

Document 4: Detailed summary of Schedule D – Community and Social Services Department

Table 1 – Purpose and scope of each delegated authority in Schedule D of the Delegation of Authority By-law

Section	Delegation	Purpose	Scope
1	<p>The General Manager, Community and Social Services, may approve, amend and rescind corporate administrative policies and procedures consistent with the department's mandate.</p> <p>The General Manager, Community and Social Services, may approve, amend and rescind departmental policies and procedures.</p>	<p>Provides the ability for the General Manager to ensure corporate administrative and departmental policies and procedures reflect the department's mandate as well as changing community and programming demands, provincial regulations, market conditions, etc.</p>	<p>General Manager</p>
2	<p>The General Manager, Community and Social Services, is authorized to approve, amend, extend and execute agreements with the federal or provincial government provided that such agreements are consistent with the departmental mandate and are at no cost to the City with the exception of associated operational and administrative costs that are within approved budgets.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability to negotiate, approve, amend, extend, conclude, and execute agreements with the federal or provincial government subject to certain criteria. Allows for flexibility within existing budgets to adapt to evolving government programs in a timely manner.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p>

Section	Delegation	Purpose	Scope
3	<p>The General Manager, Community and Social Services, is authorized to approve, amend, extend and execute service agreements, contribution agreements and grant agreements provided that such agreements:</p> <ul style="list-style-type: none"> a) are in accordance with applicable City policies approved by Council; b) are related to approved departmental programs and objectives; c) are within approved budget limits; and d) contain appropriate insurance, termination, workplace safety and indemnification provisions. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability to negotiate, approve, amend, extend, conclude, and execute service, contribution and grant agreements subject to certain criteria. Allows for nimble response to community requests and the timely renewal of annual service and contribution agreements and amendments to reflect changing priorities, community needs and market conditions.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager
4 (1)	<p>The Director and Program Managers, individually are authorized to approve, amend, extend and execute agreements with the federal or provincial government provided that such agreements are related to Gender and Race Equity, Inclusion, Indigenous Relations and Social Development Services' initiatives, are consistent with the departmental mandate and are at no cost to the City, with the exception of associated operational</p>	<p>Provides the ability to negotiate, approve, amend, extend, conclude, and execute service, contribution and grant agreements subject to certain criteria.</p> <p>Includes accountability and reporting mechanism.</p>	Director, Gender and Race Equity, Inclusion, Indigenous Relations and Social Development Services

Section	Delegation	Purpose	Scope
	<p>and administrative costs that are within approved budgets.</p> <p>The Director and Program Managers, individually are delegated the authority to approve, amend, extend and execute service agreements, contribution agreements and grant agreements related to Gender and Race Equity, Inclusion, Indigenous Relations and Social Development Services' initiatives, including but not limited to community programs and strategies, and for internal strategies that foster an inclusive workplace, provided that such agreements:</p> <ul style="list-style-type: none"> a) are in accordance with applicable City policies approved by Council; b) are related to approved departmental programs and objectives; c) are within approved budget limits; and d) contain appropriate insurance, termination, workplace safety and indemnification provisions. <p>The Director and Program Manager of the Social Development and Funding Unit, individually are delegated the authority to approve, amend, extend, and execute service agreements, contribution agreements and grant agreements</p>		<p>Program Managers, Gender and Race Equity, Inclusion, Indigenous Relations and Social Development Services</p>

Section	Delegation	Purpose	Scope
	<p>related to Social Development and Funding initiatives, community initiatives and community funding, including but not limited to Community Health and Resource Centres, Community Houses, day programs, food programs, counseling and support services, senior social services, poverty initiatives, and other community programs and services provided that such agreements:</p> <ul style="list-style-type: none"> a) are in accordance with applicable City policies approved by Council; b) are related to approved departmental programs and objectives; c) are within approved budget limits; and d) contain appropriate insurance, termination, workplace safety and indemnification provisions. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>		

