



“City” or “City of Ottawa” means the City of Ottawa as constituted as a body corporate on January 1, 2001 by section 2 of the City of Ottawa Act, 1999 or the geographic area of the City of Ottawa as the context requires;

“City Clerk” means the person appointed as City Clerk within the meaning of the Municipal Act and shall be referred to as the City Clerk;

“City Manager” means the chief administrative officer of the City within the meaning of the Municipal Act;

“City of Ottawa Act, 1999” means the *City of Ottawa Act, 1999*, S.O. 1999, c. 14, Sched. E, as amended, and includes any Regulation passed under it, as applicable;

“Chief Financial Officer / Treasurer” means the person appointed and assuming the duties of Treasurer within the meaning of the Municipal Act, and refers to the person in the position of the Chief Financial Officer / Treasurer, Finance Services Department;

“Condominium Act” means the *Condominium Act, 1998*, S.O. 1998, c.19, as amended, and includes any Regulation passed under it, as applicable;

“Council” or “City Council” means the Council of the City of Ottawa;

“Day Nurseries Act” means the *Day Nurseries Act*, R.S.O. 1990, c.D.2, as amended, and includes any Regulation passed under it, as applicable;

“designated property” means any property designated under Part IV or Part V of the *Ontario Heritage Act*.

“Development Charges Act” means the *Development Charges Act, 1997*, S.O. 1997, c.27, as amended, and includes any Regulation passed under it, as applicable;

“Dog Owners Liability Act” means the *Dog Owners Liability Act*, R.S.O. 1990, c.D.16, as amended, and includes any Regulation passed under it, as applicable;

“emergency application”, for the purposes of Schedule “J” of this By-law, means an application that has been prompted by a catastrophic event such as fire, flood or earthquake, that has damaged a designated heritage property and the property requires immediate attention or risk further damage or an application prompted by an immediate health and safety concern, but does not include properties that are in poor condition as a result of neglect;

"Expropriations Act" means the *Expropriations Act*, R.S.O. 1990, c.E.26, as amended, and includes any Regulation passed under it, as applicable;

"Funeral, Burial and Cremation Services Act, 2002" means the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c.33, as amended, and includes any Regulation passed under it, as applicable;

"heritage attributes" means those attributes of a designated heritage property that express the cultural heritage value of the property;

"heritage conservation district" means a heritage conservation district established under Part V of the Ontario Heritage Act;

"heritage permit" means a permit issued for alterations to a designation property under Sections 33(15) or Section 42(16) of the Ontario Heritage Act;

"Highway Traffic Act" means the *Highway Traffic Act*, R.S.O. 1990, c.H.8, as amended, and includes any Regulation passed under it, as applicable;

"Homemakers and Nurses Services Act" means the *Homemakers and Nurses Services Act*, R.S.O. 1990, c.H.10, as amended, and includes any Regulation passed under it, as applicable;

"Housing Services Act, 2011" means the *Housing Services Act, 2011*, S.O. 2011, c.6., Sched. 1, as amended, and includes any Regulation passed under it, as applicable;

"Land Titles Act" means the *Land Titles Act*, R.S.O. 1990, c.L.5., as amended, and includes any Regulation passed under it, as applicable;

"Line Fences Act" means the *Line Fences Act*, R.S.O. 1990, c.L.17., as amended, and includes any Regulation passed under it, as applicable;

"Liquor Licence Act" means the *Liquor Licence Act*, R.S.O. 1990, c.L.19, as amended, and includes any Regulation passed under it, as applicable; (2016-397)

"Long –Term Care Homes Act, 2007" means the *Long-Term Care Homes Act, 2007*, S.O. 2007, c.8, as amended, and includes any Regulation passed under it, as applicable;

"Mayor" means the chief elected representative of the City and the Head of Council, elected by a general vote;

“Ministry of Community and Social Services Act”, means the *Ministry of Community and Social Services Act*, R.S.O. 1990, c.M.20, as amended, and includes any Regulation passed under it, as applicable;

“minor alteration” means a change to a designated property that does not have the potential to obstruct, remove, or significantly change its heritage attributes as defined by the Statement of Cultural Heritage Value or the heritage conservation district guidelines or plan;

“Municipal Act” means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, and includes any Regulation passed under it, as applicable;

“Municipal Conflict of Interest Act” means the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended, and includes any Regulation passed under it, as applicable;

“Ombudsman Act” means the *Ombudsman Act*, R.S.O. 1990, c. O.6, as amended, and includes and Regulation passed under it, as applicable;

“Ontario Disability Support Program Act, 1997” means the *Ontario Disability Support Program Act, 1997*, S.O. 1997, c.25, Schedule B, as amended, and includes any Regulation passed under it, as applicable;

“Ontario Heritage Act” means the *Ontario Heritage Act*, R.S.O. 1990, c.O.18, as amended, and includes any Regulation passed under it, as applicable;

“Ontario Water Resources Act” means the *Ontario Water Resources Act*, R.S.O. 1990, C. O.40, as amended, and includes any Regulation passed under it, as applicable;

“Ontario Works Act” means the *Ontario Works Act, 1997*, S.O. 1997, as amended, and includes any Regulation passed under it, as applicable;

“preservation”, for the purposes of Schedule “J” of this By-law, means the action or process of protecting, maintaining, and/or stabilizing the existing materials, form and integrity of a historic place or of an individual component;

“property”, for the purposes of Schedule “J” of this By-law means real property and includes all buildings and structures thereon and includes a cultural heritage landscape;

“Public Service Works on Highways Act” means the *Public Service Works on Highways Act*, R.S.O. 1990, c.P.49, as amended, and includes and Regulation passed under it, as applicable;

“Planning Act” means the *Planning Act*, R.S.O. 1990, c.P.13, as amended, and includes any Regulation passed under it, as applicable;

“restoration”, for the purposes of Schedule “J” of this By-law, means the action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, while protecting its heritage value;

“Safe Drinking Water Act” means the *Safe Drinking Water Act, 2002*, S.O. 2002, c.32, as amended, and includes any Regulation passed under it, as applicable;

“sponsorship” means a mutually agreed to arrangement involving the City and a person or organization whereby external resources are provided to support City programs, projects, events or facilities. The sponsorship can be in the form of monetary, in-kind contributions, in return for sponsorship benefits such as brand recognition, programming, in-market activations, digital assets, advertising or naming rights, public acknowledgement or other promotional considerations; and

“Tile Drainage Act” means the *Tile Drainage Act*, R.S.O. 1990, c.T.8, as amended, and includes any Regulation passed under it, as applicable.

#### RESOLUTION OF CONFLICT

2. The City Manager is hereby authorized to resolve any conflict or ambiguity regarding the individual or individuals of the City authorized to exercise any delegation.

#### DELEGATION OF AUTHORITY - GENERAL

3. (1) The City Manager is authorized to further delegate and to authorize further delegations of any powers, duties, and functions delegated to the City Manager by Council under this or any other by-law or resolution to any General Manager or Director of the City provided such delegations are authorized in writing.
- (2) Where authority is delegated to a specific staff member in this by-law, the authority may be further delegated by the authorized person to staff members within the applicable department or branch provided that such delegation is authorized in writing and does not exceed the authority delegated by this by-law to the authorized person. The written sub-delegation must be provided to the City Clerk and filed in the Business Information Management System.

- (3) Council, as delegating agent, may impose such terms and conditions upon any delegation as it sees fit except with Site Plan Control applications made under the Planning Act, and this shall include the power to vary such terms or rescind the delegation in question.
- (4) Where delegations of authority have been authorized to a General Manager such authority includes the person acting in the specific position in all cases where a General Manager has not been formally appointed or a specific position formally filled.

#### VALIDITY OF ACTIONS TAKEN

4. Any variation or rescission of a delegated authority pursuant to Section 3 shall have no effect on the validity of any action taken pursuant to a valid delegation of authority and occurring before the terms of such delegation were varied or rescinded.

#### EMERGENCY OR SPECIAL CIRCUMSTANCES

5. In cases of emergency or special circumstances where it is necessary to act within the normal mandate of a department, but such action is not strictly within the terms of a delegated authority, a General Manager or Director, in respect of their specific Department, may take such action as necessary to rectify the situation.

6. All action taken pursuant to Section 5 shall be reported immediately to the appropriate Standing Committee.

7. In cases of emergency or special circumstances where it is necessary to take an action outside the normal mandate of a department, the City Manager may take such action as necessary to rectify the situation.

8. All action taken pursuant to Section 7 shall be reported immediately to the appropriate Standing Committee and subsequently to Council.

#### EXECUTION OF DOCUMENTS

9. The City Manager's signature and the signatures of any other City employees with delegated signing power may be written, engraved, printed, lithographed, including by electronic means or measures or otherwise reproduced.

#### CONFERENCES AND CONVENTIONS

10. Funding for conferences, conventions and other similar events that exceed \$10,000.00 shall be approved by the appropriate Standing Committee and Council.

#### RECRUITMENT AND PROMOTION

11. The City Manager, and a General Manager in respect of their specific Department, individually are authorized to recruit and employ staff for approved positions or for temporary positions for which funds have been approved by Council.

#### DISMISSAL

12. General Managers, Directors, or Managers of the applicable department individually are authorized to dismiss or discipline all employees under their authority, subject to the City Manager's authority to approve the dismissal of senior departmental management employees.

#### PETTY CASH AND IMPREST FUNDS

13. A Director shall have authority to establish a Petty Cash or Imprest Fund for their branch or service area through the Chief Financial Officer / Treasurer. Any procurement through a Petty Cash or Imprest Fund must be in compliance with the City's Procurement By-law, being By-law 50 of 2000, as amended.

#### DELEGATIONS CONTAINED IN SCHEDULES

14. In addition to the delegations set out above, further delegations are contained in Schedules "A" to "K" attached hereto.

#### INTERPRETATION

15. (1) Each section of this by-law and every part of each section is an independent section or part of a section, and the holding of any section or part thereof to be void or ineffective for any cause shall not be deemed to affect the validity of any other sections or parts thereof.
- (2) Headings are for reference purposes only and shall not affect in any way the meaning or interpretation of the provisions of this by-law.
- (3) This by-law includes the Schedules annexed hereto and the Schedules are hereby declared to form part of this by-law.

#### REPEAL

16. By-law No. 2020-360, as amended, entitled "A by-law of the City of Ottawa respecting delegation of authority to various officers of the City and to repeal By-law No. 2019-280", as amended, is repealed.

#### SHORT TITLE

17. This by-law may be referred to as the "Delegation of Authority By-law".

ENACTED AND PASSED this 9 day of February 2022.

DEPUTY CITY CLERK

MAYOR



SCHEDULE "A"  
CITY MANAGER'S PORTFOLIO

GENERAL RESPONSIBILITIES - CITY MANAGER

1. The City Manager is the senior official of the City, provides organizational leadership of staff, and is responsible for the efficient and effective delivery of services.
2. The City Manager is authorized to appoint an Acting City Manager to act during absences of the City Manager.
3. The City Manager shall:
  - (a) exercise all powers and duties set forth in Section 229 of the Municipal Act and shall carry out such additional duties and exercise such additional responsibilities as the Council may, from time to time, prescribe;
  - (b) develop and evaluate City policies and procedures;
  - (c) co-ordinate and supervise the implementation of all programs and policies approved by Council;
  - (d) advise Council of the hiring and dismissal of the General Managers;
  - (e) annually assess the performance of the General Managers;
  - (f) appoint, promote, demote, suspend and dismiss, subject to the provisions of any personnel regulations adopted by Council or collective agreements applicable to employees of the City, all employees of the City;
  - (g) create new positions, subject to funds being available in an approved annual budget;
  - (h) review the City's organizational structure regularly and implement any changes that would improve the effectiveness or efficiency of the structures; and
  - (i) with the assistance of the City Solicitor, direct collective bargaining with all employee groups.

ACCESS TO RECORDS

4. The City Manager shall have full, free and unrestricted access to all records, reports, property and personnel of the City of Ottawa.

LEAVES OF ABSENCE

5. The City Manager has the authority to approve leaves of absence by employees at the Director level and above on a with pay, with partial pay, or without pay basis for periods of time that are supported and submitted by the applicable General Manager.

ORGANIZATIONAL CHANGES

6. (1) The City Manager has the authority to approve organizational changes which do not impact the Council-approved mandate of each department and maintain or improve the current service level to the public provided that:
  - (a) the total cost of the changes including termination costs, if applicable, is available within the total annual compensation budget approved by Council;
  - (b) the organizational changes will not cause an increase in the total compensation budget in future years;
  - (c) the change affects only organizational levels below the General Managers, but shall not include any Council appointed position; and
  - (d) the number of full time equivalent positions within the City is not increased.
- (2) The authority of the City Manager set out in subsection (1) includes:
  - (a) the creation, deletion, transfer or reclassification of positions, scope changes, changes to organizational structures and changes to service delivery mechanisms; and
  - (b) the approval of the reclassification, transfer, scope change of any position below the General Managers, but shall not include any Council-appointed position.

SCHEDULE "B"  
FINANCE SERVICES DEPARTMENT

GENERAL RESPONSIBILITIES – CHIEF FINANCIAL OFFICER / TREASURER,  
FINANCE SERVICES

1. (1) The Chief Financial Officer / Treasurer, Finance Services, may approve and rescind corporate financial administrative policies and any amendments to such policies.
- (2) The Chief Financial Officer / Treasurer, Finance Services, may approve and rescind departmental administrative policies and any amendments to such policies.

GENERAL RESPONSIBILITIES – CHIEF FINANCIAL OFFICER / TREASURER

2. The Chief Financial Officer / Treasurer shall exercise all powers and duties of the Treasurer as set out in the Municipal Act and approve corporate financial administrative policies and any amendments to such policies.

FEDERAL AND PROVINCIAL AGREEMENTS – FINANCE SERVICES

3. (1) The Chief Financial Officer / Treasurer, Finance Services is authorized to approve, amend, extend and execute agreements with the provincial or federal 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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

SERVICE AND FUNDING AGREEMENTS – FINANCE SERVICES

4. (1) The Chief Financial Officer / Treasurer, Finance Services is authorized to approve, amend, extend and execute service agreements, contribution agreements and grant agreements provided that such agreements:
  - (a) are in accordance with applicable City policies approved by Council;
  - (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.

- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

## CORPORATE FINANCE

### TRANSFER OF FUNDS - OPERATING

5. (1) 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 and the Deputy City Treasurer, Corporate Finance, 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 maintains or improves the current service level to the public provided that:
  - (a) such transfers do not result in an increase to the portfolios' compensation budgets in current and future years; and
  - (b) the number of full time equivalent positions within the portfolios is not increased.
- (2) 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 and the Deputy City Treasurer, Corporate Finance, 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:
  - (a) such transfers do not result in an increase to the department's compensation budgets in current and future years; and
  - (b) the number of full time equivalent positions within the department is not increased.
- (3) At the written request or with the concurrence of the General Manager or Director of a department, the Chief Financial Officer / Treasurer and the Deputy City Treasurer, Corporate Finance, 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:
  - (a) such transfers do not result in an increase to the department's compensation budgets in current and future years; and
  - (b) the number of full time equivalent positions within the department is not increased.
- (4) The Chief Financial Officer / Treasurer and the Deputy City Treasurer, Corporate Finance, 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.

- (5) The Chief Financial Officer / Treasurer and the Deputy City Treasurer, Corporate Finance, 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 Section 6 of Schedule "A".

6. The Chief Financial Officer / Treasurer and the Deputy City Treasurer, Corporate Finance, 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.

7. The Chief Financial Officer / Treasurer and the Deputy City Treasurer, Corporate Finance, 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.

8. The exercise of delegated authority pursuant to Sections 5 to 7 inclusive of this Schedule shall be reported to the appropriate Standing Committee and City Council on at least a quarterly basis.

