



## GENERAL POLICY MANUAL

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### Delegation of Powers and Duties Policy

#### PURPOSE

The purpose of this policy is to establish provisions for the delegation of the powers and duties of Council. Section 23.1 of the *Municipal Act, 2001* expanded the right of authority for County Council to delegate some of its powers and duties to a person or body. The intention of Section 23.1 of the *Municipal Act, 2001* is to help streamline Council's decision-making process by enabling it to focus on larger issues as well as enhance community engagement regarding specifically defined local issues.

#### PROCEDURE

##### 1.0 Legislative Authority

- 1.1 Section 270 (1) of the *Municipal Act, 2001* provides that a municipality shall adopt and maintain a policy with respect to the delegation of its powers and duties.
- 1.2 Section 23.1 (1) of the Act further provides that a municipality may "delegate its powers and duties under this or any other Act to a person or body" subject to certain restrictions.
- 1.3 Section 23.2 of the Act restricts the delegation of legislative and quasi-judicial powers to powers under "this Act, the *Planning Act*, a private Act relating to the municipality and such other Acts as may be prescribed".

##### 2.0 For the purposes of this Policy,

- 2.1 "Act" shall mean the *Municipal Act, 2001*.
- 2.2 "County" shall mean the County of Oxford.
- 2.3 "Officer" shall mean an employee of the County holding some position of responsibility or authority.
- 2.4 "Administrative Powers" shall mean those powers that a natural person could delegate and that relate to the management of the municipal corporation.
- 2.5 "Legislative Powers" shall mean those powers that require policy setting and by-law making.

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2.6 “Quasi-Judicial Powers” shall mean those powers that require judgement and decision making. These decisions are based less on policy and procedure, and more on the adjudication of individual rights and duties.

### **3.0 Powers that Cannot be Delegated**

3.1 Section 23.3 (1) of the Act sets out the specific circumstances in which a municipality cannot delegate its powers or duties as follows:

- a) appointing or removing officers of the municipality whose appointment is required by the Municipal Act (i.e. Clerk or Treasurer);
- b) imposing taxes;
- c) incorporating corporations;
- d) adopting or amending the official plan;
- e) passing zoning by-laws;
- f) passing bonusing by-laws related to small businesses operating or proposing to operate in the municipality or bonusing by-laws related to the provision of municipal capital facilities;
- g) adopting community improvement plans which include bonusing arrangements;
- h) adopting or amending the municipal budget; and
- i) other powers or duties as prescribed.

### **4.0 Restrictions Regarding Delegation of Legislative and Quasi-Judicial Powers**

4.1 Legislative and quasi-judicial powers may only be delegated to the following:

- a) one or more members of Council or a committee of Council;
- b) a body having at least two members of whom at least 50 per cent are members of Council and/or Council appointees; or
- c) an individual who is an officer, employee or agent of the County, but only if the power delegated is of a minor nature.

### **5.0 Scope of Power**

5.1 All delegations of Council powers, duties or functions shall be effected by by-law.

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- 5.2 Unless a power, duty or function of Council has been expressly delegated by by-law, all of the powers, duties and functions of Council remain with Council.
- 5.3 A delegation may be restricted or revoked at any time without notice unless the delegation by-law specifically limits Council's power to restrict or revoke the delegation. This limitation to Council's power shall not extend beyond the term of the current council and will not restrict the power of succeeding councils to revoke the delegation.
- 5.4 A delegation may provide that only the delegate can exercise the delegated power or that both Council and the delegate can exercise the power jointly.
- 5.5 Where a power is delegated, the power is deemed to be delegated subject to any limits on the power and to any procedural requirements, including such conditions, approvals and appeals as Council considers appropriate.
- 5.6 Council has the authority to establish an appeal body to hear appeals or review decisions made under a delegated power as per Section 284.1 of the Act. This includes the power to determine procedures, powers and rules of those conducting the appeal.

