

Recreation Renewable Funding Program Policy

Approved By: General Manager, Recreation, Cultural and Facility Services

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Revision approved by: Ottawa City Council

Revision/review date: [insert Council approval date]

Policy Statement

The Recreation Renewable Funding Program (RRFP) policy will guide the Recreation, Cultural and Facility Services Department (RCFS) in the Recreation Renewable Funding Program Agreements process.

Not-for-profit associations and groups that deliver recreation services (hereinafter referred to as “Associations”) that satisfy the eligibility requirements set out in this policy may:

- (i) receive a financial contribution to provide recreation programming and/or facility management at RCFS City facilities and/or
- (ii) be provided with access to a City-owned or leased facilities and/or land, including but not limited to community buildings, field houses, and transportable buildings, in some cases at less than fair market value, for the purpose of recreation program delivery in accordance with a Contribution Agreement, and/or the City’s Facility Access Policy and/or
- (iii) to manage, allocate and make facility access available for community and private use to Third-Party Groups.

The amount of funding in the RRFP will be limited to the availability of Council approved municipal funds.

Purpose

- To govern and administer the Recreation Renewable Funding Program
- To ensure all contribution agreements are aligned with RCFS priorities and comply with City of Ottawa regulations, policies and bylaws, including the corporate Grants and Contributions Policy
- To ensure that funding strengthens and compliments City recreation services
- To provide a framework and authority for the allocation of any additional unallocated funding that may become available
- To support communities by increasing recreational opportunities, fostering innovative spaces, and promoting inclusive access to experiences that build engaged, diverse, and sustainable communities.

Application

This policy applies to the funded Associations, listed in [Appendix B](#), which have a historical funding agreement for delivery of programming and/or management of a City facility or lands.

This policy will also apply to future applicants and recipients, as outlined in the selection of new RRFP recipients process set out in [Appendix A](#). The allocation of RRFP contributions to new recipients is subject to availability of funds.

Policy Requirements

To enhance and enrich recreation services provided to City of Ottawa residents all contribution agreements must be consistent with the purpose of this Policy and meet the applicable requirements under Term, Cost of Living, Eligibility, Ineligibility and Ineligible Costs set out below.

Term

Contribution agreements shall not exceed a ten-year term. Contribution agreements extensions and renewals may be negotiated, at the City's discretion, if the Association is providing community access to a facility and in some instances, program delivery, that aligns with current RCFS priorities and this Policy.

Cost of Living

Associations may receive cost of living adjustment to their base funding as determined as part of the annual Council approved budget process.

Eligibility

Existing Associations (Appendix B) shall continue to receive funding at the discretion of the City, contingent upon the Association's ongoing compliance with all terms and conditions outlined in their respective agreements and alignment with RCFS priorities.

New applicants being considered for funding must satisfy all of the following requirements:

- Align with RCFS priorities
- Provide recreation programming and activities and/or manage facility access with the purpose of facilitating community access to City of Ottawa residents on a not-for-profit basis. Some examples include after-school programming, community special events, non-competitive sports programming and meetings
- Priority for funding contributions will be given to an Association that represents, and is recognized to represent, by the City, the area or target population to be served by the City contribution
- Be Ottawa-based

- Demonstrate organization and financial stability
- Adhere to the Ontario Human Rights Code and any other relevant Federal and Provincial and City of Ottawa by-laws
- Align with City of Ottawa fee structure for programming and facility rental, or a fee structure acceptable to the City
- Be in existence for at least two (2) years or to the satisfaction of the General Manager RCFS, with the following considerations:
 - An organization with governance structure of sufficient maturity to undertake the initiative
 - Financial viability and a system of financial accountability sufficient to undertake the activities/programs and projects and report on its finances to the City
 - Community support for the organization to deliver the activities/programs and projects
- Make participation in Association programs and services available through registration, drop-in admission and/or membership available to City of Ottawa residents on a first come, first served basis. In some cases, membership restrictions may be in place based on a targeted demographic, geographic location, skill level or facility limitation, if specifically outlined in the Contribution agreement
- Be an active (i) Not-for-profit Recreation Community Association; and (ii) Not-for-profit Corporation, as defined in this policy (see “Definitions” below)
- An Association that is not a Not-for-profit Corporation (incorporated) may apply for a contribution of less than \$50,000.
- Have a membership/participation that consists primarily of City of Ottawa residents
- Be in good standing with the City of Ottawa in financial, administrative and legal matters and fulfill all the terms and conditions of all previous and current agreements and contracts
- Demonstrate to the City financial viability and sustainability
- Maintain appropriate insurance coverage for the activities and programs provided by the association that includes commercial general liability insurance on an occurrence basis for bodily injury, death and property damage including loss of use of property to an inclusive limit of not less than five million dollars (\$5,000,000), or such other amount as may be required on occasion, with the City of Ottawa named as an additional insured
- Have a constitution, bylaws or operating guidelines establishing a democratic framework within which the group will operate, including a democratically elected board of directors

