

**Subject: Administrative Review of Recreation Renewable Funding Program (RRFP) Policy and Facility Access Policy, Re-Affirmation of RRFP, and Re-Allocation of Trust Fund**

**File Number: ACS2025-RCF-GEN-0002**

**Report to Community Services Committee on 28 October 2025**

**and Council 12 November 2025**

**Submitted on October 17, 2025 by Caroline Barrière, Manager of Business Technical and Support Services, Recreation, Cultural and Facility Services**

**Contact Person: Craig Cornell, Program Manager, Recreation, Cultural and Facility Services**

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**Ward: Citywide**

**Objet : Examen administratif de la politique du Programme de financement récréatif renouvelable et de la Politique sur l'accès aux installations, réaffirmation du Programme de financement récréatif renouvelable et réaffectation d'un fonds en fiducie**

**Numéro de dossier : ACS2025-RCF-GEN-0002**

**Rapport présenté au Comité des services communautaires**

**Rapport soumis le 28 octobre 2025**

**et au Conseil le 12 novembre 2025**

**Soumis le 2025-10-17 par Caroline Barrière, Gestionnaire, Direction des services de soutien technique et aux activités, Direction générale des loisirs, de la culture et des installations**

**Personne ressource : C Craig Cornell, Gestionnaire de programme, Direction générale des loisirs, de la culture et des installations**

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**Quartier : À l'échelle de la ville**

## **REPORT RECOMMENDATION(S)**

**That the Community Services Committee recommend Council:**

- 1. Approve the updated Recreation Renewable Funding Program Policy detailed in Document 1 to this report; and**
- 2. Approve the updated Facility Access Policy detailed in Document 2 to this report; and**
- 3. Reaffirm the Recreation Renewable Funding Program for the 2022-2026 term of Council, subject to annual budget allocation; and**
- 4. Delegate the authority to the General Manager, Recreation, Cultural and Facility Services to re-allocate funds from the previously named Ottawa/Nepean Disabled Athletes Trust Fund, in support of recreation and culture initiatives, or tangible assets, for residents with physical disabilities.**

## **RECOMMANDATION(S) DU RAPPORT**

**Que le Comité des services communautaires recommande au Conseil municipal :**

- 1. d'approuver la politique du Programme de financement récréatif renouvelable, mise à jour et présentée en détail dans le document 1, joint à ce rapport; et**
- 2. d'approuver la Politique sur l'accès aux installations, mise à jour et présentée en détail dans le document 2, joint à ce rapport; et**
- 3. de réaffirmer le Programme de financement récréatif renouvelable pour le mandat 2022-2026 du Conseil municipal, sous réserve de l'enveloppe budgétaire annuelle; et**
- 4. de déléguer au directeur général des Loisirs, de la Culture et des Installations le pouvoir de réaffecter du capital de l'ancien Fonds de fiducie pour athlètes handicapés des Jeux d'Ottawa/Nepean à l'appui d'initiatives récréatives et culturelles, ou de biens corporels, pour les résidents ayant un handicap physique.**

## **BACKGROUND**

Following amalgamation, the City of Ottawa assumed responsibility for a variety of agreements that former municipalities had negotiated with not-for-profit community associations to enable and facilitate the delivery of recreation programming and community activities.

In April 2022, City Council approved the [Recreation Renewable Funding Program \(RRFP\) Policy and Facility Access Policy](#), which formalized its independent role from the [2006 Community Funding Framework](#) and addressed the specific needs of recreation. Additionally, delegated authority was given to the General Manager of Recreation, Cultural and Facility Services (RCFS) for the administration of the RRFP Policy and Facility Access Policy, to enhance community access to City recreation facilities.

This report recommends that Council re-affirm the RRFP as required by the City's Grants and Contributions Policy and outlines proposed administrative revisions to the RRFP Policy and Facility Access Policy including increased clarity on the provision allowing community partners to permit third-party groups to access recreation facilities. Lastly, the report looks to address legacy funds from the 'Ottawa/Nepean Disabled Athletes Trust Fund' (hereinafter called trust fund) that was established in 1989-1990 by the former cities of Ottawa and Nepean, using surplus funds from the '1989 Provincial Games for the Physically Disabled'. The trust fund was held by the Ottawa Community Foundation with the intent to be used for future provincial games for athletes with physical disabilities. In 2023, the Ottawa Community Foundation notified the City that it had discontinued third-party fund management, and as a result, the funds were returned to the City. The funds totaling \$150,844, are currently held in a sub-ledger trust account and staff are requesting Council provide the necessary delegated authority to use these funds directly and/or allocate them to not-for-profit community organizations in support of recreation and culture initiatives, or tangible assets, for residents with physical disabilities.

## **DISCUSSION**

### **Recommendation 1 & 2**

The proposed administrative updates to the RRFP Policy and the Facility Access Policy clarify existing practices and authorities established under the General Manager of RCFS's Delegation of Authority. These updates formally recognize the ongoing ability of recipients and not-for-profit recreation community associations to allocate and provide use of City recreation facilities to community and third-party groups, consistent with the original intent when both policies were approved in 2022. This ensures continued flexibility in how community associations operate City facilities and deliver recreation opportunities that support local access and participation.