## **6.0 Boards and Committees of Council**

### **6.1 Land Division Committee**

- 6.1.1 Section 56 (1) of the *Planning Act, R.S.O. 1990*, gives Council the authority to form, by by-law, a Land Division Committee.
- 6.1.2 Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to committees and boards, this policy shall authorize the Land Division Committee to:
  - a) approve or deny consent applications at a public hearing and attach conditions to any approval as deemed appropriate; and
  - b) grant minor variance requests associated with consent applications at a public hearing and attach conditions to any approval as deemed appropriate.
- 6.2 Unless specifically authorized by statute or regulation, any delegation of Council decision-making powers and duties to any Board or Committee of Council shall be

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authorized by by-law. Such delegated powers and duties, if any, shall be set out in the terms of reference adopted by Council pursuant to Section 14 of the Procedure By-law.

## **7.0 Authorization of Expenditures**

- 7.1 Council has the ultimate authority for all expenditures. Council delegates this authority through the authorization of budgets, the purchasing policy or by specific resolution.
- 7.2 The Purchasing Policy sets out the authority for payment of accounts and sets limits on spending levels. It also provides direction on the circumstances in which certain purchasing mechanisms are appropriate (i.e. informal quotes, formal quotes, tender submissions or requests for proposal).

## **8.0 Authority to Execute Agreements**

- 8.1 Despite Section 5 (3) of the Act, Section 23.1 (3) provides that Council may require that the delegate act by by-law, resolution or otherwise.
- 8.2 Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, this policy shall authorize a Director with the approval of the Chief Administrative Officer, to enter into an agreement and shall authorize the Director and the Chief Administrative Officer to legally bind the Corporation by jointly executing said agreement without by-law approval if the following criteria are met:
  - a) the subject matter is non-financial or procured in accordance with the purchasing policy and for which approved operating or capital budget exists;
  - b) the subject matter is of an administrative or operational nature and relates to the management of the municipal corporation; and
  - c) the agreement is for a term not exceeding five (5) years, with the exception of real estate purchases that exceed \$25,000 or real estate leases that exceed \$50,000 annually.

## **9.0 Authority to Sign Letters of Support or Comment on Third Party Matters**

- 9.1 Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, this policy shall authorize the Chief Administrative Officer, or Director in consultation with the Chief Administrative Officer, to sign letters of support or comment on third party proposals, programs or initiatives on behalf of the County regarding matters of interest related to County services, subject to no financial

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implications and will not commit to offer County resources.

## **10.0 Authority to Approve, Amend or Replace Certain Policies**

10.1 Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, this policy shall authorize the Chief Administrative Officer to approve, amend or replace corporate policies and procedures related to administration of the County and its employees, subject to no impact on the County's budget.

## **11.0 Authority to Initiate Execute Settlement and Other Documents Related to Legal Matters**

11.1 Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, this policy shall authorize the Chief Administrative Officer and a Director to commence claims, applications motions and appeal before any court of tribunal, other than the Land Planning Appeal Tribunal.

11.2 Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, this policy shall authorize the Chief Administrative Officer and/or a Director to implement and execute releases, indemnities, minutes of settlement and other documents required for settlement of any claim, demand or other proceedings where settlement does not exceed \$100,000 annually, inclusive of costs, subject to the Treasurer's confirmation of sufficient funds availability.

## **12.0 Chief Administrative Officer and Director of Community Planning**

12.1 Section 5 (1) of the *Planning Act, R.S.O. 1990* provides that Council may, by by-law, delegate any authority, subject to certain restrictions, to an appointed officer identified in the by-law either by name or position occupied.

12.2 Whereas it is desirable and expedient in the conduct of Council's affairs in respect to the *Planning Act, R.S.O. 1990* Section 41(8)(b), 50(7), 51(26) and 53(12) to delegate certain powers and duties to appointed officers for the purpose of expediting the execution of certain agreements, this policy shall authorize the Chief Administrative Officer and the Director of Community Planning to execute on behalf of the County of Oxford;

- a) development agreements for the purpose of site plan control;
- b) part lot control agreements;
- c) severance agreements;
- d) easement agreements; and
- e) subdivision agreements.

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### 13.0 Director of Community Planning

#### 13.1 Plans of Subdivision and Condominium Plans

13.1.1 Section 5 (1) of the *Planning Act, R.S.O. 1990* provides that Council may, by by-law, delegate any authority, subject to certain restrictions, to an appointed officer identified in the by-law either by name or position occupied.

