



## Administrative Report

**To:** Warden MacDonald and Members of Essex County Council  
**From:** Katherine Hebert, County Clerk  
**Date:** Wednesday, December 4, 2024  
**Subject:** Delegation Policy – Review and Update  
**Report #:** 2024-1204-LCS-R43-KH

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### Purpose

The purpose of this Administrative Report is to present Council with proposed changes to the County of Essex Delegations at Meetings Policy (the "**Policy**") that are intended to modernize the Policy, and to align the Policy with current Council procedures and best practices.

### Background

The original version of the Policy was approved by Council's Executive Committee (this Committee has not been active for a number of years) at a meeting held on July 6, 1995, and was subsequently approved and adopted by County Council on July 19, 1995, by way of Resolution 187/95.

The Policy was last updated in 2013, following a Report 2013-R004-CS-0417-MB being presented to Council, which resulted in Council approving and adopting the Policy (the "**Current Policy 1995-004 Delegations at County Council Original**") by way of Resolution 102-13. A copy of the Current Policy is appended to this Report as **Appendix A**.

Administration has been in the process of reviewing and standardizing all of the County's policies, which resulted in the review of the Current Policy being undertaken. Further, the review of the Current Policy has taken into consideration recent Council discussions resulting from Delegations at meetings and further to align with the County's Accountability and Transparency Policy.

## **Discussion**

### **Research and Comparison**

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Through the process of reviewing the Current Policy, Administration reviewed the practices of several Ontario municipalities with respect to Delegations to Council as it relates to time allocated, application process, approval process, and other relevant information. Further, past complaints made to the Ombudsman regarding Delegations, as well as decisions made on those complaints were reviewed, and compared with the current practices of the County. It was determined through that analysis, that the County's Current Policy and practices are more generous with time allocation than most other Ontario municipalities.

Administration has provided recommended changes to the Current Policy (the "**Updated Policy - 1995-004 Final Draft Revisions** "). A copy of the Updated Policy is appended to this Report as **Appendix B**.

There are no significant changes being proposed to the Current Policy. Proposed changes relate primarily to the addition of definitions to the Policy, to allow for greater transparency and clarity on the meaning of certain terms, as well as to the timeline for an application to be a Delegation being submitted. The change on timing of an application is being proposed to align with the new timeline for agenda publication adopted by Council last year. Further proposed changes in the Updated Policy relate to formatting to the consistent approach for reviewing new policies with the County's established policy framework.

There are no changes in the Updated Policy being proposed to the amount of time Delegations are allocated for speaking before Council at this time.

### **Policy and Procedure Governance Framework**

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In 2021 Council adopted the County of Essex Policy and Procedure Framework, which outlined the method to be used for the administration of policies and procedures as well as the approval authority for these important guiding documents.

As part of the reconciliation of the County's existing policies against this new Policy and Procedure Governance Framework, the Policy will now be reviewed by Council on the prescribed cycle of every four years at minimum.

## **Financial Implications**

There are no financial implications associated with the review of this Policy.

**Consultations**

During the review and amending of the Policy, the following members of County Administration were consulted:

- Sandra Zwiers, Chief Administrative Officer
- David Sundin, Director, Legislative and Legal Services/County Solicitor
- Crystal Sylvestre, Coordinator, Legislative and Community Services

Further, consultations with several Ontario Municipal Clerks have also taken place.

**Strategic Plan Alignment**

<b>Working as Team Essex County</b>	<b>Growing as Leaders in Public Service Excellence</b>	<b>Building a Regional Powerhouse</b>
<input type="checkbox"/> Scaling Sustainable Services through Innovation  <input type="checkbox"/> Focusing “Team Essex County” for Results  <input type="checkbox"/> Advocating for Essex County’s Fair Share	<input type="checkbox"/> Being an Employer with Impact  <input checked="" type="checkbox"/> A Government Working for the People  <input checked="" type="checkbox"/> Promoting Transparency and Awareness	<input type="checkbox"/> Providing Reliable Infrastructure for Partners  <input type="checkbox"/> Supporting Dynamic and Thriving Communities Across the County  <input type="checkbox"/> Harmonizing Action for Growth  <input type="checkbox"/> Advancing Truth and Reconciliation

**Recommendation**

That Essex County Council receive report 2024-1204-LCS-R43-KH, Delegation Policy – Review and Update as information and that proposed changes to 1995-004 Delegations at County Council Policy be approved as presented in the Updated Policy attached as Appendix B.

## Approvals

Respectfully Submitted,

*Katherine Hebert*

Katherine Hebert, County Clerk

Concurred With,

*David Sundin*

David Sundin, BA (Hons), LL.B., Director, Legislative and Legal Services/County Solicitor

Concurred With,

*Sandra Zwiers*

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

<b>Appendix</b>	<b>Title</b>
A	Current Policy 1995-004 Delegations at County Council Original
B	Updated Policy 1995-004 Final Draft Revisions