Ineligibility

These types of groups are not eligible:

- Faith-based organizations whose proposed services/activities include the direct promotion and/or required adherence to a faith or religious practice
- For-profit organizations or ventures
- Hospitals, clinic-based services or medical treatment programs
- Private organizations of political affiliation or which have a mandate to conduct political activities
- Other levels of government or organizations proposing programs within the legislated mandate of other governments
- Provincial/national organizations, unless a local chapter/branch exists to explicitly serve the residents of the City of Ottawa
- School boards, primary and secondary schools or post-secondary institutions.
- Competitive sports teams and tournaments for ongoing operations

Ineligible Costs

Ineligible costs include, but are not limited to:

- Construction or development of new facilities
- Financing of deficits and/or debts
- Capital costs

Responsibilities

General Manager, or delegated authority, is responsible for:

- Authorizing/approving all contribution agreements
- Authorizing all payments under contribution agreements
- Authorizing new funding contributions in accordance with the provisions of Appendix A
- Authorizing the reallocation or utilization of any unspent or surplus funds under the RRF 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
- Authorizing/approving future updates of the Recreation Renewable Funding Program Policy

Facility management agreements may be entered into at less than fair market value at the General Manager's discretion. The GM shall consider the following when exercising his discretion:

- Any historical agreement between the City and the community association in relation to the use of the facility and the terms and conditions of that agreement
- The extent to which the community association's proposed use of the facility will meet the needs of the residents in the community who will be using the recreation facility
- The extent to which the community association's proposed use of the facility enhances community recreation offerings and fosters local involvement
- The extent to which the community association's proposed use of the facility will maximize safe and cost-effective recreation facility access for residents
- The extent to which the community association's proposed use of the facility will optimize the use of the recreation facility for a variety of community needs
- The community association's organizational stability and capacity for responsible stewardship of entrusted City facilities and assets
- The community association's financial viability and sustainability

Branch Managers are responsible for:

- Ensuring that required agreements are assigned to an operational owner for oversight and ongoing liaison.

The Business Support Services Branch is responsible for:

- Ensuring the agreement templates are current
- Monitoring the agreement renewal cycle
- Negotiating agreement content
- Preparing and recommending payments
- Managing and administering the annual outcome reporting process

Financial Services

- Processing approved payments
- Providing corporate Grants and Contributions Policy oversight

Legal Services

- Approving the terms and conditions to be included in contribution agreement templates
- Reviewing and initials as "Approved for Execution" all contribution agreements prior to final execution

Monitoring/Contraventions

Recipients receiving funding will be required to submit an Annual Outcome Report and reconciliation documentation in accordance with the terms and conditions set out in the Contribution agreement.

This may include, but is not limited to:

- Financial statements
 - Associations receiving a renewable recreation contribution of \$50,000 or less annually may submit un-audited financial statements however audited financial statements are preferred
 - Audited financial statements are required for associations receiving a contribution in excess of \$50,000 annually
- Annual report for last completed fiscal year
- Most recently approved AGM minutes
- Current Board of Directors list, with contact information
- Evidence of appropriate insurance coverage for the activities and programs provided by the Association that includes commercial general liability insurance on an occurrence basis for bodily injury, death and property damage including loss of use of property to an inclusive limit of not less than five million dollars (\$5,000,000) or such other amount as may be required from time to time, with the City of Ottawa named as an additional insured
- Reporting on special conditions, as required by the City
- Provide an up-to-date Corporation Profile Report prior to entering into a new contribution agreement

The level of reporting will be commensurate with the level of funding.

References

[Grants and Contributions Policy](#)

[Recreation Renewable Funding and Facility Access Report](#)

Legislative and Administrative Authorities

[By-law No. 2020-360 \(the City's Delegation of Authority\).](#)

Definitions

Not-for-profit Recreation Community Association:

A recreation-focused community association and/or organization that offers and/or facilitates recreational programs and activities without the purpose of making a profit.

Not-for-profit Corporation:

An active non-share corporation incorporated under one of the following legislative acts:

- Part III entitled “Corporations Without Share Capital” of the province of Ontario’s Corporations Act,
- The province of Ontario’s Not-for-Profit Corporations Act, 2010, S.O. 2010, c. 15 (proclaimed in force on October 19, 2021)
- Part II of the Canada Corporations Act with a certificate of continuance issued under the Canada Not-for-profit Corporations Act; or
- The Canada Not-for-profit Corporations Act.