13.1.2 Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, and for the purpose of shortening the time period required to process applications for subdivision and condominium approvals, this policy shall authorize the Director of Community Planning to:

- a) sign final plans of subdivision and final condominium plans for the purpose of indicating that final approval has been granted by the approval authority and is acceptable for registration purposes;
- b) grant a temporary one-time extension of three months for draft approval to plans of subdivision and condominium plans;
- c) subject to area municipal council approval, grant extensions of draft approval to plans of subdivision and condominium plans not exceeding three years; and
- d) change the conditions of draft approved plans of subdivision and draft approved condominium plans.

#### 13.2 Official Plan Amendment, Plans of Subdivision and Consent Applications

13.2.1 Section 5 (1) of the *Planning Act, R.S.O. 1990* provides that Council may, by by-law, delegate any authority, subject to certain restrictions, to an appointed officer identified in the by-law either by name or position occupied.

13.2.2 Whereas it is desirable and expedient in the conduct of Council's affairs in respect to the *Planning Act, R.S.O. 1990* Sections 22 (6), 51 (19) and 53 (4) to delegate certain powers and duties to staff for the purpose of shortening the time period required to process applications for Official Plan amendment, subdivision of land and consent, this policy shall authorize the Director of Community Planning to:

- a) refuse to accept or further consider a planning application until it is complete.

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### 13.3 Part Lot Control

13.3.1 Whereas it is desirable and expedient in the conduct of Council's affairs in respect to the *Planning Act, R.S.O. 1990* Section 50 (5) relating to part lot control to delegate to staff the processing of applications without the need for a report to Council, this policy shall authorize the Director of Community Planning to prepare a by-law for Council's consideration in accordance with Section 50 (7) of the *Planning Act*.

### 13.4 Appeal of Planning Decisions to the Local Planning Appeal Tribunal

13.4.1 Section 5 (1) of the *Planning Act, R.S.O. 1990* provides that Council may, by by-law, delegate any authority, subject to certain restrictions, to an appointed officer identified in the by-law either by name or position occupied.

13.4.2 Whereas it is desirable and expedient in the conduct of Council's affairs in respect to the *Planning Act, R.S.O. 1990* to delegate certain powers and duties to staff, and for the purpose of lodging appeals prior to the end of an appeal period for a planning application, this policy shall authorize the Director of Community Planning in consultation with the Chief Administrative Officer to appeal the decision of a planning application on the basis of sound planning reasons, subject to the appeal being confirmed by Council at the following County Council session.

## 14.0 Director of Human Services

### 14.1 Subsidized Day Care

14.1.1 Subsection 57(1)(a) of the *Child Care and Early Years Act* provides that a service system manager may "establish, administer, operate and fund child care and early years programs and services".

14.1.2 Whereas the County, as service system manager, has been designated the delivery agent for the geographic area of the County of Oxford by O. Reg. 136/98.

14.1.3 Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, this policy shall authorize the Chief Administrative Officer or Director of Human Services to enter into service agreements for the provision of child care and present the necessary authorizing by-law to Council for consideration without report.



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## 15.0 Director of Corporate Services

### 15.1 Municipal Freedom of Information and Protection of Privacy Act

15.1.1 Section 3 (1) of the *Municipal Freedom of Information and Protection of Privacy Act, 2001, R.S.O. 1990* provides that the members of the council of a municipality may by by-law designate from among themselves an individual or a committee of the council to act as head of the municipality for the purposes of the Act.

15.1.2 Section 49 (1) of the *Municipal Freedom of Information and Protection of Privacy Act* further provides that a head may in writing delegate a power or duty granted or vested in the head to an officer of the institution.

15.1.3 Whereas it is desirable and expedient in the conduct of Council's affairs to designate a head for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act* and to delegate certain powers and duties vested in the head to an officer of the corporation, this policy shall designate the Warden as head and shall authorize the Director of Corporate Services to act as head pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

### 15.2 Personal Health Information Protection Act, 2004

15.2.1 Section 15 (2) of the *Personal Health Information Protection Act, 2004* provides that a health information custodian ("HIC") shall designate a contact person for the purposes of the Act.

15.2.2 Section 15 (3) of the *Personal Health Information Protection Act, 2004* further provides that the designated contact person is authorized on behalf of the custodian to:

- a) facilitate the custodian's compliance with the Act;
- b) ensure that all agents of the custodian are appropriately informed of their duties under the Act;
- c) respond to inquiries from the public about the custodian's information practices;
- d) respond to requests for access to or correction of a record of personal health information that is in the custody or control of the custodian; and
- e) receive complaints from the public about the custodian's alleged contravention of the Act or its regulations.