Section	Delegation	Purpose	Scope
5 (1)	<p>The Director, Employment and Social Services, and the Program Manager, Employment Strategy Branch, is authorized to approve, amend, extend and execute agreements with the federal or provincial government provided that such agreements are related to employment and social services, are consistent with the departmental mandate and are at no cost to the City with the exception of associated operational and administrative costs that are within approved budgets.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability to approve, amend, extend, and execute agreements with the federal and provincial governments, subject to the criteria noted in the delegation. Allows for the timely authorization and processing of agreements.</p> <p>Includes accountability and reporting mechanism.</p>	<p>Director, Employment and Social Services</p> <p>Program Manager, Employment Strategy Branch</p>

Section	Delegation	Purpose	Scope
5 (2)	<p>The General Manager, Community and Social Services, and the Director, Employment and Social Services, individually are delegated the authority to perform the provincially designated role of administrator under the <i>Ontario Works Act, 1997</i>.</p>	<p>The <i>Ontario Works Act, 1997</i>, Part III, Administration of the Act, details the designation of a municipality as a Delivery Agent for the purpose of administering the Act and the provision of employment and basic financial assistance. It also details that each Delivery Agent shall appoint an Administrator to oversee the administration of the <i>Ontario Works Act</i> and the provision of assistance in the delivery agent's geographic area.</p>	<p>General Manager</p> <p>Director, Employment and Social Services</p>

Section	Delegation	Purpose	Scope
5 (3)	<p>The Director, Managers, and Program Managers, individually are delegated the authority to approve, amend, extend and execute service agreements, contribution agreements, and grant agreements related to social services, Social Assistance and Employment Ontario and related legislation, including but not limited to the Ontario Works Act, 1997, the Ontario Disability Support Program Act, 1997, the Homemakers and Nurses Services Act, and employment initiatives provided that such agreements:</p> <ul style="list-style-type: none"> a) are in accordance with applicable City policies approved by Council; b) are related to approved departmental programs and objectives; c) are within approved budget limits; and d) contain appropriate insurance, termination, workplace safety and indemnification provisions. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability to approve, amend, extend, and execute service, contribution and grant agreements subject to the criteria noted in the delegation. Allows for the timely authorization and processing of agreements.</p> <p>Includes accountability and reporting mechanism.</p>	<p>The Director, Managers and Program Managers of Employment and Social Services</p>

Section	Delegation	Purpose	Scope
6	<p>The General Manager, Community and Social Services, is authorized to approve the issuance of and sign cheques in emergency situations.</p> <p>The signature of the General Manager, Community and Social Services, may be written, engraved, lithographed, printed or otherwise mechanically reproduced, including by electronic means or measures, on the emergency cheques issued.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>As part of the service areas business continuity plan, in the event that electronic processes for printing of social assistance payments are hindered during emergency situations, the General Manager is authorized to sign manually produced cheques to ensure the continuity of social assistance benefits for eligible residents.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager
7 (1)	<p>The Director, Long-Term Care, is authorized to approve, amend, extend and execute agreements with the provincial government provided that such agreements are related to long-term care, are consistent with the departmental mandate and are at no cost to the City with the exception of associated operational and administrative costs that are within approved budgets.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability to negotiate, approve, amend, extend, conclude, and execute service, contribution and grant agreements subject to certain criteria.</p> <p>Includes accountability and reporting mechanism.</p>	Director, Long-Term Care

Section	Delegation	Purpose	Scope
7 (2)	<p>The Director, Long-Term Care, and the Administrator of each long-term care home, individually are delegated the authority to approve, amend, extend, and execute service agreements, contribution agreements, grant agreements, and other agreements related to long-term care provided that such agreements:</p> <ul style="list-style-type: none"> a) are in accordance with applicable City policies approved by Council; b) are related to approved departmental programs and objectives; c) are within approved budget limits; and d) contain appropriate insurance, termination, workplace safety and indemnification provisions. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability to negotiate, approve, amend, extend, conclude, and execute service, contribution and grant agreements subject to certain criteria.</p> <p>Includes accountability and reporting mechanism.</p>	<p>Director, Long-Term Care</p> <p>Administrator of each long- term care home</p>

