

Clause 18 in Report No. 1 of Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting held on January 21, 2016.

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Update of Delegated Authorities

Committee of the Whole recommends adoption of the following recommendations contained in the report dated December 8, 2015 from the Regional Solicitor:

1. Recommendations

It is recommended that:

1. Council authorize the enactment of a bylaw to consolidate the substantive powers delegated by Council and to provide for the execution of documents, as set out in Attachment 1.
2. Council authorize the repeal of those bylaws that are no longer in effect, as set out in Attachment 2.
3. The Regional Solicitor prepare the necessary bylaws for consideration by Council.

2. Purpose

This report recommends the enactment of a bylaw to consolidate the current delegation of powers and duties by Regional Council and to incorporate the provisions currently set out in the Execution of Documents Bylaw.

3. Background

The *Municipal Act, 2001* permits the delegation of certain powers and duties of Regional Council, subject to conditions

Section 23.1 of the *Municipal Act, 2001* (the "Act") and the *Planning Act* provide that municipalities may delegate their powers and duties subject to certain

conditions. Generally, administrative powers may be broadly delegated to committees, individual members of Council, or Regional staff. There are stricter requirements associated with the delegation of legislative powers. Certain delegations are prohibited, for example, the power to adopt an official plan or an amendment to an official plan, and the power to adopt or amend the budget. Any delegation of legislative powers to staff (in contrast to members of Council or a committee) is limited to minor matters. The Act provides specific examples of matters that are deemed to be minor, including temporary closing of highways, authorizing encroachments and issuing licences.

Section 270 of the Act also requires municipalities to adopt and maintain a policy respecting the delegation of its powers and duties.

Council has exercised its authority to delegate legislative and administrative powers to staff, as appropriate

Council has delegated a broad range of legislative and administrative powers to staff to facilitate the management of Regional operations and administration. These powers have been delegated on an ad hoc basis as circumstances warranted. For example, Council has authorized the Commissioner of Transportation Services to close Regional roads on a temporary basis to accommodate special events. This has enabled staff to react promptly to requests for closure and has also eliminated the need for a high volume of reports to Council on routine matters. Similarly, authority was delegated to the Commissioner of Corporate Services to approve land acquisitions and to the Regional Solicitor to settle claims, within certain financial limits.

The Region's Purchasing Bylaw represents a significant exercise of delegated authority. The authority to award contracts under the Bylaw includes the authority for staff to execute contracts and related documents.

In 2005, Council enacted the Execution of Documents Bylaw to further streamline the administration of Regional business. This is a companion bylaw to the Purchasing Bylaw and is generally applicable where no competitive procurement has been undertaken. The bylaw authorizes staff to administer standard forms of agreement in various categories. These include: purchase of service agreements under Regional programs, funding agreements, standard planning documents including site plan agreements, and routine commercial documents. In all cases, execution of documents is conditional on the approval of any associated expenditure and the approval of Legal Services as to the form and content of the agreement.

4. Analysis and Options

Staff have undertaken a review of Regional bylaws and policies and recommend the consolidation of all delegations in a single bylaw

Staff have undertaken a comprehensive review of all Regional bylaws and policies to compile a consolidated list of current delegated authorities. Many substantive delegations were authorized through reports and policies that have not been captured in a single reference document.

Since its original enactment in 2005, the Execution of Documents Bylaw has been amended from time to time to incorporate additional matters consistent with the original intent of promoting efficiencies in operations and administration. In 2011 a comprehensive amendment significantly expanded the scope of real estate and roads related matters that could be administered by staff without reports to Council in each case. However, for the most part, the bylaw addresses administrative rather than substantive matters.

It is recommended that a bylaw be enacted to consolidate substantive delegations and the administrative matters governed by the Execution of Documents Bylaw. The proposed matters to be included in the Bylaw are attached as Attachment 1. Staff are not proposing any additional substantive amendments, however the categories of matters have been regrouped for ease of reference. As well, organizational changes are now reflected where necessary.

The authorities set out in the bylaw may be further delegated by senior staff

The proposed bylaw will specifically delegate powers and duties to senior management. However, as in the current bylaw, it will provide for the named delegate to further delegate responsibilities to his or her staff as appropriate. These further delegations will be subject to approval of the Chief Administrative Officer. Historically, senior management has delegated many matters to directors and managers within their respective departments, promoting an enhanced level of efficiency.

