



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
General Manager, Recreation, Cultural
and Facility Services Department

Contact :
Jaime Waitman, Strategic Support
Coordinator
Recreation, Cultural and Facility
Services Department
(613)580-2424 ext. 26712
Jaime.Waitman@ottawa.ca

EXPÉDITEUR : Dan Chenier,
Directeur général, Direction générale
des loisirs, de la culture et des
installations

Personne ressource :
Jaime Waitman, Coordonnatrice du
soutien stratégique
Direction générale des loisirs, de la
culture et des installations
613-580-2424 poste 26712
Jaime.Waitman@ottawa.ca

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**SUBJECT: USE OF DELEGATED AUTHORITY DURING 2018 BY THE
RECREATION, CULTURAL AND FACILITY SERVICES DEPARTMENT, AS SET OUT
IN SCHEDULE "E" OF BY-LAW 2016-369**

**OBJET : L'UTILISATION DE LA DÉLÉGATION DE POUVOIRS EN 2018 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 2016-369**

PURPOSE

This memo provides information to the Community and Protective Services Committee on the use of delegated authority for 2018 by the Recreation, Cultural and Facility Services Department specific to Schedule “E” of By-law 2016-369.

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 2016-369 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 2018 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, amend, extend, and execute agreements with the federal and provincial government

- A total of 14 agreements were entered into in 2018 with the federal government, resulting in funding to the City of \$733,250; and
- A total of 47 agreements were entered into in 2018 with the provincial government, resulting in funding to the City of \$1,484,192.

Section 2 – Authority to approve, amend, extend, and execute agreements and contribution agreements and grant agreements

In 2018, there were:

- Two hundred and forty-three outdoor rink agreements executed, including 128 agreements to maintain, five agreements to supervise, and 110 agreements to supervise and maintain rinks for a total of \$832,922; and
- Three hundred and twenty-one allocations were made through the Cultural Funding Support Sections, including (see Document 1 for details):

- Two hundred and sixty-six cultural funding terms of conditions documents executed comprised of 86 organizations receiving annual or three-year operating support (56 art; seven heritage; and 23 festivals and fairs) and 180 agreements related to project or individuals;
- Twenty-one cultural funding service agreements executed comprised of eight 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;
- Seven Purchase of Service Agreements (\$418,825);
- Three terms of conditions documents to allocate funds related to an endowment fund (included in first bullet);
- Fifteen awards for which there are no agreements or terms & conditions (not required through the Grants & Contributions Policy); and
- Twelve honoraria for Youth in Culture Committee member services.

Section 3 – Authority to approve, amend, extend, and execute agreements related to the use of City recreational and cultural land and facilities

In 2018:

- There were 33,282 facility rental contracts executed including 232,689 individual bookings resulting in total revenue of \$26,011,513.90; and
- Nine hundred and thirty facility rental contracts for Shenkman Arts Centre and Meridian Theatres @ Centrepointe resulting in total revenue of \$475,836; and
- Eight hundred and sixteen art centre (excluding SAC and MTAC as stated above) and museum rentals executed resulting in total revenue of \$285,664

Section 4 – Authority to approve, amend, extend, and execute agreements related to the provision of instructors for community programs

In 2018, there were:

- Sixty-six instructor contracts signed for recreation programs, and
- Four instructor contracts signed for cultural programs.

Section 5 – 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

- There were 121 purchase orders were executed in 2018 with a total value of \$16,078,861.69.

Section 6 – Authority to approve, amend, extend, and execute agreements related to cultural facilities and community major and minor capital partnership projects

In 2018:

- Sixteen minor cultural capital funding terms of conditions were executed for cultural projects with a total value of \$82,000 (see Document 1); and
- Six major cultural facility funding agreements were executed with a total value of \$250,000 (see Document 1); and
- Five Community Partnership Major Capital grant project agreements were executed in 2018 valued at \$545,000; and
- Twenty Community Partnership Minor Capital grant project agreements were executed in 2018 valued at \$141,870

Section 7 – Authority to approve, amend, extend, and execute agreements related to recreation, culture, arts, heritage, festivals, fairs, and special events

In 2018, there were:

- The Cultural Funding Support Section made 104 allocations to individuals (including grants, awards, and honoraria) totalling \$341,500
Nine donor agreements executed with the Public Art Program; and
- Eighteen contribution agreements for Civic Events valued at \$47,300 (see Document 2).

Section 8 – Authority to adjust service offerings including participant, admission, rental, and other fees

- 1 Fee adjustment, to amend the Beach Volleyball Net daily rental rate, was adjusted in 2018 by \$0.25 for ease of cash handling.

Section 9 – Authority to provide final approval to Cultural Capital Facilities Grants

- In 2018, no cultural capital facility allocation outside the Cultural Facilities Fund programs (see Section 6 for details) was approved by Council

Section 10 – Authority to deaccession museum artifacts and historical objects.

- In 2018, no museum artifacts or historical objects were deaccessioned.

Section 11 – Authority to negotiate, approve, conclude, and execute agreements related to programming, including events, occurring at the Urban Park of Lansdowne Park.

- In 2018, the use of delegated authority was used to execute rental agreements at a reduced rate on four separate occasions.

Section 12 – Authority to purchase electricity and natural gas and to execute utility contracts.

- Twenty-five energy contracts were approved under delegated authority in 2018 valued at \$1,769,196.55.

Section 13 – 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 2018:

- Two exceptions and adjustments to facility allocations policies were approved with an associated value of \$ \$575.25
- An adjustment to offer a practice turf rate at Minto turf field to Myers Football Club when a lit grass field was not available. The rate was reduced to \$57.65 for a total of 122 practice hours.
- A renovation arena discount at Manotick Arena minor rate at \$172.50 and adult at \$282.75 for a total of 360 minor hours and 109 adult hours.

Section 14 – Authority to approve interim fees for new recreation, cultural or facility programs, services and recoveries created during the year.

- Seven interim fees were approved in 2018 and reported through the 2019 Operating Budget.

Section 15 – Authority to approve, amend, extend, and execute agreements related to programming, recreation, culture, arts, heritage, festivals, fairs, and special events at municipal art centers, including the Arts Court, and at municipal theatres

- One hundred and ninety-four programming agreements occurred in 2018.

Section 16 – Authority to approve, amend, extend, and execute agreements related to programming, recreation, culture, arts, heritage, festivals, fairs, and special events at municipal museums

- Eight-four programming agreements occurred in 2018.

ADVERTISING AND SPONSORSHIP

Section 17 – Authority to approve sponsorships or advertising and execute associated agreements

- Eighteen sponsorships or advertising agreements were approved and executed in 2018 for a total value of \$1.6M in cash and value in-kind services (See Document 3)

DONATIONS

Section 17 – Authority to negotiate, approve, conclude, and execute agreements related to donations, including executing deeds of gift and letters of acknowledgement

- There were zero donations were received in 2018

CONCLUSION

The Recreation, Cultural and Facility Services Department will continue to report to the Community and Protective Services Committee once per year to fulfill the reporting requirements as outlined in Schedule “E” of By-law 2016-369.

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

SUPPORTING DOCUMENTATION

Document 1: 2018 Summary of Cultural Funding

Document 2: 2018 Summary of Recreation Funding

Document 3: 2018 Sponsorship and Advertising Annual Report over \$25,000