

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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DATE: September 11, 2017

11 septembre 2017

FILE NUMBER: ACS2018-RCF-GEN-0004

**SUBJECT: USE OF DELEGATED AUTHORITY DURING 2017 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 2017 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 2017 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 2017 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 5 agreements were entered into in 2017 with the federal government, resulting in funding to the City of \$50,108; and
- A total of 38 agreements were entered into in 2017 with the provincial government, resulting in funding to the City of \$965,280.

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

In 2017, there were:

- 272 outdoor rink agreements executed, including 134 agreements to maintain, 4 agreements to supervise, and 111 agreements to supervise and maintain rinks for a total of \$811,876; and
- 331 allocations were made through the Cultural Funding Support Sections, including (see Document 1 for details):
  - 254 cultural funding terms of conditions documents executed comprised of 81 annual and three-year operating organizations (53 art; 7 heritage; and 22 festivals and fairs) and 172 project or individual agreements;

- 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, 6 museum service agreements;
- 1 Council-approved one-time major capital investment;
- A total of 2 Memoranda of Understanding (Ottawa Cultural Alliance and Ottawa Public Library);
- 8 Purchase of Service Agreements (\$277,180);
- 3 endowments;
- 22 awards for which there are no agreements or terms & conditions (not required through the Grants & Contributions Policy); and
- 22 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 2017, there were:

- 30,740 facility rental contracts executed including 210,879 individual bookings resulting in total revenue of \$22,628,793; and
- 739 facility rental contracts for Shenkman Arts Centre and Centrepointe Theatres resulting in total revenue of \$417,455; and
- 1,009 art centre and museum rentals executed resulting in total revenue of \$285,256.

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

In 2017, there were:

- 70 instructor contracts signed for recreation programs totalling \$804,917; and
- 4 instructor contracts signed for cultural programs totalling \$64,799.

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 153 purchase orders were executed in 2017 with a total value of \$19,938,231.

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

In 2017:

- 5 major capital partnership funding terms of conditions were executed with a value of \$1,190,000; and
- 15 minor capital funding terms of conditions were executed for community partnerships for recreation programs and valued at \$83,891.
- 24 minor cultural capital funding terms of conditions were executed for cultural projects valued at \$108,000 (see Document 1); and
- 5 major cultural facility funding agreements were executed with a value of \$248,870 (see Document 1)

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

In 2017, there were:

- The Cultural Funding Support Section made 125 allocations to individuals (including grants, awards, and honoraria) totalling \$361,534; and
- 9 donor agreements executed with the Public Art Program; and
- 49 contribution agreements for Civic Events valued at \$206,000 (see Document 2).

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

- 1 service offering, to amend the Shenkman Arts Centre Agora space rental rate, was adjusted in 2017.

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

- 1 one-time, Council-approved cultural capital facility allocation in the amount of \$250,000

Section 10 – Authority to negotiate, approve, conclude, and execute agreements related to programming, including events, occurring at the Urban Park of Lansdowne Park

- In 2017, 11 events were offered at reduced rates as a part of Ottawa's celebration of its sesquicentennial

Section 11 – Authority to purchase electricity and natural gas and to execute utility contracts

- 4 energy contracts were approved under delegated authority in 2017 valued at \$1,135,158.

Section 12 – 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 2017:

- 6 minor exceptions and adjustments to facility allocations policies were approved with an associated value of \$9,430.70; and
- 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 from \$77.65 for a total of 122 practice hours.

Section 13 – Authority to approve interim fees for new recreation, cultural or facility programs, services and recoveries created during the year.

- No interim fees were approved in 2017.

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: 2017 Summary of Cultural Funding

Document 2: 2017 Summary of Recreation Funding