Section	Delegation	Purpose	Scope
7 (3)	<p>The General Manager, Community and Social Services and the Director, Long-Term Care, individually are delegated the authority to sign and submit to Ontario Health the compliance declarations and all reports required to fulfill the City's reporting obligations under accountability agreements, including the Long-Term Care Home Service Accountability Agreement and the Multi-Sector Service Accountability Agreement, between Ontario Health and the City in relation to Carleton Lodge, Centre d'accueil Champlain, Garry J. Armstrong, and Peter D. Clark Long-Term Care Homes and the multi-sector programs delivered by the City, provided that the appropriate Standing Committee is informed by the General Manager, Community and Social Services, or the Director, Long-Term Care, on the annual planning submission, performance indicators, and other requirements for each compliance period under each accountability agreement.</p>	<p>Provides the ability to sign and submit to Ontario Health the required annual compliance declarations and all reports required to fulfill the City's reporting obligations under accountability agreements.</p>	<p>General Manager</p> <p>Director, Long-Term Care</p>

Section	Delegation	Purpose	Scope
8 (1)	<p>The Director, Housing Services is authorized to approve, amend, extend and execute agreements with the federal or provincial government provided that such agreements are related to housing and homelessness issues, are consistent with the departmental mandate and are at no cost to the City with the exception of associated operational and administrative costs that are within approved budgets.</p>	<p>Provides the ability for the Director to approve, amend, extend and execute agreements with federal or provincial government subject to budget approval.</p> <p>Housing Services receives funding from both the federal and provincial government to deliver various housing and homeless programs. These funds are issued by way of Transfer Payment Agreements and typically fall under the following initiatives: Homelessness Prevention Program (HPP), the Canada-Ontario Community Housing Initiative (COCHI) and Ontario Priorities Housing Initiative (OPHI), the Canada-Ontario Housing Benefit (COHB), the Reaching Home Strategy, and more recently as a result of the pandemic the Rapid Housing Initiative.</p>	<p>Director, Housing Services</p>

Section	Delegation	Purpose	Scope
8 (2)	<p>The Director, Housing Services, is delegated the authority to perform the provincially designated role of Services Systems Manager, Homelessness and Housing, and, after consultation with stakeholders, to allocate provincial funding related to the issues of homelessness including but not limited to the Homelessness Prevention Program (HPP), the Canada-Ontario Community Housing Initiative (COCHI), the Canada-Ontario Housing Benefit (COHB), and any new provincial funding programs that are to be administered by the City as Service Manager.</p>	<p>Provides the ability for the Director to allocate provincial funding within the sector subject to consultation and budget approval.</p> <p>Provincial funding has strict program guidelines and cannot be allocated without an investment plan approved by Council. Council approves the broad lines of the investment plan for each program/initiative and the Director allocates the funds among the service providers based on the plan. Where no investment plan is required, allocations are made based needs, goals of the 10-year plan, eligibility and selection requirements established by Council.</p> <p>While there is the delegated authority to allocate funding after consultation with stakeholders, staff rarely exercise this authority since Council most often provides the delegated authority when the program-specific reports and investment plans are brought forward.</p>	Director, Housing Services

Section	Delegation	Purpose	Scope
8 (3)	<p>The Director, Housing Services, is delegated the authority to approve, amend, extend, and execute service agreements, contribution agreements, and grant agreements funded by the City or the Provincial Government related to housing programs or issues of homelessness including the Homelessness Prevention Program (HPP), the Canada-Ontario Community Housing Initiative (COHI), the Ontario Priorities Housing Initiative (OPHI) and the Canada-Ontario Housing Benefit (COHB) and any provincial funding programs that are to be administered by the City as Service Manager provided that such agreements:</p> <ul style="list-style-type: none"> a) are in accordance with applicable City policies approved by Council; b) are related to approved departmental programs and objectives; c) are within approved budget limits; and d) contain appropriate insurance, termination, workplace safety and indemnification provisions. 	<p>Provides the ability for the Director to execute agreements that allocate City or provincial funding within the sector subject to them being in accordance with policies, programs and budget approved by Council.</p> <p>Authority is delegated to the Director, Housing Services to enter into contribution agreements with housing/service providers based on the allocations under 8(2) above.</p>	Director, Housing Services

