



17(1) Leasing Parkland

That a policy be established whereby any land designated as parkland by by-law will not be leased for any purpose other than those stipulated in subsection 13(5), of the *Public Parks Act*, R.S.O. 1990, Chapter P.46, which reads as follows:

"Where a park has been purchased or has been acquired by the board or by the corporation of the municipality, otherwise than by gift or devise, or by dedication to the public by the owner of the land, freely, or at a nominal price or rental, the board may set apart a sufficient part thereof for athletic purposes or for the purposes of sport, exhibitions or other lawful amusements or entertainments, and may lease it for such purposes, for such times and on such terms as the board may see fit, but the powers conferred by this subsection are not exercisable with respect to any park unless the board has applied for and received the approval of the council."

ADOPTED JANUARY 4, 1970

17(2) Value of Parkland Dedication

That the following policy for establishing a value for 5% land dedications or the payment of cash in lieu in accordance with the market value be established:

- (a) Cash-in-lieu of parkland dedication values will be set out in Table 1 of By-law CP-9, Parkland Dedication. These values will be evaluated by a certified property appraiser, of the City's choice, on a biennial basis (every 2 years) to ensure the values of the by-law reflect the current market value;
- (b) The Realty Services Division will retain an independent appraiser to undertake the review and through the Planning and Development Department to make recommendations to Council on the appropriate amendments; and
- (c) Appraisal of commercial land value will be undertaken through the Realty Service Division. The applicant will be advised of the appraised value. The applicant retains the opportunity to dispute the appraisal through their own independent certified land appraiser.

ADOPTED MAY 1, 1972; AMENDED MAY 31, 1974; MAY 22, 1984, AMENDED NOVEMBER 15, 2010

17(3) Parkland Dedication – Plan of Subdivision

That, with regard to the dedication of parkland using section 51.1 of the *Planning Act*, R.S.O. 1990, Chapter P.13, where an application has been made for approval of a plan of subdivision, regard shall be had to the Official Plan policies concerning requirements for land dedication or cash-in-lieu.



Consistent with Official plan policies 16.3.2 where City Council determines that the conveyance of parklands is desired, land in the amount of 2% for commercial or industrial purposes and land for all other purposes at a rate of one hectare for each 300 dwelling units or in the amount of 5% of the land proposed for subdivision, whichever is greater, will be described in the subdivision agreement and conveyed upon registration:

- (a) The City will require that all hazard and /or open space lands within the land holdings of the owner are included in the application for development;
- (b) Lands defined and determined to be hazard or open space in a staff approved ecological or environmental report will not be included within the in the calculations for parkland dedication provided the lands are acquired/dedicated, in some form, to the City;
- (c) The City retains the right not to accept the conveyance of land that is considered not suitable or required for park and recreation purposes including but not limited to the size of the parcel, hazard lands, wet lands, hydro lands, easements or other encumbrances that would restrict the City's use of the land. Where the City does not request the Owner to convey table land, the City may:
 - i. accept the equivalent of land in cash value as determine in By-law CP-9 Parkland Dedication;
 - ii. accept hazard land and/or open space lands included within the application at a rate consistent with their value as determined in By-law CP-9 Parkland Dedication; or
 - iii. accept a transfer of an over dedication of parkland in a neighbouring plan of subdivision under the same ownership as outlined in Official Plan Policy 16.3.2 v).
- (d) Lands that have been identified, to the satisfaction of the City, as hazard or open space and that are not included as parkland dedication will be acquired by the City at a rate determined in By-law CP-9. The City reserves the right to determine if the hazard and/or open space lands will form the part of the required parkland dedication;
- (e) Where the city is to acquire large tracks of hazard and/or open space lands the following price index shall be applied:

Size in Ha	Size Multiplier
0 to 9.99	1
>10	0.69 (31%)

- (f) The parkland dedications from applications for consent to create additional building lots will also fall under this policy. Where an application to register a condominium is caused by "development" rather than solely by conversion of an existing building, parkland dedications will be sought according to Council policy; and

- (g) Industrial development or division of industrial lands (consents, plan of subdivision) will not be subject to a 2% parkland dedication rate except where the City has an interest in acquiring natural heritage features as a land dedication.

