

Document 1 – *Delegation of Authority By-law* – Recommended Amendments

	Reason for Amendment	Section / Action	Recommended Language	Current Language
1	To reflect the separation of the positions of City Clerk and City Solicitor	Definitions Add a definition of “City Solicitor” and delete the definition of “City Clerk”	“City Solicitor” means the City of Ottawa’s City Solicitor or the person acting in that capacity or their designate	“City Clerk” means the person appointed as City Clerk within the meaning of the <i>Municipal Act</i> and shall be referred to as the City Clerk and Solicitor
2	To reflect the current OPH management structure	Section 12 – Dismissal Delete position titles that are no longer found in the OPH management structure	The Medical Officer of Health, Associate Medical Officers of Health, Directors or Managers within Ottawa Public Health individually are authorized to dismiss or discipline all employees under their authority.	The Medical Officer of Health, Deputy Medical Officer of Health, Deputy Director, the Associate Medical Officers of Health, Directors or Managers within Ottawa Public Health individually are authorized to dismiss or discipline all employees under their authority.
3	To align with OPH signing authority limits	Section 13 (1) – Sponsorship Delete this	none	The Medical Officer of Health, Deputy Medical Officer of Health, Deputy Director, the Associate Medical Officers of Health, Directors or Managers within

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		subsection and renumber other subsections under Section 13		Ottawa Public Health individually are authorized to dismiss or discipline all employees under their authority.
4	To reflect the current OPH management structure and align with the OPH signing authority limits	Section 13 (2) and (3) – Sponsorship Delete position titles that are no longer found in the OPH management structure	(2) The Senior Leadership Team Directors / Managers and Associate Medical Officers of Health 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 \$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, as adopted by the Ottawa Board of Health. (3) The Medical Officer of Health is delegated the authority to approve sponsorships or advertising and execute associated agreements	(2) The Managers, Associate Medical Officers of Health, Deputy Medical Officer of Health and Deputy Director within a branch of Ottawa Public Health 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 \$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, as adopted by the Ottawa Board of Health. (3) The Medical Officer of Health, Deputy Medical Officer of Health and Deputy Director individually are

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			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 as adopted by the Ottawa Board of Health.	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 as adopted by the Ottawa Board of Health.
5	Housekeeping To reflect the current OPH management structure	Section 14 (d) - Administrative Responsibilities Delete position titles that are no longer found in the OPH management structure	(d) annually assess the performance of Members of the Senior Leadership (Directors/Manager, Corporate Performance and Reporting) Team and the Associate Medical Officers of Health;	(d) annually assess the performance of the Deputy Director and Deputy Medical Officer of Health;
6	Housekeeping	Section 15	(2) The authority of the Medical Officer	(2) The authority of the Medical Officer

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	To reflect the current OPH management structure	(2)(b) – Organizational Changes Delete position titles that are no longer found in the OPH management structure	of Health 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 level of Director or Manager of Corporate Performance and Reporting.	of Health set out in subsection (1) includes: (c) the creation, deletion, transfer or reclassification of positions, scope changes, changes to organizational structures and changes to service delivery mechanisms; and (d) the approval of the reclassification, transfer, scope change of any position below the Deputy Medical Officer of Health and Deputy Director.
7	Housekeeping To reflect the current City of Ottawa management structure and align with the City of Ottawa's threshold for	Sections 21 through 25 Delete references to "Manager of Budget and Financial Planning"	The Treasurer and the Deputy Treasurer, Corporate Finance individually are delegated the authority ...	The Treasurer, Deputy Treasurer, Corporate Finance, and the Manager of Budget and Financial Planning individually are delegated the authority

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	transfer of funds			
8	Housekeeping To align with the City of Ottawa's threshold for write-off	Section 27 Add reference to "Deputy Treasurer, Corporate Finance"	The Treasurer and the Deputy Treasurer, Corporate Finance individually are authorized to write off payroll overpayment accounts which the Treasurer or Deputy Treasurer have determined to be uncollectible	The Treasurer is authorized to write off payroll overpayment accounts which the Treasurer has determined to be uncollectible
9	Housekeeping To reflect the separation of the positions of City Clerk and City Solicitor	Sections 28 through 47 Replace all references to "City Clerk and Solicitor" with "City Solicitor"	"City Solicitor" (throughout)	"City Clerk and Solicitor" (throughout)