



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 2019 BY THE
RECREATION, CULTURAL AND FACILITY SERVICES DEPARTMENT, AS SET OUT
IN SCHEDULE "E" OF BY-LAW 2019-280**

**OBJET : L'UTILISATION DE LA DÉLÉGATION DE POUVOIRS EN 2019 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 2019-280

PURPOSE

This memo provides information to the Community and Protective Services Committee on the use of delegated authority for 2019 by the Recreation, Cultural and Facility Services Department specific to Schedule "E" of By-law 2019-280.

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 2019-280 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 2019 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 2019 there were:

- 3 new departmental policies approved;
- 1 existing departmental policy amended; and
- 5 departmental policies rescinded.

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

- A total of 15 agreements were entered into in 2019 with the federal government, resulting in funding to the City of \$1,034,783; and
- A total of 29 agreements were entered into in 2019 with the provincial government, resulting in funding to the City of \$1,486,113.

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

In 2019, there were:

- 268 outdoor rink agreements executed, including 152 agreements to maintain, 2 agreements to supervise, and 114 agreements to supervise and maintain rinks for a total of \$852,876; and
- 346 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):
 - 272 cultural funding terms of conditions documents executed comprised of 86 organizations receiving annual or three-year operating support (59 art; 8 heritage; and 19 festivals and fairs) and 186 agreements related to project or individuals;
 - 21 cultural funding service agreements executed 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;
 - 16 Purchase of Service Agreements (\$201,878), including 7 that respond to the Reconciliation Action Plan;
 - 4 terms of conditions documents to allocate funds related to the Rich Little Endowment Fund;
 - 19 awards through the Ottawa Book Awards/Prix du livre and the Karsh Award, for which there are no agreements or terms & conditions (not required through the Grants & Contributions Policy); and
 - 14 honoraria for Equity and Inclusion Committee member services.

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

In 2019, there were:

- 23,676 facility rental contracts executed including 236,979 individual bookings, resulting in total revenue of \$23,721,776; and
- 923 facility rental contracts for Shenkman Arts Centre and Meridian Theatres @ Centrepointe resulting in total revenue of \$453,438.77; and
- 929 art centre and museum rentals executed resulting in total revenue of \$268,581.67.

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

In 2019, there were:

- 79 instructor contracts signed for recreation programs and
- 4 instructor contracts signed 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 2019 there were 39 agreements related to purchase of service executed with a total value of \$1,649,221 (see 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 2019 there were:

- 3 Community Partnership Major Capital grant project agreements were executed in 2019 valued at \$175,000; and
- 13 Community Partnership Minor Capital grant project agreements were executed in 2019 valued at \$107,014; and
- 13 minor cultural capital funding terms of conditions executed for cultural projects with a total value of \$73,500 (see Document 1); and
- 7 major cultural facility funding agreements executed with a 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 2019:

- The Cultural Funding Support Section made 119 allocations to individuals (including grants, awards, and honoraria) totalling \$405,980;
- 5 donor agreements were executed with the Public Art Program; and
- 30 contribution agreements for Civic Events were executed, valued at \$51,498 (see Document 2); and
- 13 contribution agreements for Remembrance Day events were executed, valued at \$11,176 (see Document 2).

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

1 service offering was adjusted in 2019.

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

In 2019, there was no cultural capital facility allocation outside the Cultural Facilities Fund programs (see Document 1).

Section 11 – Authority to deaccession museum artifacts and historical objects

There was no use of this delegated authority in 2019.

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

In 2019, the use of delegated authority was used to execute 8 rental agreements at a reduced rate (agreements executed at the standard rate are captured under Section 4).

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

2 natural gas contracts were approved under delegated authority in 2019 valued at \$828,148.

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 2019, 8 minor exceptions and adjustments to facility allocations policies were approved with an associated value of \$10,759.15.

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

12 interim fees were approved in 2019.

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

238 agreements occurred in 2019.

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

96 agreements occurred in 2019.

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

19 sponsorships or advertising agreements were approved and executed in 2019 for a total value of \$7.4M in cash and value in-kind services (see Document 3).

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

There was no use of this delegated authority in 2019.

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 2019-280.

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

SUPPORTING DOCUMENTATION

Document 1: 2019 Summary of Cultural Funding

Document 2: 2019 Summary of Recreation Funding

Document 3: 2019 Summary of Sponsorship and Advertising over \$25,000