ADOPTED DECEMBER 15, 1975; AMENDED MAY 22, 1984, NOVEMBER 15, 2010

17(4) Parkland Dedication Cash-in-lieu

That the following policy be established for the valuation of cash-in-lieu of parkland dedicated to the City under Section 42, 51.1 and 53 of the *Planning Act*, R.S.O. 1990, Chapter P.13,:

- (a) Cash-in-lieu of parkland dedication values will be set out in Table 1 of By-law CP-9, Parkland Dedication. These values will be evaluated by a certified property appraiser, of the City's choice, on a biennial basis (every 2 years) to ensure the values of the by-law reflect the current market value;
- (b) The Realty Services Division will retain an independent appraiser to undertake the review and through the Parks Planning and Design Division to make recommendations to Council on the appropriate amendments;
- (c) The valuation of Table 1 will take into account the market value of residential, hazard and open space lands on a city-wide basis on the day before the day of draft approval. The following values are to be considered in the valuation:

Column I	Column II
Average Value of Land	\$/hectare (\$/acre)
Residential Detached Units	
Up to 11.99m lot frontage	\$
12m -14.99m lot frontage	\$
15m -17.99m lot frontage	\$
18m or greater lot frontage	\$
**Where lot frontage is defined under Zoning By-law Z.-1	
Cluster detached / Semi-detached / duplex	\$
Attached Rowhousing	\$
Attached Apartments	\$
Value of Parkland	
Hazard land	\$/hectare (\$/acre)
Open space land	\$/hectare (\$/acre)
Ratio of hazard Land to table land	** to 1
Ratio of open space land to table land	** to 1
Table land to be purchased by the Corporation for parkland use	\$/hectare (\$/acre)

- (d) The revised Table 1 of By-law CP-9 will be implemented on the first Tuesday of January, 2011; and



- (e) Appraisal of commercial land value will be undertaken through the Realty Service Division. The applicant will be advised of the appraised value. The applicant retains the opportunity to dispute the appraisal through their own independent certified land appraiser.

ADOPTED JANUARY 20, 1986; AMENDED AUGUST 2, 1988, NOVEMBER 15, 2010

17(5) Parkland Dedication – Site Plan

That the following policy be established for the dedication of parkland or cash-in-lieu of parkland to the City under Section 42 of the *Planning Act*, R.S.O. 1990, Chapter P.13, where an application has been made for site plan approval:

- (a) Where commercial, residential or other land use is developed under Section 42 of the *Planning Act*, R.S.O. 1990, Chapter P.13, has not made previous contributions to parkland dedication, a condition for fulfillment of the parkland dedication will be included within the site plan approval agreement; and
- (b) Where land is not desired or available for the municipality, cash-in-lieu of parkland will be required prior to the issuance of a building permit and valued at the day before the day of issuance of the building permit.

ADOPTED NOVEMBER 15, 2010

17(6) Parkland Dedication – Acquisition of Parkland Outside a Plan of Subdivision

That the following policy be established for the acquisition of hazard land and/or open space land outside an application under 42, 51.1 or 53 of the *Planning Act*, R.S.O. 1990, Chapter P.13.:

- (a) Where hazard land is to be purchased outside a development application, a rate consistent with Table 1 of By-law CP-9 shall apply; and
- (b) Other open space lands may be acquired at a higher value relative to their environmental or recreational value.

ADOPTED NOVEMBER 15, 2010

17(7) Pathway Corridors

That the following policy be established for the granting of pathway corridors under Section 51(25) of the *Planning Act*, R.S.O. 1990, Chapter P.13.:

- (a) The City may require the granting of pedestrian pathways and bicycle pathways in developments where these pathways and corridors have been shown on the Bicycle Master Plan, an area plan, a secondary plan or other planning document or Environmental Assessment study;



- (b) These pathway corridors will not be included as part of the required parkland dedication; and
- (c) Pathway shall be a minimum width of 5 metres. Land included above the 5 metres will form part of the required parkland dedication.

