

Document 6: Schedule F – Emergency and Protective Services Department

Table 1 – Purpose and scope of each delegated authority in Schedule F of the Delegation of Authority By-law

Section	Delegation	Purpose	Scope
1	<p>The General Manager, Emergency and Protective Services, may approve, amend and rescind corporate administrative policies and procedures consistent with the department's mandate.</p> <p>The General Manager, Emergency and Protective Services, may approve, amend and rescind departmental policies and procedures.</p>	<p>Administration authority</p> <p>Provides the ability for the General Manager to approve, amend, and rescind corporate and departmental administrative policies and procedures.</p>	General Manager

Section	Delegation	Purpose	Scope
2	<p>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:</p> <ul style="list-style-type: none"> 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. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Administrative authority</p> <p>Provides the ability for the General Manager and the Director to approve, amend, extend and execute agreements to ensure ongoing operations, under the provisions outlines in the section. This would include, as examples, the Memorandums of Understanding (MoUs) with entities such as The Salvation Army and the Canadian Red Cross.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Public Safety Service</p>

Section	Delegation	Purpose	Scope
3	<p>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, provided that such agreements:</p> <ul style="list-style-type: none"> 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. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Administrative authority</p> <p>Provides the ability for the General Manager and the Director to approve, amend, extend, and execute agreements to ensure ongoing operations, under the provisions outlined in the section of the by-law.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Public Safety Service</p>

Section	Delegation	Purpose	Scope
4	<p>The General Manager, Emergency and Protective Services, and the Director, Public Safety Service, individually are delegated the authority to approve and implement policies, practices and procedures related to security at City facilities, including for the purpose of identifying and mitigating risks related to the safety of staff, Members of Council, and visitors, or the protection of City assets.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Administrative authority</p> <p>Provides the ability for the General Manager and Director to approve, amend, execute, and rescind operational policies, practices, and procedures.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Public Safety Service</p>

Section	Delegation	Purpose	Scope
5	<p>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, provided that such agreements:</p> <ul style="list-style-type: none"> 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. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Administrative authority</p> <p>Provides the ability for the General Manager and the Director to approve, amend, extend, and execute agreements to ensure ongoing operations, under the provisions outlined in the section of the by-law.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Public Safety Service</p>

Section	Delegation	Purpose	Scope
6	<p>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:</p> <ul style="list-style-type: none"> a) Public service announcements; b) Interviews; c) Distribution lists; d) Online; and e) Mobile Applications. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Administrative authority</p> <p>Provides the ability for the General Manager and Director to issue notices to the public in an emergency situation.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, Public Safety Service</p>

Section	Delegation	Purpose	Scope
7	<p>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 <i>Dog Owners' Liability Act</i> 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.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Administrative authority</p> <p>Provides ability to start, maintain and settle proceedings related to the <i>Dog Owners' Liability Act</i> using the most efficient means possible.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, By-law and Regulatory Services</p>

Section	Delegation	Purpose	Scope
8	<p>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:</p> <ul style="list-style-type: none"> 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. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Administrative authority</p> <p>Provides the ability for the General Manager and the Director to approve, amend, extend and execute agreements related to parking ticket revenue sharing with public service agencies or institutions under the conditions outlined in the section.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, By-law and Regulatory Services</p>

Section	Delegation	Purpose	Scope
9	<p>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.</p> <p>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.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Administrative authority</p> <p>Provides the ability for the General Manager and Director to designate fire routes and amend the by-law accordingly and to harmonize fire routes, including signage.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, By-law and Regulatory Services</p>

Section	Delegation	Purpose	Scope
10	<p>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:</p> <ul style="list-style-type: none"> a) the services to be contracted are within the approved budget; and b) the veterinarian, <ul style="list-style-type: none"> 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. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Administrative authority</p> <p>Provides the ability for the Director to approve, amend, extend, and execute agreements related to Spay/Neuter Clinic, under the conditions outlined in the section, to ensure ongoing operations.</p> <p>Includes accountability and reporting mechanism.</p>	<p>Director, By-law and Regulatory Services</p>

