



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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FILE NUMBER: ACS2021-EPS-GEN-0002

SUBJECT: Use of Delegated Authority during 2019 and 2020 by Emergency and  
Protective Services

OBJET : Utilisation des pouvoirs délégués en 2019 et 2020 par les Services de  
protection et d'urgence

**BACKGROUND**

The purpose of this memorandum is to report on the use of delegated authority by the  
Emergency and Protective Services Department in 2019 and 2020.

Through Schedule “F” of the Delegation of Authority By-law No. 2020-360, as amended, and through certain other regulatory by-laws delegated authority is exercised pursuant to certain conditions established by Council, including the requirement to report back to the applicable Standing Committee.

## **DISCUSSION**

For clarity, some of the delegated authority in By-law No. 2020-360 was added or changed as part of the Mid-Term Governance Review and so does not apply to 2019.

### **General Manager**

Section 11 of Schedule “F” of the Delegation of Authority By-law authorizes the General Manager, Emergency and Protective Services, 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. Newly introduced in December 2020 this will be reported on in 2022.

In accordance with Section 3A of the Temporary Mandatory Mask By-law (2020-251, as amended), the General Manager, Emergency and Protective Services is authorized to issue or rescind an Order establishing a Designated Unenclosed Public Space where face masks must be worn, provided that certain conditions are met. This authority was exercised once in 2020, the first year of its enactment.

### **Security and Emergency Management**

#### *Emergency Management*

Section 2 of Schedule “F” of the Delegation of Authority By-law, as amended, authorizes the Manager, Security and Emergency Management, to approve, amend, execute and extend 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 two times in 2019 and two times in 2020.

Additionally, Section 17 of Schedule “F” authorizes the Manager, Security and Emergency Management to issue notices to the public about emergency situations and appropriate actions to take in these circumstances. This authority was exercised one time in 2019 and was not exercised in 2020.

#### *Corporate Security*

Section 3 of Schedule “F” authorizes the Manager, Security and Emergency Management to approve, amend, extend and execute service agreements, contribution agreement, grant agreements, purchases 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 not exercised in 2019 or 2020.

#### *Corporate Radio*

Section 16 of Schedule “F” authorizes the Manager, Security and Emergency Management to approve, amend, extend and execute services agreements, contribution agreements, grant agreements, purchase of service agreement and other agreements related to the provision of corporate radios, under certain conditions. This authority was not exercised in 2019 or 2020.

### **By-law and Regulatory Services**

#### *Dog Owners’ Liability Act*

Section 4 of Schedule “F” authorizes the Director, By-law and Regulatory Services to commence, maintain and settle proceedings pursuant to the Dog Owners’ Liability Act. In 2019, one such proceeding was commenced and none in 2020.

#### *Parking Ticket Revenue Sharing*

Section 5 of Schedule “F” authorizes the Director, By-law and Regulatory Services to approve, execute, amend or extend agreements respecting parking ticket revenue sharing with public service agencies or institutions. This authority was not exercised in 2019. In 2020 it was exercised with respect to two agencies.

#### *Cost Recovery*

Under Schedule 30 of the Licensing By-law No. 2002-189, as amended by By-law No. 2011-380, the Chief License Inspector is authorized to approve, execute, amend or extend agreements respecting cost-recovery with private parking enforcement agencies under certain conditions, including the requirement to report back to Committee on the use of that authority. This authority was not exercised in 2019. In 2020 it was exercised with respect to five private parking enforcement agencies.

#### *Fire Routes*

Section 6 of Schedule “F” authorizes the Director, By-law and Regulatory Services to approve amendments to By-law No. 2003-499, as amended, being the Fire Routes By-law, 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 the enactment of By-law No. 2003-499; and,
- Take any steps necessary to ensure the harmonization of fire route signage.

Eighteen fire routes were designated in 2019 and 19 in 2020.

#### *Spay/Neuter Clinic*

Section 7 authorizes the Director, By-law and Regulatory Services 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 2019 or 2020.

#### *Prohibition – Discharge of Firearms*

Section 8 of Schedule “F” authorizes the Director, By-law and Regulatory Services to approve amendments to the boundaries of areas in which firearms cannot be discharged pursuant to the Discharge of Firearms By-law No. 2002-344, as amended, under certain conditions. This authority was not exercised in 2019 or 2020.

#### *Animal 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 2019, the Animal Control Tribunal held 13 hearings, and heard and rendered decisions on 17 appeals to muzzle/leashing Orders. In 2020, the Animal Control Tribunal held 13 hearings, and heard and rendered decisions on 14 appeals to muzzle/leashing Orders.

Section 9 of Schedule “F” authorizes the City Manager and City Clerk to appoint or withdraw the appointment of members of the Animal Control Tribunal provided under By-law No. 2003-77, as amended, to fulfill the City’s obligations. There were no appointments or withdrawals in 2019 or 2020.

#### *Vehicle-For-Hire*

Section 10 of Schedule “F” of the Delegation of Authority By-law authorizes 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 No. 2016-272, as amended, under certain conditions. This authority was not exercised in 2019 or 2020.

Section 12 of Schedule “F” authorizes the Director, By-law and Regulatory Services to negotiate, finalize and execute voluntary accessibility surcharges with Private Transportation Companies. Newly introduced in December 2020 this will be reported on in 2022.

### **Ottawa Paramedic Service**

Section 14 of Schedule “F” authorizes the Chief, Ottawa Paramedic Service 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 Branch, under certain conditions. This authority was exercised 41 times in 2019 and 57 times in 2020.

### **Ottawa Fire Services**

Section 15 of Schedule “F” authorizes the Chief, Ottawa Fire Services 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 Ottawa Fire Services, under certain conditions. This authority was exercised four times in 2019 and three times in 2020.

### **Event Central**

Section 18 of Schedule “F” authorizes the Manager, Business Support Services and the Program Manager, Events Central, individually to issue a letter of non-objection related to applications to the Alcohol and Gaming Commission of Ontario regarding a temporary extension of liquor sales licence for a premise, where the applicant already holds a valid liquor license and is in compliance with the Liquor Licence Act. This authority was exercised 100 times in 2019 and 20 times in 2020.

In addition, authorization is granted to issue a letter of municipal significance, with notification to the local ward Councillor, related to an application to the Alcohol and Gaming Commission of Ontario for a public event special occasion permit for an event

that meet certain criteria. In 2019, this authority was exercised 49 times. In 2020, this authority was exercised five times.

### **Public Policy Branch**

Section 19 of Schedule “F” authorizes the Manager, Public Policy Development to approve, amend, execute and extend agreements related to the operations of public policy development, under certain conditions. This authority was not exercised in 2019 or 2020.

### **CONCLUSION**

The Emergency and Protective Services Department will continue to report annually to the Community and Protective Services Committee on the use of delegated authority, in accordance with Schedule “F” of the Delegation of Authority By-law.

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General Manager, Emergency and Protective Services

CC: Senior Leadership Team  
EPS Departmental Leadership Team