ADOPTED NOVEMBER 15, 2010

17(8) Parkland Accounts

That the following policy be established for the granting of pathway corridors under Section 51(25) of the *Planning Act*, R.S.O. 1990, Chapter P.13.:

- (a) The City may require the granting of pedestrian pathways and bicycle pathways in developments where these pathways and corridors have been shown on the Bicycle Master Plan, an area plan, a secondary plan or other planning document or Environmental Assessment study;
- (b) These pathway corridors will not be included as part of the required parkland dedication; and
- (c) Pathway shall be a minimum width of 5 metres. Land included above the 5 metres will form part of the required parkland dedication.

ADOPTED NOVEMBER 15, 2010

17(9) Sale of Advertising and Sponsorship of Parks and Recreation Publications and Services – *REPEALED*

ADOPTED AUGUST 3, 1993; REPEALED APRIL 5, 2016 (BY-LAW NO. A.-7378-104)

17(10) Gender Equity in Recreation Services

That the following policy statement with respect to gender equity in recreation services for the City of London be established:

"That gender equity in recreation be provided within the community. Recognizing the many personal, social, economic and environmental benefits to health and quality of life that are derived by participating in physical activity and through positive leisure lifestyle development, the City of London is therefore committed to:

- (i) ensuring that a full range and variety of gender equitable recreation opportunities are available in all areas of the community and are accessible in safe and welcoming environments for all Londoners;



- (ii) working with the community to provide gender equitable recreation opportunities, projects, programs, services, staffing and facilities which are consistent with this policy; and
- (iii) allocating appropriate resources to accomplish this above noted commitment."

ADOPTED NOVEMBER 18, 1996

17(11) Financial Assistance for Program Activity Fees

That the policy set out in concerning financial assistance for program activity fees be established as set out in [Appendix 17\(11A\)](#)

ADOPTED DECEMBER 16, 1996, FEBRUARY, 2005

17(12) Inclusion in Recreation Facilities, Parks and Services

That the policy set out in [Appendix 17\(12A\)](#) concerning the inclusion of people with disabilities in recreation facilities, parks and services in the City of London be established.

ADOPTED JUNE 23, 1997

17(13) Special Events Policies and Procedures Manual

The 2017 Special Events Policies and Procedures Manual can be found at http://www.london.ca/city-hall/special-event-planning/Documents/Special_Events_Manual.pdf

ADOPTED APRIL 2, 2002, MANUAL AMENDED APRIL 1, 2008, FEB 1, 2010; MANUAL AMENDED MARCH 21, 2017 (By-law No. CPOL.-11-106; MANUAL AMENDED MARCH 21, 2017 (By-law No. CPOL.-11(a)-105.

17(14) Use of Inflatable Amusement Devices During Rental of City Parks or Other Facilities

Scope:

This Policy applies to private rentals of City of London facilities or parks where the event host wishes to utilize inflatable amusement devices as an activity of the event. These events may represent community/neighbourhood festivals and/or private rental events such as birthday parties etc.

This Policy does not apply to the use of such devices at Special Events under the Special Events Policy.

Purpose of the Policy:



This policy outlines the conditions under which inflatable amusement devices may be used during private rentals of recreation facilities or parks in order to:

- reduce the safety risks of users of these devices;
- manage the liability and financial risks to the Corporation.

Inflatable Amusement Devices- When they may be used:

Inflatable amusement devices may be used during rentals on City property (other than Special Events falling under the City's Special Events Policy) subject to the following conditions:

- The rental contract requires standard terms and conditions, including insurance requirements meeting City specifications, including the City being named as an additional insured;
- The rental contract holder provides evidence of at least \$5 million general liability insurance from the inflatable amusement device Provider, which includes bodily injury and property damage and which does not include any exclusionary clauses regarding use of the device(s) at the rental event.
- Prior to the rental, the renter provides the City with evidence of the TSSA-issued license to operate an amusement device;
- Prior to the rental, the renter provides the City with evidence of the TSSA-issued Amusement Device Operating Permit for the amusement device;
- The provisions of the Technical Standards and Safety Act, 2000, and its Regulations are complied with;
- All inflatable amusement devices provided for the event are:
 - Regularly inspected and carry Technical Standards and Safety Authority (TSSA) certification
 - Installed by the Provider
 - Supervised while in use by trained attendants provided by the Provider.
- All employees of the Provider are insured under Workplace Safety and Insurance Board (WSIB) coverage
- At the City's sole discretion, the specific park or recreation facility, and/or location within the park or recreation facility, is deemed operationally suitable to accommodate an inflatable amusement device, or the sort of device under consideration

Definitions

For purposes of this policy:

"Event host" means the party who is responsible for the rental event and who signs the rental contract.