#### TRANSFER OF CAPITAL FUNDS

9. (1) Upon the written request of the City Manager, a General Manager, or a Director, each of the Chief Financial Officer / Treasurer and the Deputy City Treasurer, Corporate Finance, individually are delegated the authority to make capital budget transfers provided that,
  - (a) the total amount of the transfer between stand-alone capital projects or capital programs does not exceed ten percent (10%) or \$200,000.00 for the life of the capital project receiving the transfer, whichever amount is less;
  - (b) increases in the existing capital projects are offset by corresponding decreases in other capital projects;
  - (c) transfers of debt authority are within the same capital program or projects and year as approved by Council;
  - (d) transfers are of like sources of funding; and
  - (e) the funding split (between growth and non-growth) for transfers involving development charges is maintained.
- (2) The Chief Financial Officer / Treasurer and the Deputy City Treasurer, Corporate Finance, 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).

- (3) The Chief Financial Officer / Treasurer and the Deputy City Treasurer, Corporate Finance, individually are delegated the authority to increase the total capital project authority budget if new or additional revenue that is conditional upon the delivery of specific works in an approved project is received.
- (4) The Chief Financial Officer / Treasurer and the Deputy City Treasurer, Corporate Finance, individually are delegated the authority to make capital budget funding adjustments to refinance any capital project to effect changes resulting from new funding sources.
- (5) The Chief Financial Officer / Treasurer and the Deputy City Treasurer, Corporate Finance, individually are delegated the authority to make capital budget adjustments from a main project account to create separate project accounts provided that such adjustments result in improved monitoring, transparency and comparison on an annual basis.
- (6) The exercise of delegated authority pursuant to subsections (1) to (5) inclusive shall be reported to the appropriate Standing 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.

#### PARK CAPITAL PROJECT ACCOUNTS

11. (1) The Chief Financial Officer / Treasurer and the Deputy City Treasurer, Corporate Finance, individually are delegated the authority to set up a capital project account from the cash-in-lieu of parkland reserve for a park development upon the written request of the General Manager, Recreation, Cultural and Facility Services, provided that,
  - (a) the conditions of subdivision approval contain specific provisions for development of the park;
  - (b) the cost of the planning phase of the park development shall not exceed 10% of the funds in the capital project account;
  - (c) the Ward Councillor of the ward in which the park will be developed has concurred with the plan for the park development; and
  - (d) funds are available in the park reserve for the ward in which the park is to be developed.
- (2) The Chief Financial Officer / Treasurer and the Deputy City Treasurer, Corporate Finance, 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:

- (a) the cost of the planning phase of the park redevelopment or additional components shall not exceed 10% of the capital project account;
  - (b) the Ward Councillor of the ward in which the park will be redeveloped or the new park in which additional components will be included has concurred with the plan for the park redevelopment or additions; and
  - (c) funds are available in the park reserve for the ward in which the park is to be redeveloped or in which additional components are to be included.
- (3) The exercise of delegated authority pursuant to subsections (1) and (2) shall be reported to the appropriate Standing Committee and City Council on at least a quarterly basis.

#### DEBT ISSUES

12. (1) 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:
- (a) the actual debt charges in the calendar year are within the Council approved operating budget for that year;
  - (b) Council has been advised of any resulting impact on budgets in future years; and
  - (c) the project debt authority has been previously approved by Council.
- (2) 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).
- (3) 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.
- (4) 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.
- (5) The exercise of delegated authority pursuant to subsections (1) and by the Debenture Committee pursuant to subsection (3) 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.

#### REVENUE SERVICES

#### EXTENSION AGREEMENTS FOR TAX ARREARS

14. (1) 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:
- (a) the extension agreement shall be in the format and contain the terms and conditions generally outlined in Appendix "A"; and
  - (b) the cancellation price subject to the payment schedule shall be calculated in accordance with the provisions of the Municipal Act.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in a calendar year.

#### LOANS UNDER THE TILE DRAINAGE ACT

15. (1) The Chief Financial Officer / Treasurer is 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:
- (a) the amount of monies loaned shall be in accordance with Section 7 of the Tile Drainage Act;
  - (b) the application shall be filed with the City Clerk and in the form approved by the Province of Ontario;
  - (c) approval of the loan shall not result in an expenditure of City funds;
  - (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;
  - (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



- (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.
- (2) The Chief Financial Officer / Treasurer shall report annually to the appropriate Standing Committee concerning the exercise of delegated authority pursuant to subsection (1).

#### LOCAL IMPROVEMENTS

- 16. (1) The Deputy City Treasurer, Corporate Finance, 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.
- (2) The General Manager, Infrastructure and Water Services, and the Director, Infrastructure Services, individually are 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.
- (3) The exercise of delegated authority pursuant to subsections (1) and (2) shall be reported to the appropriate Standing Committee at least once in a calendar year.

#### TAXATION ADMINISTRATION

- 17. 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 Municipal Act.
- 18. (1) 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 Municipal Act provided that the Deputy City Treasurer, Revenue, complies with all provisions of the applicable section.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in a calendar year.

#### PROPERTY ASSESSMENT PROCEEDINGS

- 19. (1) The Chief Financial Officer / Treasurer, the Deputy City Treasurer, Revenue, the Manager, Billing and Assessment,, 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 Services Department shall use the most efficient combination of staff and external resources as required to represent the interests of the City.

- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in a calendar year.

#### CHARITABLE REBATE PROGRAM

20. (1) The Deputy City Treasurer, Revenue, the Manager, Billing and Assessment, 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.
- (2) The exercise of delegated authority pursuant to subsections (1) shall be reported to the appropriate Standing Committee at least once in a calendar year.

#### WRITE OFF GENERAL ACCOUNTS

21. (1) 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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported annually to the appropriate Standing Committee.
- (3) 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.

#### REPAYMENT AGREEMENTS

22. (1) 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:
  - (a) the amount owing to the City;

- (b) default provisions, if applicable;
- (c) interest provisions, if applicable; and
- (d) a payment schedule.

- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported annually to the appropriate Standing Committee.

#### WRITE OFF PAYROLL OVERPAYMENT ACCOUNTS

- 23. (1) 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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported annually to the appropriate Standing Committee.
- (3) 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.

#### TAX CERTIFICATES AND WATER AND SEWER CERTIFICATES

24. 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.

#### WATER AND SEWER BILLING

25. The Deputy City Treasurer, Revenue, the Manager, Billing and Assessment, 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.

EXTENSION AGREEMENT

**THIS AGREEMENT** made MONTH, DAY, YEAR

BETWEEN:

CITY OF OTTAWA

(the "City")

AND:

\_\_\_\_\_  
(the "Owner(s)")

**WHEREAS** the Owner(s) is/are the owner(s) of land in the City of Ottawa known municipally as \_\_\_\_\_, which is legally described as:  
(legal description)  
P.I.N. \_\_\_\_\_;

**AND WHEREAS** the Owner's land is in arrears of taxes on December 31, YEAR in the amount of \$ \_\_\_\_ and a tax arrears certificate was registered against the title to the Owner's land in the Land Registry Office on MONTH, DAY, YEAR as Instrument No. OC \_\_\_\_\_;

**AND WHEREAS**, pursuant to section 378 of the *Municipal Act, 2001*, S.O. 2001, Chap. 25, as amended (the "*Municipal Act, 2001*"), a municipality may authorize that an extension agreement be entered into between the City and the Owner(s) to extend the period of time in which the cancellation price in respect to the Owner's land is to be paid;

**AND WHEREAS**, in the City's Delegation of Authority By-law, Council of the City delegated the authority to the Chief Financial Officer / Treasurer, the Deputy City Treasurer, Revenue, and the Program Manager, Collections and Cash Handling, individually to approve extension agreements in accordance with the *Municipal Act, 2001*;

**AND WHEREAS** the Chief Financial Officer / Treasurer, or other authorized delegate, has approved this Agreement.

**THEREFORE** in consideration of the mutual agreements contained herein, the parties hereby agree as follows:

1. The Owner shall pay to the City (a lump sum payment in the amount of \$ \_\_\_\_ by MONTH, DAY, YEAR-optional) and shall pay to the City, the sum of \$ \_\_\_\_ monthly, payable on the last business day of each and every month commencing on MONTH, DAY, YEAR, to and including MONTH, DAY, YEAR. A final payment to

- pay any outstanding balance shall be made on MONTH, DAY, YEAR.
2. Despite any of the provisions of this Agreement, the *Municipal Act, 2001* shall continue to apply to the collection and enforcement of all taxes except that the City, without waiving its statutory rights and powers, and so long as the Owner is not in default under this Agreement, shall not enforce collection of tax payments during the term of this Agreement except as set out in paragraph 1.
  3. In the event the Owner(s) default(s) in any payments required by this Agreement, this Agreement shall, upon notice being given by the City to the Owner, cease to be a subsisting agreement and shall terminate and the Owner(s) shall be placed in the position they were before this Agreement was entered into.
  4. Immediately upon the Owner(s) making all the payments required under paragraph 1, this Agreement shall terminate and the Chief Financial Officer / Treasurer shall immediately register a tax arrears cancellation certificate.
  5. Despite the provisions of paragraph 1, the Owner(s) or any other person may at any time pay the balance of the cancellation price and upon receipt of such payment by the City, this Agreement shall terminate and the Chief Financial Officer / Treasurer shall immediately register a tax arrears cancellation certificate.
  6. This Agreement shall extend to and be binding upon and enure to the benefit of the parties and their respective heirs, successors and assigns.
  7. If any portion of this Agreement is illegal or unenforceable, it shall be considered separate and severable from this Agreement and the remaining provisions of this Agreement shall remain in full force and effect.
  8. Any notice required to be given to the Owner(s) shall be sufficiently given if sent by registered post to the Owner at the following address: \_\_\_\_\_.

**IN WITNESS WHEREOF** the parties have executed this Agreement on the date first above written.

**CITY OF OTTAWA**

\_\_\_\_\_  
 Chief Financial Officer / Treasurer or Deputy  
 City Treasurer, Revenue, or Program  
 Manager, Collections and Cash Handling

\_\_\_\_\_  
 WITNESS

\_\_\_\_\_  
 OWNER

\_\_\_\_\_  
 WITNESS

\_\_\_\_\_  
 OWNER

SCHEDULE "A"  
(to Extension Agreement)

In the City of Ottawa, Province of Ontario, and being described as:

(legal description)

P.I.N. \_\_\_\_\_

SCHEDULE "C"  
OFFICE OF THE CITY CLERK

GENERAL RESPONSIBILITIES – CITY CLERK

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.
- (2) The City Clerk may approve and rescind corporate administrative policies pertaining to their department and any amendments to such policies.
- (3) The City Clerk may approve and rescind departmental administrative policies and any amendments to such policies.

FEDERAL AND PROVINCIAL AGREEMENTS – OFFICE OF THE CITY CLERK

2. (1) The City Clerk is authorized to approve, amend, extend and execute agreements with the provincial or federal 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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

APPOINTMENT BY-LAWS – MUNICIPAL LAW ENFORCEMENT OFFICERS

3. 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:
  - (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:
    - (i) employees of the City whose duties include the enforcement of Provincial Acts and regulations and by-laws; or
    - (ii) in compliance with the Council-approved Deputization Program of an old municipality for Non-City Staff to issue Parking Infraction Notices on private property or pedestrian malls established by the City; or
  - (c) the persons whose appointments are being withdrawn are:

- (i) no longer employees of the City whose duties include the enforcement of Provincial Acts and regulations or by-laws; or
- (ii) no longer in compliance with the Council-approved Deputization Program of an old municipality for Non-City Staff to issue Parking Infraction Notices on private property or pedestrian malls established by the City.

#### PARKING AND STOPPING BY-LAWS

4. 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, Infrastructure and Water 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.

#### FIRE ROUTES DESIGNATION BY-LAWS

5. 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 6 of Schedule "F" of this by-law by way of placing a by-law directly on the Agenda of Council for enactment.

#### ACCESSIBILITY REPORTS

6. The City Clerk is authorized to execute and file with the designated Provincial authority all accessibility reports and other information required under the Accessibility for Ontarians with Disabilities Act, 2005.

#### CORRECTION OF CLERICAL AND MINOR ERRORS

7. 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.

#### DONATION AND DEPOSIT OF LIBRARY AND ARCHIVAL MATERIALS

8. (1) 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:

- (a) are in accordance with applicable City policies;
- (b) are related to approved departmental programs and objectives; and
- (c) are within approved budget limits.

- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### OMBUDSMAN ACT

- 9. (1) 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 Ombudsman Act.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

SCHEDULE "D"  
COMMUNITY AND SOCIAL SERVICES DEPARTMENT

GENERAL RESPONSIBILITIES – GENERAL MANAGER, COMMUNITY AND SOCIAL SERVICES

1. (1) The General Manager, Community and Social Services, may approve and rescind corporate administrative policies pertaining to their department and any amendments to such policies.
- (2) The General Manager, Community and Social Services, may approve and rescind departmental administrative policies and any amendments to such policies.

FEDERAL AND PROVINCIAL AGREEMENTS – COMMUNITY AND SOCIAL SERVICES

2. (1) The General Manager, Community and Social Services, is authorized to approve, amend, extend and execute agreements with the provincial or federal 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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

SERVICE AND FUNDING AGREEMENTS – COMMUNITY AND SOCIAL SERVICES

3. (1) The General Manager, Community and Social Services, is authorized to approve, amend, extend and execute service agreements, contribution agreements and grant agreements provided that such agreements:
  - (a) are in accordance with applicable City policies approved by Council;
  - (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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

GENDER AND RACE EQUITY, INCLUSION, INDIGENOUS RELATIONS AND SOCIAL DEVELOPMENT SERVICES

4. (1) The Director, Manager and Program Managers, individually are authorized to approve, amend, extend and execute agreements with the provincial or federal government provided that such agreements are related to Gender and Race Equity, Inclusion, Indigenous Relations and Social Development Services' initiatives, 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.
- (2) The Director, Manager and Program Managers, individually are delegated the authority to approve, amend, extend and execute service agreements, contribution agreements and grant agreements related to Gender and Race Equity, Inclusion, Indigenous Relations and Social Development Services' initiatives, including but not limited to community programs and strategies, and for internal strategies that foster an inclusive workplace, provided that such agreements:
  - (a) are in accordance with applicable City policies approved by Council;
  - (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.
- (3) The Director and Program Manager of the Social Development and Funding Unit, individually are delegated the authority to approve, amend, extend, and execute service agreements, contribution agreements and grant agreements related to Social Development and Funding initiatives, community initiatives and community funding, including but not limited to Community Health and Resource Centres, Community Houses, day programs, food programs, counseling and support services, senior social services, poverty initiatives, and other community programs and services provided that such agreements:
  - (a) are in accordance with applicable City policies approved by Council;
  - (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.
- (4) The exercise of delegated authority pursuant to subsections (1) to (3) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### EMPLOYMENT AND SOCIAL SERVICES

5. (1) The Director, Employment and Social Services, is authorized to approve, amend, extend and execute agreements with the provincial or federal government provided that such agreements are related to employment and

social services, 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.

- (2) The General Manager, Community and Social Services, and the Director, Employment and Social Services, individually are delegated the authority to perform the provincially designated role of administrator under the Ontario Works Act, 1997.
  - (3) The Director, Employment and Social Services and the Managers of each Community and Social Support Centre, individually are delegated the authority to approve, amend, extend and execute service agreements, contribution agreements, and grant agreements related to community and social supports and social services legislation, including but not limited to the Ontario Works Act, 1997, the Ontario Disability Support Program Act, 1997, the Homemakers and Nurses Services Act, and employment development initiatives provided that such agreements:
    - (a) are in accordance with applicable City policies approved by Council;
    - (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.
  - (4) The exercise of delegated authority pursuant to subsections (1) and (3) shall be reported to the appropriate Standing Committee at least once in each calendar year.
- 6.
- (1) The General Manager, Community and Social Services, is authorized to approve the issuance of and sign cheques in emergency situations.
  - (2) The signature of the General Manager, Community and Social Services, may be written, engraved, lithographed, printed or otherwise mechanically reproduced, including by electronic means or measures, on the emergency cheques issued pursuant to subsection (1).
  - (3) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### LONG-TERM CARE

7. (1) The Director, Long-Term Care, is authorized to approve, amend, extend and execute agreements with the provincial government provided that such agreements are related to long-term care, 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.

