

## APPENDIX A: ROLES & RESPONSIBILITIES

This section identifies the principal roles and responsibilities assigned to City staff for the Ditch Alteration policy.

Department/Group	Roles and Responsibilities	When is Department/Group first point of contact?
<p>Planning, Real Estate, &amp; Economic Development Department</p>	<ul style="list-style-type: none"> <li>• Development Agreement:               <ul style="list-style-type: none"> <li>– Review and approve Development Agreements considered for Ditch alteration</li> <li>– Lead drainage investigations that are under a Development Agreement</li> </ul> </li> <li>• Roads               <ul style="list-style-type: none"> <li>– Lead investigations for illegal ditch alterations within the City’s Right of Way</li> <li>– Support enforcement requirements for non-compliant ditch alterations</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• DRENGRural / EPAINGRural  <a href="mailto:DRENGRural/EPAINGRural@ottawa.ca">DRENGRural/EPAINGRural@ottawa.ca</a> for the review and approval of agreements</li> <li>• For Enforcement of Illegal Ditch Alterations (Within City ROW or under Development Agreement) contact  <a href="mailto:Developmentinspections@ottawa.ca">Developmentinspections@ottawa.ca</a></li> </ul>
<p>Infrastructure &amp; Water Services Department</p>	<ul style="list-style-type: none"> <li>• Local Improvement Process:               <ul style="list-style-type: none"> <li>– Act as the main liaison for Local Improvement requests (for ditches) from property owners</li> <li>– Determine if requests qualify for a ditch alteration</li> <li>– Identification of limits of servicing study / effective drainage area (scope definition)</li> <li>– Responsible for undertaking engineering assessments of ditch systems as part of the Capital Works Program identified under the approved City Budget</li> <li>– Responsible for the technical aspects of investigation and assessment of the request</li> <li>– Responsible for managing surveys-of-interest, and Local Improvement Petitions, as required</li> </ul> </li> </ul>	<p>AMS is the first point of contact for inquiries regarding Local Improvement Process through a general email:</p> <p>Local Improvement - Aménagement local  <a href="mailto:LI-AL@ottawa.ca">&lt;LI-AL@ottawa.ca&gt;</a></p>

Department/Group	Roles and Responsibilities	When is Department/Group first point of contact?
	<ul style="list-style-type: none"> <li>– Process the MECP ECA applications, under delegated authority for the City</li> <li>– Manages detailed design, tender preparation, construction and inspection of the ditch alteration</li> <li>• Development Agreement <ul style="list-style-type: none"> <li>– Construction of new infrastructure in the Right of Way reviewed through the municipal circulation process</li> <li>– Provide support to development review process, as required</li> </ul> </li> </ul>	
Public Works Department	<ul style="list-style-type: none"> <li>• Roads <ul style="list-style-type: none"> <li>– Lead investigations for requests pertaining to ditch performance and maintenance,</li> <li>– Work with PRED and By-Law for reinstatement of illegal ditch alterations</li> </ul> </li> <li>• Drainage Unit <ul style="list-style-type: none"> <li>– Leads investigations for site alterations and private drainage issues not within the City Right of Way, or under a development agreement</li> </ul> </li> </ul>	<p>Service Requests for Ditch performance or maintenance requests.</p> <p>Service Request for Site alterations or drainage concerns on private property, ditches in easements, or Municipal Drains</p>
By-Law Services	<ul style="list-style-type: none"> <li>• Support PRED and Public Work Department on issuing Provincial Offences as required for illegal ditch alterations</li> </ul>	<p>By-Law will be contact by Roads/PRED/or Drainage unit when POV is required to be issued</p> <p>Service requests for boulevard alterations/maintenance issues (long grass, weeds, etc) under Use and Care of Roads Bylaw</p>