law No. 2017-112*

*PWC 14-2017;
Minute Item 5.1*

THE REGIONAL MUNICIPALITY OF NIAGARA

BY-LAW NO. 09-2016

A BY-LAW TO GOVERN THE EXECUTION OF DOCUMENTS AND TO
DELEGATE CERTAIN ADMINISTRATIVE POWERS AND DUTIES TO
STAFF AND TO REPEAL BY-LAW 126-2011

WHEREAS subsection 227(a) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that it is the role of the officers and employees of the municipality to implement council's decisions and establish administrative practices and procedures to carry out council's decisions;

AND WHEREAS the Council of The Regional Municipality of Niagara (the "Regional Corporation") by resolution adopted on December 20, 2007 approved a policy entitled "Delegation of Powers and Duties";

AND WHEREAS the Policy provides that the efficient management of the Regional Corporation, and the need to respond to various issues in a timely fashion, makes it appropriate for Council of the Regional Corporation to delegate certain administrative powers and duties to Regional staff;

AND WHEREAS the Council of the Regional Corporation has deemed it desirable to set out its policies with respect to the execution of documents in a By-law and to delegate certain administrative powers and duties to Regional staff;

AND WHEREAS on September 25, 2008, the Council of the Regional Corporation enacted By-law 96-2008 to govern the execution of documents and to delegate certain administrative powers and duties to staff;

AND WHEREAS on December 8, 2011, the Council of the Regional Corporation enacted By-law 126-2011 to govern the execution of documents and to delegate certain administrative powers and duties to staff and repealed By-law 96-2008;

AND WHEREAS the Council of the Regional Corporation wishes to repeal By-law 126-2011 and replace it with a new by-law;

NOW THEREFORE the Council of the Regional Corporation enacts as follows:

DEFINITIONS

Bill 09-2016

Authorization Reference: CSD 09-2016

*Amended December 7, 2017
By-law No. 2017-112*

*PWC 14-2017;
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1. (a) In this By-law,

“Administrative Powers” means all actions which may be taken by Council and Committees, individual members of Council, and all Regional officers and employees, which are necessary or appropriate for the effective management of the Regional Corporation in the performance of its responsibilities, including the procurement and disposal of goods, services and property for the purposes of the Regional Corporation;

“Council” means the Council of the Regional Corporation;

“Document” means any written instrument whether on paper or in electronic form including, without limiting the foregoing, any contract, agreement, deed, purchase order, memorandum, letter of intent, application, release, waiver or acknowledgement which, when executed, will have or is intended to have the effect of causing the Regional Corporation to be bound in a legally enforceable relationship with any other person; and shall not include:

- (i) any cheques, bank drafts, orders for payment of money, promissory notes, acceptances, bills of exchange, debentures and any similar instruments; and
- (ii) correspondence, whether by letter or in electronic form, intended to convey information or confirm a position on a matter, but not intended to create a contract or agreement between the Regional Corporation and any other person, whether or not a legally enforceable right or remedy is created thereby;

“Execute” means to complete the formalities intended to give effect to a document and may include any one or more of the following formalities as may be required in the circumstances:

- (iii) signing the document;
- (iv) causing the seal of the Regional Corporation to be affixed to the document; and

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- (v) causing delivery of the document to be made to the other parties thereto; and

“Regional Corporation” means The Regional Municipality of Niagara.

- (b) Any reference to a statute is to such statute and to the regulations made pursuant to it, as such statute and regulations may at any time be amended or modified and in effect, and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.
- (c) Schedule “A” – “Routine Documents” attached hereto forms part of this By-law.