- (2) The Director, Long-Term Care and the Administrator of each long-term care facility, individually are delegated the authority to approve, amend, extend and execute service agreements, contribution agreements, grant agreements, and other agreements related to long-term care provided that such agreements:
  - (a) are in accordance with applicable City policies approved by Council;
  - (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.
- (3) The General Manager, Community and Social Services and the Director, Long-Term Care, individually are delegated the authority to sign and submit to the Champlain Local Health Integration Network the compliance declarations and all reports required to fulfill the City's reporting obligations under accountability agreements, including the Long-Term Care Home Service Accountability Agreement and the Multi-Sector Service Accountability Agreement, between the Champlain Local Health Integration Network and the City in relation to Carleton Lodge, Centre d'accueil Champlain, Garry J. Armstrong, and Peter D. Clark Long-Term Care Homes and the multi-sector programs delivered by the City, provided that the appropriate standing Committee is informed by the General Manager, Community and Social Services, or the Director, Long-Term Care, on the annual planning submission, performance indicators, and other requirements for each compliance period under each accountability agreement.
- (4) The exercise of delegated authority pursuant to subsections (1) and (2) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### HOUSING SERVICES

8. (1) The Director, Housing Services, is authorized to approve, amend, extend and execute agreements with the provincial or federal government provided that such agreements are related to housing and homelessness issues, 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.
- (2) The Director, Housing Services, is delegated the authority to perform the provincially designated role of Services Systems Manager, Homelessness and Housing, and, after consultation with stakeholders, to allocate

provincial funding related to the issues of homelessness including but not limited to the Community Homelessness Prevention Initiative, the Investment in Affordable Housing, the Home for Good Program, and any new provincial funding programs including the Canada-Ontario Community Housing Initiative and the Ontario Priorities Housing Initiative that are to be administered by the City as Service Manager.

- (3) The Director, Housing Services, is delegated the authority to approve, amend, extend and execute service agreements, contribution agreements, and grant agreements funded by the City or the Provincial Government related to housing programs or issues of homelessness including the Community Homelessness Prevention Initiative, the Home for Good Program and any new provincial funding programs including the Canada-Ontario Community Housing Initiative and the Ontario Provincial Housing Initiative that are to be administered by the City as Service Manager provided that such agreements:
  - (a) are in accordance with applicable City policies approved by Council;
  - (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.
- (4) The General Manager, Community and Social Services, and the Director, Housing Services, individually are delegated the authority to perform the federally designated role of Community Entity for Homelessness and to allocate federal funding related to issues of homelessness, including the Reaching Home Strategy or any successor program and any new federal funding programs that are to be administered by the Community Entity for Homelessness.
- (5) The Director, Housing Services, is delegated the authority to approve, amend, extend and execute service agreements, contribution agreements and grant agreements funded by the City or the Federal Government related to housing programs or issues of homelessness including the Reaching Home Strategy or any successor program and any new federal funding programs that are to be administered by the Community Entity for Homelessness provided that such agreements are:
  - (a) in accordance with applicable City policies approved by Council;
  - (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.
- (6) The General Manager, Community and Social Services, and the Director, Housing Services, individually are delegated the authority to fulfill the responsibilities of the executed agreements in relation to the Reaching

Home Strategy or any successor program and any new federal funding programs that are to be administered by the Community entity for Homelessness, including but not limited to hiring temporary staff and expending monies necessary to conduct contracted activities notwithstanding any hiring or spending limitations imposed on City departments provided all costs, including all administration costs, are covered by the federal funding.

- (7) The Director, Housing Services, is authorized to approve, amend, extend and execute service agreements, contribution agreements and grant agreements related to housing services legislation including the Housing Services Act, 2011, provide that such agreements:
  - (a) in accordance with applicable City policies approved by Council;
  - (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.
- (8) The exercise of delegated authority pursuant to subsections (1) to (7) inclusive shall be reported to the appropriate Standing Committee at least once in each calendar year.
9. (1) The Director, Housing Services, is delegated the authority to allocate the funding envelope for Social Housing Repair to prescribed housing providers currently in receipt of annualized capital subsidy contributions as outlined in the legislation and operating agreement in a manner supported by data identified in the 2012 Capital Building Program and the current level of capital subsidy contributions from the Service Manager.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### CHILDREN'S SERVICES

10. (1) The Director, Children's Services, is authorized to approve, amend, extend and execute agreements with the provincial government provided that such agreements are related to child care and early years programs, 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.
- (2) The Director, Children's Services, is delegated the authority to approve, amend, extend and execute service agreements, contribution agreements, and grant agreements related to provincial and/or City child care programs provided that such agreements:

- (a) are in accordance with the Child Care and Early Years Act, applicable provincial guidelines, or applicable City policies approved by Council;
  - (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.
- (3) The General Manager, Community and Social Services, and the Director, Children's Services, individually are delegated the authority to perform the provincially designated role of Service System Manager under the Child Care and Early Years Act, 2014, as amended, to administer provincial and City child care funding and to allocate child care fee subsidies provided that such allocations:
- (a) are in accordance with the applicable provincial legislation, regulations, directives and guidelines including the Child Care and Early Years Act, 2014, as amended, the Ministry of Community and Social Services Act, as amended, and the Ontario Child Care Management and Funding Guideline, as amended, issued by the provincial Ministry of Education;
  - (b) are made on a first come, first serve basis prioritized as follows:
    - (i) persons eligible for income assistance under the Ontario Works Act, 1997, who are employed or participating in employment assistance activities under the said Act,
    - (ii) persons eligible for income support under the Ontario Disability Support Program Act, 1997,
    - (iii) persons who are eligible for assistance under the Child Care and Early Years Act, 2014, as amended, on the basis of their adjusted income; and
  - (c) are within approved budget limits.
- (4) The exercise of delegated authority pursuant to subsections (1) to (3) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### SOCIAL POLICY, RESEARCH AND ANALYTICS SERVICE

11. (1) The General Manager, Community and Social Services, and the Manager, Social Policy, Research and Analytics, individually are delegated the authority to approve, amend, execute and extend agreements related to social policy development within the Community and Social Services Department, provided that such agreements:
- (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 the appropriate insurance, termination, workplace safety and indemnification provisions.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

SCHEDULE "E"  
RECREATION, CULTURAL AND FACILITY SERVICES DEPARTMENT

GENERAL RESPONSIBILITIES – GENERAL MANAGER, RECREATION, CULTURAL AND FACILITY SERVICES

1. (1) The General Manager, Recreation, Cultural and Facility Services, may approve and rescind corporate administrative policies pertaining to their department and any amendments to such policies.
- (2) The General Manager, Recreation, Cultural and Facility Services, may approve and rescind departmental administrative policies and any amendments to such policies.

FEDERAL AND PROVINCIAL AGREEMENTS – RECREATION, CULTURAL AND FACILITY SERVICES

2. (1) The General Manager, Recreation, Cultural and Facility Services, is delegated the authority to approve, amend, extend and execute agreements with the federal and 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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

SERVICE AND FUNDING AGREEMENTS – RECREATION, CULTURAL AND FACILITY SERVICES

3. (1) The General Manager, Recreation, Cultural and Facility Services, is delegated the authority to approve, amend, extend and execute service agreements, contribution agreements and grant agreements provided that such agreements:
  - (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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

4. (1) The General Manager, Recreation, Cultural and Facility Services, is delegated the authority to approve, amend, extend and execute agreements related to the use of unmanned air vehicles on City property, provided that such agreements:
  - (a) are in accordance with applicable City policies and by-laws;
  - (b) are in accordance with applicable federal and provincial statutes and regulations; and
  - (c) contain appropriate insurance, termination, workplace safety and indemnification provisions.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.
5. (1) The General Manager, Recreation, Cultural and Facility Services, is delegated the authority to approve, amend, extend and execute agreements related to the use of City recreational, administrative and cultural land, and any other municipal purpose facilities provided that such agreements:
  - (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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.
6. (1) The General Manager, Recreation, Cultural and Facility Services, is delegated the authority to approve, amend, extend and execute agreements related to the provision of instructors for community programs provided that such agreements:
  - (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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.
7. (1) The General Manager, Recreation, Cultural and Facility Services, is delegated the authority to approve, amend, extend and execute agreements related to purchase of service for the operation, management,

and maintenance of recreation, sports, and cultural programs and any recreational, administrative, cultural, and other municipal purpose facilities provided that such agreements:

- (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.

- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

- 8. (1) The General Manager, Recreation, Cultural and Facilities Services, is delegated the authority to approve, amend, extend and execute agreements related to cultural facilities and community major and minor capital partnership projects provided that such agreements,

- (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.

- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

- 9. (1) The General Manager, Recreation, Cultural and Facility Services, is delegated the authority to approve, amend, extend and execute agreements related to recreation, culture, arts, heritage, festivals, fairs and special events provided that such agreements:

- (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.

- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

- 10. (1) The General Manager, Recreation, Cultural and Facility Services, is delegated the authority to adjust service offerings including participant, admission, rental and other fees provided that such adjustments:

- (a) do not exceed the Council-approved limited annual adjustment to fees, being the greater of 10% of the existing fee or \$20;

- (b) are related to approved departmental programs and objectives; and
  - (c) are within approved budget limits.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in a calendar year.
11. (1) The General Manager, Recreation, Cultural and Facility Services, is delegated the authority to provide final approval to Cultural Capital Facilities Grants provided that such allocations:
- (a) singly or collectively, when multiple grants are approved, do not exceed the value of the capital budget provision approved for such grants; and
  - (b) are assigned in accordance with the recommendation of the Grants Review Group assigned to review applications and meet the eligibility criteria approved by Council.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.
12. (1) The General Manager, Recreation, Cultural and Facility Services, is delegated the authority to deaccession museum artifacts and historical objects provided that such deaccessioning,
- (a) is in accordance with applicable departmental policies and the Corporate disposal of assets policy;
  - (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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.
13. (1) The General Manager, Recreation, Cultural, and Facility Services, is delegated the authority to negotiate, approve, conclude and execute agreements related to programming, including events, occurring at the Urban Park of Lansdowne Park, provided that such agreements:
- (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.

- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### UTILITY CONTRACTS

- 14. (1) The General Manager, Recreation, Cultural and Facility Services, is delegated the authority to purchase electricity and natural gas and to execute utility contracts provided that:
  - (a) the purchases comply with the Council-approved Corporate Utility Procurement Policy;
  - (b) the form and content of the contract has received approval from the City Solicitor; and
  - (c) the purchase is within approved budget projections for the term of the contract.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### ALLOCATIONS OF ARENAS, SPORTS FIELDS AND BALL DIAMONDS

- 15. (1) The General Manager, Recreation, Cultural and Facility Services, is authorized to approve minor exceptions and adjustments to facility allocations policies, including adjustments in the designation of prime and non-prime hours, exceptions to cancellation provisions, adjustments to play time standards, exceptions to established deadlines for applications and permit cancellation notices, and one-time adjustments, provided that the minor exceptions and adjustments are:
  - (a) in accordance with applicable Council policies and directions;
  - (b) related to approved departmental service levels and objectives; and
  - (c) are within approved budget limits.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### INTERIM FEES – NEW PROGRAMS AND SERVICES

- 16. (1) The General Manager, Recreation, Cultural and Facility Services, is authorized to approve interim fees for new recreation, cultural or facility programs, services and recoveries created during the year, provided that all newly-created fees under this authority will be included as part of the operating budget approval process for the subsequent year.

- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported as part of the annual operating budget submission.

#### AGREEMENTS – ART CENTRES AND THEATRES

17. (1) The General Manager, Recreation, Cultural and Facility Services, is delegated the authority to approve, amend, extend and execute agreements related to programming, recreation, culture, arts, heritage, festivals, fairs, and special events at municipal art centres, including the Arts Court, and at municipal theatres provided that such agreements:
- (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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### AGREEMENTS – MUSEUMS

18. (1) The General Manager, Recreation, Cultural and Facility Services, is delegated the authority to approve, amend, extend and execute agreements related to programming, recreation, culture, arts, heritage, festivals, fairs, and special events at municipal museums provided that such agreements:
- (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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### ADVERTISING AND SPONSORSHIP

19. (1) The Supervisors and Program Managers within a branch or service area individually are delegated the authority to approve sponsorships or advertising and execute associated agreements where the value of the sponsorship or advertising does not exceed \$10,000.00 provided that the sponsorship or advertising and the associated agreement comply with the requirements of the City's Corporate Policy on Sponsorship and Advertising.

- (2) The Managers within a branch or service area individually are delegated the authority to approve sponsorships or advertising and execute associated agreements where the value of the sponsorship or advertising does not exceed \$50,000.00 provided that the sponsorship or advertising and the associated agreement comply with the requirements of the City's Corporate Policy on Sponsorship and Advertising.
- (3) The Directors or General Managers within a department individually are delegated the authority to approve sponsorships or advertising, and to conclude and execute associated agreements of up to 5 years in term where the value of the sponsorship or advertising does not exceed \$100,000.00 per year, provided that the sponsorship or advertising and the associated agreement complies with the requirements of the City's Corporate Policy on Sponsorship and Advertising.
- (4) The City Manager individually is delegated the authority to approve sponsorships or advertising and execute associated agreements where the value of the sponsorship or advertising exceeds \$100,000.00 provided that the sponsorship or advertising and the associated agreement comply with the requirements of the City's Corporate Policy on Sponsorship and Advertising.
- (5) Despite subsections (1), (2) and (3), where any sponsorship or advertising exceeds five (5) years in duration, the sponsorship or advertising shall be approved by the City Manager.
- (6) Subsections (1) to (5) inclusive do not apply to approval of an advertising proposal that includes billboard advertising and such a proposal shall require approval in accordance with the Council-approved process.
- (7) The General Managers and the City Manager shall maintain a list of all sponsorships and advertising approved during the year and shall submit the list to the Partnership Manager of Corporate Advertising, Sponsorship and Donations at least once in each calendar year.
- (8) The Partnership Manager, Corporate Advertising, Sponsorship and Donations, shall submit an annual list of all sponsorships and advertising with a value exceeding \$25,000.00 to the appropriate Standing Committee at least once in each calendar year.
- (9) The annual list referred to in subsections (7) and (8) shall contain the following information:
  - (a) the name of the sponsor or advertiser;
  - (b) a description of the sponsorship or advertising;
  - (c) the value of the sponsorship or advertising; and



- (d) the duration of the sponsorship or advertising.

DONATIONS

- 20. (1) General Managers, Directors or Managers of the applicable Department individually are delegated the authority to negotiate, approve, conclude and execute agreements related to donations, including executing deeds of gift and letters of acknowledgement as required, provided that such agreements:
  - (a) are in accordance with applicable City policies;
  - (b) are related to approved departmental programs and objectives; and
  - (c) are within approved budget limits.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

SCHEDULE "F"  
EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

GENERAL RESPONSIBILITIES – GENERAL MANAGER, EMERGENCY AND PROTECTIVE SERVICES

1. (1) The General Manager, Emergency and Protective Services, may approve and rescind corporate administrative policies pertaining to their department and any amendments to such policies.
- (2) The General Manager, Emergency and Protective Services, may approve and rescind departmental administrative policies and any amendments to such policies.

