

Document 5: Detailed summary of Schedule E – Recreation, Cultural and Facility Services Department

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

Section	Delegation	Purpose	Scope
1	<p>The General Manager, Recreation, Cultural and Facility Services, may approve, amend and rescind corporate administrative policies and procedures consistent with the department's mandate.</p> <p>The General Manager, Recreation, Cultural and Facility Services, may approve, amend and rescind departmental policies and procedures.</p>	<p>Provides the ability for the General Manager to ensure corporate administrative and departmental policies and procedures reflect the department's mandate as well as changing community and programming demands, provincial regulations, market conditions, etc.</p>	General Manager
2	<p>The General Manager, Recreation, Cultural and Facility Services, is delegated the authority to approve, amend, extend, and execute agreements with the federal or 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.</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>Provides the ability to negotiate, approve, amend, extend, conclude, and execute agreements with the federal or provincial government subject to certain criteria. Allows for flexibility within existing budgets to adapt to evolving government programs in a timely manner.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
3	<p>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:</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 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>Provides the ability to negotiate, approve, amend, extend, conclude, and execute service, contribution and grant agreements subject to certain criteria. Allows for nimble response to community requests and the timely renewal of annual service and contribution agreements and amendments to reflect changing priorities, community needs and market conditions.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
4	<p>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:</p> <ul style="list-style-type: none"> 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. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability to negotiate, approve, amend, extend, conclude, and execute agreements related to the use of unmanned air vehicles on City property subject to certain criteria. Ensures a point of authority and process to consider, direct and approve the use of unmanned air vehicles on City property and the application of required conditions and limitations through permits.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
5	<p>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:</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 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>Provides the ability to negotiate, approve, amend, extend, conclude, and execute agreements related to the use of City recreational, administrative and cultural land, and any other municipal purpose facilities subject to certain criteria. Allows for a nimble and responsive approach to considering a high volume of requests for the use of City lands and facilities through a permit system.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
6	<p>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:</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 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>Provides the ability to negotiate, approve, amend, extend, conclude, and execute agreements related to the provision of instructors for community programs subject to certain criteria. Provides authority to conclude agreements for specialized instructor resources that cannot be secured through employment and ensures that the work meets required standards and is covered with required insurance.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
7	<p>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:</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 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>Provides the ability to negotiate, approve, amend, extend, conclude, 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 subject to certain criteria.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
8	<p>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,</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 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>Provides the ability to negotiate, approve, amend, extend, conclude, and execute agreements related to cultural facilities and community major and minor capital partnership projects subject to certain criteria. Ensures the timely consideration of community projects and the allocation of annual funds to qualify projects in accordance with Council approved criteria.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
9	<p>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:</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 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>Provides the ability to negotiate, approve, amend, extend, conclude, and execute agreements related to recreation, culture, arts, heritage, festivals, fairs, and special events subject to certain criteria.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
10	<p>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:</p> <ul style="list-style-type: none"> 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. <p>The General Manager, Recreation, Cultural and Facility Services, is delegated the authority to increase admission, rental and other fees on an interim basis for the upcoming year, to account for the annual inflationary increase projected for the upcoming year.</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>Provides the ability to adjust service offerings related to departmental programs and objectives. Gives flexibility to adjust fees and participation fees in a timely manner to reflect changes on program delivery costs, market conditions and promotional opportunities.</p> <p>Provides the ability to adjust fees on an interim basis to reflect inflation, as registration for the upcoming year may occur in advance of the annual budget process. Ensures the timely recovery of service costs when direct costs for service delivery increase.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
11	<p>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:</p> <ul style="list-style-type: none"> 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. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability to approve and execute Cultural Capital Facilities Grants subject to certain criteria.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
12	<p>The General Manager, Recreation, Cultural and Facility Services, is delegated the authority to deaccession museum artifacts and historical objects provided that such deaccessioning,</p> <ul style="list-style-type: none"> 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. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability to deaccession museum artifacts and historical objects subject to certain criteria. Ensures that only relevant artifacts are maintained in the City's collection.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
13	<p>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:</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 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>Provides the ability to negotiate, approve, amend, extend, conclude, and execute agreements related to programming, including events, occurring at the Urban Park of Lansdowne Park subject to certain criteria.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
14	<p>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:</p> <ul style="list-style-type: none"> 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. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability to purchase electricity and natural gas and to execute utility contracts subject to certain criteria. Facility Operations Service within the Department is responsible for ensuring the provision of electricity and natural gas to City facilities and holds utility expenditures within its operating budget.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
15	<p>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, temporary changes to hours of operation, and one-time adjustments, provided that the minor exceptions and adjustments are:</p> <ul style="list-style-type: none"> 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. <p>The exercise of this delegated authority shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Provides the ability to approve exceptions, adjustments, cancellations or temporary changes to operations subject to certain criteria. Provides the required flexibility to make minor exemptions to resolve operational challenges or to reflect unusual circumstances.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
16	<p>The General Manager, Recreation, Cultural and Facility Services, is authorized to establish and adjust hours of operation for facilities, amenities, and lands, within the Recreation, Cultural and Facility Services portfolio.</p>	<p>Provides the ability to establish and adjust hours of operations. Ensures a timely channel for adjusting operating hours to address security issues, market conditions and operating requirements.</p>	General Manager
17	<p>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.</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>Provides a mechanism to approve fees for new programs and services in between annual budgets.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
18	<p>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:</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 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>Provides the ability to negotiate, approve, amend, extend, conclude, 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 subject to certain criteria.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager

Section	Delegation	Purpose	Scope
19	<p>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:</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 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>Provides the ability to negotiate, approve, amend, extend, conclude, and execute agreements related to programming, recreation, culture, arts, heritage, festivals, fairs, and special events at municipal museums subject to certain criteria.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager
20 (1)	<p>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.</p>	<p>Provides the ability to approve sponsorships or advertising and execute associated agreements where the value of the sponsorship or advertising does not exceed \$10,000, subject to certain criteria. Provides ability to respond in a timely way to sponsor and advertiser proposals.</p>	<p>Program Managers</p> <p>Supervisors</p>

Section	Delegation	Purpose	Scope
20 (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.	Provides the ability to approve sponsorships or advertising and execute associated agreements where the value of the sponsorship or advertising does not exceed \$50,000, subject to certain criteria. Provides ability to respond in a timely way to sponsor and advertiser proposals.	Managers
20 (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.	Provides the ability to approve sponsorships or advertising and to conclude and execute associated agreements of up to a five-year term where the value of the sponsorship or advertising does not exceed \$100,000, subject to certain criteria. Provides ability to respond in a timely way to sponsor and advertiser proposals.	General Managers Directors

Section	Delegation	Purpose	Scope
20 (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.	Provides the ability to approve sponsorships or advertising and to conclude and execute associated agreements where the value of the sponsorship or advertising exceeds \$100,000, subject to certain criteria. Provides ability to respond in a timely way to sponsor and advertiser proposals.	City Manager
20 (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.	Provides the ability to approve sponsorships or advertising and to conclude and execute associated agreements where the term exceeds 5 years. Provides ability to respond in a timely way to sponsor and advertiser proposals.	City Manager
20 (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.	Provides the approval of advertising proposals that include billboard advertising.	Council

Section	Delegation	Purpose	Scope
20 (7) (8) and (9)	<p>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.</p> <p>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 for its information at least once in each calendar year.</p> <p>The annual list shall contain:</p> <ul style="list-style-type: none"> 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. 	Accountability and reporting mechanism	<p>City Manager</p> <p>General Managers</p> <p>Partnership Manager, Corporate Advertising, Sponsorship and Donations</p>

Section	Delegation	Purpose	Scope
21	<p>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:</p> <ul style="list-style-type: none"> a) are in accordance with applicable City policies; b) are related to approved departmental programs and objectives; and c) are within approved budget limits. 	<p>Provides the ability to negotiate, approve, conclude, and execute agreements related to donations, including executing deeds of gift and letters of acknowledgement as required subject to certain criteria.</p> <p>Includes accountability and reporting mechanism.</p>	<p>General Managers</p> <p>Directors</p> <p>Managers</p>