Contribution:

A conditional transfer payment to an individual or organization which is subject to being accounted for or audited. Reporting requirements must be specified in a funding agreement.

Contribution Agreement:

Formal agreement between a Not-for-profit Recreation Community Association and the City of Ottawa, that allows the Not-for-profit Recreation Community Association to manage community recreation facilities to maximize community access, allocate space to third-party groups, and/or deliver recreation programs to the community or a specific group.

Facility:

A Facility refers to any indoor or outdoor public space, building, park or land parcel designed and equipped for uses including but not limited to recreation, culture, fitness, or athletic use. This includes permanent structures such as community centres, recreation complexes, field houses, pools, arenas, gyms, and courts, as well as transportable or temporary structures used for program delivery. It also encompasses sports fields, ancillary playing areas, and the broader parkland, including green space, amenities, hard-surface courts, parking areas, and trails.

Board of Directors:

Democratically elected board of a minimum of three (3) persons who are responsible for the management and operations of the corporation, is each eighteen or more years of age, and is a member of the corporation. The board shall elect a president from among themselves. Majority of the directors must be residents of the City of Ottawa and shall not be related. The board holds regular meetings, holds an annual general meeting which is open to the public and has an election component.

Third-Party Groups:

Third-Party Groups are defined as individuals, organizations, or entities that utilize the facility through an approved and obtained rental permit. These groups may include community organizations, private event organizers, sports leagues, educational institutions, or other external parties.

Enquiries

For more information on this policy, contact: Program Manager, Recreation, Cultural and Facility Services Department, Business Support Services at extension 46203.

Appendices

Appendix A

Selection of New Recipients Process - Recreation Renewable Funding Program

Applications for contributions under the Recreation Renewable Funding Program (RRFP) will be assessed by an allocations committee comprised of City staff. The allocation committee shall submit each recommendation for approval of a new recipient and the amount of any contribution to the General Manager, Recreation, Cultural and Facility Services (RCFS).

The General Manager, RCFS, is delegated the authority to select new recipients and allocate RRFP contributions, subject to the requirements of this RRFP Policy and availability of funds.

The decision of the General Manager, RCFS, to select or to not select a new recipient is final with no right of appeal. The decision of the General Manager, RCFS, to allocate or to not allocate a RRFP contribution is final with no right of appeal.

The allocations committee will assess applications for RRFP contributions based upon the following criteria:

- Compliance with this policy
- Funding availability within the RRFP envelope
- Demonstrated financial need of the applicant
- The ability of the initiative proposed by the Not-for-profit Recreation Community Association to address a defined or emerging community need and/or City priority
- Priority for funding a Not-for-profit Recreation Community Association that represents, and is recognized to represent, the local community or target population to be served by the program
- The uniqueness of the program and/or activities being proposed

As additional or unallocated funding becomes available details of the application process, including application deadlines, will be made available on ottawa.ca.

The General Manager, RCFS, may approve the onboarding of an eligible organization outside the formal selection process when operational needs, emerging community priorities, or gaps in service or program offerings necessitate such action, provided the decision aligns with the objectives and provisions of this Policy.

**Appendix B – 2025 Recreation Renewable Funding Program
– Current Recipients**

Table 1 - Current Recipients of 2025 Recreation Renewable Funding Program

No.	Organization Name
1	Around the Campfire
2	Blackburn Community Association
3	Burritt's Rapids Community Association (The)
4	Carlsbad Springs Community Association Inc.
5	Constance and Buckham's Bay Community Association Inc.
6	Corkery Community Association
7	Dovercourt Recreation Association
8	Dunrobin Community Association
9	Fitzroy Harbour Community Association
10	Friends of Petrie Island
11	Galletta Community Association
12	Gloucester Association for Children with Special Needs
13	Gloucester Recreation Development Organization
14	Huntley Community Association
15	Kanata Beaverbrook Community Association
16	Kanata Hazeldean Lions Club
17	Kars Community Recreation Association
18	Kinburn Community Association

19	Lindenlea Community Association
20	Manor Park Community Council
21	Marlborough Community Recreation Association
22	North Gower Recreation Association
23	Osgoode Youth Association
24	Ottawa Lions Track and Field Club
25	Ottawa Sport Council
26	Ottawa Sports Awards Organizing Committee
27	Social Network for Youth of Ottawa-Carleton
28	South Keys / Greenboro Community Association
29	Top Generation Club
30	Vars Community Association
31	West Carleton Nordic Ski Club