EMERGENCY MANAGEMENT

2. (1) The General Manager, Emergency and Protective Services, and the Director, Public Safety Service, individually are delegated the authority to approve, amend, extend and execute service agreements, contribution agreements, grant agreements, purchase of service agreements and other agreements related to emergency management and planning for the City, provided that such agreements:
  - (a) are in accordance with applicable City policies;
  - (b) are in accordance with applicable federal or provincial statutes and regulations;
  - (c) are related to approved departmental programs and objectives;
  - (d) are within approved budget limits; and
  - (e) contain the appropriate insurance, termination, workplace safety and indemnification provisions.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

CORPORATE SECURITY

3. (1) The General Manager, Emergency and Protective Services, and the Director, Public Safety Service, individually are delegated the authority to approve, amend, extend and execute service agreements, contribution agreements, grant agreements, purchase of service agreements and other agreements related to the provision of corporate security services, including incident management and investigations, event security planning, threat and risk - assessments, and security system design, installation, management and monitoring, provided that such agreements:
  - (a) are in accordance with applicable City policies;

- (b) are in accordance with applicable federal or provincial statutes and regulations;
  - (c) are related to approved departmental programs and objectives;
  - (d) are within approved budget limits; and
  - (e) contain the appropriate insurance, termination, workplace safety and indemnification provisions.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### PUBLIC SAFETY SERVICE

4. (1) The General Manager, Emergency and Protective Services, and the Director, Public Safety Service, individually are delegated the authority to approve, amend, extend and execute service agreements, contribution agreements, grant agreements, purchase of service agreements and other agreements related to the provision of corporate radios, provided that such agreements:
- (a) are in accordance with applicable City policies;
  - (b) are in accordance with applicable federal and provincial statutes and regulations;
  - (c) are related to approved departmental programs and objectives;
  - (d) are within approved budget limits; and
  - (e) contain the appropriate insurance, termination, workplace safety and indemnification provisions.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.
5. (1) The General Manager, Emergency and Protective Services, and the Director, Public Safety Service, individually are delegated the authority to issue notices to the public about emergency situations and appropriate actions to take in these circumstances. Notification shall be provided to the public in the following ways, as deemed most effective:
- (a) Public service announcements;
  - (b) Interviews;
  - (c) Distribution lists;
  - (d) Online; and
  - (e) Mobile Applications.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

**DOG OWNERS' LIABILITY ACT**

6. (1) The General Manager, Emergency and Protective Services, and the Director, By-law and Regulatory Services, individually are delegated the authority to commence, maintain and settle proceedings pursuant to the Dog Owners' Liability Act 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 By-law and Regulatory Services Branch shall use the most efficient combination of staff and external resources as required to represent the City.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

**PARKING TICKET REVENUE SHARING**

7. (1) The General Manager, Emergency and Protective Services, and the Director, By-law and Regulatory Services, individually are delegated the authority to approve, execute, amend or extend agreements respecting parking ticket revenue sharing with public service agencies or institutions provided that:
  - (a) the Parking Infraction Notices (PINs) are issued on private properties by deputized private property agents;
  - (b) the revenue sharing percentage is structured to ensure that the City realizes a minimum of 50% of the net revenues paid to the City for all PINs issued on the private property;
  - (c) the private property owner is an educational or health agency or institution;
  - (d) a minimum of 2,600 PINs have been issued on the property by deputized personnel in the year preceding the initiation of the agreement and in each subsequent year; and
  - (e) the agreement is in a form satisfactory to the City Solicitor.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

**FIRE ROUTES**

8. (1) The General Manager, Emergency and Protective Services, and the Director, By-law and Regulatory Services, individually are authorized to approve amendments to By-law No. 2003-499, as amended, being the Fire Routes By-law, to designate fire routes required as a result of a site plan approval or a building permit and to extend the timeframe for the

enforcement of fire route signage existing at the time of enactment of the Fire Routes By-law and for the harmonization of fire route signage.

- (2) The General Manager, Emergency and Protective Services, and the Director, By-law and Regulatory Services, individually are delegated authority to undertake any steps necessary to ensure the harmonization of fire routes, including signage, provided such actions are of an administrative nature.
- (3) The exercise of delegated authority pursuant to subsections (1) and (2) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### SPAY/NEUTER CLINIC

9. (1) The Director, By-law and Regulatory Services, is delegated the authority to approve, amend, extend and execute agreements respecting the provision of veterinary services for the City's Spay/Neuter Clinic provided that:
  - (a) the services to be contracted are within the approved budget; and
  - (b) the veterinarian,
    - (i) is licensed by the College of Veterinarians of Ontario;
    - (ii) carries appropriate insurance and agrees to indemnify the City, to the satisfaction of the City Solicitor;
    - (iii) agrees to perform functions and duties in accordance with established policies and procedures;
    - (iv) provides emergency and on-call services each day that surgical services are provided; and
    - (v) submits a monthly service report.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### PROHIBITION – DISCHARGE OF FIREARMS

10. (1) The General Manager, Emergency and Protective Services, and the Director, By-law and Regulatory Services, individually are authorized to approve amendments to the boundaries of areas in which firearms may not be discharged pursuant to By-law No. 2002-344, as amended, being the Discharge of Firearms By-law, provided that:
  - (a) the affected Ward Councillor concurs with the amendment; and
  - (b) the amendment is required for the health and safety of the public, based on population and building density and other relevant factors in the affected area.

- (2) The City Clerk is authorized to proceed directly to Council by way of placing a by-law on the Agenda of Council for enactment in order to implement the exercise of authority pursuant to subsection (1).
- (3) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### APPOINTMENTS TO ANIMAL CARE AND CONTROL TRIBUNAL

- 11. (1) The City Manager and the City Clerk individually are authorized to appoint or withdraw the appointment, as the case may be, of members of the Animal Control Tribunal provided under By-law No. 2003-77, as amended, being the Animal Care and Control By-law, as may be required to fulfill the City's obligations with respect to appeals of muzzle orders issued under the By-law.
- (2) The City Clerk is authorized to proceed directly to Council by way of placing a by-law on the Agenda of Council for enactment to implement the exercise of authority under subsection (1).
- (3) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### VEHICLE-FOR-HIRE LICENSE TRANSFERS AND RENEWALS

- 12. (1) The Director, By-law and Regulatory Services, is delegated the authority to approve and extend the timelines for license transfers and renewals, beyond the timelines provided under the Vehicle-For-Hire By-law No. 2016-272, as amended, under one or more of the following conditions if the applicant provides proof to the satisfaction of the Director, By-law and Regulatory Services:
    - (a) Legal proceedings;
    - (b) Illness or death; or
    - (c) Other similar circumstances.
  - (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.
13. The General Manager, Emergency and Protective Services, is delegated the authority to adjust the annual allocation of fees generated through the Vehicle-for-Hire Accessibility Fund as necessary and as recommended by the Vehicle-for-Hire Accessibility Fund Steering Committee.

14. The General Manager, Emergency and Protective Services, and the Director, By-law and Regulatory Services, individually are delegated the authority to negotiate, finalize and execute voluntary accessibility surcharges with Private Transportation Companies.

#### DESIGNATION OF CHIEF LICENSE INSPECTOR

15. The Director, By-law and Regulatory Services, is designated the Chief License Inspector for the City of Ottawa.

#### PARAMEDIC SERVICE

16. (1) The General Manager, Emergency and Protective Services, and the Chief, Ottawa Paramedic Service, individually are delegated the authority to approve, amend, execute and extend agreements with the federal or provincial government, contribution agreements, inter-municipal agreements, purchase of service agreements, clinical placement agreements, and other agreements related to the operation of the Ottawa Paramedic Service, provided that such agreements:
- (a) are in accordance with applicable City policies approved by Council;
  - (b) are related to department programs and objectives;
  - (c) are within the approved budget; and
  - (d) contain appropriate insurance, termination, workplace safety and indemnification provisions.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### FIRE SERVICE

17. (1) The General Manager, Emergency and Protective Services, and the Chief, Ottawa Fire Service (Fire Chief), individually are delegated the authority to approve, amend, execute and extend agreements with the federal and provincial government, inter-municipal agreements, purchase of service agreements and other agreements related to the operation of the Ottawa Fire Services, provided that such agreements:
- (a) are in accordance with applicable City policies;
  - (b) are related to department programs and objectives;
  - (c) are within the approved budget; and
  - (d) contain appropriate insurance, termination, workplace safety and indemnification provisions.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

## LETTERS FOR APPLICATIONS TO ALCOHOL AND GAMING COMMISSION OF ONTARIO

18. (1) The Manager, Business and Technical Support Services, Emergency and Protective Services, and the Program Manager, Events Central, individually are authorized to issue:
- (a) a letter of non-objection in respect of an application to the Alcohol and Gaming Commission of Ontario for a temporary extension of a liquor sales license for a premise, where the applicant holds a valid liquor license and is in compliance with the Liquor Licence Act; and,
  - (b) a letter of municipal significance, with notification to the local ward Councillor, in respect of an application to the Alcohol and Gaming Commission of Ontario for a public event special occasion permit for an event meeting the following criteria:
    - (i) up to 500 people are in attendance at any given time, or the event is proceeding through the City's Special Event Advisory Team Process; and
    - (ii) the event has social, cultural, and/or local economic development impacts within the City of Ottawa; and,
    - (iii) the community will benefit from the event.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee of Council at least once in each calendar year.

## PUBLIC POLICY DEVELOPMENT

19. (1) The General Manager, Emergency and Protective Services, and the Manager, Public Policy Development, individually are delegated the authority to approve, amend, execute and extend agreements related to the operations of public policy development, provided that such agreements:
- (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 the appropriate insurance, termination, workplace safety and indemnification provisions.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.



SCHEDULE "G"  
TRANSIT SERVICES DEPARTMENT

GENERAL RESPONSIBILITIES – GENERAL MANAGER, TRANSIT SERVICES

1. (1) The General Manager, Transit Services, may approve and rescind corporate administrative policies pertaining to their department and any amendments to such policies.
- (2) The General Manager, Transit Services, may approve and rescind departmental administrative policies and any amendments to such policies.

FEDERAL AND PROVINCIAL AGREEMENTS – TRANSIT SERVICES

2. (1) The General Manager, Transit Services, is authorized to approve, amend, extend and execute agreements with the provincial or federal 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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

SERVICE AND FUNDING AGREEMENTS – TRANSIT SERVICES

3. (1) The General Manager, Transit Services, is authorized to approve, amend, extend and execute service agreements, contribution agreements and grant agreements provided that such agreements:
  - (a) are in accordance with applicable City policies approved by Council;
  - (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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

TRANSIT OPERATIONS

4. (1) The General Manager, Transit Services, is delegated the authority to make service adjustments to bus and O-Train service in response to operational needs and requirements, including changes to individual O-Train lines and bus routes schedules and bus stops, provided such changes are in

compliance with applicable City by-laws and in accordance with the policies of Transit Commission and Council.

- (2) The General Manager, Transit Services is delegated the authority to designate new Park and Ride Lots within the City provided that such Park and Ride Lot is within approved budget limits and is in accordance with approved transit programs and objectives.
  - (3) The General Manager, Transit Services is delegated the authority to change the hours of operation of the Park and Ride Lots to reflect changes in transit schedules and other operational requirements.
  - (4) The General Manager, Transit Services, is delegated the authority to approve, conclude and execute agreements for the provision of transit service for significant public events, celebrations, festivals, conventions, and similar events to an external organization, even free of charge to the external organization, provided such service is within approved budget limits, complies with applicable City by-laws, and is in accordance with the policies of Transit Commission and Council.
  - (5) The General Manager, Transit Services, is delegated the authority to approve, conclude, execute and extend agreements for group payment of fares approved by Council for all members of a group of potential transit customers, such as a universal pass, provided such agreements are in compliance with applicable City by-laws, and in accordance with policies of the Transit Commission and Council.
  - (6) The exercise of delegated authority pursuant to subsections (1) to (5) inclusive shall be reported to the Transit Commission at least once in each calendar year.
5. (1) The General Manager, Transit Services, is authorized to approve and execute amendments to benefit agreements in respect of transit services where there is no increased cost to the City and provided that the affected bargaining agent agrees with the amendment.
  - (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the Transit Commission as soon as is practicable.

#### O-Train Trillium Line – O-Train Confederation Line - Regulatory Obligations

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.

SCHEDULE "H"  
INNOVATIVE CLIENT SERVICES DEPARTMENT

GENERAL RESPONSIBILITIES – GENERAL MANAGER, INNOVATIVE CLIENT SERVICES

1. (1) The General Manager, Innovative Client Services, may approve and rescind corporate administrative policies pertaining to their department and any amendments to such policies.
- (2) The General Manager, Innovative Client Services, may approve and rescind departmental administrative policies and any amendments to such policies.

FEDERAL AND PROVINCIAL AGREEMENTS – INNOVATIVE CLIENT SERVICES

2. (1) The General Manager, Innovative Client Services, the Director, Service Ottawa, and the Director, Service Transformation, individually are authorized to approve, amend, extend and execute agreements with the provincial or federal 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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

SERVICE, SPECIAL INTEREST AGREEMENTS AND FUNDING AGREEMENTS – INNOVATIVE CLIENT SERVICES

3. (1) The General Manager, Innovative Client Services, the Director, Service Ottawa, and the Director, Service Transformation, 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:
  - (a) in accordance with applicable City policies;
  - (b) related to approved departmental programs and objectives;
  - (c) within approved budget limits; and
  - (d) contain appropriate insurance, termination, workplace safety, and indemnification provisions satisfactory to the City Solicitor.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

## SERVICE OTTAWA

## EMERGENCY OR SPECIAL CIRCUMSTANCES – REDUCTION OR WAIVER OF SERVICE FEES

4. (1) The Director, Service Ottawa, is authorized to reduce or waive the service fee for:
- (a) Marriage Licences;
  - (b) Burial Permits; and
  - (c) Charges for photocopying;
- in emergency or special circumstances for residents, charitable organizations and not for profit organizations.

## CITY MERCHANDISE

5. (1) The General Manager, Innovative Client Services, and the Director, Service Ottawa, individually are delegated the authority to:
- (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
  - (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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported as part of the annual operating budget submission.

## INFORMATION TECHNOLOGY SERVICES

## INFORMATION TECHNOLOGY (IT) SECURITY

6. The General Manager, Innovative Client Services 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.
7. (1) The General Manager, Innovative Client Services, 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.

- (2) 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, Innovative Client Services, 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.
- (3) The exercise of delegated authority pursuant to subsections (1) and (2) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### SOFTWARE LICENCE AGREEMENTS

8. (1) The General Manager, Innovative Client Services 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:
  - (a) the software was developed by the City and the City owns the intellectual property in the software;
  - (b) there is no on-going obligation to provide support services to the other party;
  - (c) the transaction is at no cost to the City and may contribute to the recovery of the software development costs; and
  - (d) there are appropriate indemnification clauses satisfactory to the City Solicitor in the license agreement.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### LEGAL SERVICES

#### PURCHASE OF INSURANCE

9. (1) The City Solicitor is delegated the authority to purchase insurance to protect the City including claims adjusting, insurance brokerage services, and related services provided that the costs are within approved operating budget guidelines and the purchase of insurance complies with the provisions of By-law No. 50 of 2000, as amended, being the City's Procurement By-law, or any successor by-law thereto.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported once during the calendar year to the appropriate Standing Committee of Council.

## LEGAL PROCEEDINGS

10. The City Solicitor is authorized to represent the City, to advance the City's interests, and to defend the City by taking any step or action that is necessary and proper in respect of any legal proceeding affecting the City, including arbitrations, mediations, interim proceedings, and litigation before any court, tribunal, or other forum, subject to such instruction as may be issued by Council or the appropriate Standing Committee from time to time, and in the exercise of such authority, the City Solicitor shall use the most efficient combination of staff and external legal services as required.

11. The City Solicitor is authorized to conduct prosecutions on behalf of the City and on behalf of the Attorney General of Ontario in accordance with the Memorandum of Agreement, including appeals.

12. In exercising the authority granted by Sections 10 and 11, the City Solicitor shall have the authority to:

- (a) appeal, and seek review or reconsideration, of any judgment, decision, order, or award in any legal proceeding, regardless of the forum;
- (b) authorize the payment of all expenses related to the conduct of any legal proceeding and the payment of any costs awarded against the City;
- (c) execute all documents required to conduct any legal proceeding or conclude the settlement of any legal proceeding; and
- (d) take all steps required to enforce orders, decisions, awards, and judgments.

