

Document 7: Schedule G – Transit Services Department

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

Section	Delegation	Purpose	Scope
1	<p>The General Manager, Transit Services, may approve, amend and rescind corporate administrative policies and procedures consistent with the department's mandate.</p> <p>The General Manager, Transit Services, may approve, amend and rescind departmental policies and procedures.</p>	<p>Administrative authority to approve, amend, and rescind corporate/departmental administrative policies and procedures consistent with the department's mandate.</p>	<p>General Manager</p>

Section	Delegation	Purpose	Scope
2	<p>The General Manager, Transit Services, is 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>Provides the authority to approve, amend, extend, and execute agreements with the federal or provincial government as long as it is consistent with departmental mandates and at no cost to the City.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
3	<p>The General Manager, Transit Services, is authorized to approve, amend, extend and execute service agreements, contribution agreements and grant agreements provided that such agreements:</p> <ul style="list-style-type: none"> a) are in accordance with applicable City policies approved by Council; b) are related to approved departmental programs and objectives; c) are within approved budget limits; and d) contain appropriate insurance, termination, workplace safety and indemnification provisions. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the authority to approve, amend, extend, and execute service agreements, contribution agreements and grant agreements provided that such agreements are consistent with departmental mandates and at no cost to the City.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager
4	<p>The General Manager, Transit Services, is delegated the authority to make service adjustments to bus and O-Train service in response to operational needs and requirements, including changes to individual O-Train lines and bus routes schedules and bus stops, provided such changes are in compliance with applicable</p>	<p>Provides the authority to:</p> <ul style="list-style-type: none"> • Make service adjustments to bus and O-Train service • Designate new Park and Ride Lots and change the hours of operation 	General Manager

Section	Delegation	Purpose	Scope
	<p>City by-laws and in accordance with the policies of Transit Commission and Council.</p> <p>The General Manager, Transit Services is delegated the authority to designate new Park and Ride Lots within the City provided that such Park and Ride Lot is within approved budget limits and is in accordance with approved transit programs and objectives.</p> <p>The General Manager, Transit Services is delegated the authority to change the hours of operation of the Park and Ride Lots to reflect changes in transit schedules and other operational requirements.</p> <p>The General Manager, Transit Services, is delegated the authority to approve, conclude and execute agreements for the provision of transit service for significant public events, celebrations, festivals, conventions, and similar events to an external organization, even free of charge to the external organization, provided such service is within approved budget limits, complies with</p>	<ul style="list-style-type: none"> • Approve, conclude, and execute agreements for the provision of transit service for significant public events, celebrations, festivals, conventions, and similar events to an external organization, even free of charge to the external organization • Approve, conclude, execute, and extend agreements for group payment of fares approved by Council for all members of a group of potential transit customers <p>Includes accountability and reporting mechanism.</p>	

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	<p>applicable City by-laws, and is in accordance with the policies of Transit Commission and Council.</p> <p>The General Manager, Transit Services, is delegated the authority to approve, conclude, execute and extend agreements for group payment of fares approved by Council for all members of a group of potential transit customers, such as a universal pass, provided such agreements are in compliance with applicable City by-laws, and in accordance with policies of the Transit Commission and Council.</p> <p>The exercise of this delegated authority shall be reported to the Transit Commission at least once in each calendar year.</p>		

Section	Delegation	Purpose	Scope
5	<p>The General Manager, Transit Services, is authorized to approve and execute amendments to benefit agreements in respect of transit services where there is no increased cost to the City and provided that the affected bargaining agent agrees with the amendment.</p> <p>The exercise of this delegated authority shall be reported to the Transit Commission as soon as is practicable.</p>	<p>Provides the authority to approve and execute amendments to benefit agreements in respect of transit services where there is no increased cost to the City and provided that the affected bargaining agent agrees with the amendment.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager
6	<p>The City Manager or their designate is delegated the responsibility as the senior executive accountable for the operations and activities of the Capital Railway O-Train Line 2 (“O-Train Trillium Line”), including the safety management system, railway operating certificate, and other matters imposed by applicable Federal legislation and regulations, and is authorized to take all necessary actions to fulfill the City’s obligations for regulatory filings required by Transport Canada or other Federal departments and agencies under applicable Federal legislation.</p>	<p>Delegated the responsibility as the senior executive accountable for the operations and activities of the Capital Railway O-Train Line 2 (“O-Train Trillium Line”).</p> <p>Authorized to take actions to fulfill the City’s obligations for regulatory filings required by Transport Canada or other Federal departments.</p> <p>Authority for and responsibility for the operations and activities of the O-Train Line 1 (O-Train Confederation Line).</p>	City Manager or their designate

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	<p>The City Manager or their designate is delegated the authority for and responsibility for the operations and activities of the O-Train Line 1 (O-Train Confederation Line), including the safety management system and other regulatory matters imposed by applicable Federal legislation and regulations, and are authorized to take all necessary actions to fulfill the City's obligations for filings required by the Delegation Agreement with Transport Canada or other applicable Federal departments and agencies under applicable legislation, and to fulfill all regulatory reporting requirements to City Council.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in every calendar year.</p>	<p>Includes accountability and reporting mechanism.</p>	