

Document 1: Detailed summary of Schedule A – City Manager’s Office

Table 1 - Purpose and scope of each delegated authority in Schedule A of the Delegation of Authority By-law

Section	Delegation	Purpose	Scope
1	The City Manager is the senior official of the City, provides organizational leadership of staff, and is responsible for the efficient and effective delivery of services.	Administration authority. Provides the ability for the City Manager to lead the organization.	City Manager
2	The City Manager is authorized to appoint an Acting City Manager to act during absences of the City Manager.	Administration authority. Provides the ability for the City Manager to ensure leadership decisions continue in their absence.	City Manager

Section	Delegation	Purpose	Scope
3	<p>The City Manager shall:</p> <ul style="list-style-type: none"> a) exercise all powers and duties set forth in Section 229 of the <i>Municipal Act</i> and shall carry out such additional duties and exercise such additional responsibilities as the Council may, from time to time, prescribe; b) develop and evaluate City policies and procedures; c) approve, amend and rescind corporate administrative policies and procedures consistent with the department's mandate; d) approve, amend and rescind departmental policies and procedures; e) co-ordinate and supervise the implementation of all programs and policies approved by Council; f) annually assess the performance of the General Managers; g) create new positions, subject to funds being available in an approved annual budget; and h) with the assistance of the City Solicitor, direct collective bargaining with all employee groups. 	<p>Administration authority.</p> <p>Provides the ability for the City Manager to lead the organization as outlined in the <i>Municipal Act</i> and ensure corporate policies and procedures are up to date.</p>	City Manager

Section	Delegation	Purpose	Scope
4	The City Manager shall have full, free and unrestricted access to all records, reports, property and personnel of the City of Ottawa.	Administration authority. Provides the ability for the City Manager to access information needed to lead the organization.	City Manager
5	The City Manager has the authority to approve leaves of absence by employees at the Director level and above on a with pay, with partial pay, or without pay basis for periods of time that are supported and submitted by the applicable General Manager.	Administration authority. Provides the ability for the City Manager to approve leaves of absence for the extended senior leadership team with support from the leader's General Manager.	City Manager

Section	Delegation	Purpose	Scope
6	<p>The City Manager, the Director, City Manager's Office, and the Chief Communications Officer/Director, Public Information and Media Relations, individually are authorized to approve, amend, extend and execute agreements with the federal or provincial government provided that such agreements are consistent with the departmental mandate and are at no cost to the City, with the exception of associated operational and administrative costs that are within approved budgets.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Administration authority with accountability and reporting mechanism.</p> <p>Provides the ability for these positions to approve, amend, extend and execute agreements with federal or provincial governments subject within Council-approved policies, budgets and criteria.</p> <p>This is in line with the Corporate Administrative Policy Framework.</p>	<p>City Manager</p> <p>Director, City Manager's Office</p> <p>Chief Communications Officer/Director, Public Information and Media Relations</p>

Section	Delegation	Purpose	Scope
7	<p>The City Manager, the Director, City Manager’s Office, and the Chief Communications Officer/Director, Public Information and Media Relations, individually are authorized to approve, amend, extend and execute service agreements, contribution agreements, grant agreements and one time project-based funding agreements provided that such agreements are:</p> <ul style="list-style-type: none"> a) in accordance with applicable City policies; b) related to approved departmental programs and objectives; c) within approved budget limits; and d) contain appropriate insurance, termination, workplace safety, and indemnification provisions satisfactory to the City Solicitor. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Administration authority with accountability and reporting mechanism.</p> <p>Provides the ability to negotiate, approve, conclude, and execute agreements subject to certain criteria.</p>	<p>City Manager</p> <p>Director, City Manager’s Office</p> <p>Chief Communications Officer/Director, Public Information and Media Relations</p>