The review of bylaws disclosed many outdated authorities and it is recommended that certain bylaws be repealed

In the course of conducting a review of bylaws and policies, staff identified bylaws that were no longer in effect. In some cases, the enabling statute has been repealed or superseded. Many bylaws appointing individuals and assigning responsibilities have continued on the record after the departure of the individual.

Update of Delegated Authorities

In other instances, bylaws may be substantively valid but have not been amended to reflect organizational changes.

Attachment 2 sets out those bylaws that staff recommend be repealed.

There are several bylaws delegating substantive authorities that will remain in force. These bylaws contain more extensive conditions and procedural requirements and accordingly will not be incorporated in the consolidation. A list of these bylaws is provided in Attachment 3.

Link to key Council-approved plans

The Region's 2015 to 2019 Strategic Plan identifies a strategic priority area as "Provide Responsive and Efficient Public Service". One of the objectives within this priority area is Strengthening Organizational Capacity and Effectiveness.

Implementing procedures to delegate Council powers to staff where appropriate supports this objective by enhancing administrative efficiency.

5. Financial Implications

There are no direct financial implications associated with this report.

6. Local Municipal Impact

There is no local municipal impact as a result of this report.

7. Conclusion

As permitted under the *Municipal Act, 2001* and the *Planning Act*, Council has from time to time delegated certain powers and duties to Regional staff to promote efficiencies in managing daily business. Council has also enacted a bylaw to provide for administration of standard agreements and documentation. Regional staff recommend the enactment of a consolidated bylaw to incorporate all substantive and administrative delegations for consistency and ease of reference, and to update the authorities to reflect organizational changes.

Update of Delegated Authorities

For more information on this report, please contact Elizabeth Wilson, Deputy Regional Solicitor, Municipal and Corporate Law at ext. 71402.

The Senior Management Group has reviewed this report.

December 8, 2015

Attachments (3)

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Accessible formats or communication supports are available upon request

Attachment 1

DELEGATED AUTHORITY	DELEGATE	CONDITIONS/RESTRICTIONS	
Governance & Administration			
1.	Agreements with Federal or Provincial governments, municipalities, institutions and community partners for Regional undertakings, program delivery and administration	Commissioner responsible for the program or project to which the matter relates	Approval of the program or project by Regional Council
2.	Submission of service and program plans and activity reports as required by any legislative authority	Commissioner responsible for the program or project to which the matter relates	
3.	Agreements for the exchange or release of information under the <i>Municipal Freedom of Information and Protection of Privacy Act</i> or the <i>Personal Health Information Protection Act, 2004</i>	Commissioner responsible for the program or project to which the matter relates	
4.	Confidentiality agreements	Commissioner responsible for the program or project to which the matter relates	
5.	Filming at the Administrative Centre	Chief Administrative Officer	Compliance with the Policy on Filming on Regional Property, including payment of fees and provision of insurance coverage
6.	Agreements for the provision of audit services	Chief Administrative Officer and Director, Audit Services	
7.	Memoranda of understanding with housing providers under the <i>Social Housing Reform Act, 2000</i>	Commissioner of Community and Health Services	
8.	Agreements respecting the admission of persons to long-term care facilities	Commissioner of Community and Health Services	
9.	Admission agreements for supportive housing	Commissioner of Community and Health Services	

DELEGATED AUTHORITY		DELEGATE	CONDITIONS/RESTRICTIONS
10.	Admission agreements for long term care and seniors' day programs	Commissioner of Community and Health Services	
11.	Release of any agreement or condition where Regional conditions have been fulfilled or the agreement is no longer required	Commissioner responsible for the program or project to which the matter relates	
12.	Acknowledgment of the status or term of any agreement to which the Region is a party	Commissioner responsible for the matter to which the agreement relates	
Finance			
13.	Investment transactions	Commissioner of Finance	As set out in the Region's Investment Policy
14.	Appointment of members to the underwriting syndicate	Commissioner of Finance	As set out in the Region's Capital Financing and Debt Policy
15.	Approval of timing and structure of debt issues and related activities	Commissioner of Finance and Director, Treasury Office	As set out in the Region's Capital Financing and Debt Policy
16.	Agreements with Federal or Provincial governments or agencies or any other entity for the provision of funding to the Region	Commissioner responsible for the program or project to which the funding relates	
17.	Agreements for the provision of funding by the Region	Commissioner responsible for the program or project to which the funding relates	
18.	Applications for any funding or subsidy on behalf of the Region and any related documentation, including reporting requirements	Commissioner responsible for the program or project to which the funding relates	
19.	Agreements permitting deferral of payment of development charges	Chief Administrative Officer and Commissioner of Finance	Compliance with the Regional Development Charges Bylaw
20.	Signing cheques, debentures and other financial instruments	Any two of: Regional Chair; Chief Administrative Officer; Commissioner of Finance; Director, Controllershship Office and Deputy Treasurer	