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15.2.3 Whereas there are two municipal HIC's at the County of Oxford; namely:

- a) Oxford County EMS, an ambulance service within the meaning of the *Ambulance Act*; and
- b) Woodingford Lodge, a long-term care home within the meaning of the *Long-Term Care Homes Act, 2007*.

15.2.4 Whereas it is desirable and expedient in the conduct of Council's affairs to designate an officer of the corporation as contact person for each of the municipal HIC's set out above, this policy shall designate the Director of Corporate Services to act as contact person pursuant to the provisions of the *Personal Health Information Protection Act, 2004*.

### 15.3 Records Retention

15.3.1 Whereas Section 255 (3) of the *Municipal Act 2001* provides that a municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved.

15.3.2 Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, this policy shall authorize the Director of Corporate Services to establish or amend retention periods for the records of the County of Oxford.

### 15.4 Tile Drainage Debentures

15.4.1 Section 3 (1) of the *Tile Drainage Act, R.S.O. 1990* provides that an owner of agricultural land "may make application to the council of the local municipality in the prescribed form to borrow money for the purpose of constructing a drainage work on such agricultural land."

15.4.2 Section 3 (2) of the *Tile Drainage Act* further provides that "the approval of any application under subsection (1) is in the discretion of the council whose decision is final and written notice of the decision shall forthwith be given to the applicant."

15.4.3 Section 7 of the *Tile Drainage Act* further provides that Council shall lend the money "in sums of \$100 or multiples thereof for a term of ten years at a rate of interest equal to that set out in the debenture by which the funds are borrowed, but the amount loaned to any one applicant shall not exceed the amount applied

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for nor 75 per cent of the total cost of the drainage work with respect to which the loan is made.”

15.4.4 Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, this policy shall authorize the Treasurer to approve any application, in accordance with the provisions of the *Tile Drainage Act*, and present the necessary debenture by-law to Council for consideration without report.

## 15.5 Property Tax Relief

15.5.1 Section 319 of the *Municipal Act, 2001, S.O. 2001* provides that an upper-tier municipality shall pass a by-law under subsection 319 (1) “for the purposes of relieving financial hardship by providing deferrals or cancellation of, or other relief in respect of, all or part of a tax increase on property in the residential class for persons assessed as owners for low-income seniors or low-income persons with disabilities”.

15.5.2 Whereas Council has delegated authority to administer a county-wide Financial Hardship policy as set out in By-law No. 5912-2017 to the treasurers of the lower-tier municipalities.

15.5.3 Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, this policy shall authorize the Treasurer to approve applications for property tax relief in the form of deferrals of charges to property in accordance with Section 391 of the *Municipal Act, 2001, S.O. 2001*, imposing charges for capital costs related to sewage and water services upon owners of lands to which such services are provided in the residential class for persons who demonstrate financial hardship.

## 16.0 **Director of Public Works**

### 16.1 Temporary Road Closures

16.1.1 Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, this policy shall authorize the Director of Public Works or his/her designate to temporarily close a road or any part of it under the jurisdiction of the County.

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16.1.2 Such a temporary road closure is appropriate in the following circumstances:

- a) during construction, repair or improvement of the road or any works under, over, along, across or upon it, where the construction, repair or improvement is initiated either by the County or a utility company with a statutory right of access or an access agreement with the County allowing occupancy of the highway OR where it is privately initiated by other than a utility company with a statutory right of access or an access agreement with the County allows occupancy of the highway for a period not exceeding 21 days;
- b) where, in the opinion of the Director of Public Works or his/her designate, environmental factors such as, but not limited to, flooding of the road, erosion of the roadbed, trees or tree limbs fallen across or along the road, or other material lying or being upon the road, would present a hazard to the traveling public;
- c) the Director of Public Works ~~in consultation with the Chief Administrative Officer~~ to facilitate a social, recreational, community, athletic, or cinematographic event, or any combination of them where the organization requesting the event accepts the responsibility for establishing suitable detour roads, erection and removal of barricades and signs, maintenance and restoration of detour roads and all associated costs, subject to providing liability insurance to the satisfaction of the Director of Corporate Services which shall include naming the County as an additional insured, and holds the County harmless from any action or cause or style of action; or
- d) to facilitate the movement of an oversized load.