APPOINTMENT OF SIGNING OFFICERS

- 2. Subject to the requirements of this By-law and any statute regarding the execution of any particular kind of document, an employee or officer of the Regional Corporation, who at the time of execution of any document holds any of the following offices or positions, is a signing officer of the Regional Corporation and has the authority to execute the document on its behalf:
 - (a) the Regional Chair;
 - (b) the Regional Clerk;
 - (c) the Chief Administrative Officer;
 - (d) the Commissioner of Corporate Services/Treasurer.
- 3. In addition to the signing officers designated in section 2, a document listed in Column 1 of Schedule “A” of this By-law (“Routine Documents”) may be executed by an employee or officer of the Regional Corporation who at the time of execution of the particular document holds any one of the offices or positions set out opposite in Column 2 of Schedule “A”, or by an employee or officer who holds a position above the delegated signing officer in the organizational chart, and they shall be considered to be signing officers but only for the limited purposes of the documents set out in Schedule “A” that they are authorized to sign, provided that all other provisions of this By-law are complied with.

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4. When any signing officer designated under section 2 or 3 is absent for any reason or the office or the position is vacant:
 - (a) if there is a by-law which designates a deputy, associate or other acting person as having the authority of the person holding the position or office of the signing officer, such deputy, associate or acting person is authorized to exercise the authority of the signing officer under this By-law; and
 - (b) unless contrary to a by-law as described in clause (a), any employee or officer of the Regional Corporation appointed in writing by the signing officer identified in section 2 or 3, as acting in the position or office of such signing officer during his or her temporary absence, is authorized to exercise the authority of the signing officer under this By-law.

AUTHORITY AND MANNER OF EXECUTION

5. Subject to any statutory requirement to the contrary, signing officers shall not execute any document unless its execution is authorized by by-law enacted by Council. For greater certainty and without limiting the foregoing, a by-law authorizing execution of a document includes:
 - (a) a by-law authorizing the execution of the document and without limiting the foregoing, includes by-laws referred to in section 7 of this By-law;
 - (b) a by-law confirming the proceedings of Council that confirms a resolution, including a resolution adopting a Committee recommendation which authorizes the execution of the document;
 - (c) the Procurement By-law to the extent that it authorizes the making of purchase orders, contracts and agreements for the purchase of goods and services; and
 - (d) this by-law as it relates to documents listed in Schedule "A" of this By-law ("Routine Documents") and documents executed under section 8.

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6. The following rules shall apply to the execution of documents:
 - (a) Unless otherwise required by law or this By-law, a document may be executed by the signatures of two signing officers and when so executed the document may be endorsed with the words, "We have authority to bind the Corporation", or any similar words indicating the authority of the signing officers.
 - (b) Every signing officer shall ensure that his or her name and title is legibly printed beneath his or her signature.
 - (c) The seal of the Regional Corporation shall not be applied to a document upon execution unless it is executed by the signatures of no less than two signing officers, one of whom shall be the Regional Clerk.

7. The authority to execute documents shall include the following:
 - (a) where a by-law authorizes the acceptance or execution of a contract or the making of an offer that upon acceptance becomes a contract, in addition to the execution of such acceptance, contract or offer, the signing officers are hereby authorized to execute all documents required by the terms of the contract that are necessary to perform the contract or carry out the Region's obligations under it and any such by-law shall be deemed to include such authority;
 - (b) where a by-law authorizes the making of any application, or the commencement of any work, undertaking or project which requires any approval, the signing officers are hereby authorized to execute all application documents and supporting documents necessary for the making of the application or to apply for the required approval and any such by-law shall be deemed to include such authority;
 - (c) where a by-law authorizes the settlement of any legal action or other proceeding involving a claim made by or against the Regional Corporation, the signing officers are hereby authorized to execute such receipts, releases, indemnities, acknowledgments or similar documents necessary to effect the settlement provided that they have been approved by the Director of Legal and Court Services or his or her designate and any such by-law shall be deemed to include such authority; and

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- (d) where a document on its face is subject to or is conditional upon approval, adoption or ratification by Council, the signing officers may execute the document before the document is so approved, adopted or ratified, provided that the document and its execution shall not be legally binding on the Regional Corporation until the by-law approving, adopting or ratifying the document or execution is enacted.
8. When there is no regular meeting of Council scheduled during a period of time that is more than 21 days after the date of the previously scheduled regular Council meeting, the signing officers designated under section 2 are hereby authorized to execute such documents as they deem to be reasonably required to carry on the business of the Regional Corporation.