DELEGATED AUTHORITY		DELEGATE	CONDITIONS/RESTRICTIONS
Transportation			
21.	Temporary closure of Regional roads for social, recreational, community, athletic or cinematographic purposes	Commissioner of Transportation Services	Compliance with the Regional Policy regarding Special Events on Regional Roads, including provision of insurance coverage and security deposit
22.	Temporary closure of Regional roads for railway crossing improvements	Commissioner of Transportation Services	
23.	Temporary closure of Regional roads for safety reasons	Commissioner of Transportation Services	
24.	Issuing moving permits under the <i>Highway Traffic Act</i>	Commissioner of Transportation Services	
25.	Establishing reduced load periods on Regional roads	Commissioner of Transportation Services	
26.	Approval of traffic control signal designs and installations under Section 144(31) of the <i>Highway Traffic Act</i>	Commissioner of Transportation Services or Manager, Electrical Design and Construction	
27.	Approval for the installation of temporary traffic controls in support of construction, emergency and safety considerations	Commissioner of Transportation Services	
28.	Designation of parts of Regional roads as construction zones and setting maximum rates of speed under Section 128 of the <i>Highway Traffic Act</i>	Commissioner of Transportation Services	
29.	Location of antennae on private property for the purpose of the Central Traffic Control System	Commissioner of Transportation Services	
30.	Railway crossing relocation agreements	Commissioner of Transportation Services	
31.	Agreements for access to and from Regional roads	Commissioner of Transportation Services	

DELEGATED AUTHORITY		DELEGATE	CONDITIONS/RESTRICTIONS
32.	Request for conveyance of lands for highway widenings and reserves as a condition of development approvals	Commissioner of Transportation Services	
33.	Dedication of reserves	Commissioner of Transportation Services	Provided that the applicant has fulfilled all conditions
Infrastructure			
34.	Agreements respecting utilities, telecommunications and other services required to service Regional lands and facilities	Commissioner responsible for the Regional infrastructure or facility to which the agreement relates	
35.	Agreements permitting Regional infrastructure to cross railways, highways and pipelines	Commissioner responsible for the Regional infrastructure to which the agreement relates	Compliance with the Regional Policy for Regional Works Crossing Railways, Highways and Utilities
36.	Agreements permitting the Region access to or encroachment on lands for Regional purposes	Commissioner responsible for the Regional infrastructure to which the agreement relates	
37.	Agreements permitting access to or encroachment on Regional lands and facilities by third parties	Commissioner responsible for the Regional infrastructure to which the agreement relates	Compliance with standard conditions including provision of insurance coverage
38.	Documents required in connection with the transfer or assumption of Regional lands, infrastructure and facilities	Regional Solicitor or Commissioner of Corporate Services	
39.	Applications for permits, approvals or licences with respect to any Regional undertaking	Commissioner responsible for the program or project to which the matter relates	
40.	Permits and approvals issued by the Region under any legislative authority	Commissioner responsible for the program or project to which the matter relates	
41.	Development agreements with municipalities for Regional undertakings	Commissioner responsible for the program or project to which the matter relates	
42.	Installation of Communications Antennae on Regional property	Commissioner responsible for the infrastructure to which the agreement relates	Report quarterly to Council Compliance with criteria set out in the Regional Policy on Communications Installations