13. The exercise of delegated authority pursuant to Sections 10 to 11 shall be reported to the appropriate Standing Committee on a semi-annual basis.

## EXCEPTIONAL CIRCUMSTANCES

14. Where time constraints or other circumstances will not allow for the required authority-granting procedures to be followed with respect to any legal matter, the City Solicitor shall have the authority to take the appropriate action and report such action to Council or the appropriate Standing Committee of Council at the earliest opportunity.

15. The City Solicitor shall give notice, whenever possible, to those Members of Council that may reasonably be expected to have an interest in any legal proceeding involving the City.

## ESTATES OF RESIDENTS OF LONG-TERM CARE HOMES

16. (1) The City Solicitor shall have the authority to act as the representative of the City for the purposes of providing for the due and proper administration of

the estates of the deceased residents of the City's Long-Term Care Homes under the Long-Term Care Homes Act, 2007, where no next-of-kin are available or willing to administer the estate.

- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee on a semi-annual basis.

#### HEARINGS OF NECESSITY

- 17. (1) The City Solicitor shall have the authority in expropriation cases to pay the cost of the owners in appearing at the Hearing of Necessity as provided for in subsection 7(10) of the Expropriations Act.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee on a semi-annual basis.

#### CLAIMS - INSURER

18. The City Solicitor is delegated the authority to approve payment to the City's Third Party Liability Insurer of any deductible limit provided under an insurance policy upon settlement of any claim in excess of the deductible limit.

#### CLAIMS - SETTLEMENTS

19. The City Solicitor is delegated the authority to settle both litigated and non-litigated claims, to abandon any part of such claims, and make payments where the total amount of the claim settlement is an amount not exceeding the amount of \$1,000,000.00.

20. The City Manager is delegated the authority to settle both litigated and non-litigated claims, to abandon any part of such claims, and make payments where the total amount of the claim settlement is an amount not exceeding the self-insured retention limits under the City's insurance program.

21. The exercise of delegated authority pursuant to Sections 19 and 20 shall be reported to the appropriate Standing Committee on a semi-annual basis.

22. Where the City Solicitor determines a claim of the City to be unrecoverable, in whole or in part, and the total claim amount does not exceed the amount referred to in Sections 19 and 20, the City Solicitor or the City Manager, as applicable, have the authority to abandon the claim or any part of it, including writing off any amount owing to the City.

#### EXTERNAL COUNSEL

23. The City Solicitor is assigned the exclusive authority for retaining all external legal counsel required by the City.



#### LAND UNDER THE LAND TITLES ACT

24. The City Solicitor shall have the authority to make applications under the Land Titles Act to bring under the Act such lands of the City as the City Solicitor deems proper, or for the conversion of such lands to absolute title under the Land Titles Act.

#### RESERVES

25. (1) The City Solicitor shall have the authority together with any one of the Managers of Development Review to approve the release and conveyance of reserves of land held for purposes of development control and not exceeding 300 mm (one foot) in width, to the holder in fee simple of properties abutting upon the reserves of land to be released and conveyed for nominal consideration.
- (2) The City Solicitor shall have the authority jointly with the General Manager, Planning, Real Estate and Economic Development, to release utility easements where the utility services or works at the location of the easements have been discontinued to the holder in fee simple of lands subject to the easements for nominal consideration.

#### EASEMENTS FOR WATER WORKS AND SEWAGE WORKS

26. (1) The City Solicitor shall have the authority, together with any one of the General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, or the Managers of Development Review, to approve the release of easements for water works and sewage works in development related situations to the holder in fee simple of the lands subject to the easement for nominal consideration where utility services provided by these works at the location of the easements have been discontinued.
- (2) The City Solicitor shall have the authority, jointly with the General Manager, Planning, Real Estate and Economic Development, to approve the release of easements for water works and sewage works in non-development situations to the holder in fee simple of the lands subject to the easement for nominal consideration where utility services provided by these works at the location of the easements have been discontinued.

#### EXTENSION AGREEMENTS FOR TAX ARREARS

27. The City Solicitor is authorized to proceed directly to Council to authorize extension agreements approved by the Chief Financial Officer / Treasurer pursuant to Section 14 of Schedule "B" by way of placing a by-law on the Agenda of Council for enactment.

## LOANS UNDER THE TILE DRAINAGE ACT

28. The City Solicitor is authorized to proceed directly to Council to authorize rating by-laws made pursuant to Section 8 of the Tile Drainage Act and based upon loans approved by the Chief Financial Officer / Treasurer pursuant to Section 15 of Schedule "B" by way of placing a by-law on the Agenda of Council for enactment.

## DEVELOPMENT CHARGES DEFERRAL AGREEMENTS

29. (1) The City Solicitor shall have the authority to conclude, approve and execute deferral agreements entered into pursuant to Section 27 of the Development Charges Act, 1997, and release of the said deferral agreements provided that:
- (a) the applicant agrees to pay the development charges within twelve (12) months of the issuance of each building permit for the project or the date the project receives an occupancy permit, whichever comes first;
  - (b) the applicant agrees to pay interest at the rate of ten (10) per cent per annum on the total amount of the development charges outstanding;
  - (c) the agreement terminates if the building permit is not issued within six (6) months of the date of the agreement or construction has not commenced within three (3) months after the first building permit is issued;
  - (d) the City retains the right to have the development charges collected as taxes, together with interest at the rate charged by the City for unpaid taxes, if the applicant fails to comply with any terms of the agreement;
  - (e) the applicant agrees that, if the applicant ceases to be the registered owner of the lands subject to the development charges, the development charges and interest shall be immediately due and payable; and
  - (f) the applicant agrees to pay all costs associated with the preparation and registration of this agreement.
- (2) For development that consists of other than single detached homes, semi-detached homes and townhomes (row houses or stacked), the period in clause (1)(a) may be extended to twenty-four (24) months unless the concurrence of the Ward Councillor is withdrawn.
- (3) Where the concurrence of the Ward Councillor is withdrawn, the matter shall proceed to the appropriate Standing Committee of Council.
- (4) Where an applicant has defaulted on its obligations under a deferral agreement, such applicant is not entitled to any further deferrals of

development charges unless the applicant has paid the arrears, including applicable interest.

#### PART LOT CONTROL

30. The City Solicitor is authorized to proceed directly to Council to authorize part lot control as approved by any one of the Managers of Development Review pursuant to Section 12 of Schedule "J" by way of placing a by-law on the Agenda of Council for enactment.

#### LIFTING HOLDING ZONES

31. The City Solicitor is authorized to proceed directly to Council to authorize the lifting of Holding Zones approved by the General Manager of Planning, Real Estate and Economic Development, the Director, Planning Services, or any one of the Managers of Development Review pursuant to Section 25 of Schedule "J" by way of placing a by-law on the Agenda of Council for enactment.

#### ROAD CLOSURES

32. The City Solicitor is authorized to proceed directly to Council to authorize road closures as approved by any one of the Managers of Development Review pursuant to Section 18 of Schedule "J".

#### ROAD OPENINGS

33. The City Solicitor is authorized to proceed directly to Council to authorize road openings as approved by any one of the Managers of Development Review pursuant to Section 19 of Schedule "J" by way of placing of a by-law on the Agenda of Council for enactment.

34. The City Solicitor is authorized to proceed directly to Council to authorize road openings where the land that is subject to the road opening was acquired as a result of a development approval and all conditions of development approval pertaining to the road opening have been met by way of placing a by-law on the Agenda of Council for enactment.

#### TRANSIT FUNDING AGREEMENTS

35. The City Solicitor is authorized to proceed directly to Council to obtain authorization for a transit funding agreement approved by the General Manager, Transit Services, by way of placing a by-law on the Agenda of Council for enactment.

#### PURCHASES UNDER \$15,000.00

36. For purchases not exceeding \$15,000.00, the City Solicitor is authorized, in consultation with the Chief Procurement Officer, to prescribe non-monetary standard terms and conditions necessary to protect the legal interests of the City, including but not limited to, insurance, indemnification, Occupational Health and Safety, Workplace Safety and Insurance, termination for default, termination for convenience, and warranties.

#### COLLECTIVE AGREEMENTS

37. (1) The City Solicitor is authorized to make minor amendments to a collective agreement provided that the affected bargaining agent agrees with the amendment and the amendment does not create any financial liability for the City that is beyond a budget approved by Council.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee and City Council as soon as is practicable.

#### APPROVAL OF CONTRACTS

38. (1) The City Solicitor and the Chief Procurement Officer, where appropriate, are delegated the authority to review or direct the review and initial as "Approved for Execution", including by electronic means or measures, all significant legally binding contractual, funding, and other such contracts and agreements prior to final execution by authorized signing officers of the City.
- (2) Where there is a disagreement between the City Solicitor and the operating department with respect to a contract or agreement awaiting approval for execution, the matter will be brought to the appropriate Standing Committee and City Council for resolution.
- (3) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee on a semi-annual basis.

SCHEDULE "I"  
INFRASTRUCTURE AND WATER SERVICES DEPARTMENT

GENERAL RESPONSIBILITIES – GENERAL MANAGER, INFRASTRUCTURE AND WATER SERVICES

1. (1) The General Manager, Infrastructure and Water Services, may approve and rescind corporate administrative policies pertaining to their department and any amendments to such policies.
- (2) The General Manager, Infrastructure and Water Services, may approve and rescind departmental administrative policies and any amendments to such policies.

SOIL TESTS

2. (1) 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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

WATER SERVICE AGREEMENTS

3. (1) The General Manager, Infrastructure and Water Services, is delegated the authority to approve and execute standard form agreements for:
  - (a) joint water service agreements, where required as a condition of a Planning Act approval; and
  - (b) water service, where a property does not abut a service main to be serviced.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

NON-MUNICIPAL WATER SYSTEMS

4. (1) The General Manager, Infrastructure and Water Services, is delegated the authority to:
  - (a) grant municipal consent for the approval on non-municipal drinking water systems pursuant to the provisions of the Safe Drinking Water Act, 2002;

- (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).
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### DISCHARGE, HAULED WASTE AND LEACHATE AGREEMENTS

5. (1) 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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### COMPLIANCE CERTIFICATES

6. (1) 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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### PROVINCIAL AND FEDERAL AGREEMENTS – INFRASTRUCTURE AND WATER SERVICES

7. (1) 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 provincial and federal governments or any funding organization or agency designated by these governments provided that these agreements are:
- (a) related to approved departmental programs and objectives;
  - (b) within approved budget limits; and
  - (c) contain appropriate insurance, termination, workplace safety and indemnification provisions.

- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### GRANTS AND REBATES

8. (1) 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:
  - (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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least one in each calendar year.

#### MAINTENANCE AND LIABILITY AGREEMENTS

9. (1) 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:
  - (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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### ONTARIO WATER RESOURCES ACT

10. (1) 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 and Climate Change, individually are delegated the authority to grant approvals pursuant to the applicable sections of the Ontario Water Resources Act.

- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### INFRASTRUCTURE SERVICES

#### TRANSPORTATION GUIDELINES

11. 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.

#### MUNICIPAL INFRASTRUCTURE DESIGN GUIDELINES

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.

#### ACCESSIBILITY DESIGN STANDARDS

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.

#### LICENCE OF OCCUPATION AGREEMENTS

14. (1) The General Manager, Infrastructure and Water Services, is delegated the authority to negotiate, amend, extend, and execute license of occupation agreements for private infrastructure installed in City rights-of-way provided that the agreements contain:
- (a) insurance and indemnity provisions satisfactory to the City Solicitor; and
  - (b) a licence fee commensurate with the size, length, and type of infrastructure installed in the City's right-of-way.



- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### MUNICIPAL ACCESS AGREEMENTS

15. (1) The General Manager, Infrastructure and Water Services, is delegated the authority to negotiate, amend, extend, execute and renew Municipal Access Agreements for the construction, maintenance and operation of transmission lines installed in City rights-of-way pursuant to the Telecommunications Act (S.C. 1993, c.38) provided that:
  - (a) the agreements contain insurance and indemnity provisions satisfactory to the City Solicitor;
  - (b) the agreements contain an annual cost recovery commensurate with the size and extent of equipment installed within the City's rights-of-way as compensation costs incurred by the City due to the installation of the equipment and its presence in City rights-of-way; and,
  - (c) the annual cost recovery as set out in (b) above does not exceed \$10,000 plus appropriate taxes.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### THIRD PARTY INFRASTRUCTURE AGREEMENTS

16. (1) 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
  - (b) for a government party, the total value of the works to be completed shall not exceed \$500,000.00.
- (2) 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.

- (3) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.
- (4) 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
  - (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
  - (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 be subject to the government party's procurement policies.

#### FEDERAL AND PROVINCIAL AGREEMENTS – INFRASTRUCTURE SERVICES

17. (1) The Director of Infrastructure Services, the Managers, Design and Construction Branches (Facilities and Municipal), and the Manager, 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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

SCHEDULE "J"  
PLANNING, REAL ESTATE AND ECONOMIC DEVELOPMENT DEPARTMENT

GENERAL RESPONSIBILITIES – GENERAL MANAGER, PLANNING, REAL ESTATE AND ECONOMIC DEVELOPMENT

1. (1) The General Manager, Planning, Real Estate and Economic Development, may approve and rescind corporate administrative policies pertaining to their department and any amendments to such policies.
- (2) The General Manager, Planning, Real Estate and Economic Development, may approve and rescind departmental administrative policies and any amendments to such policies.

FEDERAL AND PROVINCIAL AGREEMENTS – PLANNING, REAL ESTATE AND ECONOMIC DEVELOPMENT

2. (1) The General Manager, Planning, Real Estate and Economic Development is authorized to approve, amend, extend and execute agreements with the provincial or federal 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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

SUBDIVISION

3. (1) For applications commenced prior to March 28, 1995, the General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are authorized to approve applications under Section 51(1) of the Planning Act, subject to the conditions of Ontario Regulation 476/83 and the following conditions:
  - (a) the draft conditions of approval are supported by the applicant and the Ward Councillor of the ward in which the application is located;
  - (b) compliance with the relevant policies of the City's Official Plan;
  - (c) the proposed development does not require the expenditure of municipal funds over and above those funds recovered by development charges or for which an allocation has been made in a Council approved budget; and
  - (d) delegated authority has not been withdrawn by the appropriate Standing Committee.

- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.
- 4. (1) For applications commenced on or after March 28, 1995, the General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are authorized to approve applications under Section 51 of the Planning Act subject to the following conditions:
  - (a) the draft conditions of approval are supported by the applicant and the Ward Councillor of the ward in which the application is located;
  - (b) compliance with the relevant policies of the City's Official Plan;
  - (c) the proposed development does not require the expenditure of municipal funds over and above those funds recovered by development charges or for which an allocation has been made in a Council approved budget; and
  - (d) delegated authority has not been withdrawn by the appropriate Standing Committee.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.
- 5. (1) The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are authorized to revise, clarify or change conditions of a draft approved plan or make such other revisions deemed necessary pursuant to Section 51 of the Planning Act.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.
- 6. (1) The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are authorized to refuse subdivision applications provided that:
  - (a) the applicant has not agreed to the proposed conditions of approval;
  - (b) the Ward Councillor of the ward in which the application is located concurs with the refusal; and
  - (c) delegated authority has not been withdrawn by the appropriate Standing Committee.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

7. Where the Ward Councillor has indicated in writing that such Councillor desires that delegated authority granted pursuant to Sections 3, 4 or 6 of this Schedule be removed from the General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, or a Manager of Development Review, as applicable, all authority under Section 51 of the Planning Act for any actions not taken to the date of the receipt of the written request to remove delegated authority shall rest with the appropriate Standing Committee.

