

REPORT TO COUNTY COUNCIL

Delegation Policy Update

To: Warden and Members of County Council

From: Director of Corporate Services

RECOMMENDATION

1. That Schedule “A” to By-law 4890-2007, being a by-law to establish a Delegation of Powers and Duties Policy, be amended as attached to Report CS 2024-21, effective July 10, 2024.

REPORT HIGHLIGHTS

- By-law enforcement appointment is required to fulfill the provisions of By-law No. 6544-2023, a by-law to regulate backflow prevention and cross connection control to protect the County’s drinking water systems.

IMPLEMENTATION POINTS

Upon Council’s approval of the recommendation contained in this report, the Delegation of Powers and Duties Policy will be signed by the Chief Administrative Officer and updated in the County’s General Policy Manual, and appended to the Delegation By-law. Further, the County’s By-law Enforcement Officer, Backflow Prevention will be authorized to enforce penalties under the penalty provisions for non-compliance with the Backflow Prevention and Cross Connection Control By-law.

Financial Impact

There are no financial impacts associated with the recommendation contained in this report beyond what has been approved in the current year’s budget.

Communications

The Delegation of Powers and Duties Policy, as amended, will be updated in the County’s General Policy Manual and staff will be appropriately informed.

2023-2026 STRATEGIC PLAN

Oxford County Council approved the [2023-2026 Strategic Plan](#) on September 13, 2023. The Plan outlines 39 goals across three strategic pillars that advance Council’s vision of “Working together for a healthy, vibrant, and sustainable future.” These pillars are: (1) *Promoting community vitality*, (2) *Enhancing environmental sustainability*, and (3) *Fostering progressive government*.

The recommendation in this report supports the following strategic goals.

Strategic Plan Pillars and Goals

PILLAR 1	PILLAR 2	PILLAR 3
		
Promoting community vitality	Enhancing environmental sustainability	Fostering progressive government
		Goal 3.4 – Financial sustainability

See: [Oxford County 2023-2026 Strategic Plan](#)

DISCUSSION

Background

The County’s Delegation of Powers and Duties Policy relating to the provisions of Bill 130 under the Municipal Act, 2001, was first adopted in 2007. At the time of passing, certain existing by-laws delegating authority to staff were repealed in order to consolidate all delegated powers in a comprehensive policy, being the Delegation of Powers and Duties Policy.

Since enactment, the Delegation of Powers and Duties By-law was reviewed and updated on an annual basis until 2015 and then again in 2018 and 2021, each time resulting in additions to the delegated powers. The review period for this policy is “when deemed appropriate by the Chief Administrative Officer” – Subsection 18.2.

At Council’s June 14, 2023 meeting, Council passed 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. Forming Schedule “A” to the By-law is a Backflow Prevention Program that sets standards for cross connection control and backflow prevention that applies to existing and future industrial, commercial, institutional and multi-residential buildings and structures connected to the County’s water system. Although the Program does not apply to residential buildings or structures, it does apply to lawn sprinkler systems from auxiliary water supplies that may be hazardous or detrimental to the potable water system. To ensure compliance, the by-law authorizes a County By-law Officer appointment.

Comments

Since passing the Backflow Prevention and Cross Connection Control By-law, the enforcement officer position was filled and has been activity implementing the program. The program is now at the point to begin issuing compliance orders where required. In order to proceed with enforcement, an amendment to the Delegation of Powers and Duties Policy is required to recognize the source of authority for the by-law enforcement officer, being By-law No. 6544-2023, and to name the appointee. The Delegation of Powers and Duties Policy has been updated accordingly with tracked changes for ease of Council’s review – refer to Attachment 1 paragraph 16.9 and Schedule “E”. In keeping with all other by-law enforcement appointments under the policy, updates to change the appointee’s name when required is delegated to the Chief Administrative Officer.

CONCLUSIONS

Upon Council approval of the proposed policy amendments, the Delegation of Powers and Duties Policy will be updated accordingly, posted in the General Policy Manual, and appended to By-law No. 4890-2007.

SIGNATURES

Departmental approval:

Original signed by

Lynn S. Buchner, CPA, CGA
Director of Corporate Services

Approved for submission:

Original signed by

Benjamin R. Addley
Chief Administrative Officer

ATTACHMENT

Attachment 1 – Delegation of Powers and Duties Policy, as amended