## 16.2 Environmental Approvals

16.2.1 Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, this policy shall authorize the Director of Public Works to sign applications for environmental approvals under the *Ontario Water Resources Act, R.S.O. 1990*, as amended, the *Environmental Protection Act, R.S.O. 1990*, as amended, the *Safe Drinking Water Act, 2002* and associated regulations and the *Clean Water Act, 2006*.

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16.3 Construction Zone Designations

16.3.1 Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, this policy shall authorize the Director of Public Works or his/her designate to designate a highway or portion of a highway under the municipality's jurisdiction as a construction zone in accordance with subsection 128(8.1) of the *Highway Traffic Act, R.S.O. 1990*, for the purpose of reducing the maximum rate of speed.

16.4 Land Use Permits

16.4.1 Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, this policy shall authorize the Director of Public Works to enter into or renew Land Use Permits with sporting and recreational organizations and agencies subject to providing liability insurance to the satisfaction of the Director of Corporate Services which shall include naming the County as an additional insured, and holds the County harmless from any action or cause or style of action.

16.5 Sewer Use-By-law Enforcement

16.5.1 Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, this policy shall authorize the Chief Administrative Officer to appoint County staff positions to enforce the County's Sewer Use By-law in accordance with subsection 15 (1) of the *Municipal Act, 2001*.

16.5.2 Whereas the Sewer Use By-law delegates authority to the Director of Public Works for the administration of the Sewer Use By-law, with the exception of enforcement of the by-law, the Sewer Use By-law authorizes the Chief Administrative Officer to appoint Sewer Use By-Law Compliance Officers.

16.5.3 The Director of Public Works has delegated authority to appoint County employees holding the Compliance Officers positions as authorized herein for the purpose of enforcing Sewer Use By-law No. 6270-2020, as identified in Schedule

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“-A”, forming part of this Policy, amended from time to time by approval of the Chief Administrative Officer.

16.6 Source Water Protection

16.6.1 Whereas Section 47(6) of the *Clean Water Act*, 2006 requires a municipality to appoint Risk Management Officials and Risk Management Inspectors for the purpose of enforcing Part IV of the Act.

16.6.2 The Chief Administrative Officer is delegated to appoint Risk Management Officials and Risk Management Inspectors under Section 47(6) of the Act.

16.6.3 The Chief Administrative Officer has the authority to appoint County employees holding the positions as authorized herein to be responsible for enforcement Part IV of the *Clean Water Act*, 2006, as identified in Schedule “B” forming part of this Policy, amended from time to time by approval of the Chief Administrative Officer.

16.7 Woodlands Conservation

16.7.1 Whereas Section 135(1) of the *Municipal Act*, 2001, provides that the County of Oxford has the authority to pass a by-law to prohibit or regulate the destruction or injuring of trees.

16.7.2 The Chief Administrative Officer is delegated to appoint a Woodlands Conservation Municipal Law Enforcement Officer for the purpose of enforcing County of Oxford By-law No. 6035-2018, being the “Woodlands Conservation By-law”.

16.7.3 The Chief Administrative Officer has the authority to appoint County employees holding the positions as authorized herein to be responsible for enforcement of the Woodlands Conservation By-law, as identified in Schedule “C” forming part of this Policy, amended from time to time by approval of the Chief Administrative Officer.

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16.8 County Area Weed Inspector

16.8.1 Whereas Section 6(1) of the *Weed Control Act*, 1990, provides that the County of Oxford has authority to pass a by-law to appoint an Inspector to enforce the provisions of the act with respect to noxious weeds.

16.8.2 The Chief Administrative Officer is delegated to appoint a County Area Weed Inspector for the County of Oxford under Section 6(1) of the *Weed Control Act*, 1990.

16.8.3 The Chief Administrative Officer has the authority to appoint County employees holding the position as authorized herein to be responsible for enforcement of the provisions of the *Weed Control Act*, as identified in Schedule “D” forming part of this Policy, amended from time to time by approval of the Chief Administrative Officer.

16.9 Backflow Prevention and Cross Connection By-law Enforcement

16.9.1 Whereas Section 11 of the *Safe Drinking Water Act*, 2002, requires the County of Oxford, as owner of Municipal Drinking Water Systems, to ensure that all water provided by the municipal systems meet drinking water quality standards and are operated in accordance with the *Safe Drinking Water Act*.