8. The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are delegated the authority to authorize the Mayor and City Clerk to sign a plan of subdivision where:

- (a) the City is the owner of lands within the plan of subdivision that are intended for a public purpose; and
- (b) draft approval for the plan of subdivision has been given by the City in accordance with the provisions of the Planning Act and this by-law.

#### CONDOMINIUMS

9. (1) For applications commenced prior to March 28, 1995, the General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are authorized to approve applications under Section 50 of the Condominium Act, subject to the conditions of Ontario Regulation 475/83 and the following conditions:

- (a) the draft conditions of approval are supported by the applicant and the Ward Councillor of the ward in which the application is located;
- (b) compliance with the relevant policies of the City's Official Plan;
- (c) the proposed development does not require the expenditure of municipal funds over and above those funds recovered by development charges or for which an allocation has been made in a Council approved budget; and
- (d) delegated authority has not been withdrawn by the appropriate Standing Committee.

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

10. (1) For applications commenced on or after March 28, 1995, the General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are authorized to approve applications under Section 50 of the Condominium Act subject to the following conditions:

- (a) the draft conditions of approval are supported by the applicant and the Ward Councillor of the ward in which the application is located;
  - (b) compliance with the relevant policies of the City's Official Plan;
  - (c) the proposed development does not require the expenditure of municipal funds over and above those funds recovered by development charges or for which an allocation has been made in a Council approved budget; and
  - (d) delegated authority has not been withdrawn by the appropriate Standing Committee.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

11. Where the Ward Councillor has indicated in writing that such Councillor desires that delegated authority granted pursuant to Sections 9 or 10 of this Schedule be removed from the General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, or a Manager of Development Review, as applicable, all authority under Section 50 of the Condominium Act for any actions not taken to the date of the receipt of the written request to remove delegated authority shall rest with the appropriate Standing Committee.

#### PART LOT CONTROL EXEMPTIONS

12. (1) The Managers of Development Review individually are authorized to approve part lot control exemption applications subject to the applicant agreeing to the standard conditions of approval.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

13. Where the Ward Councillor has indicated in writing that such Councillor desires that delegated authority granted pursuant to Section 12 of this Schedule be removed from a Manager of Development Review, all authority under Section 50 of the Planning Act for any actions not taken to the date of the receipt of the written request to remove delegated authority shall rest with the appropriate Standing Committee.

14. (1) Where a break should occur in the City Council meeting schedule such that there are twenty-two days or more between regular business meetings, the Director of Planning Services shall be delegated the authority to enact by-laws for the exemption from Part Lot Control pursuant to the Planning Act, Section 50 in respect of the land for which a part lot control exemption is sought.

- (1) The exercise of delegated authority pursuant to subsection (1) shall be dependent upon the Director having received the concurrence of the Ward Councillor in respect of the land for which such exemption is sought prior to enactment.
- (3) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### SITE PLAN CONTROL

15. (1) ~~The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, the Director of Planning Services is appointed to approve Site Plan Control applications. The Director may delegate or extend approval authority, at his/her discretion to the Director, Economic Development and Long Range Planning, and/or the Managers of Development Review, and/or the staff person to whom the site plan application has been assigned to, provided individually are authorized to approve site plan applications subject to the following conditions:~~
    - ~~(a) the Special Conditions are supported by the applicant and the Ward Councillor of the ward in which the application is located;~~
    - (b) the application complies with the relevant policies of the Official Plan; and
    - ~~(c) delegated authority has not been withdrawn by the appropriate Standing Committee.~~
  - (2) The exercise of ~~delegated~~ the appointed authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.
- ~~16. (1) The staff person to whom the site plan application has been assigned is authorized to approve site plans for new construction and additions, including extensions and revisions to site plans, in the following circumstances:~~
    - ~~(a) residential buildings containing thirteen or fewer units, four or fewer floors, and with a gross floor area with 1,200 square metres or less, and that are not planned unit developments~~
    - ~~(b) mixed use buildings with thirteen or fewer units, four or fewer floors, and with a gross floor area of 1,400 square metres or less;~~
    - ~~(c) non residential development of four or fewer floors, and with a gross floor area of 1,860 square metres or less;~~
    - ~~(d) not a drive through in the Site Plan Control Inner Area, as shown on Schedule C of the Site Plan Control By law, or a drive through abutting residential zones;~~

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- ~~(e) a revision to a previously approved site plan, for which after the incremental change will result in a development that satisfies circumstances as described above from (a) to (d) inclusively;~~
  - ~~(f) a revision to a previously approved site plan, for which the previously agreed upon special conditions do not indicate the need to go through the public consultation process for such revisions;~~
  - ~~(g) an extension to the time limit to sign a site plan control agreement or a letter of undertaking if the extension is requested prior to the lapse of the original time limit;~~
  - ~~(h) an extension to the time limit to obtain a building permit if the extension is requested prior to the lapse of the original time limit;~~
  - ~~(i) the Special Conditions, if any, are supported by the applicant and the Ward Councillor, if required, of the ward in which the application is located;~~
  - ~~(j) the application complies with the relevant policies of the Official Plan; and~~
  - ~~(k) delegated authority has not been withdrawn by the appropriate Standing Committee.~~
- ~~(2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.~~
17. ~~(1) The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, the Director, Economic Development and Long Range Planning, and the Managers of Development Review, individually are authorized to approve any revisions or extension to approved site plans not delegated pursuant to Section 16 of this Schedule.~~
- ~~(2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.~~
18. ~~(1) The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, the Director, Economic Development and Long Range Planning, and the Managers of Development Review, individually are delegated the authority to refuse site plan applications subject to the following conditions:~~
- ~~(a) the applicant has not agreed to the proposed conditions of site plan approval;~~
  - ~~(b) the Ward Councillor of the ward in which the application is located concurs with the refusal; and~~
  - ~~(c) delegated authority has not been withdrawn by the appropriate Standing Committee.~~



~~(2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.~~

~~19. Where the Ward Councillor has indicated in writing that such Councillor desires that delegated authority granted pursuant to Sections 15, 16, 17 or 18 of this Schedule be removed from the General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, the Director, Economic Development and Long Range Planning, a Manager of Development Review, or the staff person to whom the site plan application was assigned, as applicable, all authority to approve site plan applications and for any actions not taken to the date of the receipt of the written request to remove delegated authority shall rest with the appropriate Standing Committee.~~

#### CASH-IN-LIEU OF PARKLAND

- ~~2016.~~ (1) The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are authorized to approve, as a condition of development, the conveyance of land or an equivalent amount of cash-in-lieu of land for park or other recreational purposes whichever option, in the opinion of the General Manager, the Director, or the Manager, is appropriate and in compliance with the applicable Official Plan policies.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### 30 CM RESERVES

- ~~2417.~~ (1) The Managers of Development Review individually are authorized to approve the release and conveyance of reserves of land held for the purposes of development control and not exceeding 30 centimetres in width to the holder in fee simple of the property abutting the reserve providing all conditions of the release have been satisfied.
- (2) The Managers of Development Review individually are authorized to refuse the release and conveyance of reserves of land held for the purposes of development control and not exceeding 30 centimetres in width to the holder in fee simple of the property abutting the reserve in circumstances where one or more of the conditions required for the release have not been satisfied.
- (3) The Managers of Development Review individually are authorized to approve the release and dedication as part of the public highway of land not exceeding 30 centimetres in width held for the purposes of development

control providing all conditions of release and dedication have been satisfied.

- (4) The Managers of Development Review individually are authorized to refuse the release and dedication as part of the public highway of land not exceeding 30 centimetres in width held for the purposes of development control in circumstances where one or more of the conditions required for the release and dedication have not been satisfied.
- (5) The exercise of delegated authority pursuant to subsections (1) to (4) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### ROAD CLOSURES

2218. (1) The Managers of Development Review individually are authorized to approve applications for road closures where the applications are initiated as part of the development approval process provided that the applicant is in agreement with all conditions related to the closure and no objection is received to the closure as a result of the public notice requirements of the Municipal Act, and the By-law No. 2002-522, as amended, being the Public Notice By-law.
- (2) The Managers of Development Review individually are authorized to approve applications for road closures where the applications are not associated with the development approval process provided that the applicant is in agreement with all conditions related to the closure and no objection is received to the closure as a result of the public notice requirements of the Municipal Act and By-law No. 2002-522, as amended, being the City's Public Notice By-law.
- (3) Where an objection has been received to an application for road closure pursuant to subsections (1) or (2), the appropriate Standing Committee shall hold a public hearing and the decision of the Committee is final.
- (4) The exercise of delegated authority pursuant to subsections (1) and (2) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### ROAD OPENINGS

2319. (1) The Managers of Development Review individually are authorized to approve applications for road openings when the application is initiated as part of the development approval process and the applicant is in agreement with conditions related to the road opening.

- (2) The Managers of Development Review individually are delegated the authority to proceed with opening of a City road or a portion of a City road provided that:
  - (a) the road opening is for the purpose of routine road operations including construction and rehabilitation;
  - (b) the road opening has been approved by City Council in accordance with the provisions of the Municipal Act; and
  - (c) funds have been approved in the annual operating or capital budget.
- (3) The exercise of delegated authority pursuant to subsections (1) and (2) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### RELEASE OF AGREEMENTS

2420. (1) The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are authorized to approve the release of site plan agreements registered on title where:
  - (a) the release is a condition of a new site plan approval or a revision to a site plan;
  - (b) the release of an agreement is initiated by the Planning, Real Estate and Economic Development Department;
  - (c) the terms of the agreement have been completed or the terms of the agreement have been satisfied by the requirements of another agreement or the site is in compliance with the approved plans except that the site is found to vary from the registered agreement in that the "as built" development differs from the approved site plan only by way of additional planting or replacement of approved planting with comparable plant materials or the location of hydro vaults, enclosures for the storage of garbage and waste material or garden sheds;
  - (d) the registered owner pays all costs associated with the release of the agreement;
  - (e) in the case of residential developments governed by site plan control, all financial securities have been released;
  - (f) in the case of non-residential developments governed by site plan control, the release of the agreement is no earlier than five (5) years following the release of all financial securities; and
  - (g) there is no history of non-compliance, complaints and enforcement regarding the terms and conditions of the agreement.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### RELEASE OF FINANCIAL SECURITIES

**2521.** The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are authorized to approve the release or partial release of financial securities related to subdivision and site plan control approvals provided that compliance with the terms and conditions for which the securities are held has occurred.

#### REDUCTION OR WAIVER OF APPLICATION FEES

**2622.** The General Manager, Planning, Real Estate and Economic Development, is authorized to reduce or waive the application fee for,

- (a) Official Plan amendments,
- (b) Zoning By-law amendments,
- (c) site plan control applications, or
- (d) subdivision applications

that is of a minor or technical nature.

**2723.** The General Manager, Planning, Real Estate and Economic Development is authorized to waive the application fee for,

- (a) lifting part lot control,
- (b) demolition control,
- (c) lifting holding by-law (where not tied to Site Plan Control approval),
- (d) lifting 30cm reserve, or
- (e) standard plan of condominium applications

where a decision was not rendered on-time under the Guaranteed Application Timeline Initiative by way of the issuance of a fee waiver letter.

#### LETTERS OF UNDERTAKING

**2824.** The General Manager, Planning, Real Estate and Economic Development, is authorized to approve minor revisions to the standard form for Letters of Undertaking approved by Council on July 11, 2001, provided that the intent of the standard form for Letters of Undertaking is maintained.

#### LIFTING HOLDING ZONES

**2925.** (1) The Director, Planning Services, and the Managers of Development Review, individually are authorized to approve applications for lifting Holding Zones provided that the prescribed preconditions for the Holding Zone have been met.

- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### OTHER INFORMATION AND MATERIALS REQUIRED

**3026.** In addition to the prescribed information identified by regulation made under the Planning Act, the General Manager, Planning, Real Estate and Economic Development, is authorized to require any person or public body that applies for an Official Plan or Zoning By-law amendment, or for draft Plan of Subdivision or Condominium approval, to provide such other information that the City may require pursuant to section 51(18) of the Planning Act.

#### CEMETERIES

- 3427.** (1) The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are delegated the authority to approve an application to establish, alter or increase a cemetery or crematorium pursuant to the provisions of the Funeral, Burial and Cremation Services Act, as amended, and forward the approval to the Registrar appointed under this Act provided that:
- (a) the cemetery complies with the relevant provisions of the applicable Zoning By-law; and
  - (b) the Ward Councillor has no objections to the approval.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### INFRASTRUCTURE EXTENSION AGREEMENTS

**3228.** The Director, Planning Services, Director, Infrastructure Services, and the Managers of Development Review, individually are delegated the authority to approve and execute an extension to standard form infrastructure agreements in accordance with the terms and conditions approved by Council from time to time and to make revisions of a minor technical or administrative nature to these agreements.

#### PART IV AND PART V – ONTARIO HERITAGE ACT

- 3329.** (1) The General Manager, Planning, Real Estate and Economic Development Department, or their designate, is delegated the following authority with respect to properties that are designated under Part IV of the Ontario Heritage Act:
- (a) to receive and issue notices of receipt for applications for heritage permits pursuant to Section 33 and Section 34 of the Ontario Heritage Act;
  - (b) to approve heritage permit applications under Section 33 of the Ontario Heritage Act that meet the definition of an emergency application; and

- (c) to approve heritage permit applications relating to minor alterations which include the following classes of alterations:
  - (i) restoration or preservation projects including projects funded through the Heritage Grant Program for Building Restoration;
  - (ii) changes or renovations to additions or outbuildings such as changes to barns, garages, or modern additions not identified in the Statement of Reason for Designation or the Statement of Cultural Heritage Value;
  - (iii) landscape alterations including but not limited to tree removal, new hard landscaping, new soft landscaping and new driveways where the proposal does not impact the heritage attributes of the designated property;
  - (iv) minor exterior alterations that do not impact the heritage attributes of the property;
  - (v) additions that meet both of the following criteria:
    - (I) the size is less than 30 per cent of the gross floor area of the existing building and,
    - (II) the proposal does not impact the heritage attributes of the property as defined in the Statement of Cultural Heritage Value or Statement of Reason for Designation; and,
  - (vi) construction of detached accessory structures, with the exception of Coach Houses as defined by the City of Ottawa Zoning By-law, which do not impact the heritage attributes of the property;
  - (vii) demolition of detached accessory structures including barns, outbuildings, and garages where the demolition does not impact the cultural heritage value of the property; and
  - (viii) demolition of additions not identified in the Statement of Reason for Designation or the Statement of Cultural Heritage Value.
  
- (2) The General Manager, Planning, Real Estate and Economic Development Department, or their designate, is delegated the following authority with respect to properties that are designated under Part V of the Ontario Heritage Act:
  - (a) receive and issue notices of receipt for heritage permit applications that are received by the City pursuant to Section 42 of the Ontario Heritage Act; and,
  - (b) approve heritage permit applications that meet the definition of an emergency application; and,
  - (c) approve heritage permit applications which include the following classes of alterations:
    - i. restoration or preservation projects including projects funded through the Heritage Grant Program for Building Restoration,

- ii. changes or renovations to additions or outbuildings such as changes to barns, garages, or modern additions that meet the requirements of the applicable heritage conservation district plan or guidelines,
  - iii. landscape alterations including but not limited to tree removal, new hard or soft landscaping and new driveways where the proposed alterations meet the requirements of the applicable heritage conservation district plan or guidelines,
  - iv. minor exterior alterations that meet the requirements of the applicable heritage conservation district plan or guidelines,
  - v. additions that meet both of the following criteria:
    - (I) the size is less than 30% of the gross floor area of the existing building; and
    - (II) the proposal meets the heritage conservation district guidelines or heritage conservation district plan.
  - vi. exterior alterations to Category 4, Non-Contributing or Grade 2 (Rockcliffe Park) properties that meet the requirements of the applicable heritage conservation district plan or guidelines,
  - vii. construction of detached accessory structures, with the exception of Coach Houses as defined by the Zoning By-law, and applicable heritage conservation district plan or guidelines;
  - viii. demolition of detached accessory structures including barns, outbuildings, and garages where the demolition does not impact the cultural heritage value of the property or district and meets the applicable heritage conservation district plan or guidelines; and,
  - ix. demolition of additions where the demolition does not impact the cultural heritage value of the property or heritage conservation district and meets the applicable heritage conservation district plan or guidelines.
- (3) The delegated authority in subsections (1) and (2) includes the authority to approve applications with conditions.
- (4) The delegated authority in subsections (1) and (2) does not include the power to refuse an application.
- (5) All applications that do not meet the criteria in subsections (1) and (2) will be forwarded to the Built Heritage Subcommittee, the appropriate Standing Committee, and Council for approval. Other applications that may meet the criteria in subsections (1) and (2) may be forwarded to the Built Heritage Subcommittee, the appropriate Standing Committee, and Council for

approval at the discretion of the General Manager, Planning, Real Estate and Economic Development.