ADMINISTRATION

9. All documents to be executed shall be prepared in a sufficient number of identical originals to permit at least two executed originals to be retained by the Regional Corporation.
10. All documents:
- (a) to be executed by the signing officers designated in section 2; or
 - (b) which require financial securities and/or proof of insurance;
- shall be forwarded to the Director of Legal and Court Services, or designate, for approval prior to execution, along with the documents authorizing execution, including the Committee/Council Report and Council minutes approving the report.
11. Following execution, the Legal and Court Services division shall forward one original executed document to the Office of the Regional Clerk and the remaining original(s) to the department with primary oversight for the agreement.
12. The department with primary oversight for the agreement shall be responsible for distribution of the executed document.

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13. The short title of this By-law is the "Document Execution By-law".

EFFECTIVE BY-LAW DATE

14. This By-law comes into force and takes effect on the day upon which it is passed.

THE REGIONAL MUNICIPALITY OF NIAGARA

(Alan Caslin, Regional Chair)

(Ralph Walton, Regional Clerk)

Passed: February 25, 2016

*Amended December 7, 2017
 By-law No. 2017-112*

*PWC 14-2017;
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**SCHEDULE "A"
 Routine Documents**

In addition to the signing officers designated under section 2 of this By-law, the documents listed in Column 1 may also be executed by the officers or employees of the Regional Corporation holding the office or position shown opposite in Column 2.

In this Schedule "A", the term "Director of Legal and Court Services" includes authorized Legal Counsel employed by the Regional Corporation.

Section	Column 1 Document	Column 2 Signing Officers
Public Works		
1.	Documents permitted or required under the Sewer Use By-law in force from time to time including Surcharge Agreements.	The Commissioner of Public Works or The Director of Water and Wastewater
2.	Agreements relating to the supply of water or sewer services within the Regional area, including operation and maintenance agreements with Niagara area municipalities.	The Commissioner of Public Works
3.	Agreements providing for the control of access, ingress and egress to and from Regional roads.	The Commissioner of Public Works
4.	Agreements, including cost sharing agreements with Niagara area municipalities or other government agencies, regarding road construction and/or road maintenance pursuant to projects or programs approved by Council.	The Commissioner of Public Works

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SCHEDULE "A"
Routine Documents

Section	Column 1 Document	Column 2 Signing Officers
5.	Agreements and other documents permitting underground pipe crossings of lands used for gas lines or railway purposes, limited access highways, or hydro corridors, provided that the total consideration to be paid or a reasonable estimate of the cost of the obligations to be incurred by the Regional Corporation, excluding applicable taxes, legal fees and fees of an administrative nature, does not exceed \$100,000.	The Commissioner of Public Works
6.	<i>The following documents permitted or required under the Municipal Drinking Water Licensing Program:</i>	
6(1)	<i>Amendments to the Region's Drinking Water Quality Management System (DWQMS) Operational Plan of a minor or administrative nature</i>	<i>The Commissioner of Public Works</i>
6(2)	<i>Pre-approved amendments to the Region's drinking water systems (Schedule "C" of Drinking Water Works Permits (DWWP)), municipal drinking water licence renewal, submission of approval for proposed works and Director notification of water works project completion</i>	<i>The Commissioner of Public Works or the Water and Wastewater Compliance Technologist or the Water Compliance Specialist</i>

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Routine Documents

Section	Column 1 Document	Column 2 Signing Officers
7.	Agreements with developers regarding road improvements to Regional roads, where the improvements are required for new development.	The Commissioner of Planning and Development Services or Associate Director of Development Planning