16.9.2 Whereas Section 11(2) of the *Municipal Act*, 2001, provides that a municipality may regulate matters for purposes related to the health, safety and wellbeing of the inhabitants of the municipality.

16.9.3 The Chief Administrative Officer is delegated to appoint a by-law enforcement officer for the purpose of enforcing County of Oxford By-law No. 6544-2023, being a by-law to regulate backflow prevention and cross connection control to protect the County of Oxford drinking water systems.

16.9.4 The Chief Administrative Officer has the authority to appoint County employees holding the position as authorized herein to be responsible for enforcement of the provisions of the Backflow Prevention and Cross Connection Control By-law, as identified in Schedule “E” forming part of this Policy, amended from time to time by approval of the Chief Administrative Officer.

16.10 Reduced Load Period

16.10.1 Whereas Subsection 122(7) of the *Highway Traffic Act R.S.O. 1990*, as amended, provides that the municipality having jurisdiction over a highway may by by-

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law designate the date on which a reduced load period shall start or end and the highway or portion thereof under its jurisdiction to which the designation applies.

16.10.2 County Council enacted By-law No. 6712-2025 delegating authority to the Director of Public Works to designate dates on which a reduced load period shall start and end annually; procedurally based on the Ministry of Transportation Ontario's Reduced Loan Period (RLP) predictive tool that incorporates weather data to determine freeze/thaw cycles begin and end; shall apply to roads or portions thereof set out in Schedule "A" to By-law No. 6712-2025; and shall be enforceable when reduced load limit signs have been erected and are on display.

## 17.0 Restricted Acts after Nomination Day

17.1 In the event that Council becomes "lame duck" and restricted by the provisions of Section 275 of the *Municipal Act, 2001* in an election year, the following duties shall hereby be delegated to the Chief Administrative Officer:

- a) the appointment or removal from office of any officer of the municipality, except officers whose appointment is required by the Municipal Act (i.e. Clerk or Treasurer);
- b) the hiring or dismissal of any employee of the municipality;
- c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal, if the disposition was not included in the most recent budget; and
- d) making any expenditure or incurring any other liability which exceeds \$50,000, if the liability was not included in the most recent budget.

17.2 Section 275 (6) provides that nothing in the Act "prevents any person or body exercising any authority of a municipality that is delegated to the person or body prior to nomination day".

## 18.0 General

18.1 Where any of the delegated powers set out in this Policy are contested the matter shall be considered in accordance with Section 5.6.

18.2 This policy shall be reviewed periodically as deemed appropriate by the Chief Administrative Officer.



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## Schedule "A"

List of County Employees Appointed as Sewer Use By-law Compliance Officers

Position	Employee Name	Date of Appointment
Sewer Use By-law Compliance Officers	Greg Goodall Eric Oostenbrug	July 24, 2019 March 30, 2020

## Schedule "B"

List of County Employees Appointed as Risk Management Official and Risk Management Inspector

Position	Employee Name	Date of Appointment
<b>Risk Management Official</b>		
<u>Senior</u> Manager of Water and Wastewater Services	Don Ford	October 2, 2020
Coordinator of Source Water Protection	Matthew Jauernig	November 25, 2021
Supervisor of Water and Wastewater Technical Services	Mackenzie Schultz	July 10, 2024
<b>Risk Management Inspectors</b>		
Coordinator of Source Water Protection	Matthew Jauernig	November 25, 2021
By-law Compliance Officer	Scott Alexander	November 14, 2022

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REFERENCE POLICY:		REVISED:	March 12, 2025

**Schedule “C”**

List of County Employees Appointed as Woodlands Conservation By-law Officer

Position	Employee Name	Date of Appointment
Woodlands Conservation Officer	Travis Lockhart	April 7, 2017

**Schedule “D”**

List of County Employees Appointed as Weed Inspector

Position	Employee Name	Date of Appointment
Weed Inspector	Travis Lockhart	April 7, 2017

**Schedule “E”**

List of County Employees Appointed as County By-law Officer

Position	Employee Name	Date of Appointment
By-law Compliance Officer	Scott Alexander	July 10, 2024