"Inflatable amusement device" means an amusement device having an air supported structure. The amusement device typically is designed to allow users to bounce slide or climb on them and are referred to as 'bouncy castles' or 'bounce houses'.

"Provider" means the person holding the TSSA-issued License and Permit to operate the inflatable amusement device(s).



17(15) Rzone Policy

The City of London gratefully acknowledges the permission of the Town of Oakville to adopt and adapt the Rzone concept mark and policy for use in City of London recreation facilities.

Purpose of Rzone Policy

The City of London (the “City”) wishes to promote:

- City recreation facilities that are free from violence, disrespect, and other inappropriate behaviours;
- the safety, security and dignity of attendees at City recreation facilities;
- an environment of **Respect** for others, and **Responsibility** for one’s actions for all those attending City recreation facilities;
- reduced vandalism, violence and other inappropriate behaviours at City recreation facilities, through enforcement of the *Trespass to Property Act*; and
- positive individual and public benefits of recreation for City residents and visitors.

Legislative Authority

The actions of the City that may be taken under this Policy arise from the City’s authority as owner or occupier of its property pursuant to the *Trespass to Property Act*, and the *Occupiers’ Liability Act*.

Scope of Policy

1. The Rzone Policy applies to all recreation facilities owned or occupied by the City, including recreation centres, seniors and community centres, parks, sports fields, sports parks, pools, golf courses and arenas.
2. The Rzone Policy applies to all attendees at City recreation facilities.
3. This Policy does not affect the application of any other City policies (including the *Workplace Harassment and Discrimination Prevention Policy*, *Code of Conduct for Employees*, and the *Workplace Violence Prevention Policy*) or any other City By-laws (including the Parks By-laws and the Noise By-law).
4. There shall be no obligation on the City to take any action under this Policy or under the *Trespass to Property Act*. Any action taken by the City under this Policy will be on a complaint basis having regard to available resources.
5. Nothing in this Policy shall affect any person’s obligations under a contract with the City, or under any applicable law.

Prohibited Inappropriate Behaviour



The Rzone Policy prohibits inappropriate behaviour at City facilities. For the purpose of this Policy, prohibited inappropriate behaviours include:

- A) Violence or harassment, including:
 - the exercise of physical force by a person against another person that causes or could cause physical injury to the other person;
 - an attempt to exercise physical force against another person that could cause physical injury to the other person;
 - a statement or behaviour that is reasonable for a person to interpret as a threat to exercise physical force against the person that could cause physical injury to the person;
 - the use of profane or abusive language and racial or ethnic slurs;
 - threats and/or attempts to intimidate;
 - throwing of articles or objects in a deliberate or aggressive manner that endangers or causes injury or damage to any person or property;
 - attempts to goad or incite violence;
 - bullying, mistreatment, or teasing which intimidates, humiliates or demeans another person;
- B) Vandalism, including vandalism to buildings, contents or personal property;
- C) Possession of weapons or firearms prohibited under the *Criminal Code*;
- D) Possession or consumption of illegal drugs, or of alcohol except as authorized by law;
- E) Any contravention of other Federal or Provincial laws, Regulations, City By-laws or policies that constitute inappropriate behaviour;
- F) Refusal to follow the rules established by the City for use of its facilities.

Pursuant to the *Trespass to Property Act*, entry on land may be prohibited if a person engages, or intends to engage, in prohibited inappropriate behaviour under this Policy.

RECREATION FACILITIES AND PROGRAMS

Education about the Policy

The City, with community sport organizations and other stakeholders, will conduct promotional and educational campaigns with the goals of:

- Raising awareness of the Policy for attendees, and appropriate City employees, contractors or agents
- Outlining how Londoners can support the Rzone Policy (e.g. through Londoners setting positive examples, encouraging organizations to have internal policies consistent with Rzone; how Londoners can report inappropriate behaviour; etc.)
- Outlining the potential consequences of non-compliance with Rzone

Promotional and educational campaigns will include:

- Posting Rzone Policy and related information on the City Web-site
- Posting Rzone signage at City recreation facilities
- Making information pamphlets available at City recreation facilities



- Including Rzone Policy awareness in City recreation employee training programs.

