



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 2020 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 2020 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 2020 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 2020 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 2020 there were:

- 2 new departmental policies approved;
 - Helmet Use During On-Ice Activities Policy and Support Persons
 - Service Animals and Assistive Devices Policy
- 1 existing departmental policy amended; and
 - Rentals - Credit for Older Adults Groups Interim Policy
- 4 departmental policies rescinded
 - Policy for Mandatory Helmet Use During Public Skates
 - Procedures for Mandatory Helmet Use During Public Skates
 - Support Person/Communication Supports Policy and Procedures
 - Service Animal/Assistive Devices Policy and Procedure

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

In 2020, there were:

- A total of 11 agreements were entered into in 2020 with the federal government, resulting in funding to the City of \$580,298; and
- A total of 20 agreements were entered into in 2020 with the provincial government, resulting in funding to the City of \$18,151,972

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

In 2020, there were:

- 253 outdoor rink agreements executed, including 97 agreements to maintain, 8 agreements to supervise, and 148 agreements to supervise and maintain rinks for a total of \$838,318.00; and
- 355 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):
 - 290 cultural funding terms of conditions documents executed, monitored or extended due to COVID-19 comprised of 85 organizations receiving annual or three-year operating support (57 art; 8 heritage; 17 festivals and fairs, and 3 in the Diversity in the Arts Fund) and 205 agreements related to project or individuals;
 - 20 cultural funding service agreements (7 new and 13 monitored) comprised of 8 arts service agreements, 1 rural arts service agreement, 1 festival service agreement, 4 heritage service agreements (which includes 2 Anishinabeg Cultural Centres), and 6 museum service agreements;
 - 7 Purchase of Service Agreements (6 new, one monitored) for a total amount of \$155,393, including 2 that respond to the Reconciliation Action Plan;
 - 3 terms of conditions documents were executed to allocate funds related to the Rich Little Endowment Fund (for a total of \$3,000);
 - 15 awards through the Ottawa Book Awards/Prix du livre and 3 through the Karsh Award; and
 - 14 honoraria for Equity and Inclusion Committee member services and 6 honoraria to Algonquin Anishinabe Elders 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 2020, there were:

- 8,643 facility rental contracts including 96,101 individual bookings, resulting in total revenue of \$11,971,961; and
- 205 facility rental contracts for Shenkman Arts Centre and Meridian Theatres @ Centrepointe resulting in total revenue of \$93,062.76; and
- 248 art centre and museum rentals executed resulting in total revenue of \$108,291.65

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

In 2020, there were:

- 29 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 2020, there were:

- 37 Recreation Renewable Funding Contribution Agreements totaling \$1,387,394 (Document 2).

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

In 2020, there were:

- 3 Community Partnership Major Capital project agreements executed for a value of \$498,280
- 0 Community Partnership Minor Capital project agreements were executed as they were deferred until 2021
- 0 minor cultural capital funding terms of conditions executed for cultural projects
- 1 major cultural facility funding agreements executed with total value of \$250,000 (See Document 1)

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

In 2020, there were:

- The Cultural Funding Support Section made 355 allocations to individuals (including grants, awards, and honoraria) totalling \$11.2 M;
- 0 donor agreements were executed with the Public Art Program; and
- 8 Civic Events Contribution Agreements totaling \$12,239 (Document 2).

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

- 8 fees were adjusted in 2020

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

In 2020, there was one cultural capital facility allocation of \$38,900 aimed at supporting the local cultural community with professional venue recovery guidance focused on ventilation and indoor air quality, in light of COVID-19 and to meet safe re-opening measures.

Section 11 – Authority to deaccession museum artifacts and historical objects

- There was no use of this delegated authority in 2020.

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

- In 2020, the use of delegated authority was used to execute 2 rental agreements at a reduced rate to offer economic relief due to COVID-19 capacity restrictions.

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

In 2020:

- 6 natural gas contracts were approved under delegated authority valued at \$2,238,757.25

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 2020, 2 minor exceptions and adjustments to facility allocations policies were approved with an associated value of \$136,154.10, to offer economic relief for ice users due to COVID-19 capacity restrictions.

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

- 6 interim fees were approved in 2020.

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

- 445 agreements occurred in 2020.

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.

- 170 agreements approved in 2020.

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

- No new agreements were executed or approved, but the Department maintained 21 sponsorships or advertising agreements in 2020 for a total value of \$5.2M in cash and value in-kind services. (Document 3)

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

- There was no use of this delegated authority in 2020

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: 2020 Summary of Cultural Funding

Document 2: 2020 Summary of Recreation Funding

Document 3: 2020 Sponsorship and Advertising Annual Report over \$25,000