

## Document 2: Detailed summary of Schedule B – Finance and Corporate Services Department

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

Section	Delegation	Purpose	Scope
1	<p>The General Manager, Finance and Corporate Services / Chief Financial Officer / Treasurer, Finance Services, may approve, amend and rescind corporate administrative policies and procedures consistent with the department's mandate.</p> <p>The General Manager, Finance and Corporate Services / Chief Financial Officer / Treasurer, Finance Services, may approve, amend and rescind departmental policies and procedures.</p>	<p>To ensure the corporate administrative policies and procedures are up to date, relevant, and consistent with the department's mandate. The policies are reviewed frequently and part of the review it to ensure alignment senior leadership direction and City Council.</p>	<p>General Manager, Finance and Corporate Services/CFO/Treasurer</p>
2	<p>The Chief Financial Officer / Treasurer shall exercise all powers and duties of the Treasurer as set out in the <i>Municipal Act</i> and any other applicable legislation.</p>	<p>Provides authority for the CFO/Treasurer to perform the duties as outlined in applicable legislation from other levels of government.</p>	<p>CFO/Treasurer</p>

Section	Delegation	Purpose	Scope
3	<p>The Chief Financial Officer / Treasurer, 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>Allows the City to pursue financial opportunity with other levels of 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>	CFO/Treasurer

Section	Delegation	Purpose	Scope
4	<p>The Chief Financial Officer / Treasurer, 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"> <li>(a) are in accordance with applicable City policies approved by Council;</li> <li>(b) are related to approved departmental programs and objectives;</li> <li>(c) are within approved budget limits; and</li> <li>(d) contain appropriate insurance, termination, workplace safety and indemnification provisions.</li> </ul> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Allows the City to pursue financial and service-oriented opportunities with other levels of 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>	CFO/Treasurer
5	<p>At the written request or with the concurrence of the City Manager or a General Manager in respect of their department, the Chief Financial Officer / Treasurer, the Deputy City Treasurer, Corporate Finance, and the Deputy City Treasurer, Financial Strategies, Planning and Client Services, individually are authorized to make operating budget transfers between portfolios involving any type of expenditure which does not impact the Council-approved mandate of each portfolio and</p>	<p>Provides key senior positions the authority to make vital budget transfers in support of service delivery, programs, and efficiencies.</p>	<p>CFO/Treasurer</p> <p>Deputy Treasurers</p>

Section	Delegation	Purpose	Scope
	<p>maintains or improves the current service level to the public provided that:</p> <ul style="list-style-type: none"> <li>a) such transfers do not result in an increase to the portfolios' compensation budgets in current and future years; and</li> <li>b) the number of full-time equivalent positions within the portfolios is not increased.</li> </ul> <p>At the written request or with the concurrence of the City Manager or a General Manager in respect of their department, the Chief Financial Officer / Treasurer, the Deputy City Treasurer, Corporate Finance, and the Deputy City Treasurer, Financial Strategies, Planning and Client Services, individually are authorized to make operating budget transfers within a portfolio involving any type of expenditure which does not impact the Council-approved mandate of each department and maintains or improves the current service level to the public provided that:</p> <ul style="list-style-type: none"> <li>a) such transfers do not result in an increase to the department's compensation budgets in current and future years; and</li> <li>b) the number of full-time equivalent positions within the department is not increased.</li> </ul>		

Section	Delegation	Purpose	Scope
	<p>At the written request or with the concurrence of the General Manager or Director of a department, the Chief Financial Officer / Treasurer, the Deputy City Treasurer, Corporate Finance, and the Deputy City Treasurer, Financial Strategies, Planning and Client Services, individually are authorized to make operating budget transfers within a department involving any type of expenditure which does not impact the Council-approved mandate of the department and maintains or improves the current service level to the public provided that:</p> <ul style="list-style-type: none"> <li>a) such transfers do not result in an increase to the department's compensation budgets in current and future years; and</li> <li>b) the number of full-time equivalent positions within the department is not increased.</li> </ul> <p>The Chief Financial Officer / Treasurer, the Deputy City Treasurer, Corporate Finance, and the Deputy City Treasurer, Financial Strategies, Planning and Client Services, individually are authorized to make transfers pursuant to subsections (1) to (3) inclusive that result in a permanent decrease to a department's compensation budget.</p> <p>The Chief Financial Officer / Treasurer, the Deputy City Treasurer, Corporate Finance, and the Deputy</p>		