Planning		
8.	Agreements imposed or required in satisfaction of any condition of approval under the <i>Planning Act</i> in connection with the development of land including, without limitation, subdivisions, site plans and re-zonings where the Regional Corporation is not the applicant, and Releases and Acknowledgments of Compliance pursuant to any such agreements.	The Commissioner or Director responsible for the program
9.	Applications, submissions, declarations, representations and agreements imposed or required in satisfaction of any condition of approval under the <i>Planning Act</i> or the <i>Building Code Act, 1992</i> in connection with the development or redevelopment of Regional lands or buildings where the Regional Corporation is the applicant, provided the project has been approved by Council.	The Commissioner or Director responsible for the program

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**SCHEDULE "A"
 Routine Documents**

Section	Column 1 Document	Column 2 Signing Officers
Corporate Services - Properties		
10.	Any of the following documents in subsections 10(1) to 10(5) inclusive provided that the total consideration to be paid or a reasonable estimate of the cost of the obligations to be incurred by the Regional Corporation, excluding applicable taxes, legal fees and fees of an administrative nature, does not exceed \$100,000, or where a leasehold or land use license is involved, \$100,000 per annum.	
10(1)	Agreements of purchase and sale and all deeds, transfers and other documents required for the acquisition, purchase, sale or exchange of any interest in land including, without limitation, easements, rights of first refusal, option agreements and re-purchase agreements.	The Commissioner of Corporate Services/Treasurer or Commissioner of Public Works
10(2)	Agreements and other documents permitting the Regional Corporation or its contractors or agents to enter upon land for any of the purposes of the Regional Corporation, or agreements and other documents permitting others or their contractors or agents to enter upon lands of the Regional Corporation.	The Commissioner of Corporate Services/Treasurer or Commissioner of Public Works

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*PWC 14-2017;
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**SCHEDULE "A"
 Routine Documents**

Section	Column 1 Document	Column 2 Signing Officers
10(3)	Documents permitting encroachment on easements and other lands vested in the Regional Corporation which are not part of a public highway, including encroachment agreements and the assignment, release or termination of encroachment agreements, and the release and abandonment of easements.	The Commissioner of Corporate Services/Treasurer or Commissioner of Public Works
10(4)	Agreements to lease or license, and leases or licenses of premises required for Regional purposes; and, agreements to lease or license and leases or licenses of Regional lands or premises to be temporarily disposed of.	The Commissioner responsible for the program
10(5)	Facility license or rental agreements for occupancy of space on a short term basis for the purposes of the Regional Corporation, such as staff meetings, public meetings and open houses and for the occupancy of Regional lands or premises on a short term basis by others, such as the use of meeting rooms, the council chambers, motion picture and television locations.	The Director responsible for the program (expenditure up to \$25,000) The Commissioner responsible for the program (expenditure greater than \$25,000)

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Routine Documents

Section	Column 1 Document	Column 2 Signing Officers
11.	Offer to purchase agreements for strategic land acquisitions valued at more than \$100,000, conditional on final approval by Regional Council.	The Chief Administrative Officer
12.	Acknowledgments of the status, term and conditions of any lease under which the Regional Corporation is a tenant and notices pursuant to the <i>Residential Tenancies Act, 2006</i> where the Regional Corporation is the landlord.	The Commissioner of Corporate Services/Treasurer
13.	Undertakings, certificates, statements, declarations, notices of election under the <i>Expropriations Act</i> and other documents required for the completion of any transaction involving the acquisition, purchase, sale or exchange of any interest in land, but not including agreements of purchase and sale, deeds and transfers, leases and agreements to lease except to effect registration where the transaction is otherwise authorized.	The Commissioner of Corporate Services/Treasurer or the Director of Legal and Court Services, or Law Clerk authorized in writing by the Director of Legal and Court Services
14.	Consents and Waivers of Notice relating to an application for registration under the <i>Land Titles Act</i> .	The Commissioner of Corporate Services/Treasurer or the Director of Legal and Court Services

