

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 2024 BY THE  
RECREATION, CULTURAL AND FACILITY SERVICES DEPARTMENT, AS SET OUT  
IN SCHEDULE "E" OF BY-LAW 2023-67**

**OBJET : L'UTILISATION DE LA DÉLÉGATION DE POUVOIRS EN 2024 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 2023-67**

## PURPOSE

This memo provides information to the Community Services Committee on the use of delegated authority for 2024 by the Recreation, Cultural and Facility Services Department specific to Schedule “E” of By-law 2023-67.

## 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 2023-67, 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 2024 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 2024 there was:

- 1 departmental policy approved: City of Ottawa Museums and Historic Sites Deaccession Policy
- No departmental policies were amended  
No departmental policies were rescinded

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

In 2024, there were:

- A total of ten agreements were entered into in 2024 with the federal government, resulting in funding to the City of \$249,175; and
- A total of ten agreements were entered into in 2024 with the provincial government, resulting in funding to the City of \$1,470,573

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

In 2024, there were:

- 255 outdoor rink agreements executed, including 147 agreements to maintain, seven agreements to supervise, and 101 agreements to supervise and maintain rinks for a total of \$844,902.40; and
- 412 allocations made through Cultural Funding to support and promote arts, heritage, festivals and culture in Ottawa, including (see document 1 for details):
- 355 cultural funding terms of conditions documents executed comprised of 93 organizations receiving annual or multi-year operating support (Arts Funding Program: 62; Heritage Funding Program: nine; Equity and Inclusion in the Arts Fund: five; Major Arts and Cultural Festivals Program: 13; and Major Agricultural Fairs Program: four and 262 agreements related to projects or individuals;
- 21 cultural funding service agreements executed comprised of 8 arts service agreements, one rural arts service agreement, one festival service agreement, five heritage service agreements (which includes two Anishinabeg Cultural Centres), and six museum service agreements;
- Three Purchase of Service Agreements with a value of \$285,258;
- Three terms of conditions documents to allocate funds related to the Rich Little Endowment Fund;
- 13 awards through the Ottawa Book Awards/Prix du livre and three Karsh Award, 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 2024 there were seven 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 2024, there were:

- 23,044 facility rental contracts and 211,425 individual bookings, resulting in total revenue of \$30,728,770; and
- 1,310 facility rental contracts for Shenkman Arts Centre and Meridian Theatres @ CentrepoinTE resulting in total revenue of \$478,406.85;
- 623 art centre and museum rentals executed resulting in total revenue of \$308,343.17

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

In 2024, there were:

- 43 instructor contracts for recreation programs
- Seven 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 2024, there were 32 Recreation Renewable Funding Contribution Agreements totaling \$1,248,521

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

In 2024, there were:

- Three Community Partnership Major Capital Grant agreements approved and value \$621,224
- 11 Community Partnership Minor Capital Grant agreements approved with a total value of \$94,036
- 11 minor cultural capital funding terms and conditions executed for cultural projects with a total value of \$65,000
- Four major capital funding agreements executed for cultural projects with a total value of \$129,770

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

In 2024, there were:

- 209 allocations (including 179 grants, 16 awards, and 14 honoraria) totalling \$871,757;
- 2 donor agreements were executed with the Public Art Program in 2024

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

- 12 service offerings were adjusted in 2024
- 28 rental fees were waived for community-based programs in 2024 through the Access to Space pilot initiative with an in-kind value of \$38,256.52
- 37 rental fees were waived for community-based events in 2024 through the Community Connections through Events initiative with an in-kind value of \$8,330.04

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

- There were no cultural capital facility allocations outside the Cultural Facilities Fund programs in 2024

Section 12 – Authority to deaccession museum artifacts and historical objects

- In 2024, 786 artifacts or historical objects were 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 2024 there were 111 total rental agreements at Lansdowne Park, delegated authority was used to execute one of those rental agreements at a reduced rate

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

- In 2024, 6 natural gas contracts were approved under delegated authority valued at \$2,590,101.65

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 2024, three minor exceptions and adjustments to facility allocations policies were approved with an associated value of \$72,402.16, to offer a discounted rate for ice users at New Year's, Christmas Break and March Break

Section 16 – Authority to establish and adjust hours of operation for facilities, amenities, and lands, within the Recreation, Cultural and facility Services portfolio

- In 2024, no hours of operation for facilities, amenities, and lands within the Recreation, Cultural and Facility Services Portfolio were adjusted

Section 17 – Authority to approve interim fees for new recreation, cultural or facility programs, services and recoveries created during the year

- In 2024, two interim fees were approved

Section 18 – 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

- In 2024, 202 agreements were approved

Section 19 – Authority to approve, amend, extend and execute agreements related to programming, recreation, culture, arts, heritage, festivals, fairs and special events at municipal museums

- In 2024, 337 agreements were approved

Section 20 – Authority to approve sponsorships or advertising and execute associated agreements

- One new agreements was negotiated in 2024. The total value of sponsorship and advertising agreement revenue for 2024 was \$1,126,679.58. The total value of in-kind sponsorship contributions for 2024 was \$1,521,675

Section 21 – Authority to negotiate, approve, conclude, and execute agreements related to donations

- No new agreements were negotiated in 2024.

Section 22 – Authority 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

- In 2024, there were 55 withdrawals from Cash-in-Lieu Parkland accounts

Section 23 – 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

- In 2024, there was no use of reserve funds

Section 24 – Authority to approve, conclude, and execute non-development related maintenance and liability agreements on behalf of the City

- In 2024, no non-development related maintenance and liability agreements were approved

## 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 2023-67.

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

## SUPPORTING DOCUMENTATION

Document 1: 2024 Summary of Cultural Funding

Document 2: 2024 Summary of Recreation Funding

Document 3: 2024 Sponsorship and Advertising Annual Report over \$25,000