Section	Delegation	Purpose	Scope
	City Treasurer, Financial Strategies, Planning and Client Services, individually are authorized, at the written request of the City Manager, to transfer compensation and non-compensation budgets to effect organizational changes approved by the City Manager pursuant to the <i>Municipal Act</i> , 2001 Part IV.1.		
6	The Chief Financial Officer / Treasurer, the Deputy City Treasurer, Corporate Finance, and the Deputy City Treasurer, Financial Strategies, Planning and Client Services, individually are authorized, upon the written request of a General Manager, to increase the gross estimates of a program in instances where the increase is permanently funded by way of increased recovery from sources external to the department.	Provides key senior positions the authority to make vital budget transfers in support of service delivery, programs, and efficiencies.	CFO/Treasurer  Deputy Treasurers
7	The Chief Financial Officer / Treasurer, the Deputy City Treasurer, Corporate Finance, and the Deputy City Treasurer, Financial Strategies, Planning and Client Services, individually are authorized to make budget transfers to effect changes resulting from new or amended legislation or regulations, additional unforeseen revenues, accounting standards or rules, program budgeting or to increase transparency and accountability.	Provides key senior positions the authority to make vital budget transfers in support of service delivery, programs, and efficiencies.	CFO/Treasurer  Deputy Treasurers

Section	Delegation	Purpose	Scope
8	<p>The exercise of delegated authority pursuant to Sections 5 to 7, for the transfer of operating funds exceeding \$200,000.00, shall be reported to the appropriate Standing Committee and City Council on at least a quarterly basis.</p>	<p>Accountability and reporting mechanism that requires the CFO to report to Council any transfer of operating funds exceeding \$200,000.</p>	<p>CFO/Treasurer</p>
9	<p>Upon the written request of the City Manager, a General Manager, or a Director, the Chief Financial Officer / Treasurer, the Deputy City Treasurer, Corporate Finance, and the Deputy City Treasurer, Financial Strategies, Planning and Client Services, individually are delegated the authority to make capital budget transfers provided that,</p> <ul style="list-style-type: none"> <li>a) the total amount of the transfer between stand-alone capital projects does not exceed ten percent (10%) or \$200,000.00 for the life of the capital project receiving the transfer, whichever amount is less;</li> <li>b) increases in the existing capital projects are offset by corresponding decreases in other capital projects;</li> <li>c) transfers of debt authority are within the same capital program or projects as approved by Council;</li> <li>d) transfers are of like sources of funding; and</li> </ul>	<p>Provides key senior positions the authority to make vital budget transfers in support of capital projects.</p> <p>Includes accountability and reporting mechanism.</p>	<p>CFO/Treasurer</p> <p>Deputy Treasurers</p>

Section	Delegation	Purpose	Scope
	<p>e) the funding split (between growth and non-growth) for transfers involving development charges is maintained.</p> <p>The Chief Financial Officer / Treasurer, the Deputy City Treasurer, Corporate Finance, and the Deputy City Treasurer, Financial Strategies, Planning and Client Services, individually are delegated the authority to make transfers, without limit, between capital projects within an existing capital program provided that the transfer meets the requirements of clauses (b) to (e) inclusive of subsection (1).</p> <p>The Chief Financial Officer / Treasurer, the Deputy City Treasurer, Corporate Finance, and the Deputy City Treasurer, Financial Strategies, Planning and Client Services, individually are delegated the authority to make transfers, without limits, between the same capital programs provided that the transfer meets the requirements of clauses (b) to (e) inclusive of subsection (1).</p> <p>The Chief Financial Officer / Treasurer, the Deputy City Treasurer, Corporate Finance, and the Deputy City Treasurer, Financial Strategies, Planning and Client Services, individually are delegated the authority to increase the total capital project or</p>		