Section	Delegation	Purpose	Scope
8 (4)	<p>The General Manager, Community and Social Services, and the Director, Housing Services, individually are delegated the authority to perform the federally designated role of Community Entity for Homelessness and to allocate federal funding related to issues of homelessness, including the Reaching Home Strategy or any successor program and any new federal funding programs that are to be administered by the Community Entity for Homelessness.</p>	<p>Provides the ability for the General Manager or the Director to allocate federal funding within the sector.</p> <p>To allocate federal Reaching Home funding, the City is required to collaborate with the Homelessness Community Advisory Board (CAB) to review needs, determine allocation processes and approve final allocations through an allocation sub-group. When a new allocation process is held, it is open to all qualified local non-profit agencies that have experience with the clientele, the subject matter, and that are integrated and recognized partners in the homelessness service system. At the end of the fiscal year, unspent money is returned to the federal government or reallocated to agencies in collaboration with the advisory board.</p>	<p>General Manager</p> <p>Director, Housing Services</p>

Section	Delegation	Purpose	Scope
8 (5)	<p>The Director, Housing Services, is delegated the authority to approve, amend, extend and execute service agreements, contribution agreements and grant agreements funded by the City or the Federal Government related to housing programs or issues of homelessness including the Reaching Home Strategy or any successor program and any new federal funding programs that are to be administered by the Community Entity for Homelessness provided that such agreements are:</p> <ul style="list-style-type: none"> a) in accordance with applicable City policies approved by Council; b) are related to approved departmental programs and objectives; c) are within approved budget limits; and d) contain appropriate insurance, termination, workplace safety and indemnification provisions. 	<p>Provides the ability for the Director to execute agreements that allocate City or federal funding within the sector subject to them being in accordance with policies, programs and budget approved by Council.</p> <p>Authority is delegated to the Director, Housing Services to enter into contribution agreements with housing/service providers based on the allocations under 8(4) above.</p>	Director, Housing Services

Section	Delegation	Purpose	Scope
8 (6)	<p>The General Manager, Community and Social Services, and the Director, Housing Services, individually are delegated the authority to fulfill the responsibilities of the executed agreements in relation to the Reaching Home Strategy or any successor program and any new federal funding programs that are to be administered by the Community entity for Homelessness, including but not limited to hiring temporary staff and expending monies necessary to conduct contracted activities notwithstanding any hiring or spending limitations imposed on City departments provided all costs, including all administration costs, are covered by the federal funding.</p>	<p>Provides the ability for the Director to execute agreements that allocate federal funding within the sector subject to them being in accordance with policies, programs and allocations under the federal funding.</p> <p>To allocate federal Reaching Home funding, the City is required to collaborate with the Homelessness Community Advisory Board. The City, in collaboration with the CAB, review needs, determine allocation processes and approve final allocations through an allocation sub-group.</p>	<p>General Manager</p> <p>Director, Housing Services</p>

Section	Delegation	Purpose	Scope
8 (7)	<p>The Director, Housing Services, is authorized to approve, amend, extend, and execute service agreements, contribution agreements and grant agreements related to housing services legislation including the Housing Services Act, 2011, provide that such agreements:</p> <ul style="list-style-type: none"> a) in accordance with applicable City policies approved by Council; b) are related to approved departmental programs and objectives; c) are within approved budget limits; and d) contain appropriate insurance, termination, workplace safety and indemnification provisions. 	<p>Provides the ability for the Director to execute agreements pursuant to the <i>Housing Services Act, 2011</i>. The legislation requires the City to perform certain duties in its role as Service Manager. These duties include the administration of rent-gear-to-income for over 15,000 households. Agreements entered into by the City in its role as Service Manager include the sub-delegation of authority to the 51 housing providers to assist with rent-gear-to-income calculations and administration and repayment agreements in the event of subsidy overpayments.</p>	Director, Housing Services
8 (8)	<p>The exercise of delegated authority pursuant to subsections (1) to (7) inclusive shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Accountability and reporting mechanism.</p>	
9	<p>The Director, Housing Services, is delegated the authority to allocate the funding envelope for Social Housing Repair to prescribed housing providers currently in receipt of annualized capital subsidy contributions as outlined in the legislation and operating agreement in a manner supported by data identified in the Capital Building Program</p>	<p>Provides the ability for the Director to execute agreements based on a Council-approved capital building program and subsidies issued under the <i>Housing Services Act, 2011</i>. Authority is delegated to the Director, Housing Services to enter into</p>	Director, Housing Services