- (6) The General Manager, Planning, Real Estate and Economic Development, shall notify the Ward Councillor of any heritage permit application received. The Ward Councillor may, within five (5) business days following notification, provide comments to the General Manager on the heritage permit application and may at any time prior to issuance of the permit withdraw the authority delegated in subsections (1) or (2). If the delegated authority is withdrawn, the heritage permit application will be forwarded to the Built Heritage Subcommittee, the appropriate Standing Committee and Council.
- (7) The General Manager, Planning, Real Estate and Economic Development, is authorized to reduce or waive the application fee for permits under the Ontario Heritage Act that meet one of the following requirements:
  - (a) Applications processed under the authority delegated to staff including:
    - i. Those that meet the definition of restoration, rehabilitation, or preservation according to the Standards and Guidelines for the Conservation of Historic Places in Canada;
    - ii. Building maintenance projects;
    - iii. Landscaping projects.
  - (b) Applications related to demolishing or rebuilding existing buildings affected by catastrophic events; or
  - (c) Applications related to alterations of properties to bring them into compliance with the Accessibility for Ontarians with Disabilities Act.
- (8) The General Manager, Planning, Real Estate and Economic Development, will bring forward to the appropriate Standing Committee of Council, at least once every calendar year, an annual information report of heritage permits issued under delegated authority.

#### FRONT ENDING AGREEMENTS – ROAD MODIFICATIONS

- | 3430. (1) The General Manager, Planning, Real Estate and Economic Development, is delegated the authority to approve and execute agreements for City funding of road modifications to be carried out by applicants for planning approvals provided that:
  - (a) the agreement is consistent with Council's approved front ending policy;
  - (b) the money to fund the work is within the department's approved budget;
  - (c) the modifications are to be tendered to the satisfaction of the General Manager, Planning, Real Estate and Economic Development; and



- (d) the applicant obtains at least three quotations for the work satisfactory to the General Manager, Planning, Real Estate and Economic Development.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### DEVELOPMENT APPROVAL ENFORCEMENT

- 3531.** (1) The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are authorized to enforce conditions of development approvals and award contracts to carry out the work where the enforcement entails work valued at \$50,000.00 or less or where securities to guarantee completion of the work are held by the City in the amount necessary to complete the work.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### TRANSPORTATION GUIDELINES

**3632.** 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.

#### SPECIAL VEHICLE PERMITS

**3733.** The Manager of Right-of-Way, Heritage and Urban Design Services and the Program Manager, Right-of-Way, individually are delegated the authority to issue permits for heavy vehicles, oversized vehicles and heavy loads pursuant to Section 110 of the Highway Traffic Act or any applicable City by-law.

#### MISCELLANEOUS PERMITS

**3834.** (1) The Manager, Right-of-Way, Heritage and Urban Design Services, the Program Manager, Right-of-Way, and the Program Manager, Public Realm and Urban Design, individually are authorized to issue permits for private

approaches, encroachments, road cuts, and right of way patios, in accordance with the applicable by-law and approved policy.

- (2) The Manager, Right-of-Way, Heritage and Urban Design Services, the Program Manager, Right-of-Way, and the Program Manager, Public Realm and Urban Design, individually are authorized to waive the requirements of By-law No. 2003-447, as amended, being the Private Approach By-law, or any successor by-law thereto, including procedural requirements, as appropriate, where there are technical reasons to support the waiver based on the development review process.
- (2) The Managers of Development Review individually are authorized to waive the requirements of By-law No. 2003-498, as amended, being the Use and Care of Roads By-law, or any successor by-law thereto, where there are technical reasons to support the waiver based on the development review process.
- (3) The Manager, Right-of-Way, Heritage and Urban Design Services, the Program Manager, Right-of-Way, the Program Manager, Public Realm and Urban Design, as well as the Director of Planning Services and Managers of Development Review, individually are authorized to issue permits for water and sewer connections.
- (5) The exercise of delegated authority pursuant to subsections (1) to (4) inclusive shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### ONTARIO WATER RESOURCES ACT

- ~~3935~~ (1) 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 and Climate Change, individually are delegated the authority to grant approvals pursuant to the applicable sections of the Ontario Water Resources Act.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### ENCROACHMENTS

- ~~4036~~ (1) The Manager, Right-of-Way, Heritage and Urban Design Services, the Program Manager, Right-of-Way, and the Program Manager, Public Realm and Urban Design, individually are authorized to approve encroachment permits, execute encroachment agreements, release encroachment agreements, and consent to the assignment of encroachment agreements

in accordance with By-law No. 2003-446, as amended, being the Encroachments on City Highways By-law, or any successor by-law thereto.

- (2) The Manager, Right-of-Way, Heritage and Urban Design Services, the Program Manager, Right-of-Way, and the Program Manager, Public Realm and Urban Design, individually are authorized to waive the requirements of By-law No. 2003-446, as amended, being the Encroachments on City Highways By-law, or any successor by-law thereto, where there are technical reasons to support the waiver based on the development review process.
- (3) The exercise of delegated authority pursuant to subsections (1) and (2) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### RELEASE OF EASEMENTS (DEVELOPMENT)

4437. (1) The Director, Planning Services, and the Managers of Development Review, individually are delegated the authority jointly with the City Solicitor to approve and execute the release of easements for waterworks and sewage works in development related situations to the holder in fee simple of the lands that are subject to the easement for nominal consideration where the utility services provided by these works at the location of the easements have been discontinued.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### RELEASE OF EASEMENTS (NON-DEVELOPMENT)

4238. (1) The General Manager, Planning, Real Estate and Economic Development is delegated the authority jointly with the City Solicitor to approve and execute the release of easements for waterworks and sewage works in non-development situations to the holder in fee simple of the lands that are subject to the easement for nominal consideration where the utility services provided by these works at the location of the easements have been discontinued.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### MAINTENANCE AND LIABILITY AGREEMENTS

4339. (1) The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are authorized to execute development related maintenance and liability agreements on behalf of the City provided that:
- (a) the agreement contains insurance and indemnity provisions satisfactory to the City Solicitor and the Officer, Insurance Services;
  - (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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### INTERSECTION AND ROAD MODIFICATIONS

4440. (1) The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Director, Transportation Planning, individually are delegated the authority to proceed with intersection or road modifications provided that
- (a) there are no outstanding written objections in response to notice given by the City pursuant to the requirements of the Municipal Act and in accordance with the requirements of By-law No. 2002-522, as amended, being the Public Notice By-law; and
  - (b) the respective Ward Councillor has concurred with the modifications.
- (2) Where a site plan is subject to road modifications, the approval of the road modifications shall be made in accordance with section 15.
- (3) The exercise of delegated authority pursuant to subsections (1) and (2) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### PIPE CROSSING AGREEMENTS

4541. (1) The Managers of Development Review individually are delegated the authority to enter into and execute standard pipe crossing agreements in development situations.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### UTILITY RELOCATION COSTS

- | 4642. (1) The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are authorized, in the absence of an agreement with a utility, to determine a cost sharing agreement in accordance with the Public Service Works on Highways Act where, in the course of constructing, reconstructing, changing, altering or improving a highway, it becomes necessary to take up, remove, or change the location of the utility works as part of the development process.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### MUNICIPAL REVIEW OF ANTENNA SYSTEMS

- | 4743. (1) The staff person to whom the application for municipal review of an antenna system or residential use antenna system has been assigned is delegated the authority to provide:
- (a) concurrence;
  - (b) concurrence with conditions; or
  - (c) non-concurrence
- on behalf of the City to the applicant and Innovation, Science and Economic Development Canada in accordance with the Municipal Concurrence and Public Consultation Process for antenna systems as approved by Council, provided that the applicant has complied with all applicable requirements as outlined therein.
- (2) the exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in a calendar year.

#### APPOINTMENT OF FENCE-VIEWERS UNDER LINE FENCES ACT

- | 4844. (1) The General Manager, Planning, Real Estate and Economic Development and the Director, Economic Development and Long Range Planning, individually are authorized to appoint or withdraw the appointment, as the case may be, of fence-viewers for the City of Ottawa as may be required to carry out the provisions of the Line Fences Act.
- (2) The City Clerk is authorized to proceed directly to Council by way of placing a by-law on the Agenda of Council for enactment to amend By-law 2004-293, or any successor by-law thereto, in order to implement the exercise of authority under subsection (1).

- (3) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### SECTION 37 AGREEMENTS

4945. The General Manager, Planning, Real Estate and Economic Development, is authorized to execute Section 37 Agreements under the Planning Act related to increased height or density in development projects in exchange for community benefits provided the agreement is in accordance with the approved Section 37 Guidelines and Protocol and the Ward Councillor for the ward in which the development project is located concurs.

#### COMMUNITY ENVIRONMENTAL GRANT PROGRAM AGREEMENTS

- 5046. (1) The General Manager, Planning, Real Estate and Economic Development and the Director, Economic Development and Long Range Planning, individually are delegated the authority to approve, conclude and execute agreements for acceptance of funds for the Community Environmental Grant Program, provided that such agreements:
  - (a) are in accordance with applicable Council-approved policies and by-laws;
  - (b) are within approved budget limits; and,
  - (c) contain appropriate insurance, termination, workplace safety and indemnification provisions.
- (2) The exercise of delegated authority under subsection (1) shall be reported to the appropriate Standing Committee at least once every calendar year.

#### APPOINTMENT OF MUNICIPAL INVESTIGATORS (LIVESTOCK VALUERS)

- 5447. (1) The General Manager, Planning, Real Estate and Economic Development, is authorized to appoint or withdraw the appointment, as the case may be, of municipal investigators (livestock valuers) for the City of Ottawa as may be required for the purposes of the Ontario Wildlife Damage Compensation Program.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### BUILDING CODE SERVICES BRANCH

#### LIMITING DISTANCE AGREEMENTS

**5248.** The Chief Building Official is authorized to negotiate and execute limiting distance agreements between the City and owners of properties with a contiguous property line regarding exceptions to the limiting distance requirements of the Building Code Act, in accordance with the provisions of that Act.

#### CONDITIONAL BUILDING PERMITS

**5349.** The Chief Building Official is authorized to execute agreements related to the issuance of a conditional building permit where:

- (a) the conditional building permit application complies with the requirements prescribed by the Building Code Act, 1992;
- (b) the conditional building permit application complies with the conditional building permit policy; and
- (c) the applicant and all departments and agencies having an interest in the application are in agreement with the conditions.

#### RELEASE OF AGREEMENTS

**5450.** (1) The Chief Building Official is authorized to approve the release of agreements, including maintenance and liability agreements and encroachment agreements entered into as a condition of site plan control where,

- (a) an owner or authorized agent or bona fide purchaser or authorized agent or mortgagee has requested the release in writing;
- (b) the requirements of the agreement have been fulfilled;
- (c) all parties having jurisdiction over the terms or conditions of the agreement have agreed to the release;
- (d) in the case of residential developments governed by site plan control agreements, all financial securities have been released;
- (e) in the case of non-residential developments governed by site plan control agreements, the release of the agreement is no earlier than five (5) years following the release of all financial securities;
- (f) the costs associated with the registration of the release of the agreement are incurred by the applicant; and
- (g) the authority to release the agreement has not been withdrawn by City Council.

(2) The Chief Building Official is authorized to approve the release of agreements, including maintenance and liability agreements and encroachment agreements entered into as a condition of subdivision, condominium, cash-in-lieu of parking, demolition control, or zoning approvals, or heritage agreements, as part of the compliance or enforcement process subject to the following conditions:

- (a) an owner or authorized agent or bona fide purchaser or authorized agent or mortgagee has requested the release in writing;
- (b) the requirements of the agreement have been fulfilled;

- (c) all parties having jurisdiction over the terms or conditions of the agreement have agreed to its release;
  - (d) the applicant for the release agrees to assume all costs associated with the release of this agreement; and
  - (e) the authority to release the agreement has not been withdrawn by the appropriate Standing Committee.
- (3) The exercise of delegated authority pursuant to subsections (1) and (2) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### PROVINCIAL AGREEMENTS

5551. (1) The Chief Building Official is delegated the authority to enter into agreements with the Ontario Ministry of Municipal Affairs and Housing provided that such agreements:
- (a) relate to the Chief Building Official's mandate under the Building Code Act, 1992;
  - (b) are at no cost to the City with the exception of associated operational and administrative costs which costs are within approved budgets; and
  - (c) contain appropriate termination, insurance and indemnity provisions as applicable.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### LICENCE OF OCCUPATION AGREEMENTS

5652. (1) The General Manager, Planning, Real Estate and Economic Development, is delegated the authority to negotiate, amend, extend, and execute license of occupation agreements for private infrastructure installed in City rights-of-way provided that the agreements contain:
- (a) insurance and indemnity provisions satisfactory to the City Solicitor; and
  - (b) a licence fee commensurate with the size, length, and type of infrastructure installed in the City's right-of-way.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### MUNICIPAL ACCESS AGREEMENTS



- 5753.** (1) The General Manager, Planning, Real Estate and Economic Development, is delegated the authority to negotiate, amend, extend, execute and renew Municipal Access Agreements for the construction, maintenance and operation of transmission lines installed in City rights-of-way pursuant to the Telecommunications Act (S.C. 1993, c.38) provided that:
- (a) the agreements contain insurance and indemnity provisions satisfactory to the City Solicitor;
  - (b) the agreements contain an annual cost recovery commensurate with the size and extent of equipment installed within the City's rights-of-way as compensation costs incurred by the City due to the installation of the equipment and its presence in City rights-of-way; and,
  - (c) the annual cost recovery as set out in (b) above does not exceed \$10,000 plus appropriate taxes.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### UTILITY RELOCATION COSTS

- 5854.** (1) The General Manager, Planning, Real Estate and Economic Development, the Director, Planning Services, and the Managers of Development Review, individually are authorized, in the absence of an agreement with a utility, to determine a cost sharing agreement in accordance with the Public Service Works on Highways Act where, in the course of constructing, reconstructing, changing, altering, or improving a highway, it becomes necessary to take up, remove, or change the location of the utility works as part of the development process.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### SERVICES IN LIEU OF DEVELOPMENT CHARGES AND OVERSIZING

- 5955.** The General Manager, Planning, Real Estate and Economic Development, is delegated the authority to enter into agreements for the installation of works approved by the City which are identified in Schedule "D" to Development Charges By-law 2019-156, as amended, and to reimburse for reasonable costs of such works in accordance with the amounts set forth in Schedule "D" of By-law 2019-156, as amended.

#### BOUNDARIES ACT

**6056.** The General Manager, Planning, Real Estate and Economic Development, is delegated the authority to make applications under the Boundaries Act to confirm City road boundaries.

#### DEMOLITION CONTROL

**6457.** The General Manager, Planning, Real Estate and Economic Development, may delegate to the Director, Planning Services and / or to the Managers, Development Review any of the General Manager's authority pursuant to the Demolition Control By-law 2012, being By-law 2012-377.