Additionally, the updates would approve the continuation of the longstanding practice that allows recipients and not-for-profit recreation community associations to allocate space within City facilities to third-party groups. The updates would also authorize the General Manager of RCFS to make future amendments to the RRFP Policy and Facility Access Policy as required to maintain flexibility and support the City's recreation mandate and community partnerships. Further, the General Manager would be authorized to reallocate or utilize any unspent or surplus funds under the RRFP to support other eligible recreation or community initiatives, departmental priorities, or associated internal costs, consistent with the program's purpose and the Department's approved budget authority.

**Recommendation 3:**

The 2013 revision of the Corporate Grants and Contributions Policy ([ACS2013-CMR-OCM-0022](#)) outlined the requirement for all grants and contribution programs to be reaffirmed in each term of Council. To satisfy this requirement, staff are recommending a reaffirmation of the Recreation Renewable Funding Program for the 2022-2026 term of Council.

**Recommendation 4:**

A surplus from the 1989 Provincial Games for the Physically Disabled was placed in a Trust Fund by the former cities of Ottawa and Nepean to support future provincial games. No such games have occurred since. The funds, once managed by the Ottawa Community Foundation, have been returned to RCFS and now seek City Council approval for delegated authority to use these funds directly and/or allocate them to not-for-profit community organizations in support of recreation and culture initiatives, or tangible assets, for residents with physical disabilities.

The funds will now additionally support the purchase of tangible assets, such as adaptive equipment.

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**FINANCIAL IMPLICATIONS**

There are no immediate financial implications as result of the report

**LEGAL IMPLICATIONS**

There are no legal impediments to the implementation of the report recommendations.

One of the risks associated with allowing Recipients/Community Associations to allocate the use of facilities to third-party groups is that if a Recipient/Community Association does not obtain a certificate of insurance from a third-party group and an accident occurs during the rental, the City may be at risk of a legal claim for damages by the injured person.

## **CONSULTATION**

Not applicable

## **ACCESSIBILITY IMPACTS**

As stated in the Accessibility Policy, the City of Ottawa is committed to providing equal treatment to people with disabilities with respect to the use and benefit of City services, programs and facilities in a manner that respects their dignity and that is equitable in relation to the broader public. Any initiatives and outcomes resulting from the Review of Recreation Renewable Funding Program Policy and Facility Access Policy will meet Provincial accessibility regulations, including the *Integrated Accessibility Standards Regulation* under the *Accessibility for Ontarians with Disabilities Act (2005)*, as well as the City's Accessibility Design Standards (ADS).

Since the proposed funding is for the purpose of programming specific to people with disabilities, RCFS is committed to consultation with the City's Accessibility Advisory Committee and broader community of people with disabilities, as appropriate.

## **DELEGATION OF AUTHORITY IMPLICATIONS**

The delegated authority of the General Manager of Recreation, Cultural and Facility Services is outlined in the *Delegation of Authority By-law No. 2024-265, Schedule "E"*.

Staff recommend that Council delegate authority to the General Manager, Recreation, Cultural and Facility Services to distribute funds from, the Trust Fund to support recreation and cultural initiatives, or tangible assets, for residents with physical disabilities.

The General Manager will have the discretion to allocate these funds either in small, partial expense allotments or as a one-time expense, with the overall objective of fully spending the funds.

Any delegated authority changes approved in this report will be reflected in the next governance review of the *Delegation of Authority* By-law.

All uses of delegated authority are reported annually to Council through the RCFS Information Previously Distributed Report (IPD).

## **RURAL IMPLICATIONS**

Authorizing recipients and not-for-profit recreation community associations to allocate and provide use of facilities to third-party groups significantly benefits rural residents. This approach enhances community-building initiatives and expands recreational and cultural opportunities in rural areas. By promoting active living, it fosters stronger community ties, reduces social isolation, and improves access to public spaces. Moreover, it ensures that rural residents can access facilities within their geographic neighborhoods, enhancing their quality of life and enabling them to engage in diverse activities close to home.

## **TERM OF COUNCIL PRIORITIES**

The recommendations in this report are aligned with the following 2023-2026 Term of Council priorities:

- A City that has affordable housing and is more livable for all.
  - Investing in recreation and cultural opportunities affects the lives of all residents, including those most in need, is a key priority for the City.
8. Make recreation and cultural programs available to more residents.  
Improved access to City parks, recreation and cultural programs

## **SUPPORTING DOCUMENTATION**

**Document 1** – Renewable Recreation Funding Program Policy

**Document 2** – Facility Access Policy

## **DISPOSITION**

Upon approval by Committee and Council, staff will implement the updates to the policies outlined in Documents 1 and 2, as well as the delegated authority of the general manager of RCFS.

Approval of this report will also satisfy the Grants and Contributions policy reaffirmation requirement for the 2022-2026 term of Council.