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	<p>program authority budget if new or additional revenue that is conditional upon the delivery of specific works in an approved project is received.</p> <p>The Chief Financial Officer / Treasurer, the Deputy City Treasurer, Corporate Finance, and the Deputy City Treasurer, Financial Strategies, Planning and Client Services, individually are delegated the authority to make capital budget funding adjustments to refinance any capital project or program to effect changes resulting from new funding sources.</p> <p>The Chief Financial Officer / Treasurer, the Deputy City Treasurer, Corporate Finance, and the Deputy City Treasurer, Financial Strategies, Planning and Client Services, individually are delegated the authority to make capital budget adjustments from a main program or project account to create separate project accounts greater than \$200,000.00 provided that such adjustments result in improved monitoring, transparency and comparison on an annual basis.</p> <p>The exercise of this delegated authority pursuant shall be reported to the appropriate Standing</p>		

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	Committee and City Council on at least an annual basis.		
10	Operating and capital budget transfers within the City's local boards and commissions require the authorization of the respective board or commission or its designate as per the respective Delegation of Authority By-law or procedures.	CFO/Treasurer follows the procedures provided in this by-law and the respective by-laws or procedures for the City's local boards	CFO/Treasurer
11	<p>The Chief Financial Officer / Treasurer, the Deputy City Treasurer, Corporate Finance, and the Deputy City Treasurer, Financial Strategies, Planning and Client Services, individually are delegated the authority to set up a capital project account from the cash-in-lieu of parkland reserve for a park or recreation facility development or the acquisition of new park lands upon the written request of the General Manager, Recreation, Cultural and Facility Services, provided that,</p> <ul style="list-style-type: none"> <li>a) the conditions of subdivision approval contain specific provisions for development of the park;</li> <li>b) the Ward Councillor of the ward in which the park will be developed or acquired has concurred with the plan for the project; and</li> <li>c) funds are available in the park reserve for the ward in which the park is to be developed.</li> </ul>	Provides key senior positions the authority to establish capital project accounts from the cash-in-lieu of parkland in support of park lands or recreation facility development. Allows for a nimble response to the needs of RCFS department, residents and Councillors. Includes accountability and reporting mechanism.	CFO/Treasurer  Deputy Treasurers

Section	Delegation	Purpose	Scope
	<p>The Chief Financial Officer / Treasurer, the Deputy City Treasurer, Corporate Finance, and the Deputy City Treasurer, Financial Strategies, Planning and Client Services, individually are delegated the authority to set up a capital project account from the Parks and Recreation Facilities Reserve for a park development or recreation facility or parkland acquisition upon the written request of the General Manager, Recreation, Cultural and Facility Services.</p> <p>The Chief Financial Officer / Treasurer, the Deputy City Treasurer, Corporate Finance, and the Deputy City Treasurer, Financial Strategies, Planning and Client Services, individually are delegated the authority to set up a capital project account from the cash-in-lieu of parkland reserve for redevelopment of an existing park or additional components to a new park upon the written request of the General Manager, Recreation, Cultural and Facility Services, provided that:</p> <ul style="list-style-type: none"> <li>a) the Ward Councillor of the ward in which the park will be redeveloped or the park in which additional components will be included has concurred with the plan for the park redevelopment or additions; and</li> <li>b) funds are available in the park reserve for the ward in which the park is to be redeveloped or</li> </ul>		

