

Document 3: Detailed summary of Schedule C – Office of the City Clerk

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

Section	Delegation	Purpose	Scope
1 (1)	The City Clerk may amend any Council-approved policies, procedures and by-laws, and place the amending by-law on the agenda of Council for enactment, to reflect current department and corporate alignment, provided that it does not expand an employee’s delegated authority beyond what Council has delegated to the General Manager and/or the Head of the department.	<p>Administration authority.</p> <p>To ensure the documents reflect the current department and corporate structure, this authority provides the ability for the City Clerk to amend policies, procedures and by-laws that have been previously approved by Council.</p> <p>The new or amended by-laws are placed on a Council agenda for enactment.</p>	City Clerk

Section	Delegation	Purpose	Scope
1 (2)	<p>The City Clerk may amend any Council-approved Terms of Reference for Council committees, commission, Council sponsors groups, and related-governance bodies, to reflect current department and corporate alignment, provided that it does not alter a committee's or group's mandate beyond what has been approved through any corporate organizational changes or re-alignments.</p>	<p>Administration authority.</p> <p>To ensure the documents reflect the current department and corporate structure, this authority provides the ability for the City Clerk to amend Terms of Reference that have been previously approved by Council.</p>	City Clerk
1 (3) and (4)	<p>The City Clerk may approve, amend and rescind corporate administrative policies and procedures consistent with the department's mandate.</p> <p>The City Clerk may approve, amend and rescind departmental policies and procedures</p>	<p>Administration authority.</p> <p>Provides the ability for the City Clerk to ensure corporate administrative and departmental policies and procedures are up to date.</p> <p>Note: Amendments to governance policies and procedures are approved by Council, usually through the Council Governance Review report.</p>	<p>City Clerk</p> <p>In line with the Corporate Administrative Policy Framework.</p>

Section	Delegation	Purpose	Scope
2	<p>The City Clerk 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>Administration authority.</p> <p>Provides the ability for the City Clerk to approve, amend, extend and execute agreements with federal or provincial government subject to budget approval.</p> <p>Includes accountability and reporting mechanism.</p>	City Clerk

Section	Delegation	Purpose	Scope
3	<p>The City Clerk is authorized to prepare by-laws to appoint or withdraw the appointment of persons as Municipal Law Enforcement Officers and to proceed directly to Council by way of placing a by-law on the Agenda of Council for enactment provided that:</p> <ul style="list-style-type: none"> a) the by-laws appoint or withdraw the appointment of persons as Municipal Law Enforcement Officers for enforcement purposes; and b) the persons who are being appointed are: c) employees of the City whose duties include the enforcement of Provincial Acts and regulations and by-laws; or d) in compliance with the Council-approved Deputization Program of a former municipality for Non-City Staff to issue Parking Infraction Notices on private property or pedestrian malls established by the City; or e) the persons whose appointments are being withdrawn are: f) no longer employees of the City whose duties include the enforcement of Provincial Acts and regulations or by-laws; or g) no longer in compliance with the Council-approved Deputization Program of a former municipality for Non-City Staff to issue Parking Infraction Notices on private property or pedestrian malls established by the City. 	<p>Administration authority.</p> <p>Provides the ability for the City Clerk to bring forward new or amending by-laws for the appointment or appointment withdrawal of Municipal Law Enforcement Officers, in accordance with duties associated with private property parking enforcement, special constable unit of Transit Services, inspectors, property standards, right of way inspections, etc.</p> <p>The new and amending by-laws are placed on the Council agenda for enactment.</p>	City Clerk