DELEGATED AUTHORITY		DELEGATE	CONDITIONS/RESTRICTIONS
Planning & Development			
43.	Site plan agreements and documents required to satisfy any conditions of such agreements	Commissioner of Transportation Services	
44.	Agreements required as a condition of development approvals	Commissioner responsible for the program or project to which the matter relates	
45.	Documents required to clear conditions of development approvals	Commissioner responsible for the program or project to which the matter relates	
46.	Approval of minor or routine amendments to the official plan of a local municipality and to issue notice of decisions	Director, Community Planning (in absence: Director, Long Range Planning)	<ul style="list-style-type: none"> • The approval is not contrary to Regional Council policy • No amendment required to Regional Official Plan • Amendment primarily local in nature • Report twice yearly to Council
47.	Providing Regional comments and conditions of approval with respect to proposed plans of subdivision and condominium descriptions under Section 51 of the <i>Planning Act</i> , and providing clearance of any conditions.	Director, Community Planning and Development Services (in absence: Director, Long Range Planning)	
48.	Scheduling and giving notice of public meetings concerning proposed amendments to Regional official plan	Chief Planner (in absence: Director, Community Planning or Director, Long Range Planning)	
Property			
49.	Agreements for the acquisition of land and interests in land	Chief Administrative Officer and Commissioner of Corporate Services	Does not include leases Value of land not to exceed \$100,000 Compliance with Regional Policy on Land Acquisition
50.	Agreements for the disposal of land and interests in land	Chief Administrative Officer	Does not include leases Value of land not to exceed \$100,000 Compliance with Regional Policy on Disposal of Land

DELEGATED AUTHORITY		DELEGATE	CONDITIONS/RESTRICTIONS
51.	Agreements for the occupancy of lands and facilities for Regional purposes, including public meetings, staff training and workshops	Commissioner responsible for the program requiring the facility	Does not include leases
52.	Agreements permitting the occupancy of Regional lands and facilities by third parties	Commissioner responsible for the Regional infrastructure or facility to which the agreement relates	Does not include leases Compliance with standard conditions including provision of insurance coverage
53.	Acquisition of widenings and reserves from abutting owners to clarify title to Regional lands	Commissioner of Transportation Services	
54.	Documents required for the completion of any real estate transaction, including transfers, easements, undertakings, certificates, acknowledgments, declarations, indemnities and releases	Regional Solicitor or Commissioner of Corporate Services	
55.	Release of any interest in lands and facilities no longer required by the Region	Regional Solicitor or Commissioner of Corporate Services	
56.	Agreements respecting conditions, covenants or indemnities in favour of the Region	Regional Solicitor or Commissioner of Corporate Services	
57.	Conveyance of rights and easements required to service Regional lands and facilities	Commissioner of Corporate Services	
58.	Conveyance of easements to local municipalities and utilities over closed highways and reserves	Commissioner of Corporate Services	
59.	Conveyance of widenings and reserves to the entity having jurisdiction over the abutting highway	Commissioner of Corporate Services	
60.	Documents required for the purpose of correcting or clarifying title or boundaries	Commissioner of Corporate Services	

DELEGATED AUTHORITY		DELEGATE	CONDITIONS/RESTRICTIONS
61.	Applications, notices and declarations required under the <i>Expropriations Act</i>	Commissioner of Corporate Services	
62.	Applications, agreements and renewals required to obtain authorization to register documents in the electronic land registration system	Regional Solicitor or Commissioner of Corporate Services	
63.	Transfers, applications, notices and documents required under applicable legislation and the Teraview land registration system to register all Regional documents, including those that preserve any right, title or interest in lands	Regional Solicitor or Commissioner of Corporate Services	
64.	Consents and waivers of notice relating to registrations in the land titles system	Commissioner of Corporate Services	
65.	Documents to register liens and discharges on title to real property owned by recipients of social assistance	Commissioner of Community and Health Services	
Purchase of Services			
66.	Agreements for the purchase of services from child care providers, homemakers and domiciliary and emergency hostel providers	Commissioner of Community and Health Services	
67.	Agreements for the purchase of services from physicians, nurses and other health care professionals	Commissioner of Community and Health Services	
68.	Agreements for the purchase of services for clients receiving social assistance	Commissioner of Community and Health Services	
69.	Agreements for the purchase of services from agencies receiving funding from the Region	Commissioner responsible for the program or project to which the service relates	

