



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 2021 BY THE  
RECREATION, CULTURAL AND FACILITY SERVICES DEPARTMENT, AS SET OUT  
IN SCHEDULE "E" OF BY-LAW 2020-360, AS AMENDED BY BYLAW 2021-8**

**OBJET : L'UTILISATION DE LA DÉLÉGATION DE POUVOIRS EN 2021 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 2020-360, DANS SA VERSION MODIFIÉE PAR LE  
RÈGLEMENT NO 2021-8**

## PURPOSE

This memo provides information to the Community and Protective Services Committee on the use of delegated authority for 2021 by the Recreation, Cultural and Facility Services Department specific to Schedule “E” of By-law 2020-360, as amended by by-law 2021-8.

## 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 2020-360, as amended by by-law 2021-8, 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 2021 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 2021 there were:

- 1 new departmental policy
- approved;
  - Social Media Policy
- 3 existing departmental policies amended;
  - Reporting Suspected Abuse or Neglect Policy
  - Reporting Suspected Abuse or Neglect Procedures
  - Emergency On-Call Manager Policy
- 0 departmental policies rescinded

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

In 2021, there were:

- A total of 58 agreements entered into with the federal government, resulting in funding to the City of \$1,610,403; and
- A total of 25 agreements entered into with the provincial government, resulting in funding to the City of \$10,633,339

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

In 2021, there were:

- 254 outdoor rink agreements executed, including 141 agreements to maintain, 8 agreements to supervise, and 105 agreements to supervise and maintain rinks for a total of \$853,838.00; and
- 447 funding allocations made through the Cultural Funding Support Unit to support and promote arts, heritage, festivals and culture in Ottawa, including (see document 1 for details):
  - 363 cultural funding Terms of Conditions documents executed, monitored or extended due to COVID-19 comprised of 87 organizations receiving annual or three-year operating support (58 art; 7 heritage; 17 festivals and fairs, and 5 in the Diversity in the Arts Fund) and 276 agreements related to projects or individuals;
  - 21 cultural funding Service Agreements (11 new and 10 monitored) comprised of 8 arts Service Agreements, 1 rural arts Service Agreement, 1 festival service agreement, 5 heritage Service Agreements (which includes 2 Anishinabeg Cultural Centres), and 6 museum Service Agreements;
  - 6 Purchase of Service Agreements (4 new, 2 monitored) for a total amount of \$317,437, including 1 that responds to the Reconciliation Action Plan;
  - 4 Terms of Conditions documents were executed to allocate funds related to the Rich Little Endowment Fund (for a total of \$3,000);
  - 17 awards through the Ottawa Book Awards/Prix du livre and 1 through the Karsh Award; and
  - 11 honoraria for Equity and Inclusion Committee member services and 12 honoraria to Algonquin Anishinabe Elders and knowledge keepers for services related to the Reconciliation Action Plan

Section 4 – Authority to approve, amend, extend, and execute agreements related to the use of City recreational and cultural land and facilities.

In 2021, there were:

- 7,333 facility rental contracts including 106,235 individual bookings, resulting in total revenue of \$14,500,043; and
- 227 facility rental contracts for Shenkman Arts Centre and Meridian Theatres @ CentrepoinTE resulting in total revenue of \$32,013.49; and
- 226 art centre and museum rentals executed resulting in total revenue of \$204,768.56
- 9 facility rental contracts for special events at showcase City facilities were offered a 50% reduction as part of COVID-19 economic recovery efforts, resulting in a total of \$15,181.50 in revenue
- The operating hours of 162 parks were temporarily amended, and 28 parks were temporarily closed, with the concurrence of the ward councillor, to help enforce the province wide COVID-19 stay-at-home measures

Section 5 – Authority to approve, amend, extend, and execute agreements related to the provision of instructors for community programs

In 2021, there were:

- 35 instructor contracts for recreation programs
- 4 instructor contracts for cultural programs

Section 6 – 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 2021, there were:

- 33 Recreation Renewable Funding Contribution Agreements totaling \$1,285,182.00.

Section 7 – Authority to approve, amend, extend, and execute agreements related to cultural facilities and community major and minor capital partnership projects

In 2021, there were:

- 11 Community Partnership Major Capital project agreements executed for a value of \$1,229,800
- 9 Community Partnership Minor Capital project agreements executed for a value of \$60,120

- 15 minor cultural capital funding Terms and Conditions executed for cultural projects with a total value of \$80,016
- 6 major capital funding agreements executed for cultural projects with a total value of \$207,950

Section 8 – Authority to approve, amend, extend, and execute agreements related to recreation, culture, arts, heritage, festivals, fairs, and special events.

In 2021, there were:

- The Cultural Funding Support Section made 231 allocations to individuals (including 178 grants, 17 awards, and 36 honoraria) totalling \$717,480.50;
- 7 donor agreements were executed with the Public Art Program for the donation of 50 artworks by 9 artists; and

Section 9 – Authority to adjust service offerings including participant, admission, rental, and other fees

- 3 fees were adjusted in 2021

Section 10 – Authority to provide final approval to Cultural Capital Facilities Grants

In 2021, there was one cultural capital facility allocation (total allocation of \$18,766.20; \$9,383.10 to each partner) made in support of a strategic cultural partnership (Purchase of Service with GM approval) between the City and two non-profit organizations, Ensemble Non-Profit and Prezidential. This partnership allows for shared work that supports the conceptual development of a cultural, creative and active lifestyle industries hub at 1010 Somerset West. The project focuses on preparation towards full pre-feasibility work and supports the growth and development of the next generation of cultural and creative industry leaders, particularly those engaged in sectors rooted in Black culture.

Section 11 – Authority to deaccession museum artifacts and historical objects

- In 2021, there were 11 artifacts and historical objects that were deaccessioned.

Section 12 – Authority to negotiate, approve, conclude, and execute agreements related to programming, including events, occurring at the Urban Park of Lansdowne Park.

In 2021, the use of delegated authority was used to execute 4 rental agreements at a reduced rate.

Section 13 – Authority to purchase electricity and natural gas and to execute utility contracts

In 2021:

- 8 natural gas contracts were approved under delegated authority valued at \$4,557,146.05

Section 14 – 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 2021, 1 minor exception and adjustment to facility allocations policies were approved with an associated value of \$25,269.60, to offer a discounted rate for ice users at Christmas and March Break.

Section 15 – Authority to approve interim fees for new recreation, cultural or facility programs, services and recoveries created during the year.

- 2 interim fees were approved in 2021.

Section 16 – 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

- 160 agreements occurred in 2021.

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

- 120 agreements approved in 2021.

Section 18 – Authority to approve sponsorships or advertising and execute associated agreements.

The total value of sponsorship and advertising agreements for 2021 was \$515,343.02.

The total value in kind reported for 2021 was \$2,601,499.

Section 19 – Authority to negotiate, approve, conclude, and execute agreements related to donations

- There was no use of this delegated authority in 2021.

## 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 2020-360, as amended by by-law 2021-8.

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

## SUPPORTING DOCUMENTATION

Document 1: 2021 Summary of Cultural Funding

Document 2: 2021 Summary of Recreation Funding

Document 3: 2021 Sponsorship and Advertising Annual Report over \$25,000