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	<p>in which additional components are to be included.</p> <p>The Chief Financial Officer / Treasurer, the Deputy City Treasurer, Corporate Finance, and the Deputy City Treasurer, Financial Strategies, Planning and Client Services, individually are delegated the authority to set up a capital project account from the Parks and Recreation Facilities Reserve for redevelopment of an existing park or recreation facility, or additional components to a new park or recreation facility, upon the written request of the General Manager, Recreation, Cultural and Facility Services.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee and City Council on at least a quarterly basis.</p>		
12	<p>The Chief Financial Officer / Treasurer is authorized to proceed with one or more debt issues at any time during a calendar year during the term of Council provided that:</p> <p>a) the actual debt charges in the calendar year are within the Council approved operating budget for that year;</p>	<p>Provides authority to take a nimble approach to debt which reduces financial risk and ensures the City is able to work within the conditions of the current market. Includes accountability and reporting mechanism.</p>	CFO/Treasurer

Section	Delegation	Purpose	Scope
	<p>b) Council has been advised of any resulting impact on budgets in future years; and</p> <p>c) the project debt authority has been previously approved by Council.</p> <p>The Chief Financial Officer / Treasurer is authorized on behalf of the City of Ottawa to agree to incurring and paying on the City of Ottawa's account all costs associated with the debt issued pursuant to subsection (1).</p> <p>The Chief Financial Officer / Treasurer and the City Manager are jointly authorized to place any debenture by-law required for debt issued during the term of Council pursuant to subsection (1) directly on the Agenda of the Debenture Committee or City Council.</p> <p>The Chief Financial Officer / Treasurer shall provide an information report to Council upon conclusion of the pricing of the debt issue that identifies the details of the debt issue and the projects to which the debt funding was applied.</p>		

Section	Delegation	Purpose	Scope
	The exercise of this delegated authority shall be reported to Council at the earliest opportunity after each debt issuance.		
13	The Chief Financial Officer / Treasurer is authorized to proceed with one or more bank loans and to enter into bank loan agreements, interest rate exchange agreements, promissory notes and bond forward agreements at any time during a calendar year subject to the conditions of Section 12 of this Schedule as they apply to debt issues.	Provides authority to take a nimble approach to debt which reduces financial risk and ensures the City is able to work within the conditions of the current market.	CFO/Treasurer
14	<p>The Chief Financial Officer / Treasurer, the Deputy City Treasurer, Corporate Finance, and the Deputy City Treasurer, Financial Strategies, Planning and Client Services, individually are authorized to approve loans on behalf of the City of Ottawa pursuant to Section 3 of the Tile Drainage Act for the purpose of constructing drainage works on the following terms and conditions:</p> <ul style="list-style-type: none"> <li>a) the amount of monies loaned shall be in accordance with Section 7 of the Tile Drainage Act;</li> <li>b) the application shall be filed with the City Clerk and in the form approved by the Province of Ontario;</li> <li>c) approval of the loan shall not result in an expenditure of City funds;</li> </ul>	<p>Provides authority to take a nimble approach to debt which reduces financial risk and ensures the City is able to work within the conditions of the current market.</p> <p>Includes accountability and reporting mechanism.</p>	<p>CFO/Treasurer</p> <p>Deputy Treasurers</p>

Section	Delegation	Purpose	Scope
	<p>d) the amount of the loan to each individual owner of agricultural land shall be in accordance with existing Provincial policies and guidelines and shall not exceed \$50,000.00 in any one fiscal year or any other amount as may be determined by the Province of Ontario from time to time as the maximum amount of the loan available to an individual in one fiscal year;</p> <p>e) the approval of loans shall be subject to a sufficient unused balance being available under the by-law authorizing the issuing of debentures by the City pursuant to the Tile Drainage Act; and</p> <p>f) the approval of loans shall be subject to funds being made available in the fiscal year for the purpose of the Tile Drainage Act by the Province of Ontario.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>		