DELEGATED AUTHORITY		DELEGATE	CONDITIONS/RESTRICTIONS
Litigation			
70.	Originating documents for claims on behalf of the Region	Regional Solicitor	Value of the claim not to exceed \$500,000
71.	Settlement documents for uninsured claims including settlements under the <i>Expropriations Act</i>	Regional Solicitor	Value of the settlement not to exceed \$500,000
72.	Releases, indemnities, minutes of settlement and other documents required for the settlement of claims	Regional Solicitor	

BYLAWS TO BE REPEALED

Bylaw No.	Date	Title
A-6-70-6	November 12, 1970	By-law to Appoint Members of The Regional Council to the Board of the York County Children's Aid Society
A-9-70-11	November 26, 1970	By-law to Appoint Members of The Regional Council to the Board of Health of The Regional Area Health Unit
A-11-70-14	December 10, 1970	By-law to Appoint Two Members of the Regional Council to the Board of York Central Hospital
A-13-70-16	December 10, 1970	By-law to Appoint Two Members of the Regional Council to the Board of York County Hospital
A-15-70-23	December 22, 1970	By-law to Appoint Members to the Board of Governors of Seneca College of Applied Arts and Technology
A-18-70-27	December 22, 1970	By-law to Appoint One Member of the Regional Council to the Canadian National Exhibition Association
A-20-71-2	January 14, 1971	By-law to Appoint Members to the Metropolitan Toronto and Region Conservation Authority
A-21-71-3	January 14, 1971	By-law to Appoint Members to the South Lake Simcoe Conservation Authority
A-27-71-25	June 24, 1971	To Appoint an Inspector to Enforce the Construction Safety Act, 1961-62
L.I.-1-71-48	December 29, 1971	A By-law to Provide for Plumbing Inspections
A-33-72-95	November 9, 1972	To Constitute a Committee of Management for Regional Homes for the Aged
A-16(b)-73-21	March 15, 1973	By-law for the Appointment of a Commissioner of Engineering
A-16(c)-74-51	April 11, 1974	To Amend By-law No. A-16(b)-73-21
A-22(c)-74-52	April 11, 1974	To Further Amend By-Law No. A-22-71-6
LI-2-74-74	April 25, 1974	To Authorize the Issue of Moving Permits by the Commissioner of Engineering
A-41-76-106	July 8, 1976	To Provide for the Appointment of an Acting Commissioner of Planning for The Regional Municipality of York
A-45-77-173	December 8, 1977	To Provide for the Appointment of an Acting Clerk of The Regional Municipality of York
A-46-78-49	April 13, 1978	By-law to Establish a Landlord and Tenant Advisory Bureau
A-47-78-98	July 27, 1978	By-law to Authorize the Engineering Committee to Conduct Hearings
A-56-79-57	May 10, 1979	By-Law to Appoint a Physician for York Manor Home for the Aged
A-76-83-71	July 28, 1983	By-law to Constitute The York Regional Land Division Committee
A-101-87-32	March 12, 1987	By-law to Appoint Public Health Inspectors

Bylaw No.	Date	Title
A-118-88-23	February 25, 1988	To Provide for the Appointment of a Deputy Financial Officer
A-121-88-55	May 26, 1988	To Appoint Inspectors of Plumbing
A-97(a)-89-45	April 28, 1989	To Amend By-law No. A-97-86-73 To Appoint a Regional Emergency Measures Officer
A-122-89-57	May 11, 1989	To Appoint a Member to the Land Division Committee
A-125-89-85	July 13, 1989	To Appoint an Associate Medical Officer of Health
A-128-89-137	November 16, 1989	To Fix the Remuneration for the Members of The York Regional Land Division Committee
A-76(a)-89-135	November 16, 1989	To Amend By-law No. A-76-83-71 to Constitute the York Regional Land Division Committee
A-132-90-32	March 8, 1990	To Provide for the Appointment of an Acting Financial Officer
A-134-90-47	April 12, 1990	To Provide for the Appointment of a Commissioner of Management Services of The Regional Municipality of York
A-136-90-112	October 10, 1990	To Appoint a Physician for York Manor Home for the Aged
A-135(a)-91-20	February 14, 1991	To Amend By-law No. A-135-90-76 to Delegate Certain Planning Act Authority to the Commissioner of Planning
A-76(c)-91-55	May 23, 1991	To Amend By-law No. A-76-83-71
A-146-92-33	February 27, 1992	To Appoint a Member to the York Regional Land Division Committee
TR-2-92-54	March 26, 1992	To Provide for the Enforcement of By-law No. TR-1-91-154
A-151-92-114	August 27, 1992	To Delegate to the Management Committee Certain Authority Under the Development Charges Act
A-152-92-116	August 27, 1992	To Appoint Municipal By-law Enforcement Officers
A-158-93-26	February 11, 1993	A By-law to Delegate Authority to the Commissioner of Planning to Comment to the Ministry on Routine or Minor Local Area Official Plan Amendment Proposals
A-148(a)-93-28	February 25, 1993	To Amend By-law No. A-148-92-101 Respecting the Assignment of Duties in the Transportation Department and the Environmental Services Department
A-160-93-68	June 10, 1993	To Delegate to the Transportation and Environmental Services Committee Certain Authority Under the Trees Act
AG-028-93-108	September 23, 1993	To Authorize Regional Site Plan Agreements
L.I.-6-93-74	June 24, 1993	To Appoint Inspectors of Plumbing
A-169-95-5	January 12, 1995	To Appoint a Member to the York Regional Land Division Committee
A-179-95-82	June 22, 1995	To Provide for the Appointment of an Acting Commissioner of Planning
L.I.-1(k)-96-3	January 11, 1996	A By-law to Amend By-law No. L.I.-1-71-48 to Provide for Plumbing Inspections
A-202-96-84	June 13, 1996	Respecting the Assignment of Duties of the Regional Clerk