Section	Delegation	Purpose	Scope
22 (1)	<p>The General Manager, Planning, Real Estate and Economic Development, with the concurrence of the General Manager of Recreation, Cultural and Facility Services, or the Manager of Parks and Facilities Planning Services, is authorized to approve, as a condition of development, the conveyance of land, cash-in-lieu of conveyance of parkland, or combination thereof for park or other recreational purposes whichever option, in the opinion of the General Manager, Recreation, Cultural and Facility Services, or the Manager, is appropriate and in compliance with the applicable Official Plan policies and the Parkland Dedication By-law.</p>	<p>Provides the ability to approve, as a condition of development, the conveyance of land, cash-in-lieu of conveyance of parkland, or combination thereof for park or other recreational purposes, subject to certain criteria.</p> <p>Establishes authority to approve and make a determination based on expert analysis of parkland requirements for the area.</p>	<p>General Manager, Planning, Real Estate and Economic Development</p> <p>General Manager of Recreation, Cultural and Facility Services,</p> <p>Manager of Parks and Facilities Planning Services</p>

Section	Delegation	Purpose	Scope
22 (2)	<p>The General Manager, Planning, Real Estate and Economic Development, with the concurrence of the General Manager of Recreation, Cultural and Facility Services, or the Manager of Parks and Facilities Planning Services, is authorized not to accept conveyance of land that is considered not suitable for use as parkland, in accordance with the Parkland Dedication By-law.</p>	<p>Provides the ability to not accept conveyance of land that is considered not suitable for use as parkland, in accordance with the Parkland Dedication By-law. Ensures that only land acceptable for park development is conveyed.</p>	<p>General Manager, Planning, Real Estate and Economic Development</p> <p>General Manager of Recreation, Cultural and Facility Services,</p> <p>Manager of Parks and Facilities Planning Services</p>

Section	Delegation	Purpose	Scope
22 (3)	<p>The General Manager, Recreation, Cultural and Facility Services, is delegated the authority to access and use cash-in-lieu of parkland dedication funds for any eligible project associated with an existing park or for the creation of a new park that is not associated with the development review process. This delegation is subject to the following:</p> <p>the use of cash-in-lieu funds from a Ward account requires the concurrence of the Ward Councillor;</p> <p>the acquisition of land requires the concurrence of the Director, Corporate Real Estate Office and the General Manager, Planning, Real Estate and Economic Development is to be advised; and</p> <p>the General Manager, Recreation, Cultural and Facility Services, shall confirm the availability of funds prior to committing funds to any project.</p>	<p>Provides the ability to access and use cash-in-lieu of parkland dedicated funds, subject to certain criteria, to action the use of available funds to develop and implement projects.</p>	<p>General Manager</p>
22 (4)	<p>The exercise of delegated authority pursuant to Section 24 shall be reported to the appropriate Standing Committee at least once in each calendar year.</p>	<p>Accountability and reporting mechanism.</p>	

Section	Delegation	Purpose	Scope
23	<p>The General Manager, Recreation, Cultural and Facility Services, in consultation with the Chief Financial Officer / Treasurer, is delegated the authority to access and use Parks and Recreation Facilities Reserve funds for any eligible project associated with an existing park or recreation facility, additional components to a new park or recreation facility, the creation of a new park or recreation facility, or for acquisition of new parklands. This delegation is subject to the General Manager, Recreation, Cultural and Facility Services, confirming the availability of funds prior to the commitment of funds to any project.</p>	<p>Provides the ability to access and use Parks and Recreation Facilities Reserve funds for any eligible project.</p>	<p>General Manager CFO/Treasurer</p>

Section	Delegation	Purpose	Scope
24	<p>The General Manager, Recreation, Cultural and Facility Services is authorized to approve, conclude, and execute non-development related maintenance and liability agreements on behalf of the City provided that:</p> <p>the agreement contains insurance and indemnity provisions satisfactory to the City Solicitor;</p> <p>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</p> <p>the applicant agrees to pay all costs associated with the preparation and registration of the agreement.</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>Provides the ability to approve, conclude, and execute non-development related maintenance and liability agreements subject to certain criteria.</p> <p>Includes accountability and reporting mechanism.</p>	General Manager