Responsibilities under the Policy

1. Attendees at City recreation facilities are **responsible** for behaving in a manner that **respects** the rights of others and enables the enjoyment of individual and public benefits of recreation.
2. **Organizations and User Groups** making use of City recreation facilities are responsible for:
 - educating their attendees about Rzone and appropriate behaviour
 - complying with requirements of City contracts and permits regarding RZone
 - applying Rzone to their programs, including being willing to address Rzone violations with their attendees.
3. **The City of London** will work collaboratively and in consultation with community sport and recreation organizations/groups to create Rzone environments at City recreation facilities.

Reporting Rzone Violations

NOTE: Any collection, use or disclosure of personal information by the City of London shall be in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

- 1) City of London employees should report incidents of prohibited inappropriate behaviour to Corporate Security and/or their immediate supervisor (who may subsequently report the incident to Corporate Security).
- 2) Attendees at City recreation facilities who observe prohibited inappropriate behavior under the Rzone Policy should report same to a City employee or to Corporate Security as soon as possible upon witnessing the behaviour. City employees who are advised of or receive a complaint of prohibited inappropriate behaviour shall report same to Corporate Security as soon as possible, and all other City employees should report same to their supervisor.
- 3) All acts of a criminal nature must be reported to the police.

ACTION TAKEN TO ADDRESS INCIDENTS OF PROHIBITED INAPPROPRIATE BEHAVIOUR

IMPORTANT NOTES:

- Under no circumstances should City employees or attendees at City recreation facilities place themselves at risk in the event they observe or are advised of a perceived Rzone violation.
- The City's primary concern is the safety of City employees and attendees. If at any time attendees or employees feel personally threatened or that their personal safety or that of others may be at risk, they are to call the London Police at "911" immediately.

In an effort to successfully achieve the Rzone Policy goals and purpose, the City of London will make efforts to:

- educate attendees of City recreational facilities (that are not 'rented' under permit or licence) about Rzone expectations of behaviour and penalties for inappropriate behaviours
- establish and maintain cooperative relationships with outside organizations committed to supporting Rzone
- include Rzone compliance clauses in contracts and permits for use of City facilities
- consider appropriate penalties

When a designated City employee (including, for the purpose of this Policy only, persons providing security services to the City) observes prohibited inappropriate behaviour, or has reason to believe that prohibited inappropriate behaviour has occurred on a City recreational property or facility, he or she will, where possible and/or appropriate, first explain to the individual that his or her behaviour is unacceptable, and ask that the behaviour cease.

Designated City employees should contact Corporate Security if an individual refuses to cease the behaviour when asked.

Corporate Security or a manager of Parks and Recreation are authorized to ask the individual(s) to leave the facility or property for all or part of that day. In addition, Corporate Security is authorized to issue a verbal or written ban for a specified period of time.

Whenever possible, a written Trespass Notice will be issued at the time of the ban, or following notice of a verbal ban. The Manager of Corporate Security will also ensure delivery of the written Trespass Notice.

VIOLATION OF THE POLICY – ACTIONS THAT MAY BE TAKEN

Where a finding has been made of a violation of the Rzone Policy, possible penalties may include the following: letter of warning, short term ban, long term ban or a written trespass notice. In addition, charges may be laid under the *Trespass to Property Act*.

Where applicable, the City may seek compensation for the cost of damages, including materials, labour and an administrative charge.



Definitions

For the purposes of the Rzone Policy:

- **“attendeess”** means those attending an event, and includes patrons, guests, clients, visitors, spectators, coaches, officials, players, members, parents, volunteers, invitees, participants and users;
- **“ban”** means the prohibition of an individual from entering or attending specific City facilities for a specific duration;
- **“harassment”** means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known, to be unwelcome;
- **“Trespass Notice”** is authorized under the *Trespass to Property Act*, and is a written notice prohibiting an individual from entering specific City facilities for a specific duration and is issued to an individual for the purpose of imposing a ban.
- **“vandalism”** means the malicious, willful, and deliberate destruction, damage or defacing of property.

