

Document 8: Schedule H – Infrastructure and Water Services Department

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

Section	Delegation	Purpose	Scope
1	<p>The General Manager, Infrastructure and Water Services, may approve, amend and rescind corporate administrative policies and procedures consistent with the department's mandate.</p> <p>The General Manager, Infrastructure and Water Services, may approve, amend and rescind departmental policies and procedures.</p>	<p>Administration authority</p> <p>Provides the ability for the General Manager to approve, amend, and rescind corporate and departmental administrative policies and procedures.</p>	General Manager
2	<p>The General Manager, Infrastructure and Water Services, is delegated the authority to sign standard form agreements with the National Capital Commission in order to carry out routine soil tests on National Capital Commission lands abutting City roads, easements, or rights of way.</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 authority to sign agreements between the NCC and the City regarding soil testing.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
3	<p>The General Manager, Infrastructure and Water Services, is delegated the authority to approve and execute standard form agreements for:</p> <ul style="list-style-type: none"> a) joint water service agreements, where required as a condition of a <i>Planning Act</i> approval; and b) water service, where a property does not abut a service main to be serviced. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Joint water services agreements required as a condition of planning approvals.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
4	<p>The General Manager, Infrastructure and Water Services, is delegated the authority to:</p> <ul style="list-style-type: none"> a) grant municipal consent for the approval on non-municipal drinking water systems pursuant to the provisions of the <i>Safe Drinking Water Act, 2002</i>; b) approve, execute, and amend standard form non-municipal or communal water and wastewater system responsibility agreements provided that such agreements contain insurance, indemnity, and financial assurances to the satisfaction of the City Solicitor; and c) take any action necessary to administer the operation of the systems described in clauses (a) and (b). <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Agreements/contract related to non-municipal water systems.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
5	<p>The General Manager, Infrastructure and Water Services, is delegated the authority to enter into and execute or amend sewer discharge agreements or permits, permits for the disposal of hauled liquid materials, and leachate agreements in accordance with Section 9 of By-law No. 2003-514, as amended, being the Sewer Use By-law, or any successor by-law thereto.</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>Sewer discharge agreements/permits and permits for the disposal of hauled liquid materials and leachate.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager
6	<p>The General Manager, Infrastructure and Water Services, is delegated the authority to issue or amend compliance certificates for sewer and waste disposal programs in accordance with Section 10 of By-law No. 2003-514, as amended, being the Sewer Use By-law, or any successor by-law thereto.</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>Issue/amending compliance certificates for sewer and waste disposal programs.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

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7	<p>The General Manager, Infrastructure and Water Services, is delegated the authority to approve, amend, extend, and execute service agreements, contribution agreements, and grant agreements with federal or provincial governments or any funding organization or agency designated by these governments provided that these agreements are:</p> <ul style="list-style-type: none"> a) related to approved departmental programs and objectives; b) within approved budget limits; and c) 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>Oversight of approvals and contracts related to approved departmental programs, within budget limits, and subject to conditions.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
8	<p>The City Manager and the General Manager, Infrastructure and Water Services, individually are authorized to approve grants and rebates, and approve, amend, extend and execute appropriate agreements for the High Volume User Program, the Protective Plumbing Program, the Compassionate Grant Program, and the Lead Pipe Replacement Program, provided that such agreements:</p> <ul style="list-style-type: none"> a) are in accordance with applicable City policies approved by Council; b) are within approved budget limits; and, c) contain appropriate insurance, termination, 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 to approve grants and rebates, and agreements for the High Volume User Program, the Protective Plumbing Program, the Compassionate Grant Program, and the Lead Pipe Replacement Program.</p> <p>Includes accountability and reporting mechanism.</p>	<p>City Manager</p> <p>General Manager</p>

Section	Delegation	Purpose	Scope
9	<p>The General Manager, Infrastructure and Water Services, is authorized to approve, conclude, and execute non-development related maintenance and liability agreements on behalf of the City provided that:</p> <ul style="list-style-type: none"> a) the agreement contains insurance and indemnity provisions satisfactory to the City Solicitor; b) the applicant agrees to carry out the work in accordance with the City's specifications and to assume all costs related to the work; and c) the applicant agrees to pay all costs associated with the preparation and registration of the agreement. <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 approve, conclude, and execute non-development related maintenance and liability agreements.</p> <p>Includes accountability and reporting mechanism.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
10	<p>The General Manager, Planning, Real Estate and Economic Development Services, and the General Manager, Infrastructure and Water Services, as arranged with the Ministry of the Environment, Conservation and Parks, individually are delegated the authority to grant approvals pursuant to the applicable sections of the <i>Ontario Water Resources Act</i>.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	To grant approvals pursuant to the applicable sections of the <i>Ontario Water Resources Act</i> .	<p>General Manager, Planning, Real Estate and Economic Development</p> <p>General Manager, Infrastructure and Water Services</p>

