



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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**SUBJECT: Use of Delegated Authority in 2025 by the Emergency and Protective
Services Department**

**OBJET : Utilisation des pouvoirs délégués en 2025 par les Services de protection
et d'urgence**

PURPOSE

In accordance with the Delegation of Authority By-law (No. 2025-69) as amended, applicable throughout 2025, 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 2025.

BACKGROUND

The Delegation of Authority By-law (No. 2025-69), 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 2025 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 not exercised in 2025.

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 2025.

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 2025.

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 once in 2025.

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 exercised once in 2025.

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, and the delivery of 9-1-1 services, under certain conditions.

This authority was exercised three times in 2025.

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 2025.

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 2025, 10 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 20 times in 2025.

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.

In 2025, 19 fire routes were designated in 2025.

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 not exercised in 2025.

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 2025.

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 2025, the Animal Control Tribunal held 33 hearings, and heard and rendered decisions on 68 appeals to muzzle/leashing orders.

There were no appointments or withdrawals in 2025.

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 2025.

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 2025.

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 2025.

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 70 times in 2025.

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 nine times in 2025.

Section 19 – Letters for Applications to Alcohol and Gaming Commission of Ontario

The Manager, Business and Technical Support Services and the Program Manager, Events Central, Business and Technical Support Services, individually are authorized to issue:

- A letter of non-objection for applications to temporarily extend a liquor sales licence to create an outdoor patio associated with a special event;

- Letters of municipal significance, with notice to the local Ward Councillor, for applications to the Alcohol and Gaming Commission of Ontario (AGCO) for public-event Special Occasion Permits;
- Letters of municipal significance, with notice to the local Ward Councillor, for AGCO applications requesting temporary extensions to liquor service hours at licensed premises, where the event is proceeding through the City's Special Event Advisory Team under a Special Event Permit.

In 2025, 11 letters of non-objection were issued, and 69 letters of municipal significance were issued, with respect to special events.

In addition, the General Manager, Emergency and Protective Services, and the Director, By-law and Regulatory Services, individually are authorized to issue:

- A letter of non-objection for applications to the City for temporary extensions of a liquor sales licence to create seasonal patios on private property, under certain conditions;
- A letter of municipal significance for a premise holding a valid liquor license for a one-time temporary extension of liquor sale service hours, not beyond 5 am.

In 2025, 38 letters of non-objection were issued with respect to temporary extensions of liquor sales on seasonal patios, and 13 letters of municipal significance were issued for extensions of liquor sale service.

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 2025.

Section 21 - Federal and Provincial Agreements - Emergency and Protective Services

The General Manager, Emergency and Protective Services is delegated the authority to approve, amend, extend, and execute service agreements, contribution agreements, and grant agreements with federal or provincial governments or any funding organization or agency designated by these government, under certain conditions.

This authority was exercised three times in 2025.

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 2025 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