Section	Delegation	Purpose	Scope
15	<p>The Chief Financial Officer / Treasurer is delegated the authority to purchase:</p> <ul style="list-style-type: none"> <li>a) fiscal agency or depository services;</li> <li>b) services for regulated financial institutions; or</li> <li>c) services related to the sale, redemption, and distribution of public debt, including loans and government bonds, notes, and other securities; financial services respecting the management of government financial assets and liabilities (i.e. treasury operations), including ancillary advisory and information services, whether or not delivered by a financial institution, provided that: <ul style="list-style-type: none"> <li>• the form and content of the contract has received approval from the City Solicitor; and;</li> <li>• the purchase is within approved budget projections for the term of the contract.</li> </ul> </li> </ul> <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 authority to take a nimble approach to debt which reduces financial risk and ensures the City is able to work within the conditions of the current market.</p> <p>Includes accountability and reporting mechanism.</p>	CFO/Treasurer



Section	Delegation	Purpose	Scope
16	<p>The Chief Financial Officer / Treasurer, the Deputy City Treasurer, Revenue, and the Program Manager, Collections and Cash Handling, individually are authorized to approve extension agreements for tax arrears for the City of Ottawa pursuant to the Municipal Act on the following terms and conditions:</p> <p>a) the extension agreement shall be in the format and contain the terms and conditions generally outlined in Appendix “A”; and</p> <p>b) the cancellation price subject to the payment schedule shall be calculated in accordance with the provisions of the Municipal Act.</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>Pursuant to the <i>Municipal Act</i>, the authority is delegated for the purpose of efficiency and effective service delivery due to the administrative nature associated with tax collections, and volume of tax arrears transactions in a larger sized City.</p> <p>Includes accountability and reporting mechanism.</p>	<p>CFO/Treasurer</p> <p>Deputy City Treasurer, Revenue</p> <p>Program Manager, Collections and Cash Handling</p>

Section	Delegation	Purpose	Scope
17	<p>The Deputy City Treasurer, Corporate Finance, the Deputy City Treasurer, Financial Strategies, Planning and Client Services, and the Deputy City Treasurer, Revenue, individually are delegated the authority to exercise the duties of Chief Financial Officer / Treasurer as prescribed under the Municipal Act with respect to local improvement charges.</p> <p>The General Manager, Infrastructure and Water Services, is authorized to submit a local improvement to the Committee of Revision once seventy-five percent (75%) of the costs of such local improvement have been incurred.</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>Pursuant to the <i>Municipal Act</i>, the authority is delegated for the purpose of efficiency and effective service delivery due to the administrative nature associated with the collection of local improvement charges, and volume of local improvement charges in a larger sized City.</p> <p>Includes accountability and reporting mechanism.</p>	<p>Deputy Treasurers</p> <p>General Manager, Infrastructure and Water Services</p>
18	<p>The Deputy City Treasurer, Revenue and the Program Manager, Collections and Cash Handling, individually are delegated the authority to exercise the duties of the Treasurer pursuant to Part X, Tax Collection and Part XI, Sale of Land for Tax Arrears of the <i>Municipal Act</i>.</p>	<p>Pursuant to the <i>Municipal Act</i>, the authority is delegated for the purpose of efficiency and effective service delivery due to the administrative nature associated with tax collections, and volume of Tax Collection and Sale of Land for Tax Arrears in a larger sized City.</p>	<p>Deputy City Treasurer, Revenue</p> <p>Program Manager, Collections and Cash Handling</p>

Section	Delegation	Purpose	Scope
19	<p>The Deputy City Treasurer, Revenue, is delegated the authority to hold meetings and make decisions pursuant to Sections 334, 356, 357, 357.1, 358, 359 and 359.1 of the <i>Municipal Act</i> provided that the Deputy City Treasurer, Revenue, complies with all provisions of the applicable section.</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>Pursuant to the <i>Municipal Act</i>, the authority is delegated for the purpose of efficiency and effective service delivery due to the administrative nature associated with tax collection and adjustments to be calculated in accordance with the Act, and volume of prescribed Tax Collection activities in a larger sized City.</p> <p>Includes accountability and reporting mechanism.</p>	Deputy City Treasurer, Revenue