ADOPTED APRIL 30, 2013 (By-law No. A.-6953-154)

17(16) Policy for Waiving or Reducing Fees for Use of City-Owned Community Centres and Recreation Facilities

The Policy for Waiving or Reducing Fees for Use Of City-Owned Recreation and Community Centres and Recreation Facilities will assist in determining if rental fees* for facility rental may be waived or reduced for an organization requesting this in connection to booking space in City community centres and recreation facilities including pools, sport fields, and arenas.

(*“rental fee” refers to the fees approved by the City’s Fees and Charges by-law to cover the fee for use of a space and does not apply to other ‘extra fees’, tariffs, licences, and insurance costs that may be required by the nature of the activity.)

1.0 Eligibility to Apply

Certain community and recreation groups may be eligible to apply for a waiver or reduction of rental fees for community centre and recreation facility space if they meet all of the following conditions of eligibility of application:

- a. must be a non-profit corporation, OR
must be a newly created organization (established within 12 months of applying for the waiver or reduction of fees) which can prove they are operating on a not-for-profit basis;
- b. must be a London-based organization and at least 80% of participants/members are London residents;
- c. must provide evidence that regular rental fees constitute a real barrier or hardship;
- d. activity meets a recreation or community development priority of the City of London (physical activity, healthy eating, literacy, poverty reduction, community engagement or capacity building, activities for under-served groups);



- e. activity does not duplicate an existing program or activity;
- f. activity is open to the public, or membership in the requesting organization is open to the public;
- g. activity must not be for the purpose of generating revenue, including fundraising; and
- h. activity must comply and conform with applicable legislation, Council policies and by-laws, and is not contrary to law, including but not limited to the Ontario Human Rights Code, and the Criminal Code.
- i. The request to waive or reduce fees may be approved for up to a maximum of 15 bookings within one calendar year, or in exceptional circumstances such further bookings as approved by the Managing Director.

2.0 Administration – The administration of this Policy is assigned to the Managing Director, Parks & Recreation, or his or her written designate (“Managing Director”), and to the Managing Director, “Neighbourhood, Children and Fire Services, or his or her written designate (“Managing Director”). The Managing Director shall generally perform all of the administrative functions under this Policy, and without limitation may:

- a) receive and process all applications for waiving or reducing fees;
- b) issue approvals for waiving or reducing fees in accordance with the provisions of this Policy and applicable By-laws;
- c) impose terms and conditions on approvals in accordance with this Policy;
- d) refuse to issue an approval, or revoke or suspend an approval, in accordance with this Policy.

2.2 The approval of a waiver or reduction of fees, along with entering into a Facility Rental Contract, shall constitute authorization of the Managing Director for the purposes of the City of London’s Parks & Recreation Area By-law.

2.3 Requests for use of space as approved under this Policy will be accommodated within un-booked capacity within regular operating hours of facilities.

3.0 Application for Waiver or Reduction of Fees

3.1 Every application for a waiver or reduction of fees shall be made to the Managing Director on the forms provided by the Managing Director.

Without limitation, every application shall include the following information:

- a) the name, municipal address and telephone number of each applicant;
- b) if the applicant is a partnership, the name, address and telephone number of each partner; and
- c) if the applicant is a corporation, the address of its head office, and the name, address and telephone number of each director and officer.

3.2 The application must be submitted in a timely manner, as determined by the Managing Director, with the minimum submission deadline being at least two weeks prior to the rental.

3.3 Every person applying for a waiver or reduction of fees shall provide in full at the time the



application is submitted all of the information requested on the application form as well as:

- a) if the applicant is a corporation, a copy of the incorporating documentation, a copy of the last initial notice or notice of change which has been filed with the provincial or federal government and a Certificate of Status issued by the Ministry of Government and Consumer Services dated no later than fifteen (15) days prior to the date of the application;
- b) if the applicant is a partnership, details of each partner's interest in the partnership; and
- c) any other documentation or information as may be required in any other part of this Policy or by the Managing Director (including but not limited to event financial statements, certificates of insurance, etc.).

3.4 Every application may be subject to investigations by and comments or recommendations from the municipal or provincial departments or agencies as the Managing Director deems necessary including but not limited to:

- a) the London Police Services;
- b) the Manager of By-law Enforcement.

