



# COUNTY OF WELLINGTON

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## Committee Report

**To:** Chair and Members of the Economic Development Committee  
**From:** Christina Mann, Manager of Economic Development  
**Date:** Tuesday, November 21, 2023  
**Subject:** **Invest Well Programmes – Delegation of Authority**

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### Background:

The new [Invest Well Programmes](#) were approved by Council on October 26, 2023. To implement the new programmes efficiently and ensure a timely approval process for applications, staff are recommending the delegation of approval for Minor Activity Grant applications to the Invest Well County Staff Team and Economic Development staff respectively. The process is consistent with the approval process in the past and follows best practices.

### Approval Levels

#### County Economic Development Staff

Economic Development staff to have approval authority for all Study Grant applications (maximum available grant is \$10,000 per study), and **up to \$12,500 per project** for Minor Activity Grant applications. The Economic Development Staff will consist of the Manager of Economic Development and the Economic Development Officer. This updated approval amount was determined based on the evaluation framework and scoring matrix in Appendix C of the Invest Well Programmes.

#### County Invest Well Staff Team

The Invest Well Staff Team to have approval authority for Minor Activity Grant application **over \$12,500 per project**. The Economic Development staff will complete the initial review of the application. If the funding amount is evaluated to be higher than \$12,500, the application will be escalated to the Invest Well Staff Team for review and approval. The maximum Minor Activity Grant available is \$20,000 per project.

The Invest Well Staff Team will consist of the following staff:

1. CAO;
2. Director of Planning;
3. Treasurer
4. Wellington Place Administrator
5. Manager of Economic Development

The review of applications will be coordinated by an Invest Well Programmes Coordinator and is performed by Economic Development Officer James Vaclavek.

**Recommendation:**

That the Economic Development Committee approve the delegation of authority for the Invest WELL Programmes guidelines.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Ch. Mann', is positioned above the printed name.

Christina Mann

Manager of Economic Development