

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 2025-09 entitled “Delegation Policy Update”, dated March 12, 2025.

REPORT HIGHLIGHTS

- Delegation of authority to the Director of Public Works to designate annual start and end dates to impose reduced load restrictions on County roads pursuant to By-law No. 6712-2025

IMPLEMENTATION POINTS

Upon Council’s approval of the recommendation contained in this report, the Delegation of Powers and Duties Policy will be updated in the County’s General Policy Manual and appended to the Delegation 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
<p>Goal 1.2 – Sustainable infrastructure and development</p> <p>Goal 1.4 – Connected people and places</p>		<p>Goal 3.4 – Financial sustainability</p>

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 At the time of passing, certain existing by-laws delegating authority to staff were repealed in order to consolidate all delegated powers in a comprehensive policy, being the Delegation of Powers and Duties Policy.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 the enactment, the Delegation of Powers and Duties By-law was reviewed and updated on an annual basis until 2015 and then again in 2018, 2021 and 2024, 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 County Council's meeting held February 12, 2025, Council adopted the recommendations contained in Report PW 2025-07 to amend the County's Reduced Load Limit By-law to delegate

the Director of Public Works with authority to annually set start and end dates for reduced load limits on certain County roads. Subsequently, at their meeting held February 26, 2025, Council passed By-Law No. 6712-2025 to reflect the aforementioned delegation, repeal the former Reduced Load Limit By-law and update the Schedule of the County roads impacted by reduced load limits.

Comments

As explained in PW 2025-07, The Ministry of Transportation Ontario (MTO) recently developed a Reduced Load Period (RLP) Onset and Removal Model supported by data from its province wide Road Weather Information System (RWIS). This system allows municipalities to access frost depth, moisture, and temperature data. The model allows municipalities to optimize the timing of RLP's, including amending the start and end dates when conditions permit, which helps support agriculture, agribusiness, construction and the trucking industry, while protecting valuable road infrastructure.

Considering the predictive data modelling tool that will now be available from the Ministry's RLP Onset and Removal Model for staff to rely on in establishing annual start and end dates for reduced load limits, Council has delegated authority to the Director of Public Works to establish the annual reduced load limit start and end dates. This new Model will also serve to provide evidence for potential liability claims that occur on the designated roads and assist in enforcement during the restricted periods.

In addition to the amendments to policy as described above, staff are proposing a further amendment to remove the requirement for the Director of Public Works to consult the Chief Administrative Officer when authorizing certain temporary road closures as set out in paragraph 16.1.2(c) of the Policy. The road closures specified within this provision of the policy include occasions that facilitate social, recreational, community, athletic, or cinematographic event, or any combination of them, where the organization requesting the event accepts the responsibility for establishing suitable detour roads, erection and removal of barricades and signs, maintenance and restoration of detour roads.

In summary of the proposed amendments to the Delegation of Powers and Duties Policy as described above, Attachment 1 to this report provides a redlined version of the Delegation of Powers and Duties Policy that also addresses a minor housekeeping matter.

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 - Delegation of Powers and Duties Policy.

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, redlined version