Section	Delegation	Purpose	Scope
20	<p>The Chief Financial Officer / Treasurer, the Deputy City Treasurer, Revenue, and the Program Manager, Property Assessment and PILTs, individually are delegated the authority to commence, maintain and settle proceedings at the Assessment Review Board and the Dispute Advisory Panel with respect to property assessment and taxation and payments-in-lieu of taxes subject to such instruction as may be issued by Council or the appropriate Standing Committee from time to time and in the conduct of such proceedings, the Finance and Corporate Services Department shall use the most efficient combination of staff and external resources as required to represent the interests of the City.</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>Pursuant to the <i>Municipal Act</i>, the authority is delegated for the purpose of efficiency and effective service delivery due to the administrative and technical nature associated with tax collections and prescribed adjustments, and the significant volume of property assessment and taxation and payments-in-lieu of taxes in a larger sized City.</p> <p>Includes accountability and reporting mechanism.</p>	<p>CFO/Treasurer</p> <p>Deputy City Treasurer, Revenue</p> <p>Program Manager, Property Assessment and PILTs</p>

Section	Delegation	Purpose	Scope
21	<p>The Deputy City Treasurer, Revenue, and the Program Manager, Customer Accounts, individually are delegated the authority to authorize payments under the tax rebate program for eligible charities as described in Section 361 of the Municipal Act and specific Council-approved rebate programs.</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>Pursuant to the <i>Municipal Act</i>, the authority is delegated for the purpose of efficiency and effective service delivery due to the administrative and technical nature in calculating prescribed payments, and volume of eligible charities under the tax rebate program in a larger sized City.</p> <p>Includes accountability and reporting mechanism.</p>	<p>The Deputy City Treasurer, Revenue</p> <p>Program Manager, Customer Accounts</p>

Section	Delegation	Purpose	Scope
22	<p>The Chief Financial Officer / Treasurer and the Deputy City Treasurer, Revenue, individually are authorized to write off general accounts receivable which the Chief Financial Officer / Treasurer or the Deputy City Treasurer, Revenue, has determined to be uncollectible.</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>The list of amounts that have been written off over the previous year and the justification for writing off each item reported shall be maintained by the Deputy City Treasurer, Revenue.</p>	<p>Pursuant to the <i>Municipal Act</i>, the authority is delegated for the purpose of efficiency and effective service delivery due to the administrative nature, small magnitude and volume of general accounts reviewed in a larger sized City.</p> <p>Includes accountability and reporting mechanism.</p>	<p>CFO/Treasurer</p> <p>Deputy City Treasurer, Revenue</p>

Section	Delegation	Purpose	Scope
23	<p>The Chief Financial Officer / Treasurer, the Deputy City Treasurer, Revenue, and the Program Manager, Collections and Cash Handling, individually are delegated the authority to approve, conclude, and execute repayment agreements on behalf of the City provided that the agreement contains the following provisions:</p> <ul style="list-style-type: none"> <li>a) the amount owing to the City;</li> <li>b) default provisions, if applicable;</li> <li>c) interest provisions, if applicable; and</li> <li>d) a payment schedule.</li> </ul> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Pursuant to the <i>Municipal Act</i>, the authority is delegated for the purpose of efficiency and effective service delivery due to the administrative nature associated with tax collections, and the volume tax collection activities in a larger sized City.</p> <p>Includes accountability and reporting mechanism.</p>	<p>CFO/Treasurer</p> <p>Deputy City Treasurer</p> <p>Program Manager, Collections and Cash Handling</p>

