



MEMO / NOTE DE SERVICE

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TO: Community and Protective Services Committee

DESTINATAIRE : Comité des services communautaires et de protection

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**SUBJECT: USE OF DELEGATED AUTHORITY DURING 2022 BY THE
RECREATION, CULTURAL AND FACILITY SERVICES DEPARTMENT, AS SET OUT
IN SCHEDULE "E" OF BY-LAW 2022-253, AS AMENDED BY BYLAW 2022-77**

**OBJET : L'UTILISATION DE LA DÉLÉGATION DE POUVOIRS EN 2022 PAR LA
DIRECTION GÉNÉRALE DES LOISIRS, DE LA CULTURE ET DES
INSTALLATIONS, COMME IL EST INDIQUÉ À L'ANNEXE E DE LA VILLE**

D'OTTAWA, DU RÈGLEMENT 2022-253, DANS SA VERSION MODIFIÉE PAR LE RÈGLEMENT NO 2022-77

PURPOSE

This memo provides information to the Community Services Committee on the use of delegated authority for 2022 by the Recreation, Cultural and Facility Services Department specific to Schedule “E” of By-law 2022-253, as amended by by-law 2022-77

BACKGROUND

The Delegation of Authority By-law authorizes General Managers and various officers of the City to approve, amend, extend, and execute agreements. Schedule “E” of By-law 2022-253, as amended by by-law 2022-77, provides further detail on the delegation of authority as it relates to the Recreation, Cultural and Facility Services Department

DISCUSSION

Presented below are the instances throughout 2022 where the Recreation, Cultural and Facility Services Department exercised delegated authority under the applicable sections of the Delegation of Authority By-law

Schedule “E” – Recreation, Cultural and Facility Services Department

Section 1 – Authority to approve, rescind and amend corporate administrative policies pertaining to their department, and the authority to approve, rescind and amend departmental administrative policies

In 2022 there were:

- 16 departmental policies amended:
 - ACTIVEnet Security Permissions Policy
 - ACTIVEnet Transactions By City Staff Policy
 - Complimentary Passes Policy
 - Conditions Of Enrolment Policy
 - Declined Credit Card For Scheduled Payments Policy
 - Membership Passes And Membership Pass Services Policy
 - Corporate Recreation Memberships Program Policy
 - Ottawa Hand In Hand Policy
 - Pay Before You Play Policy
 - Payment Plan Policy

- Processing Rental Permits Policy
- Credit For Community Events Policy
- Seniors' Group Rentals Policy
- Returned Cheques Policy
- Training Requirements Policy
- Managing Participant Suspensions And/Or Discharges Policy
- 4 departmental policies rescinded:
 - Delegated Financial Signing Authority Policy
 - Promotional Vouchers Policy
 - Rental Credits For Older Adult Groups Policy (Interim)
 - Rentals For Halls, Specialized Studios And Gymnasiums Policy

Section 2 – Authority to approve, amend, extend, and execute agreements with the federal and provincial government

In 2022, there were:

- A total of 14 agreements were entered into in 2022 with the federal government, resulting in funding to the City of \$1,338,520; and
- A total of 10 agreements were entered into in 2022 with the provincial government, resulting in funding to the City of \$2,010,907

Section 3 – Authority to approve, amend, extend, and execute agreements and contribution agreements and grant agreements

In 2022, there were:

- 243 outdoor rink agreements executed, including 139 agreements to maintain, 5 agreements to supervise, and 199 agreements to supervise and maintain rinks for a total of \$859,044.06; and
- 368 allocations made through the Cultural Funding Support Unit to support and promote arts, heritage, festivals and culture in Ottawa, including (see document 1 for details):
 - 311 cultural funding terms of conditions documents executed comprised of 88 organizations receiving annual or multi-year operating support (Arts Funding Program: 59; Heritage Funding Program: 8; Equity and Inclusion in the Arts Fund: 4; Major Arts and Cultural Festivals Program: 13; and Major Agricultural Fairs Program: 4) and 223 agreements related to projects or individuals;

- 22 cultural funding service agreements executed comprised of 8 arts service agreements, 2 rural arts service agreement, 1 festival service agreement, 5 heritage service agreements (which includes 2 Anishinabeg Cultural Centres), and 6 museum service agreements;
- 3 Purchase of Service Agreements (\$281,243);
- 4 terms of conditions documents to allocate funds related to the Rich Little Endowment Fund;
- 14 awards through the Ottawa Book Awards/Prix du livre, for which there are no agreements or terms & conditions (not required through the Grants & Contributions Policy); and
- 14 honoraria for Equity and Inclusion Committee member services