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Routine Documents

Section	Column 1 Document	Column 2 Signing Officers
15.	Real estate documents for registration under the <i>Land Registration Reform Act</i> .	The Director of Legal and Court Services or Law Clerk authorized in writing by the Director of Legal and Court Services
16.	Requests for Reconsideration pursuant to the <i>Assessment Act</i> , and settlement of such requests pertaining to Regional lands and premises, including on behalf of a tenant or tenants, and related minutes of settlement and any documentation.	The Commissioner of Corporate Services/Treasurer
17.	Assessment appeals pursuant to the <i>Assessment Act</i> , and settlement of such appeals pertaining to Regional lands and premises initiated by the Regional Corporation, including on behalf of a tenant or tenants and consent to third party appeals relating to assessment of Regional lands and premises, and related minutes of settlement and other documentation.	The Commissioner of Corporate Services/Treasurer

Corporate Services – Finance

18.	Agreements required for the delivery of banking services to the Regional Corporation, including agreements for purchase cards, VISA cards and electronic services.	The Commissioner of Corporate Services/Treasurer
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Routine Documents

Section	Column 1 Document	Column 2 Signing Officers
19.	Purchase Orders generated by and dispatched by the Electronic Financial Management System in the procurement of goods and services.	The Commissioner of Corporate Services/Treasurer
Corporate Services – Court Services		
20.	All documents required in fulfillment of the duties of a clerk of the court under the <i>Provincial Offences Act</i> , its regulations, the Rules of Court and terms of the Provincial Transfer Agreement.	The Associate Director Court Services or where authorized in writing by the Associate Director Court Services: Supervisor Court Administration or Trial Coordinator or Court Clerks
21.	Documents and general correspondence incidental to the day to day administration and management in the Provincial Offences Court under the <i>Provincial Offences Act</i> , the Rules of Civil Procedure and Small Claims Court Rules and/or consistent with the authorities granted under the Procurement By-law.	The Associate Director Court Services or the Supervisor responsible for the program
22.	Documents and general correspondence incidental to prosecutorial functions under the <i>Provincial Offences Act</i> , <i>Courts of Justice Act</i> , the regulations, the Rules of Court and the Provincial Transfer Agreement.	Senior Prosecutor and where authorized in writing by the Associate Director Court Services, the Prosecutors or Prosecution Coordinator

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Routine Documents

Section	Column 1 Document	Column 2 Signing Officers
23.	Documents and general correspondence incidental to collection and enforcement of default fines under the <i>Provincial Offences Act</i> , the Rules of Civil Procedure and Small Claims Court Rules.	The Supervisor responsible for the program and where authorized in writing by the Associate Director Court Services, the Collection Clerks
Public Health		
24.	Special event contracts and paid duty agreements for the provision of Paramedic Services.	The Chief/Director of Emergency Services
Community Services		
25.	License agreements and license agreement renewals for day nurseries operated on behalf of the Regional Corporation.	The Director of Children's Services
26.	Child Care Subsidy Service Contracts with: licensed day nurseries (institutions); and private home day care facilities (individuals); pursuant to the <i>Day Nurseries Act</i> .	The Director of Children's Services

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**SCHEDULE "A"
 Routine Documents**

Section	Column 1 Document	Column 2 Signing Officers
27.	Agreements relating to the admission of persons to Long-Term Care Homes or supportive housing operated by the Regional Corporation, including both permanent and temporary admissions (respite).	The Director of Seniors Services or the Administrator of the Long-Term Care Home to which the person is being admitted
28.	Agreements for the provision of personal care services including, but not limited to, aesthetics and hairdressing services, for residents of Long-Term Care Homes operated by the Regional Corporation.	The Administrator of the Long-Term Care Home in which the services are required
29.	Agreements for the provision of medical and laboratory services for residents of Long-Term Care Homes operated by the Regional Corporation, where the service providers directly bill the Ontario Health Insurance Plan (OHIP), the Local Health Integration Network (LHIN) or other funding agency.	The Director of Seniors Services
30.	Occupancy Agreements with occupants of transitional housing units owned or leased by the Regional Corporation.	Director Homelessness Services and Community Engagement