Section	Delegation	Purpose	Scope
24	<p>The Chief Financial Officer / Treasurer and the Director, Payroll, Pensions and Benefits, individually are authorized to write off payroll overpayment accounts that the Chief Financial Officer / Treasurer or Director, Payroll, Pensions and Benefits has deemed to be uncollectible.</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>The list of amounts that have been written off over the previous year and the justification for writing off each item reported shall be maintained by the Deputy City Treasurer, Revenue.</p>	<p>Pursuant to the <i>Municipal Act</i>, the authority is delegated for the purpose of efficiency and effective service delivery due to the administrative and technical nature and volume of associated with uncollectible write offs in a larger sized City.</p> <p>Includes accountability and reporting mechanism.</p>	<p>CFO/Treasurer</p> <p>Director, Payroll, Pensions and Benefits</p>
25	<p>The Deputy City Treasurer, Revenue, is authorized to sign Tax Certificates and Water and Sewer Certificates issued pursuant to By-law No. 2019-74, as amended, being the Water By-law, or any successor by-law thereto, and the signature of the Deputy City Treasurer, Revenue, may be written, engraved, lithographed, printed or otherwise reproduced by electronic means or measures on these certificates.</p>	<p>Pursuant to the <i>Municipal Act</i>, the authority is delegated for the purpose of efficiency and effective service delivery due to the administrative nature, small magnitude and volume of Tax Certificates and Water and Sewer Certificates in a larger sized City.</p>	<p>Deputy City Treasurer, Revenue</p>



Section	Delegation	Purpose	Scope
26	<p>The Deputy City Treasurer, Revenue, and the Program Manager, Water Billing and Meter Operations, individually are authorized to apply water and sewer billing estimates and/or adjustments to water accounts pursuant to By-law No. 2019-74, as amended, being the Water By-law, or any successor by-law thereto, or other Council-approved programs where consumption has not been recorded or has been incorrectly recorded.</p>	<p>Pursuant to the <i>Municipal Act</i>, authority is delegated for the purpose of efficiency and effective service delivery due to the administrative nature, small magnitude and volume of water and sewer billing estimates and/or adjustments to water accounts in a larger sized City.</p>	<p>Deputy City Treasurer, Revenue</p> <p>Program Manager, Water Billing and Meter Operations</p>
27	<p>The Director, Service Ottawa, and the Director, Information Technology Services, 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>To allow ServiceOttawa to negotiate for greater, security and IT infrastructure services with Service Ontario co-located at City Hall and to negotiate service level agreements with other levels of government, including the federal government for the <i>Contravention Act</i> agreement.</p> <p>Includes accountability and reporting mechanism.</p>	<p>Director, Service Ottawa</p> <p>Director, IT Services</p>

Section	Delegation	Purpose	Scope
28	<p>The Director, Service Ottawa, and the Director, Information Technology Services, 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"> <li>a) in accordance with applicable City policies;</li> <li>b) related to approved departmental programs and objectives;</li> <li>c) within approved budget limits;</li> <li>d) and contain appropriate insurance, termination, workplace safety, and indemnification provisions satisfactory to the City Solicitor.</li> </ul> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>To allow ServiceOttawa to negotiate for greater, security and IT infrastructure services with Service Ontario co-located at City Hall and to negotiate service level agreements with other levels of government, including the federal government for the <i>Contravention Act</i> agreement.</p> <p>Includes accountability and reporting mechanism.</p>	<p>Director, Service Ottawa</p> <p>Director, Information Technology Services</p>

Section	Delegation	Purpose	Scope
29	<p>The General Manager, Finance and Corporate Services / Chief Financial Officer / Treasurer, and the Director, Service Ottawa, individually are authorized to reduce or waive the service fee for:</p> <ul style="list-style-type: none"> <li>(a) Marriage Licenses;</li> <li>(b) Burial Permits; and</li> <li>(c) Charges for photocopying;</li> </ul> <p>in emergency or special circumstances for residents, charitable organizations and not for profit organizations.</p>	<p>The purpose of this authority is to allow Director or ServiceOttawa to support residents during times of emergency such as floods etc. to access photocopies, marriage licenses and burial permits at a reduced price or free as residents may be experiencing financial hardship as a result of the emergency and may be unable to access these potential very necessary supports</p>	<p>General Manager, Finance and Corporate Services/CFO/Treasurer</p> <p>Director, Service Ottawa</p>

