

Recreation Renewable Funding Program Policy

Approved By: to be approved by the Manager, Business and Technical Support Services, and the General Manager of the Recreation, Cultural and Facility Services Department.

Category: TBD

Approval Date: TBD

Effective Date: TBD

Revision Approved By:

Revision Date:

Review Date:

[Policy Statement](#)

[Purpose](#)

[Application](#)

[Policy Requirements](#)

[Responsibilities](#)

[Monitoring/Contraventions](#)

[References](#)

[Legislative and Administrative Authorities](#)

[Definitions](#)

[Enquiries](#)

[Appendices](#)

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 facility and/or land, including 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.

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

Purpose

- to outline an RCFS specific framework independent of the Community Funding Framework Policy approved by City Council on February 8, 2006
- 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 on unallocated funding that may become available

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 five-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

The agreements between the City and each Association listed in Appendix B shall continue, as long as the Association continues to comply with all the terms and conditions of the Contribution Agreement and align 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
- 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 registration 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 may apply for a contribution of less than \$50,000.00
- 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 has fulfilled all the terms and conditions of all previous and current agreements and contracts
- demonstrate 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 (\$5,000,000.00), 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

- 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
- Selection of any new recipients for RRFP contributions and the allocation of all RRFP contributions

Facility 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 enhance community recreation offerings and foster 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 Heads are responsible for:

- Ensuring that required agreements are tied to an operational owner

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
- Manage and administer the annual outcome reporting process

Finance

- Processes approved payments
- Provides corporate Grants and Contributions Policy oversight

Legal

- Approves the terms and conditions to be included in contribution agreement templates
- Review and initial 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 (\$5,000,000.00) with the City of Ottawa 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](#)

[Community and Social Services Department Community Funding Framework \(City Council February 8, 2006, HRSS Report no. 28, Item 2, Ref No. ACS2006-CPS-CSF-0001\)](#)

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 organisation 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 organisation 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 in order to maximize community access, and/or deliver recreation programs to the community or a specific group.

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. The 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.

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
- 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.

Appendix B – 2022 Recreation Renewable Funding Program – Current Recipients

Table 1 - Current Recipients of 2022 Recreation Renewable Funding Program

No.	Organization Name	2022 Funding
1	Around the Campfire	\$ 12,064
2	Blackburn Community Association	\$ 24,298
3	Burritt's Rapids Community Association (The)	\$ 10,714
4	Carlsbad Springs Community Association Inc.	\$ 9,805
5	Constance and Buckham's Bay Community Association Inc.	\$ 40,322
6	Corkery Community Association	\$ 13,155
7	Dovercourt Recreation Association	\$ 436,482
8	Dunrobin Community Association	\$ 26,913
9	Fitzroy Harbour Community Association	\$ 43,597
10	Friends of Petrie Island	\$ 9,610
11	Galetta Community Association	\$ 18,763
12	Gloucester Association for Children with Special Needs	\$ 13,331
13	Gloucester Recreation Development Organization	\$ 65,941
14	Huntley Community Association	\$ 58,491
15	Kanata Beaverbrook Community Association	\$ 26,552
16	Kanata Hazeldean Lions Club	\$ 26,897
17	Kars Community Recreation Association	\$ 12,421

18	Kinburn Community Association	\$ 39,711
19	Lindenlea Community Association	\$ 8,280
20	Manor Park Community Council	\$ 33,261
21	Marlborough Community Recreation Association	\$ 4,554
22	National Capital Able Sail Association	\$ 6,259
23	North Gower Recreation Association	\$ 21,587
24	Osgoode Youth Association	\$ 39,150
25	Ottawa Lions Track and Field Club	\$ 20,108
26	Ottawa Sport Council	\$ 111,491
27	Ottawa Sports Awards Organizing Committee	\$ 8,926
28	Ottawa Young Men's and Young Women's Christian Association, operating as YMCA-YWCA [National Capital Region]	\$ 46,759
29	Patro d'Ottawa	\$ 193,286
30	Queenswood Heights Recreation Association	\$ 3,826
31	Royal Canadian Legion #625, The	\$ 851
32	Social Network for Youth of Ottawa-Carleton	\$ 32,315
33	South Keys / Greenboro Community Association	\$ 16,378
34	Top Generation Club	\$ 4,268
35	Vars Community Association	\$ 1,388
36	West Carleton Nordic Ski Club	\$ 3,007
Total		\$ 1,444,761