#### ECONOMIC DEVELOPMENT SERVICES

**6258.** (1) The City Manager, the General Manager, Planning, Real Estate and Economic Development, and the Director, Economic Development and Long Range Planning, individually are delegated the authority to approve, conclude, extend and execute or amend agreements related to the following:

- (a) purchase of service agreements and contribution agreements and funding agreements for programs and services related to economic development including entrepreneurship and small business, industry (cluster) development, investment attraction and marketing, and workforce development;
- (b) one time project-based funding related to economic development including financial contributions to events related to economic development initiatives, and
- (c) minor capital projects related to economic development,

provided that such agreements are in accordance with applicable City policies as approved by Council, are consistent with the monetary limits established in the Procurement By-law, as amended, are related to approved department programs and objectives, are within approved budget limits, and contain appropriate indemnification and insurance requirements, where applicable.

- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

**6359.** The General Manager, Planning, Real Estate and Economic Development, is delegated the authority to appoint to a Business Improvement Area Board of Management those directors who have been selected by a vote of the membership of the improvement area in accordance with Subsection 204(3)(b) of the *Municipal Act, 2001*.

#### WARD COUNCILLOR APPROVAL





- (a) the market value of the land or property as determined by a current market value appraisal is \$200,000.00 or less;
  - (b) the sale price is at least 90% of the appraised value of the land or property;
  - (c) Ontario Land Tribunal approval is not required; and
  - (d) all applicable Council-approved policies including the Disposal of Real Property Policy and Procedures have been met.
- (3) The Director of the Corporate Real Estate Office is delegated the authority to approve, execute documentation as required, and conclude real estate transactions involving the sale of an interest in land or property including fee simple sales, easements, rights of way, leases including extensions and renewals thereof, joint use and maintenance agreements, licences including licences of occupation, consents to enter, and mortgages, including amendments to such transactions, provided that:
- (a) the market value of the land or property as determined in accordance with the Council-approved Disposal of Real Property Policy is \$1,000,000.00 or less;
  - (b) the sale price is at least 90% of the appraised value of the land or property;
  - (c) Ontario Land Tribunal approval is not required; and
  - (d) all applicable Council-approved policies including the Disposal of Real Property Policy and Procedures have been met.
- (4) The General Manager, Planning, Real Estate and Economic Development is delegated the authority to approve, execute documentation as required and conclude real estate transactions involving the sale of an interest in land or property including fee simple sales, easements, rights of way, leases including extensions and renewals thereof, joint use and maintenance agreements, licences including licences of occupation, consents to enter, and mortgages, including amendments to such transactions, provided that:
- (a) the market value of the land or property as determined in accordance with the Council-approved Disposal of Real Property Policy is \$2,000,000.00 or less;
  - (b) the sale price is at least 90% of the appraised value of the land or property;
  - (c) Ontario Land Tribunal approval is not required; and
  - (d) all applicable Council-approved policies including the Disposal of Real Property Policy and Procedures have been met.
- (5) The exercise of delegated authority pursuant to subsections (1) to (4) inclusive shall be reported to the appropriate Standing Committee on a semi-annual basis.
- (6) In respect of the sale of fee simple interests, easements, or rights of way, the reports required under subsection (5) shall include:

- (a) a list of all offers received in writing for the sale in question together with the name of the persons who made the offers; and,
- (b) a statement as to why each offer was successful or unsuccessful.

#### ACQUISITIONS – PURCHASE OF INTEREST IN LAND OR PROPERTY

#### REAL ESTATE TRANSACTIONS

6965. (1) The Program Managers of the Corporate Real Estate Office individually are delegated the authority to approve and execute documentation as required, and conclude real estate transactions involving the acquisition of an interest in land or property, including fee simple acquisitions, easements, rights of way, leases including extensions and renewals thereof, joint use and maintenance agreements, licences including licences of occupation, consents to enter, and mortgages, including amendments to such transactions, provided that:
- (a) the total value of the transaction is \$100,000.00 or less;
  - (b) the funds are within those provided in estimates approved by City Council;
  - (c) Ontario Land Tribunal approval is not required; and
  - (d) all applicable Council-approved policies have been met.
- (2) The Manager, Realty Services, and the Manager, Realty Initiatives and Development, individually are delegated the authority to approve and execute documentation as required, and conclude real estate transactions involving the acquisition of an interest in land or property, including fee simple acquisitions, easements, rights of way, leases including extensions and renewals thereof, joint use and maintenance agreements, licences including licences of occupation, consents to enter, and mortgages, including amendments to such transactions, provided that:
- (a) the total value of the transaction is \$200,000.00 or less;
  - (b) the funds are within those provided in estimates approved by City Council;
  - (c) Ontario Land Tribunal approval is not required; and
  - (d) all applicable Council-approved policies have been met.
- (3) The Director of the Corporate Real Estate Office is delegated the authority to approve and execute documentation as required, and conclude real estate transactions involving the acquisition of an interest in land or property, including fee simple acquisitions, easements, rights of way, leases including extensions and renewals thereof, joint use and maintenance agreements, licences including licences of occupation, consents to enter, and mortgages, including amendments to such transactions, provided that:
- (a) the total value of the transaction is \$1,000,000.00 or less;
  - (b) the funds are within those provided in estimates approved by City Council;

- (c) Ontario Land Tribunal approval is not required; and
  - (d) all applicable Council-approved policies have been met.
- (4) The General Manager, Planning, Real Estate and Economic Development is delegated the authority to approve and execute documentation as required, and conclude real estate transactions involving the acquisition of an interest in land or property, including fee simple acquisitions, easements, rights of way, leases including extensions and renewals thereof, joint use and maintenance agreements, licences including licences of occupation, consents to enter, and mortgages, including amendments to such transactions, provided that:
- (a) the total value of the transaction is \$2,000,000.00 or less;
  - (b) the funds are within those provided in estimates approved by City Council;
  - (c) Ontario Land Tribunal approval is not required; and
  - (d) all applicable Council-approved policies have been met.
- (5) The Director of the Corporate Real Estate Office is delegated the authority to approve, conclude and execute amending agreements or consolidation agreements, including related documentation as required, in respect of existing development or redevelopment agreements, as required for the ease of administration, provided that:
- (a) no financial liability is created for the City by the amendment or consolidation; and,
  - (b) Ontario Land Tribunal approval is not required.
- (6) The exercise of delegated authority pursuant to subsections (1) to (5) inclusive shall be reported to the appropriate Standing Committee on a semi-annual basis.
- (7) In respect of acquisitions of fee simple interests, easements, or rights of way, the reports required under subsection (6) shall include a description of the major terms and conditions of such acquisitions.
7966. (1) The Manager, Realty Services, the Manager, Realty Initiatives and Development, and the Director of the Corporate Real Estate Office, individually are delegated the authority to execute Agreements of Purchase and Sale which are subject to approval by City Council or which are subject to approval pursuant to delegated authority.
- (2) The Manager, Realty Services, the Manager, Realty Initiatives and Development, and the Director of the Corporate Real Estate Office, individually are delegated the authority to execute leases, lease extensions/renewals and option agreements which have been approved by City Council or which have been approved by the General Manager,





WAIVER OF ADMINISTRATIVE FEES

- | ~~7369~~. (1) The Director of the Corporate Real Estate Office, the Manager, Realty Initiatives and Development, and the Manager, Realty Services, individually are delegated the authority to waive the administrative fees for the preparation of agreements within the mandate of the Corporate Real Estate Office where the agreement is with another government agency, a charitable organization with a registered Canada Revenue Agency number, a not for profit group funded by the City, or a not for profit group under contract with the City to provide a City program.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee on a semi-annual basis.

SCHEDULE "K"  
PUBLIC WORKS DEPARTMENT

GENERAL RESPONSIBILITIES – GENERAL MANAGER, PUBLIC WORKS

1. (1) The General Manager, Public Works, may approve and rescind corporate administrative policies pertaining to their department and any amendments to such policies.
- (2) The General Manager, Public Works, may approve and rescind departmental administrative policies and any amendments to such policies.

FEDERAL AND PROVINCIAL AGREEMENTS – PUBLIC WORKS

2. (1) The General Manager, Public Works, is authorized to approve, amend, extend and execute agreements with the provincial or federal 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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

SERVICE AND FUNDING AGREEMENTS – PUBLIC WORKS

3. (1) The General Manager, Public Works, is authorized to approve, amend, extend and execute service agreements, contribution agreements and grant agreements provided that such agreements:
  - (a) are in accordance with applicable City policies approved by Council;
  - (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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

MAINTENANCE AND LIABILITY AGREEMENTS

4. (1) The General Manager, Public Works, and the Director, Traffic Services, individually are authorized to approve, conclude and execute non-development related maintenance and liability agreements on behalf of the City provided that:

- (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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### INTERSECTION AND ROAD MODIFICATIONS

5. (1) The General Manager, Public Works, and the Director, Traffic Services, individually are delegated the authority to proceed with intersection or road modifications provided that:
- (a) there are no outstanding written objections in response to notice given by the City pursuant to the requirements of the Municipal Act, 2001, and in accordance with the requirements of By-law 2002-522, as amended, being the City's Public Notice By-law; and
  - (b) the respective Ward Councillor has concurred with the modifications.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### SIGNS, TRAFFIC SIGNALS, PAVEMENT MARKINGS, AND STREET LIGHTING

6. (1) The General Manager, Public Works, and the Director, Traffic Services, individually are delegated the authority to approve, erect and maintain such signs, traffic control signals, pavement markings, and other traffic control devices as may be required to regulate and direct pedestrian and vehicular traffic for the safety and convenience of the public.
- (2) The General Manager, Public Works, and the Director, Traffic Services, individually are delegated the authority to approve the erection and maintenance of such street light fixtures, street light poles, and associated street lighting devices as may be required provided that the erection and maintenance is in accordance with the approved City Right-of-Way Lighting Policy and it is for the safety and convenience of the public.
- (3) The exercise of delegated authority pursuant to subsections (1) and (2) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### TEMPORARY ROAD CLOSURES

7. (1) The General Manager, Public Works, and the Director, Traffic Services, individually are delegated the authority to temporarily close a City road or a portion of a City road provided that the road closure is for the purpose of routine road operations including construction, rehabilitation, or maintenance and appropriate signs are erected to provide reasonable notice of the temporary closure.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### TEMPORARY TRAFFIC AND PARKING CONTROL

8. (1) The General Manager, Public Works, and the Director, Traffic Services, individually are delegated the authority to prohibit and regulate the movement, parking, or stopping of vehicles for a temporary period, including the temporary closing of a City street during such times and days as deemed proper and necessary for the safe operation of the street and the safe performance of a vital City function, and to erect appropriate signs to provide reasonable notice thereof.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### CONTROLLED ACCESS ROADS

9. (1) The General Manager, Public Works, is delegated the authority to close any private road, entranceway, gate, or other structure or facility constructed or used as a means of access to a controlled access road in accordance with By-law No. 2017-301, as amended, being the City's Traffic and Parking By-law, or any successor by-law thereto.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### TRAFFIC AND PARKING BY-LAW

10. (1) Subject to Council-approved and departmental policies and in accordance with By-law No. 2017-301, as amended, being the Traffic and Parking By-law, or any successor by-law thereto, the General Manager, Public Works, and the Director, Traffic Services, individually are delegated the authority to establish and implement changes in parking and stopping regulations and intersection controls to the following:

- (a) parking prohibitions,
  - (b) stopping prohibitions, including special events,
  - (c) standing prohibitions,
  - (d) parking zones,
  - (e) bus zones,
  - (f) bus time point zones,
  - (g) Para Transpo Bus Zones,
  - (h) school bus loading zones,
  - (i) hotel loading zones,
  - (j) diplomatic loading zones,
  - (k) excursion loading zones,
  - (l) police vehicle zones,
  - (m) bookmobile zones,
  - (n) motorcycle zones,
  - (o) taxi zones,
  - (p) loading zones,
  - (q) pedestrian crossover zones,
  - (r) school crosswalk zones,
  - (s) tour bus zones,
  - (t) roundabouts,
  - (u) through highways,
  - (v) stop control at intersections,
  - (w) yield control at intersections,
  - (x) multi-way control at intersections,
  - (y) turn prohibitions including cyclist and vehicular exemptions where appropriate,
  - (z) pavement markings,
  - (aa) truck routes,
  - (bb) truck route load designations,
  - (cc) multiple lane highways,
  - (dd) pedestrian crossing prohibitions,
  - (ee) pedestrians and pedestrian malls,
  - (ff) reserved bus lanes,
  - (gg) reserved bicycle lanes,
  - (hh) bicycles,
  - (ii) reserved high occupancy vehicle lanes,
  - (jj) controlled access roads,
  - (kk) speed limits,
  - (ll) temporary road closures for traffic and parking matters, including special events,
  - (mm) temporary amendments to regulations for construction.
- (2) The General Manager, Public Works, and the Director, Traffic Services, individually are authorized to proceed directly to Council to authorize an amendment to By-law No. 2017-301, as amended, being the Traffic and

Parking By-law, or any successor by-law thereto, pursuant to subsection (1) by way of placing a by-law on the Agenda of Council.

- (3) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### MUNICIPALLY-MANAGED PARKING RATES - OFF-STREET

- 11. (1) The General Manager, Public Works, and the Director, Roads and Parking Services, individually are delegated the authority to vary off-street public parking rates at any time throughout the year to reflect seasonal and market adjustments or to encourage sustainable modes of transportation, provided the variation of the rates is consistent with the Municipal Parking Management Strategy and is within the range approved by Council as part of the annual budget.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee on an annual basis as part of the Municipal Parking Management Strategy Annual Report.

#### MUNICIPALLY-MANAGED PARKING RATES - ON-STREET

- 12. (1) The General Manager, Public Works, is delegated the authority to vary existing on-street parking rates, vary the times of day and days of the week when on-street parking rates are in effect, and to introduce on-street parking rates in new areas, provided the variation or introduction is consistent with the Municipal Parking Management Strategy and is within the range approved by Council as part of the annual budget.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee on an annual basis as part of the Municipal Parking Management Strategy Annual Report.

#### TRAFFIC AND PARKING BY-LAW

- 13. (1) Subject to Council-approved and departmental policies and in accordance with By-law No. 2017-301, as amended, being the Traffic and Parking By-law, or any successor by-law thereto, the General Manager, Public Works, is delegated the authority to establish and implement changes in parking and stopping regulations to the following:
  - (a) metered parking zones;
  - (b) pay and display parking machine zones; and,
  - (c) paid parking zones.

- (2) The General Manager, Public Works, is authorized to proceed directly to Council to authorize an amendment to By-law No. 2017-301, as amended, being the Traffic and Parking By-law, or any successor by-law thereto, pursuant to subsection (1) by way of placing a by-law on the Agenda of Council.
- (3) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### TRANSPORTATION GUIDELINES

14. 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.

#### DISCHARGE, HAULED WASTE AND LEACHATE AGREEMENTS

- 15. (1) The General Manager, Public Works, 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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### COMPLIANCE CERTIFICATES

- 16. (1) The General Manager, Public Works, 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.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.

#### CITY CONSENTS AND CERTIFICATES OF APPROVAL

17. (1) The General Manager, Public Works, is delegated the authority to approve Municipally-owned solid waste facilities, liquid waste facilities, and short term waste facilities, to approve and execute agreements related thereto, and to provide technical comments to the Ontario Ministry of the Environment and Climate Change on all Environmental Compliance Approval applications.
- (2) The exercise of delegated authority pursuant to subsection (1) shall be reported to the appropriate Standing Committee at least once in each calendar year.



BY-LAW NO. 2022 - 29

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A by-law of the City of Ottawa respecting the delegation of authority to various officers of the City and to repeal By-law No. 2020-360 as amended by By-law No. 2021-8.

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Enacted by City Council at its meeting of February 9, 2022

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LEGAL SERVICES  
JP:CW  
G04-01 18 DELE

COUNCIL AUTHORITY:  
City Council October 13, 2021  
Motion 61/19  
(City Manager Presentation)