Section	Delegation	Purpose	Scope
	<p>and the current level of capital subsidy contributions from the Service Manager.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>contribution agreements with housing providers to fund repairs to social housing.</p> <p>Staff bring a report to Committee and Council to recommend how to allocate new funding under the Canada-Ontario Community Housing Initiative (COCHI). Through approval of this report, authority is delegated to the Director, Housing Services to submit an initial Investment Plan and quarterly reports to the Ministry of Municipal Affairs and Housing, reallocate COCHI funding between program components as required, allocate additional funding under COCHI if it becomes available, approve and submit the City's COCHI Sustainability Plan to the Ministry listing each funding capital repair component project, and allocate all COCHI funding in accordance with provincial guidelines.</p> <p>Based on delegated authority from Council, Housing Services undertakes an Expression of</p>	

Section	Delegation	Purpose	Scope
		<p>Interests (EOI) process where housing providers submit projects that require capital funding. Housing providers who submit projects that meet one of the five priority categories are asked to submit a detailed business for review and recommendation to the Director, Housing Services. Priority categories include health and life safety, legislated and code requirements, structural and building envelope, critical building systems, and accessibility. Housing Services uses the same fair and transparent process to allocate available capital repair funding under the Municipal Housing and Homelessness Investment Plan (HHIP). HHIP funding is approved on an annual basis as part of the City's budget process.</p> <p>Includes accountability and reporting mechanism.</p>	

Section	Delegation	Purpose	Scope
10 (1)	<p>The Director, Children’s Services, is authorized to approve, amend, extend and execute agreements with the provincial government provided that such agreements are related to child care and early years programs, are consistent with the departmental mandate and are at no cost to the City with the exception of associated operational and administrative costs that are within approved budgets.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability to negotiate, approve, amend, extend, conclude, and execute agreements with the provincial government subject to certain criteria. Allows for flexibility within existing budgets to adapt to evolving government programs in a timely manner.</p> <p>Includes accountability and reporting mechanism.</p>	Director, Children’s Services

Section	Delegation	Purpose	Scope
10 (2)	<p>The General Manager, Community and Social Services, and the Director, Children’s Services, individually are delegated the authority to perform the provincially designated role of Service System Manager under the Child Care and Early Years Act, 2014, to administer and allocate provincial and City child care funding and to approve, amend, extend, and execute service agreements, contribution agreements, and grant agreements related to provincial and/or City child care programs provided that the funding allocations and agreements:</p> <ul style="list-style-type: none"> a) are in accordance with applicable provincial legislation, regulations and guidelines including the Child Care and Early Years Act, 2014, and applicable City policies approved by Council; b) are related to approved departmental programs and objectives; c) are within approved budget limits; and d) contain appropriate insurance, termination, workplace safety and indemnification provisions. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability to negotiate, approve, amend, extend, conclude, and execute service, contribution and grant agreements related to provincial and/or child care and early years programs subject to certain criteria. Ensures the timely consideration of funding allocations in accordance with applicable provincial legislation, regulations/guidelines and as approved by Council.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Children’s Services</p>

Section	Delegation	Purpose	Scope
11	<p>The General Manager, Community and Social Services, and the Director, Community Safety, Well-Being, Policy and Analytics Service, individually are delegated the authority to approve, amend, execute and extend agreements related to social policy development within the Community and Social Services Department, provided that such agreements:</p> <ul style="list-style-type: none"> a) are in accordance with applicable City policies; b) are related to approved departmental programs and objectives; c) are within approved budget limits; and d) contain the appropriate insurance, termination, workplace safety and indemnification provisions. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability to ensure policies and procedures reflect the department's mandate as well as changing community and programming demands, provincial regulations, and market conditions related to social development. Allows for flexibility within existing budgets to adapt to evolving programs in a timely manner.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Community Safety, Well-Being, Policy and Analytics Service</p>