4.0 Issuance of Approvals for Waiver or Reduction of Fees

4.1 Every approval of a waiver or reduction of fees is subject to the following conditions of obtaining, and continuing to hold an approval, all of which shall be performed and observed by the applicant:

- a) the applicant must pay the Facility Rental Contract fee, if any;
- b) the applicant must pay all fees and fines owed by the applicant to the City;
- c) the applicant must enter into a Facility Rental Contract for the event;
- d) the applicant must meet all the requirements of this Policy and any applicable By-laws.

4.2 An approval under this Policy shall be valid only for the period of time for which it was issued, and in any event no longer than one year.

5.0 Authority of the Managing Director - Waiver or Reduction of Fees

5.1 The power and authority to refuse to issue an approval to waive or reduce fees, to cancel, revoke or suspend an approval, to impose terms and conditions, including special conditions, on an approval, or to exempt any person from all or part of this Policy are delegated to the Managing Director.

5.2 The Managing Director may refuse to issue an approval to waive or reduce fees, or may revoke or suspend an approval, or impose a term or condition on an approval, on one or more of the following grounds:

- a) the applicant does not meet the conditions of eligibility to apply as set out in section 1.0;
- b) the event endorses views and ideas that are likely to promote discrimination, contempt or hatred for any person or group on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability.



- c) the event conflicts with the City's core values, vision or strategic goals or adversely impacts on the City's identity;
- d) in the Managing Director's opinion, event participants and patrons have not been or will not be adequately safeguarded;
- e) in the Managing Director's opinion, the security and protection of all venues have not been or will not be adequately safeguarded;

- f) in the Managing Director's opinion, activities which are contrary to City policies or by-laws, or provincial or federal laws will be, or are being, conducted or promoted, or the applicant is not in compliance with City policies or by-laws, or provincial or federal laws, or any conditions imposed on the approval;
- g) all regulatory approvals have not been obtained (i.e. alcohol, lottery licence, etc.) or the applicant will not provide documentation or information as may be required in any other part of this Policy, or by the Managing Director (including but not limited to event financial statements or evidence of required insurance);
- h) the application was not submitted in a timely manner, as determined by the Managing Director (with the minimum submission deadline being at least two weeks prior to the event);
- i) the conduct of the applicant, or any partner, officer, director, employee or agent of the applicant, affords reasonable cause to believe that the applicant will not carry on his or her business in accordance with the law or with honesty or integrity;
- j) there are reasonable grounds to believe that an application or other documents provided to the Managing Director by or on behalf of the applicant contains a false statement;
- k) any information contained in the original application form, or any other information provided to the Managing Director, has ceased to be accurate and the applicant has not provided up-to-date accurate information to the Managing Director to allow the Managing Director to conclude that the approval should continue;
- l) the applicant, (or officer or director of the corporation or partner in a partnership), has been convicted of any criminal offence for which, in the opinion of the Managing Director, it would not be in the interest of public safety to issue an approval;
- m) the request for use of space cannot be accommodated within un-booked capacity within regular operating hours of the facilities.

5.3 Notwithstanding any other provision of this Policy, the Managing Director may impose terms and conditions on any approval any time during the term of the approval, as are necessary in the opinion of the Managing Director to give effect to this Policy.

5.4 The City of London reserves the right to refuse to enter into a Facility Rental Contract with respect to any application for a waiver or reduction of fees for an event on City of London Property.



17(11A) Appendix to Financial Assistance for Program Activity Fees Policy

FINANCIAL ASSISTANCE FOR PROGRAM ACTIVITY FEES

Scope:

This policy provides financial assistance with the cost of registration fees, identified program materials, supplies and equipment costs, assistive devices and related supports. All City of London, Community Services programs, memberships and pass plans offered through the *Spectrum* guide are eligible for support.

Statement of Intent:

The intent of the policy is to:

1. Ensure that a system of financial assistance, that is easy to access by low-income Londoners, exists for directly related participation costs for recreation and leisure activities and programs offered by the Department of Community Services;
2. Provide a system of financial assistance that, within budget availability, helps as many low-income Londoners as possible to participate in recreation and leisure opportunities offered by the City of London;
3. Provide a system of financial assistance that is easy to understand for all customers and is easy for staff to administer; and

These goals are consistent with existing corporate strategies, including the 2003 Parks and Recreation Strategic Master Plan.