Section 4 - authority to approve, amend, extend and execute agreements related to the use of unmanned air vehicles on City property

In 2022 there were:

- 6 agreements related to the use of unmanned air vehicles on City property

Section 5 – Authority to approve, amend, extend, and execute agreements related to the use of City recreational and cultural land and facilities

In 2022, there were:

- 17,495 facility rental contracts and 180,811 individual bookings, resulting in total revenue of \$23,208,496; and
- 210 facility rental contracts for Shenkman Arts Centre and Meridian Theatres @ Centrepointhe resulting in total revenue of \$210,019;
- 411 art centre and museum rentals executed resulting in total revenue of \$298,668

Section 6 – Authority to approve, amend, extend, and execute agreements related to the provision of instructors for community programs

In 2022, there were:

- 35 instructor contracts for recreation programs
- 4 instructor contracts for cultural programs

Section 7 – 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 facilities

In 2022, there were:

- 36 Recreation Renewable Funding Contribution Agreements totaling \$1,398,002

Section 8 – Authority to approve, amend, extend, and execute agreements related to cultural facilities and community major and minor capital partnership projects

In 2022, there were:

- 4 Community Partnership Major Capital Grant agreements approved and value \$1,375,000
- 18 Community Partnership Minor Capital Grant agreements approved with a total value of \$130,942
- 13 minor cultural capital funding terms and conditions executed for cultural projects with a total value of \$75,000
- 7 major capital funding agreements executed for cultural projects with a total value of \$250,150

Section 9 – Authority to approve, amend, extend, and execute agreements related to recreation, culture, arts, heritage, festivals, fairs, and special events

In 2022, there were:

- 167 allocations (including grants, awards, and honoraria) totalling \$673,500;
- 5 donor agreements were executed with the Public Art Program for the donation of 292 artworks by 74 artists;

Section 10 – Authority to adjust service offerings including participant, admission, rental, and other fees

- 3 fees were adjusted in 2022

Section 11 – Authority to provide final approval to Cultural Capital Facilities Grants

- There was no use of this delegated authority in 2022

Section 12 – Authority to deaccession museum artifacts and historical objects

- In 2022, there were no artifacts or historical objects deaccessioned

Section 13 – Authority to negotiate, approve, conclude, and execute agreements related to programming, including events, occurring at the Urban Park of Lansdowne Park

- In 2022 there were 105 total rental agreements at Lansdowne Park, delegated authority was used to execute 1 of those rental agreements at a reduced rate

Section 14 – Authority to purchase electricity and natural gas and to execute utility contracts

In 2022:

- 7 natural gas contracts were approved under delegated authority valued at \$3,557,286

Section 15 – Authority 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

- In 2022, 1 minor exception and adjustment to facility allocations policies were approved with an associated value of \$26,253.33, to offer a discounted rate for ice users at Christmas and March Break

Section 16 – Authority to approve interim fees for new recreation, cultural or facility programs, services and recoveries created during the year

- 1 interim fee was approved in 2022

Section 17 – Authority to approve, amend, extend, and execute agreements related to programming, recreation, culture, arts, heritage, festivals, fairs, and special events at municipal art centres and theatres

- 157 agreements occurred in 2022

Section 18 – Authority to approve, amend, extend and execute agreements related to programming, recreation, culture, arts, heritage, festivals, fairs and special events at municipal museums

- 434 agreements approved in 2022

Section 19 – Authority to approve sponsorships or advertising and execute associated agreements

- There was no use of this delegated authority in 2022

Section 20 – Authority to negotiate, approve, conclude, and execute agreements related to donations

- There was no use of this delegated authority in 2022

CONCLUSION

The Recreation, Cultural and Facility Services Department will continue to report to the Community Services Committee once per year to fulfill the reporting requirements as outlined in Schedule “E” of By-law 2022-253, as amended by by-law 2022-77

Dan Chenier, General Manager, Recreation, Cultural and Facility Services

SUPPORTING DOCUMENTATION

Document 1: 2022 Summary of Cultural Funding

Document 2: 2022 Summary of Recreation Funding

Document 3: 2022 Sponsorship and Advertising Annual Report over \$25,000