



MEMO / NOTE DE SERVICE

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TO: Emergency Preparedness and Protective Services Committee

DESTINATAIRE : Comité des services de protection et de préparation aux situations d'urgence

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DATE: March 15, 2023

15 mars 2023

FILE NUMBER: ACS#2023-EPS-GEN-0001

SUBJECT: Use of Delegated Authority in 2022 by the Emergency and Protective Services Department

OBJET : Utilisation des pouvoirs délégués en 2022 par les Services de protection et d'urgence

PURPOSE

The purpose of this memorandum is to report on the use of delegated authority by the Emergency and Protective Services Department in 2022.

DISCUSSION

Through Schedule "F" of the Delegation of Authority By-law No. 2022-253, applicable throughout 2022, and through certain other regulatory by-laws delegated authority is exercised pursuant to certain conditions established by Council, including the requirement to report back to the applicable Standing Committee.

Section 1 - General Responsibilities – General Manager, Emergency and Protective Services

The General Manager, Emergency and Protective Services, may approve and rescind corporate administrative policies pertaining to their department and any amendments to such policies. This authority was not exercised in 2022.

Additionally, the General Manager, Emergency and Protective Services, may approve and rescind departmental administrative policies and any amendments to such policies. This authority was not exercised in 2022.

Section 2 - Emergency Management

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, under certain conditions. This authority was exercised four times in 2022.

Section 3 - Corporate Security

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 agreement, grant agreements, purchases 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, under certain conditions. This authority was exercised once in 2022.

Sections 4 and 5 - Public Safety Services

Section 4

The General Manager, Emergency and Protective Services, and the Director, Public Safety Service, individually are delegated the authority to approve, amend, extend and execute services agreements, contribution agreements, grant agreements, purchase of service agreement and other agreements related to the provision of corporate radios, under certain conditions. This authority was not exercised in 2022.

Section 5

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. This authority was not exercised in 2022.

Section 6 - Dog Owners' Liability Act

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. In 2022, three such proceedings were commenced.

Section 7 - Parking Ticket Revenue Sharing

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. This authority was not exercised in 2022.

Section 8 - Fire Routes

The General Manager, Emergency and Protective Services, and the Director, By-law and Regulatory Services, individually are authorized to approve amendments to the Fire Routes By-law (2003-499, as amended) to

- Designate fire routes required as a result of a site plan approval or a building permit.

- 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.
- Take any steps necessary to ensure the harmonization of fire routes, including signage, provided such actions are of an administrative nature.

Seven fire routes were designated in 2022.

Section 9 - Spay/Neuter Clinic

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, under certain conditions. This authority was not exercised in 2022.

Section 10 - Prohibition - Discharge of Firearms

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 the Discharge of Firearms By-law (2002-344, as amended), under certain conditions. This authority was not exercised in 2022.

Sections 12 to 14 - Vehicle-for-Hire License Transfers and Renewals

Section 12

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 (2016-272, as amended), under certain conditions. This authority was not exercised in 2022.

Section 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. This authority was not exercised in 2022.

Section 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. This authority was not exercised in 2022.

Section 16 - Paramedic Service

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, under certain conditions. This authority was exercised 42 times in 2022.

Section 17 - Fire Service

The General Manager, Emergency and Protective Services, and the Chief, Ottawa Fire Services, 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, under certain conditions. This authority was exercised four times in 2022.

Section 18 - Letters for Applications to Alcohol and Gaming Commission of Ontario

The Manager, Business and Technical Support Services, Emergency and Protective Services, and the Program Manager, Events Central, individually are authorized to issue a letter of non-objection in respect of an application to the Alcohol and Gaming Commission of Ontario (AGCO) 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. Due to changes made by the AGCO to the Liquor Licence Act, no individual letters of non-objection were issued. A blanket letter of non-objection was made available online for restaurants to download as the requirement for municipalities to issue individual letters for temporary extensions was amended.

In addition, authorization is granted to issue a letter of municipal significance, with notification to the local ward Councillor, in respect of an application to the AGCO for a

public event special occasion permit for an event meeting certain criteria. This authority was exercised 33 times in 2022.

Section 19 - Public Policy Development

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, under certain circumstances. This authority was not exercised in 2022.

Additional Delegated Authorities

Animal Control Tribunal

By-law No. 2003-77, as amended, authorizes specific members of By-law and Regulatory Services to act as the Animal Control Tribunal for purposes of hearing appeals and rendering decisions on muzzling/leashing orders. In 2022, the Animal Control Tribunal held 12 hearings, and heard and rendered decisions on 11 appeals to muzzle/leashing orders. There were no appointments or withdrawals in 2022.

CONCLUSION

The Emergency and Protective Services Department will continue to report annually to the Community and Protective Services Committee on the use of delegated authority, in accordance with Schedule "F" of the Delegation of Authority By-law.

Kim Ayotte

General Manager, Emergency and Protective Services

CC: Emergency and Protective Services Department Leadership Team

Senior Leadership Team