Section	Delegation	Purpose	Scope
11	<p>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:</p> <ul style="list-style-type: none"> 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. <p>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.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Administrative authority</p> <p>Provides the ability to amend the boundaries to areas where firearms may not be discharged, under the provisions outlined in the section.</p> <p>Provides the ability for the City Clerk to amend the by-law based on changes resulting from use of this authority.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Director, By-law and Regulatory Services</p> <p>City Clerk</p>

Section	Delegation	Purpose	Scope
12	<p>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.</p> <p>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.</p> <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Administrative authority</p> <p>Provides the ability for the City Manager and City Clerk to appoint or withdraw an appointment of members of the Animal Control Tribunal.</p> <p>Provides the ability for the City Clerk to amend the by-law based on changes resulting from use of this authority.</p> <p>Includes accountability and reporting mechanism.</p>	<p>City Manager</p> <p>City Clerk</p>

Section	Delegation	Purpose	Scope
13	<p>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:</p> <ul style="list-style-type: none"> a) Legal proceedings; b) Illness or death; or c) Other similar circumstances. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Administrative authority</p> <p>Provides the ability for the Director to approve and extend timelines for vehicle-for-hire license transfers and renewals beyond the timelines outlined in the by-law and under the provisions outlined in the section.</p> <p>Includes accountability and reporting mechanism.</p>	Director, By-law and Regulatory Services
14	<p>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.</p>	<p>Administrative authority</p> <p>Provides the ability for the General Manager adjust the annual allocation of fees from the Vehicle-for-Hire Accessibility Fund as recommended by the Steering Committee.</p>	General Manager

Section	Delegation	Purpose	Scope
15	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.	Administrative authority Provides the ability for the General Manager and Director to negotiate, finalize and execute voluntary accessibility surcharges with Private Transportation Companies.	General Manager Director, By-law and Regulatory Services
16	The Director, By-law and Regulatory Services, is designated the Chief License Inspector for the City of Ottawa.	Administrative authority	Director, By-law and Regulatory Services

Section	Delegation	Purpose	Scope
17	<p>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:</p> <ul style="list-style-type: none"> 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. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Administrative authority</p> <p>Provides the ability for the General Manager and the Chief to approve, amend, extend, and execute agreements to ensure ongoing operations, under the provisions outlined in the section of the by-law.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Chief, Ottawa Paramedic Service</p>

Section	Delegation	Purpose	Scope
18	<p>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 or 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:</p> <ul style="list-style-type: none"> 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. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Administrative authority</p> <p>Provides the ability for the General Manager and the Chief to approve, amend, extend, and execute agreements to ensure ongoing operations, under the provisions outlined in the section of the by-law.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Chief, Ottawa Fire Services</p>
19	<p>The Manager, Business and Technical Support Services, Emergency and Protective Services, and the Program Manager, Events Central, individually are authorized to issue:</p> <ul style="list-style-type: none"> a) a letter of non-objection in respect of an application to the Alcohol and Gaming Commission of Ontario for a temporary extension 	<p>Administrative authority</p> <p>Provides the ability for the Manager and the Program Manager to issue letters of non-objection and letters of municipal significance in respect of an</p>	<p>Manager, Business and Technical Services</p>

Section	Delegation	Purpose	Scope
	<p>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,</p> <p>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:</p> <ul style="list-style-type: none"> 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. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>application to the Alcohol and Gaming Commission of Ontario, and under the provisions outlined in the section.</p> <p>Includes accountability and reporting mechanism.</p>	<p>Program Manager, Events Central</p>

Section	Delegation	Purpose	Scope
20(1)	<p>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:</p> <ul style="list-style-type: none"> 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. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Administrative authority</p> <p>Provides the ability for the General Manager and the Manager to approve, amend, extend and execute agreements to ensure ongoing operations, under the provisions outlined in the section of the by-law.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Manager</p> <p>Manager, Public Policy Development</p>