

Document 2 – Delegations of authority – Stage 2

DOA Lead	Purpose	Council-approved authority delegated to Lead
City Manager	<ul style="list-style-type: none"> Project Agreements 	<ul style="list-style-type: none"> To negotiate, finalize, execute, deliver, amend and extend the Trillium Line Extension and Confederation Line Extension Project Agreements and associated ancillary agreements, including executing the federal and provincial contribution agreements.
City Treasurer	<ul style="list-style-type: none"> Project Funding 	<ul style="list-style-type: none"> To take any further steps, and carry out any further acts, as may be necessary to give effect to the approved budgets and funding sources for the Stage 2 Ottawa Light Rail Transit project, and the transition and the project contingency.
City Manager with the concurrence of the General Manager, Corporate Services and City Treasurer	<ul style="list-style-type: none"> Memorandum of Agreement (MOA) 	<ul style="list-style-type: none"> Execute a MOA with Carleton University Execute an Agreement with Algonquin College Execute a MOA with Public Works and Government Services Canada Execute a Crossing Agreement with VIA Rail Canada Inc. to permit the construction of a grade separation at Ellwood
General Manager, Transportation Services	<ul style="list-style-type: none"> Facilitate construction of the Stage 2 OLRT project 	<ul style="list-style-type: none"> To negotiate, approve, execute, deliver, amend and extend the Utility Works Infrastructure Letter of Agreement with Hydro Ottawa Limited. To approve the tipping fee structure for soil and excavated material To delegate the authority to the City Clerk and Solicitor to amend any by-laws, processes or policies to give effect to the decisions of Council related to this project, and to place any resulting amending by-law on the agenda of the City Council meeting in Q2, 2019, for enactment to amend Light Rail Regulation By-law 2015-301.
City Manager	<ul style="list-style-type: none"> Procurement Process 	<ul style="list-style-type: none"> To accept and approve changes to the Stage 2 Light Rail Transit Project design To ensure competitive tension while preserving the efficiencies available from leveraging the Stage 1 workforce and infrastructure, the report's procurement model set out the terms of an agreement (MOU) to provide for the completed Confederation Line extensions to be maintained by Rideau Transit Group (RTG). The capital works for the extension itself would be undertaken separately by a design, build, finance (DBF) model for Confederation Line. The completely separate Trillium line allowed for full design, build, finance, and maintain (DBFM) contract model to be used.
City Manager	<ul style="list-style-type: none"> Expropriations and Private Property Acquisition Program 	<ul style="list-style-type: none"> The City has negotiated agreements to provide for the acquisition of property interests required for the Stage 2 Project, including the Third-Party

		Property Agreements which establish frameworks for cost-sharing and for the construction, use and maintenance of infrastructure including any infrastructure which will improve connectivity to the City's growing rail transit system or which will improve lands located in close proximity to the rail corridor. These include agreement with Carleton University, the National Capital Commission, Ottawa Macdonald-Cartier International Airport Authority, Public Works & Government Services Canada (PSPC), South Keys Shopping Centre, and VIA Rail.
General Manager, Corporate Services and City Treasurer	<ul style="list-style-type: none"> • Real Estate Transactions 	<ul style="list-style-type: none"> • Real estate transactions and offers of compensation have been approved in accordance with delegations of authority contained in to approve any real estate transaction involving the acquisition of any interest in, or right to use, real property for the purposes of the Stage 2 Light Rail Transit Project and related works, including any offer of compensation payable under the <i>Expropriations Act</i>. <p>* Delegation of Authority By-law, Schedule I, Section 60, 2023-67</p>
City Manager with the concurrence of the General Manager, Corporate Services and City Treasurer	<ul style="list-style-type: none"> • Memorandum of Agreements 	<ul style="list-style-type: none"> • To execute the MOA with Carleton University, the MOA with PWGSC, the Crossing Agreement with VIA Rail Canada Inc., and Agreement with Algonquin College of Applied Arts and Technology. As noted, these agreements are described in more detail in Appendix 1.

Appendix 1

1. As well, on April 24, 2019, City Council approved an audit of the Stage 2 Light Rail Transit (LRT) Project procurement process as part of the 2019 Audit Work Plan of the Office of the Auditor General. The Auditor General found that:
 - a. The delegation of authorities in the March 6, 2017 Report limited the role of Council in the procurement process to one of approval of the preferred proponent. Although the delegated authorities were adhered to, reporting protocol and the sharing of information to Council could be enhanced to ensure the process is better understood.
 - b. Opportunities for improvement have been identified to assist the City in future procurement activities, namely:

In future procurement projects where authority is delegated to staff by means other than express delegations included in the Procurement By-law, the City ensures the Delegation of Authority recommendation include clear reporting protocols and specify what will be shared with Council and what will not be shared to avoid misunderstanding.