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Routine Documents

Section	Column 1 Document	Column 2 Signing Officers
31.	Agreements between the Regional Corporation acting as Delivery Agent under the <i>Ontario Works Act, 1997</i> , and a person who has a legal obligation to provide financial support to a recipient of Ontario Works, regarding the recovery of income assistance paid for the benefit of the Ontario Works recipient from that person.	Staff designated in writing by the Director of Social Assistance and Employment Opportunities as Family Support Workers under the <i>Ontario Works Act, 1997</i>
32.	Directions and assignments (including assignments of support orders, assignments of insurance proceeds and assignments of other benefits and sources of income) in favour of the Regional Corporation acting as Delivery Agent under the <i>Ontario Works Act, 1997</i> , and agreements to reimburse the Regional Corporation acting as Delivery Agent under the <i>Ontario Works Act, 1997</i> .	The Director of Social Assistance and Employment Opportunities

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Routine Documents

Section	Column 1 Document	Column 2 Signing Officers
33.	Receipts, releases, minutes of settlement, consents and other documents required for the settlement or compromise of any claim, action, application or other proceeding brought or made by or against the Regional Corporation, acting as Delivery Agent under the <i>Ontario Works Act, 1997</i> , in relation to support for a recipient of Ontario Works and/or support arrears owed to the Regional Corporation as support assignee.	Staff designated in writing by the Director of Social Assistance and Employment Opportunities as Family Support Workers under the <i>Ontario Works Act, 1997</i>

Human Resources		
34.	Contracts of employment (whether by letter or other formal document), but not including: collective agreements and amendments thereto; and, contracts of employment for the position of Chief Administrative Officer or Commissioner.	The employee's supervisor/manager, where the document has been approved in writing by the Director People Services and Organizational Development or Staffing Specialist authorized in writing by the Director

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 Routine Documents**

Section	Column 1 Document	Column 2 Signing Officers
35.	Personnel and student placement agreements, secondment agreements and related documents in respect of persons being placed with the Regional Corporation or employees of the Regional Corporation being placed with other organizations, including educational institutions, government or other agencies, where the agreement is approved by the Director of Legal and Court Services.	<p>Director responsible for the program (for the Onboarding documentation, where the documentation is approved by the Director of Legal and Court Services) or Manager when authorized in writing by the Director</p> <p>The Director People Services and Organizational Development or Staffing Specialist authorized in writing by the Director (for the balance of the documentation contemplated herein)</p>
36.	Service agreements with persons or agencies providing services under the Wellness Program.	The Director People Services and Organizational Development or Staffing Specialist authorized in writing by the Director
37.	Minutes of settlement and other documents required for the settlement of any labour relations matters.	<p>The Director People Services and Organizational Development or Manager authorized in writing by the Director (for proceeds of settlement up to \$100,000)</p> <p>The Chief Administrative Officer (for proceeds of settlement up to \$1,000,000)</p>
38.	Memoranda of agreement pertaining to collective bargaining negotiations provided that such memoranda are conditional upon Council approval.	The Director People Services and Organizational Development or Manager authorized in writing by the Director

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**SCHEDULE "A"
 Routine Documents**

Section	Column 1 Document	Column 2 Signing Officers
Multi-departmental		
39.	Applications to any government, agency or fund for compensation, funding or any form of subsidy related to any Regional programs, operations or capital projects, and any ancillary documents therein including, subsequent submissions, declarations or representations required for processing the application or the receipt of funds or any agreements required for the receipt of the funds and without limitation includes Multi-Sector Services Accountability Agreements and Long-Term Care Home Services Agreements with the Local Health Integration Network and the documents ancillary thereto.	The Commissioner responsible for the program, operation or capital project to which the compensation, funding or subsidy relates, and the Commissioner of Corporate Services/Treasurer or Director of Financial Management and Planning/Deputy Treasurer
40.	Ministry settlement forms required at the completion of year end program audits.	The Commissioner responsible for the program (up to \$100,000) The Chief Administrative Officer (up to \$1,000,000)