Section	Delegation	Purpose	Scope
4	<p>The City Clerk is authorized to proceed directly to Council by way of placing of a by-law on the Agenda of Council for enactment to implement the authority of the General Manager, Public Works, or the Director, Traffic Services, or the General Manager, Planning, Real Estate and Economic Development, or the General Manager, Recreation, Cultural and Facility Services, as applicable, respecting implementing changes in parking and stopping regulations and intersection controls approved under this by-law with respect to By-law No. 2017-301, as amended, being the Traffic and Parking By-law.</p>	<p>Administration authority.</p> <p>Provides the ability for the City Clerk to bring forward by-laws to implement approved authorities respecting changes in parking and stopping regulations and intersection controls in accordance with the Traffic and Parking By-law.</p> <p>The new and amending by-laws are placed on the Council agenda for enactment.</p>	City Clerk
5	<p>The City Clerk is authorized to proceed directly to Council to amend By-law No. 2003-499, as amended, being the Fire Routes By-law, as approved by the General Manager, Emergency and Protective Services, or the Director, By-law and Regulatory Services, pursuant to Section 9— Fire Routes of Schedule “F” of this by-law by way of placing a by-law directly on the Agenda of Council for enactment.</p>	<p>Administration authority.</p> <p>Provides the ability for the City Clerk to bring forward amending by-laws regarding the designation of fire routes, in accordance with the Fire Routes By-Law.</p> <p>The amending by-laws are placed on the Council agenda for enactment.</p>	City Clerk

Section	Delegation	Purpose	Scope
6 and 7	<p>The City Clerk is authorized to execute and file with the designated Provincial authority all accessibility reports and other information required under the <i>Accessibility for Ontarians with Disabilities Act, 2005</i>.</p> <p>The City Clerk is authorized to execute and file with the designated Federal authority all accessibility reports and other information required under the <i>Accessible Canada Act</i>.</p>	<p>Administration authority.</p> <p>Provides the ability for the City Clerk to execute and file with the designated federal and provincial authorities all accessibility reports and other information as required under the accessibility legislation.</p> <p>An annual report on the City of Ottawa Municipal Accessibility Plan is provided to Council.</p>	City Clerk
8	<p>The City Clerk is authorized to correct clerical, spelling, or minor errors of an administrative nature in by-laws of the City by placing the appropriate amending by-law directly on the Agenda of Council for enactment, and in reports to Standing Committees of Council and Council by placing the corrected report on the appropriate agenda with a notation made in the disposition section of the report that the report has been amended pursuant to this provision.</p>	<p>Administration authority.</p> <p>Provides the ability for the City Clerk to correct clerical, spelling and minor errors of an administrative nature in City by-laws.</p> <p>The amended by-laws are placed on a Council agenda for enactment</p>	City Clerk

Section	Delegation	Purpose	Scope
9	<p>The City Clerk, the Manager, Legislative Services, and the City Archivist, individually are delegated the authority to negotiate, approve, conclude, and execute agreements related to the long-term deposit of library and archival materials in the City Archives, including executing deeds of gift and letters of acknowledgement as required, provided that such agreements:</p> <ul style="list-style-type: none"> a) are in accordance with applicable City policies; b) are related to approved departmental programs and objectives; and c) are within approved budget limits. <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.</p> <p>Provides the ability to negotiate, approve, conclude, and execute agreements associated with library and archival materials held in the City Archives subject to certain criteria.</p> <p>Includes accountability and reporting mechanism.</p>	<p>City Clerk</p> <p>Manager, Legislative Services</p> <p>City Archivist</p>

Section	Delegation	Purpose	Scope
10	<p>The City Clerk, the Manager, Legislative Services, and the City Archivist, individually are delegated the authority to negotiate, approve, conclude, and execute agreements related to archives facilities and programs, provided that such agreements:</p> <ul style="list-style-type: none"> a) are in accordance with applicable City policies; 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>Administrative authority.</p> <p>Provides the ability to negotiate, approve, conclude, and execute agreements associated with archive facilities and programs subject to certain criteria. The authority is required to support the Archives' mandate with respect to community partnerships, citizen-led archives, etc.</p> <p>Includes accountability and reporting mechanism.</p>	<p>City Clerk</p> <p>Manager, Legislative Services</p> <p>City Archivist</p>
11	<p>The City Clerk is delegated the powers and duties of Council as head of a public sector body that is a municipality for the purposes of the <i>Ombudsman Act</i>.</p>	<p>The authority fulfills the requirement for a designate head of the municipality in accordance with the <i>Ombudsman Act</i>.</p>	<p>City Clerk</p>