



**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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**8 avril 2025**

**FILE NUMBER: ACS#2025-EPS-GEN-0001**

**SUBJECT: Use of Delegated Authority in 2024 by the Emergency and Protective Services Department**

**OBJET : Utilisation des pouvoirs délégués en 2024 par les Services de protection et d'urgence**

## **PURPOSE**

In accordance with the Delegation of Authority By-law No. 2024–265 as amended, applicable throughout 2024, the purpose of this memorandum is to provide information to the Emergency Preparedness and Protective Services Committee regarding the use of delegated authority by the Emergency and Protective Services Department in 2024.

## **BACKGROUND**

The Delegation of Authority By-law No. 2024-265, Schedule “F” outlines the various authorities that Council has delegated to Emergency and Protective Services’ General Manager and departmental leadership from the various services. The by-law contains full details including the specific titles of the positions with delegated authority and the limitations set forth by the by-law. Any use of delegated authority with respect to these items must be reported to the appropriate Standing Committee (i.e. Emergency Preparedness and Protective Services Committee) at least once per calendar year.

## **DISCUSSION**

The following sections outline the instances throughout 2024 where Emergency and Protective Services Department exercised delegated authority under the by-law.

### **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 exercised once in 2024.

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 2024.

### **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 three times in 2024.

### **Sections 3 and 4 – Corporate Security**

#### **Section 3**

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 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 six times in 2024.

#### **Section 4**

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. This authority was not exercised in 2024.

### **Sections 5 and 6 – Public Safety Services**

#### **Section 5**

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 agreements and other agreements related to the provision of corporate radios, under certain conditions. This authority was exercised five times in 2024.

#### **Section 6**

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 2024.

## **Section 7 – 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* 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. In 2024, six such proceedings were commenced.

## **Section 8 – 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 exercised once in 2024.

## **Section 9 – 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.

Sixteen fire routes were designated in 2024.

## **Section 10 – 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 exercised four times in relation to veterinary locums in 2024.

## **Section 11 – 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 2024.

## **Sections 12 – Appointments to Animal Care and Control Tribunal**

By-law No. 2003-77 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 2024, the Animal Control Tribunal held 39 hearings, and heard and rendered decisions on 79 appeals to muzzle/leashing orders. There were no appointments or withdrawals in 2024.

## **Sections 13 to 15 – Vehicle-for-Hire License Transfers and Renewals**

### **Section 13**

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 2024.

### **Section 14**

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 2024.

### **Section 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. This authority was not exercised in 2024.

## **Section 17 – 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 89 times in 2024.

## **Section 18 – 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 2024.

## **Section 19 – 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 for restaurants as the requirement for municipalities to issue individual letters for temporary extensions was amended. In 2024, 40 establishments utilized this blanket letter.

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 66 times in 2024.

## **Section 20 – 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 2024.

### **CONCLUSION**

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

Any inquiries related to the use of delegated authority by Emergency and Protective Services Department in 2024 should be directed to the undersigned.

Ryan Perrault

General Manager, Emergency and Protective Services

CC: Emergency and Protective Services Departmental Leadership Team,  
Senior Leadership Team