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Routine Documents

Section	Column 1 Document	Column 2 Signing Officers
41.	Receipts, releases, indemnities, minutes of settlement and other documents required for the settlement or compromise of any claim, demand, action or other proceeding brought or made by or against the Regional Corporation where the proceeds of the settlement do not exceed \$1,000,000 and the document has been approved by the Director of Legal and Court Services.	The Director of Legal and Court Services (up to \$100,000) The Chief Administrative Officer (up to \$1,000,000)
42.	Receipts, releases, indemnities, waivers and other documents required for the disbursement of donations or bequests to the Regional Corporation.	The Commissioner responsible for the department in respect of which the donation or bequest was made, and the Director of Legal and Court Services
43.	Agreements for repayment for the settlement or compromise of any claim, demand, action or other proceeding brought by the Regional Corporation excluding agreements arising from year end audits with provincial ministries.	The Commissioner responsible for the program in respect of which the claim, demand, action or other proceeding arose, and the Director of Legal and Court Services
44.	Approval of the release of any confidential records, documents and information requested by the Ombudsman under section 239.1 of the <i>Municipal Act, 2001</i> , or the <i>Ombudsman Act</i> .	The Director of Legal and Court Services

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Routine Documents

Section	Column 1 Document	Column 2 Signing Officers
45.	Agreements for the acquisition, sale, exchange, release or non-disclosure of information or data, including IAR Provincial Data Sharing Agreements provided that the requirements of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , the <i>Personal Health Information Protection Act</i> and the Procurement By-law have been complied with.	The Commissioner or Director responsible for the program, operation or project to which the agreement relates or the Chief Information Officer
46.	Data license agreements for the provision of spatial data of the Regional Corporation to others.	The Associate Director Applications and Information Services
47.	Hardware/Software License and Services, Maintenance and Support Agreements for technology acquired in accordance with the Procurement By- law.	The Chief Information Officer, or the Director responsible for the program, operation or project to which the agreement relates
48.	Agreements with any government or agency related to the Ontario Municipal Benchmarking Initiative (OMBI).	The Chief Administrative Officer
49.	Agreements to permit the use of the intellectual property of the Regional Corporation.	The Chief Administrative Officer

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SCHEDULE "A"
Routine Documents

Section	Column 1 Document	Column 2 Signing Officers
50.	Applications, submissions, declarations, representations and agreements imposed or required in satisfaction of any regulatory applications to any government body or agency, including without limitation, documents related to trademark applications and environmental compliance approvals to the Ministry of Environment and/or Environment Canada.	<p>The Commissioner responsible for the program or Director/Manager authorized in writing by the Commissioner responsible for the program. <i>The Water and Wastewater Compliance Technologist or the Water Compliance Specialist may also execute and submit the following:</i></p> <ul style="list-style-type: none"> <i>a. Submission for approval of proposed works and pre-authorized amendments for works for Environmental Compliance Approvals related to water and wastewater;</i> <i>b. Regulatory reporting submission for wastewater system discharge pursuant to the Wastewater Systems Effluent Regulation;</i> <i>c. Regulatory reporting submission for pollutant releases to air, water and land for the National Pollutant Release Inventory pursuant to the Canadian Environmental Protection Act;</i> <i>d. Submission for registration regarding air emission activities or temporary water taking events for the Environmental Activity and Sector Registry; and,</i> <i>e. Regulatory reporting submission and permit renewal for water taking permits.</i>

Bill 09-2016

Authorization Reference: CSD 09-2016

Amended December 7, 2017
By-law No. 2017-112

PWC 14-2017;
Minute Item 5.1

SCHEDULE "A"
Routine Documents

Section	Column 1 Document	Column 2 Signing Officers
51.	Revenue generating agreements and agreements where the Regional Corporation is providing services to others for a charge, provided that the revenue being generated or charged by the Regional Corporation does not exceed \$100,000 per annum.	The Commissioner responsible for the program
52.	Agreements with government agencies or non-profit agencies, for nominal consideration, relating to the supply of services for approved programs of the Regional Corporation.	The Commissioner responsible for the program