Section	Delegation	Purpose	Scope
30	<p>The General Manager, Finance and Corporate Services / Chief Financial Officer / Treasurer, and the Director, Service Ottawa, individually are delegated the authority to:</p> <p>(a) change the price of City merchandise sold internally and to the public to reflect the market demand provided the price does not exceed the amount established by Council in the annual operating budget; and</p> <p>(b) set an interim price for new City merchandise received during the year pending approval of the price as part of the annual operating budget approval process.</p> <p>The exercise of this delegated authority shall be reported as part of the annual operating budget submission.</p>	<p>This delegated authority is not needed as ServiceOttawa charges the price set by Council. ServiceOttawa is no longer in the merchandise business with the exception of PINs and Flags. Council and residents cannot purchase merchandise directly from the approved vendors.</p>	<p>General Manager, Finance and Corporate Services/CFO/Treasurer</p> <p>Director, Service Ottawa</p>

Section	Delegation	Purpose	Scope
31	<p>The General Manager, Finance and Corporate Services/Chief Financial Officer/Treasurer, the Chief Information Officer, and the Chief Information Security and Digital Risk Officer, individually are authorized to approve and implement policies, practices, and guidelines related to information security and privacy, and digital risk, including identifying and mitigating the risk of compromise and leading crisis resolution.</p>	<p>Administration authority</p> <p>Provides the ability for policies, practices, and guidelines to be implemented and/or amended to respond to the constantly evolving threat landscape of cyber security and digital risk management with expediency.</p>	<p>General Manager, Finance and Corporate Services/CFO/Treasurer</p> <p>Chief Information Officer</p> <p>Chief Information Security and Digital Risk Officer</p>

Section	Delegation	Purpose	Scope
32	<p>The General Manager, Finance and Corporate Services / Chief Financial Officer / Treasurer, the Chief Information Officer, and the Chief Information Security and Digital Risk Officer, individually are authorized to approve the disconnection of any technology system where there is reason to believe that such system is at-risk of malfunction, of compromising the safety of the City's information, of being mis-used, or of causing disruption to City operations or services.</p> <p>In the case of an IT-related emergency or special circumstance where time constraints will not allow for Council-approved purchasing procedures to be followed, the General Manager, Finance and Corporate Services / Chief Financial Officer / Treasurer, the Chief Information Officer, and the Chief Information Security and Digital Risk Officer, individually are authorized to acquire the required external professional resources or equipment to mitigate or eliminate the IT-related emergency or special circumstance for the purpose of protecting City assets.</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>Gives the authority to take any technology solution offline that is at risk of compromising the City's information, operations and/or safety.</p> <p>Gives authority to sole-source technology solutions and/or equipment that is needed to address an IT-related emergency (such as a security threat), or a special circumstance (such as equipment needed to quickly spin-up COVID test centres at the start of the pandemic).</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager, Finance and Corporate Services/CFO/Treasurer</p> <p>Chief Information Officer</p> <p>Chief Information Security and Digital Risk Officer</p>

Section	Delegation	Purpose	Scope
33	<p>The General Manager, Finance and Corporate Services / Chief Financial Officer / Treasurer and the Chief Information Officer, individually are delegated the authority to negotiate, approve, conclude, and execute software license agreements on behalf of the City, as licensor, with other municipalities or local boards provided that:</p> <ul style="list-style-type: none"> <li>(a) the software was developed by the City and the City owns the intellectual property in the software;</li> <li>(b) there is no on-going obligation to provide support services to the other party;</li> <li>(c) the transaction is at no cost to the City and may contribute to the recovery of the software development costs; and</li> <li>(d) there are appropriate indemnification clauses satisfactory to the City Solicitor in the license agreement.</li> </ul> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Gives authority to license software that was developed by the City of Ottawa to other municipalities or local boards, with certain conditions.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager, Finance and Corporate Services/CFO/Treasurer</p> <p>Chief Information Officer</p>