Bylaw No.	Date	Title
A-246-98-32	March 26, 1998	By-law to Appoint Certain Employees of the Health Services Department of The Regional Municipality of York as a Chief Building Official, and Sewage System Inspectors pursuant to section 3(2) and 32.1(3) of the Building Code Act, 1992 and Amended and Set the Tariffs for Certain Applications for Sewage Systems with a Capacity of Under 10,000 liters per day
A-0263-1999-009	January 28, 1999	By-law to Appoint an Alternate to the Regional Chair for Meetings of the Greater Toronto Services Board
R-1233-2000-082	October 12, 2000	To Authorize the Commissioner of Transportation and Works to Temporarily Close Regional Roads for Certain Purposes
R-1290-2002-067	September 19, 2002	A By-law to Delegate Authority to the Planning Committee to Hold Public Meetings for Regional Official Plan Revisions
A-0327-2003-046	May 22, 2003	To Provide for the Appointment of a Commissioner of Corporate Services
A-0333-2003-065	June 26, 2003	By-Law to Provide for the Appointment of a Plumbing Licence Inspector
RT-0005-2005-050	June 23, 2005	To Designate Officers for the Purpose of the Forest Conservation By-law
A-0379-2006-041	April 27, 2006	To Provide for the Appointment of an Associate Medical Officer of Health
A-0383-2006-069	September 21, 2006	By-law to Appoint the Commissioner of Transportation and Works to Designate Parts of Regional Roads as Construction Zones and to Set Speed Limits
A-0386-2007-008	January 25, 2007	By-law to Authorize the General Manager, Roads to Approve Traffic Control Signal Design and Installations
R-1456-2007-023	February 22, 2007	By-law to Appoint the Commissioner of Transportation and Works to Temporarily Close Regional Roads to Through Traffic to Accommodate Railway Crossing Improvements
2011-67	December 15, 2011	To Delegate Certain Powers and Duties Under the <i>Planning Act</i>
2013-43	June 27, 2013	To Amend Bylaw 2011-67

Attachment 3

BYLAW	DELEGATED AUTHORITY	DELEGATE
Purchasing Bylaw 2014-53	<ul style="list-style-type: none"> • Purchase of goods and services • Award and execution of contracts 	<ul style="list-style-type: none"> • Chief Administrative Officer • Commissioners
Delegation During Council Recess 2014-34	Approval of matters during any Council recess	Regional Chair and Chief Administrative Officer
Sign Bylaw 2015-36	Issuing permits for signs on Regional roads	Commissioner of Transportation Services
Forest Conservation Bylaw 2013-68	Issuing permits for tree cutting	Bylaw enforcement officers
Sewer Use Bylaw 2011-56	Approvals and permits regarding sewer discharge	Commissioner of Environmental Services
Lodging House Bylaw 2014-71	Issuing Licences for lodging houses	General Manager of Social Services