Section	Delegation	Purpose	Scope
11	<p>The General Manager, Public Works, the General Manager, Planning, Real Estate and Economic Development, the Director, Traffic Services, and the Director, Transportation Planning, individually are delegated the authority to make minor and administrative amendments to City Planning and Design Guidelines related to transportation infrastructure such as, but not limited to, Complete Streets, Regional Road Corridor Design Guidelines and Transportation Impact Assessment Guidelines. The Director, Infrastructure Services, is delegated the authority to make minor administrative amendments to City standards and specifications for the design and construction of municipal infrastructure.</p>	<p>Administrative authority.</p> <p>Allows for minor administrative amendments to City standards and specifications for the design and construction of municipal infrastructure.</p>	<p>General Manager, Public Works</p> <p>Director, Infrastructure Services</p> <p>General Manager, Planning, Real Estate and Economic Development</p> <p>Director, Traffic Services</p> <p>Director, Transportation Planning</p>

Section	Delegation	Purpose	Scope
12	The General Manager, Infrastructure and Water Services, and the Director of Infrastructure Services, individually are authorized to establish, implement, and amend design guidelines, standards, and specifications for the design and construction of municipal infrastructure.	Administrative authority. To establish, implement, and amend design guidelines, standards, and specifications for the design and construction of municipal infrastructure.	General Manager Director, Infrastructure Services
13	The General Manager, Infrastructure and Water Services, and the Director of Infrastructure Services, individually are delegated the authority to make technical changes or clarifications to the City of Ottawa Accessibility Design Standards when deemed necessary and shall report back to appropriate Standing Committee and Council annually through the City of Ottawa Municipal Accessibility Plan (COMAP) report, and to the Accessibility Advisory Committee.	Administrative authority. To make technical changes or clarifications to the City's Accessibility Design Standards when necessary.	General Manager Director, Infrastructure Services
14	The General Manager, Infrastructure and Water Services, is delegated the authority to enter into agreements with a third party to reimburse the City for infrastructure works that the City completes on behalf of the third party provided that: a) for a non-government party, the total value of the works to be completed shall not exceed \$350,000.00 and the funds owing by the third party shall be fully secured to the satisfaction of the Chief Financial Officer / Treasurer; and	Regarding third-party infrastructure agreements. Includes accountability and reporting mechanism.	General Manager

Section	Delegation	Purpose	Scope
	<p>b) for a government party, the total value of the works to be completed shall not exceed \$500,000.00.</p> <p>The General Manager, Infrastructure and Water Services, is delegated the authority to negotiate, conclude, and execute agreements with a third party to complete works that are contemplated in a subdivision agreement, where the third party is a developer and a party to the subdivision agreement.</p> <p>The General Manager, Infrastructure and Water Services, is delegated the authority to negotiate, conclude, and execute agreements with a third party to reimburse for work completed on behalf of the City provided that such agreements are consistent the departmental mandate, are within approved budgets and that</p> <p>a) for a non-government party, the total value of the works to be completed on behalf of the City of Ottawa shall not exceed \$1,000,000.00 and shall be established by way of a competitive procurement process; and</p> <p>b) for a government party, the total value of the works to be completed on behalf of the City of Ottawa shall not exceed \$5,000,000.00 and will</p>		

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	<p>be subject to the government party's procurement policies.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>		
15	<p>The Director of Infrastructure Services, the Managers, Design and Construction Branches (Facilities and Municipal), and the Director, Asset Management Service, individually are authorized to approve, amend, extend and execute agreements with the federal or provincial government and with any crown agencies 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>Agreements and contracts with federal or provincial governments or crown agencies.</p> <p>Includes accountability and reporting mechanism.</p>	<p>Director, Infrastructure Services</p> <p>Managers, Design and Construction Branches (Facilities and Municipal)</p> <p>Director, Asset Management Services</p>

Section	Delegation	Purpose	Scope
16	<p>The General Manager, Infrastructure and Water Services, and the General Manager, Public Works, individually are delegated the authority to enter into agreements with a locator pursuant to the Ontario Underground Infrastructure Notification System Act, 2012.</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 enter into agreements with locators in regard to the Ontario Underground Infrastructure Notification System Act, 2012.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager
17	<p>The General Manager, Infrastructure and Water Services, is delegated the authority to make applications under the <i>Boundaries Act</i> to confirm City road boundaries.</p>	<p>Administrative authority to confirm municipal road boundaries.</p>	General Manager