

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 2018 by Emergency and Protective Services, as set out in Schedule "F", Emergency and Protective Services Department, By-law 2016-369

OBJET : Utilisation des pouvoirs délégués en 2018 par les Services de protection et d'urgence, comme le prévoit l'annexe F, Direction générale des services de protection et d'urgence, Règlement municipal n° 2016-369

PURPOSE

The purpose of this memorandum is to report on the use of delegated authority as per By-law No. 2016-369 in 2018.

BACKGROUND

Through Schedule “F” of By-law No. 2016-369, as amended, being the Delegation of Authority By-law, Council has delegated a number of administrative authorities to the services of the Emergency and Protective Services department to promote efficiencies and recognize operational processes. In the case of By-law and Regulatory Services (BLRS), authorities have also been delegated through certain other regulatory by-laws administered and enforced by the Branch. Delegated authority is exercised pursuant to certain conditions established by Council either in the Delegation of Authority By-law or in certain other regulatory by-laws, including the requirement to report back to the applicable Standing Committee.

DISCUSSION

Security and Emergency Management

Emergency Management

Section 1 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 agreements with the provincial and federal governments, contribution agreements, purchase of service agreements and other agreements for emergency planning and management under certain conditions. This authority was not exercised in 2018.

Corporate Security

Section 2 of Schedule “F” authorizes the Manager, Security and Emergency Management to approve, amend, execute and extend agreements related to the provision of corporate security services under certain conditions. This authority was not exercised in 2018.

By-law and Regulatory Services

Dog Owners’ Liability Act

Section 3 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 2018, four (4) such proceedings were commenced or settled.

Parking Ticket Revenue Sharing / Cost Recovery

Section 4 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. In 2018, six (6) public service agency/ institution revenue sharing agreements continued in place, and one (1) new public service institution revenue sharing agreement was executed (Royal Ottawa Hospital).

Further, in 2011, Council enacted Schedule 30 to the Licensing By-law (2002-189), as amended, respecting the licensing, regulating and governing of private parking enforcement agencies. Under Schedule 30, 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. In 2018, 14 private parking enforcement agency cost recovery agreements continued to be in effect. No new private agency cost recovery agreements were introduced in 2018.

Fire Routes (Designation and Signage)

Section 5 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.

In 2018, 10 fire routes were designated.

Appointment of Fence-Viewers Under Line Fences Act

Section 6 of Schedule “F” authorizes the Director, By-law and Regulatory Services to appoint or withdraw the appointment of fence-viewers and to amend By-law 2004-293, as amended, as required. This authority was not exercised in 2018.

Spay/Neuter Clinic

Section 7 authorized the Director, By-law and Regulatory Services to approve, amend and extend agreements respecting the provision of veterinary services for the City's Spay/Neuter Clinic under certain conditions. This authority was exercised once in 2018.

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 (By-law No. 2002-344), as amended, under certain conditions. This authority was exercised once in 2018.

Animal Control Tribunal

In 2006, Council approved the delegation of authority, to act as the Animal Control Tribunal, to the Director, By-law and Regulatory Services or his/her designate, as appointed by Council, with the requirement that staff report back to Committee on the use of that delegated authority. In accordance with the provisions of the Animal Care and Control By-law, the Tribunal hears appeals to Orders to muzzle/leash dogs which have bitten or attacked a person or domestic animal. These Orders are issued to the owners of the dogs by By-law Enforcement Officers and the Orders may be appealed. In 2018, the Animal Control Tribunal held 10 hearings, and heard and rendered decisions on 10 appeals to muzzle/leashing Orders.

Section 9 of Schedule "F" authorizes the City Manager and Deputy 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. In 2018, zero (0) appointments or withdrawal of appointments were made.

Paramedic Service

Section 11 of Schedule "F" authorizes the Chief, Ottawa Paramedic Service, to 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. In 2018, this authority was not exercised with respect to federal or provincial government agreements, contribution agreements, inter-municipal agreements or purchase of service agreements. Delegation of Authority was exercised on four occasions with respect to placement agreements, four occasions regarding the

Community Paramedicine Program and one occasion related to a patient offload process.

Fire Services

Section 12 of Schedule “F” authorizes the Chief, Ottawa Fire Services to approve, amend, execute and extend agreements with other municipalities and townships for fire dispatch services and other areas related to the operation of Ottawa Fire Services under certain conditions. This authority was not exercised in 2018.

Event Central

By-law 2016-369 as amended, Section 13(1) of Schedule “F” authorizes the Manager, Business Support Services or 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. In 2018, this authority was exercised 55 times.

In addition, authorization is granted to issue a letter of municipal significance related to an application to the Alcohol and Gaming Commission of Ontario for a public event special occasion for an event meeting the following criteria:

- i. Less than 300 people are in attendance;
- ii. The event has social, cultural, and/or local economic development impacts within the City of Ottawa; and
- iii. The community will benefit from the event.

In 2018, this authority was exercised 43 times.

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CC: Senior Leadership Team
EPS Departmental Leadership Team