



**MEMO / NOTE DE SERVICE**

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**TO: Transit Committee and City Council**

**DESTINATAIRE : Comité des transports en commun et Conseil municipal)**

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**31 mars 2025**

**FILE NUMBER: ACS2025-OCC-GEN-0006**

**SUBJECT:** Report on the use of Delegated Authority during 2024 by the City Manager and Transit Services Department as set out in Schedule G of the Delegation of Authority By-law 2023-67.

**OBJET :** Rapport sur l'exercice des pouvoirs délégués de 2024 par la directrice municipale ou le directeur municipal et la Direction générale des services de transport en commun, conformément à l'annexe G du *Règlement municipal sur la délégation de pouvoirs* (n° 2023-67).

**PURPOSE**

The purpose of this memorandum is to report to Council on the use of delegated authority in 2024 under Sections 6(1) and (2) of Schedule 'G' – Transit Services

Department By-Law 2023-67 as amended pertaining to regulatory obligations for the O-Train Line 1 (Confederation Line) and the O-Train Line 2 and Line 4 (Trillium Line) as required by Section 6(3).

## **BACKGROUND**

The Delegation of Authority By-law 2025-69 (DOA) By-law is “a by-law of the City of Ottawa respecting the delegation of authority to various officers of the City”. This By-law provides delegated authority to officers within the City of Ottawa, including the City Manager, to perform various activities, and requires the use of delegated authority be reported to the appropriate standing committee or Council at least once per year.

Specifically, Schedule G Section 6 pertains to the regulatory obligations for O-Train Line 1 and Lines 2 and 4. It states:

6. (1) 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.

(2) 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.

(3) The exercise of delegated authority under subsection (1) and (2) shall be reported to the appropriate Standing Committee at least once in every calendar year.

Over the last number of years changes to the regulatory landscape of federal railways have required annual filings for both lines specifically commencing in 2016 in respect to Trillium Line and 2019 for Confederation Line at the start of revenue service. As such,

the DOA By-law was amended to incorporate these regulatory legislative changes in 2016 which requires the reporting of the use of delegated authority.

All the regulatory reporting requirements have been submitted on time and the City has been, and continues to be, in compliance with all regulatory requirements.

At the April 2024 Transit Commission meeting staff reported back on the use of delegated authority between 2017 and 2023. Beyond the regulatory filings that are required by Schedule G Section 6 of the DOA By-law in 2024, the City submits other regulatory filings in accordance with the respective regulatory requirements.

## **DISCUSSION**

The City Manager has delegated authority under the DOA By-law for the O-Train Line 1 and the O-Train Line 2 and Line 4 (operating as Capital Railway) with respect to regulatory obligations with Transport Canada for both rail lines, and Canadian Transportation Agency for the Trillium Line specifically. To date, all of the regulatory reporting requirements have been submitted on time, in accordance with the regulations and with no concerns from the regulators. Filings include items such as the safety management system (SMS), the security management system (SeMS) and other regulatory submissions required by the governing bodies.

To meet the reporting requirements as identified in Schedule "G" Transit Services of the DOA By-Law, a summarized list has been produced, which highlights the use of delegated authority in 2024.

## **CONCLUSION**

The City Manager will continue to report to Council once per year for the use of delegated authority for O-Train Lines 1, 2 and 4, as required by the DOA By-Law.

For additional information, please contact Renée Amilcar, General Manager, Transit Services.

## SUPPORTING DOCUMENTATION

The following table summarizes the regulatory filings or other uses of the City Manager's delegated authority for O-Train Line 1, 2 and 4 in 2024.

Name of Document	Trillium or Confederation	Document Date(s)	Description
Capital Railway Safety Management System (SMS)	Trillium	2024	The safe operation and maintenance of the O-Train Line 2 is governed by this Safety Management System, which has been developed as required by the <i>Railway Safety Act, R.S.C., 1985, c. 32 (4th Supp)</i> , and the <i>Railway Safety Management System Regulations, 2015</i> .
Security Management System (SeMS) & Security Plan	Both	2024	The OC Transpo Security Management System (SeMS) is developed to enhance and maintain the security of our public transit system by establishing a framework in which comprehensive, effective and sustainable security measures can be developed, implemented and maintained. As part of the SeMS, there is the Security Plan, which is a strictly controlled, confidential document regarding specific security efforts.
Capital Railway Safety Policy	Trillium	2024	Since 2019, the Capital Railway Safety Policy has been the same as the OC Transpo Safety Policy.
OC Transpo Safety Policy	Both	2024	The OC Transpo Safety Policy outlines OC Transpo's commitment to a safe work environment that covers all OC Transpo services, including bus, rail and para. As per the regulatory requirements, the Policy is reviewed and signed by the City Manager annually.
O-Train Line 1 – Confederation Line, 2023 Annual Report	Confederation	2023	As part of the 2011 Delegation Agreement between the City of Ottawa and the Federal Government of Canada, as

Name of Document	Trillium or Confederation	Document Date(s)	Description
			represented by the Minister of Transportation, the City is required to file an Annual Report regarding the City's regulatory oversight of safety and security matters in relation to the Confederation Line.
<p>Audit of the Safety Management System, Confederation Line</p> <p>Audit of the Security Management System, Confederation Line</p>	Confederation	2024	Under the 2011 Delegation Agreement for the Confederation Line, the City must conduct an audit of the Safety Management System (SMS) and Security Management System (SeMS) after the first year of revenue service, and every three years thereafter. The independent SMS and SeMS audits were completed by TÜV Rheinland Canada Inc. in 2024.
Confederation Line Designated Regulations	Confederation	2024	In 2024, the City Manager Designation document was updated and renamed as Confederation Line Designated Regulations. This update was approved in July 2024 by the City Manager's Office for the purpose of reaffirming and clarifying confirmation of the current LRT Regulations and the current roles and responsibilities of the key participants and stakeholders involved in the rail transit regulatory oversight of the regulatory regime for O-Train Line 1.

Please contact the City Solicitor or City Clerk to review any of the aforementioned documents.