

MEMO / NOTE DE SERVICE

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TO : Community and Protective Services Committee

DESTINATAIRE : Comité des services communautaires et de protection

FROM : Dan Chenier
Parks, Recreation and Cultural Services

Contact :
Dan Chenier
Parks, Recreation and Cultural Services
613-580-2424 ext. 24295
Dan.Chenier@ottawa.ca

EXPÉDITEUR : Dan Chenier
Service des parcs, des loisirs et de la culture

Personne ressource :
Dan Chenier
Service des parcs, des loisirs et de la culture
613-580-2424 ext. 24295
Dan.Chenier@ottawa.ca

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SUBJECT : USE OF DELEGATED AUTHORITY DURING 2015 BY PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT, AS SET OUT IN SUBSECTIONHNS 13 (8) AND 13 (9) AND IN SECTIONS 11 TO 21 OF SCHEDULE "B", OF BY-LAW 2014-435

OBJET : UTILISATION DE POUVOIRS DÉLÉGUÉS EN 2015 PAR LE SERVICE DES PARCS, DES LOISIRS ET DE LA CULTURE, AUX TERMES DES PARAGRAPHES 13 (8) ET 13 (9) ET DES ARTICLES 11 À 21 DE L'ANNEXE B DU RÈGLEMENT MUNICIPAL 2014-435

PURPOSE

The purpose of this memo is to provide information to the Community and Protective Services Committee regarding the Parks, Recreation and Cultural Services Department's use of delegated authority during 2015.

BACKGROUND

Delegation of Authority By-Law authorizes the General Manager and Managers of the various branches to enter into funding agreements and undertake other actions related to their mandate. Schedule "B" of the by-law outlines the authority given to Parks, Recreation and Cultural Services Department.

DISCUSSION

Presented below are the instances throughout 2015 where the Department exercised delegated authority under the applicable sections and subsections of the Delegation of Authority By-Law.

Sponsorship: Subsection 13 (items 8 & 9) – Annual list submitted by the Manager of Corporate Partnerships in the Sponsorship and Advertising Branch for all sponsorships and advertising with a value exceeding \$25,000.00.

- A total value of \$4,853,300 was received for sponsorship and advertising agreements exceeding \$25,000 in 2015. See Document 1.

Schedule “B” – Recreation and Cultural Services Department:

Section 11 – Authority to approve, amend, extend and execute agreements with the federal and provincial government.

- A total of 23 agreements were entered into in 2015 with the federal government, resulting in funding to the City of \$90,761.
- A total of 32 agreements were entered into in 2015 with the provincial government, resulting in funding to the City of \$1,759,680.

Section 12 – Authority to approve, amend, extend and execute service agreements and contribution agreements and grant agreements.

In 2015, there were:

- 240 outdoor rink agreements were executed, including 119 agreements to maintain, 2 agreements to supervise and 119 agreements to supervise and maintain rinks at a total value of \$788,976.
- 263 cultural funding terms & condition documents executed comprised of 71 annual and three-year operating organizations (49 Arts; 6 Heritage; and 16 Festivals & Fairs) and 192 project or individual agreements. See Document 2.
- 21 cultural funding service agreements executed comprised of 8 Arts service; 1 Rural Arts service; 5 Heritage service; 1 Festival service; and 6 Museum service agreements (three-year and annual operating). See Document 2.
- 6 cultural facilities operating agreements, 1 purchase of service agreement and 42 recreation renewable funding agreements totaling \$1,363,041. For Recreation Funding see Document 3.

Section 13 – Authority to approve, amend, extend execute agreements related to the use of City recreation land and facilities.

During 2015:

- 22,627 Facility Rental Contracts were executed including 248,488 individual bookings resulting in total revenue of \$24,561,467.
- 507 art centre, archives and museum leases were executed resulting in revenue of \$255,807.

Section 14 – Authority to approve, amend, extend execute agreements related to the provision of instructors for community programs.

In 2015, there were:

- 65 instructor contracts signed for recreation programs totalling approximately \$810,000.
- 62 instructor contracts signed for cultural programs totalling \$53,061.

Section 15 – Authority to approve, amend, extend execute agreements related to the provision of purchase of service for the operation, management and maintenance of recreation, sports and cultural programs and facilities.

In 2015, there were:

- 655 purchased services were made valued at \$4,890,650.

Section 16 – Authority to approve, amend, extend execute agreements related to the cultural facilities and community and major and minor capital partnership projects.

In 2015 there were:

- 2 major cultural capital funding agreements of \$1,250,000 were executed resulting in funding from City Operating Budget.
- 24 minor cultural capital funding terms of conditions executed for cultural projects valued at \$102,500.
- 10 major capital partnership funding terms of conditions executed which were valued at \$1,209,732.
- 23 minor capital funding terms of conditions which were executed for community partnerships for recreation programs and valued at \$133,148.

Section 17 – Authority to approve, amend, extend execute agreements related to recreation, culture, arts, heritage, festivals, fairs and special events.

In 2015, there were:

- 209 artist service agreements executed for the provision of cultural programs valued at \$599,418.
- 13 donor agreements executed with the City Archives and Public Art Program.
- 39 contribution agreements for Civic Events valued at \$49,678.

Section 19 – Authority to provide final approval to Cultural Capital Facilities Grants.

In 2015, there were:

- 2 Cultural Capital Facilities grants approved at a value of \$1,250,000.

Section 20 – Authority to negotiate, approve, conclude, and execute agreements related to programming, including events, occurring at the Urban Park of Lansdowne Park.

In 2015, there were:

- 42 agreements executed for programming and events at the Urban Park of Lansdowne Park valuing \$237,273.

Section 21 – Authority to negotiate, approve, conclude, and execute agreements related to the long-term deposit of library and archival material in the City Archives, including executing deeds of gift and letters of acknowledgement as required.

In 2015, there were:

- 89 long-term deposits of archival and library material to the holdings of the City Archives. See Document 4.

Original signed by

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

SUPPORTING DOCUMENTATION:

Document 1: 2015 Summary of Sponsorship & Advertising Agreements

Document 2: 2015 Summary of Cultural Funding

Document 3: 2015 Summary of Recreation Funding

Document 4: 2015 City of Ottawa Archives Donor List