Policy Conditions:

1. Any London resident/taxpayer who considers him/herself (his/her family) to be unable to pay the full registration fee can apply for financial assistance (self-declaration).
2. Financial assistance is limited to a maximum value of \$150 per *Spectrum* session per individual per year (\$300/year).
3. Financial assistance is available for all City of London, Community Services programs, memberships and pass plans offered through the *Spectrum* guide.



Policy Fee Schedule:

A policy fee schedule based on Statistics Canada's Low-Income Cutoffs will be used by staff to determine the amount of financial assistance provided to individuals or families. This schedule will be used for all recreation programs offered by the Recreation and Neighbourhood Services Division. This policy fee schedule will be adjusted from time to time when new financial data becomes available from Statistics Canada.

PROCEDURE

Purpose:

To determine the amount of financial assistance that will be considered for persons interested in Recreation and Neighbourhood Services Division activities but who are unable to afford the associated program fees.

Application Process:

1. Requests to determine eligibility for financial assistance can be made in person, by telephone, fax, mail or, where technological and administrative processes permit, on-line. In person requests can be made at Market Tower, the Canada Games Aquatic Centre, Carling Heights Optimist Community Centre, North London Optimist Centre, South London Community Pool or at registration centres as may be established periodically by the Division.
2. Documentation required to complete a request to determine eligibility for financial assistance includes:
 - a) Completed Registration Form;
 - b) Statement of family income verification; and
 - c) Payment of balance of registration fee (non-subsidized amount), if applicable.
3. After data entry, all documentation will be kept confidential and stored in a locked file cabinet in the Customer Service area.
4. Eligible participants may register for recreation and leisure programs and activities through on-line registration, telephone or in person. Participants who are paying a percentage of the course fee must submit payment prior to receiving confirmation of space in the program.
5. All applicants are to be advised at the time of the request that an appeal process exists and of the terms of the process (see Appeal Process).

Funding Process:



1. Each year the City of London will establish a fund which will be used exclusively for the purpose of providing financial assistance to low-income Londoners who want access to recreation program activities offered by the Department.
2. The amount of the fund will vary yearly as determined by the Department's budgeting process.
3. The fund can be accessed prior to the start of each session on a "first-come, first-served basis" until it is exhausted. Once the fund is exhausted, applicants will have to wait until the next session and reapply at that time.
4. Demand for the fund and other indicators will be tracked and used for future forecasting of funding needs for financial assistance.

Communication Process:

1. Information about the existence of the policy and how to access it will be developed and updated as necessary for distribution to community agencies and other stakeholders that serve low-income Londoners.
2. Staff from the Recreation and Neighbourhood Services and Community Programs and Strategies Divisions of the Department of Community Services will continue to work with the community to monitor the accessibility of recreation and leisure opportunities for low-income Londoners.

Appeal Process:

At the time of application, each customer will be notified of the ability to appeal and, where necessary, the details of the process as outlined below.

Customers requesting a reconsideration of their eligibility or their rate of financial assistance are required to submit a letter to the Supervisor, Customer Service, Recreation and Neighbourhood Services Division, indicating the following:

1. Full name, address, telephone number, date of initial application for financial assistance;
2. Reason for request for reconsideration (e.g., extraordinary expenses); and
3. All supporting documents (eg. receipts, medical notes, etc).

Requests will be forwarded to the Supervisor, Customer Service, Recreation and Neighbourhood Services Division within 5 days of receipt of the appeal. All requests for reconsideration will be examined by the Supervisor, Customer Service (or designate) in consultation with the customer. Appeal decisions will be considered final.



17(12A) Appendix to Inclusion in Recreation Facilities, Parks and Services

INCLUSION OF PEOPLE WITH DISABILITIES IN RECREATION FACILITIES, PARKS AND SERVICES POLICY FOR THE CITY OF LONDON

POLICY STATEMENT

That recreation facilities, parks and services in our community be accessible and available to meet the diverse needs of all our citizens. Recognizing the many personal, social, economic, and environmental benefits to health and quality of life that are derived by participating in recreation and leisure, the City of London in partnership with the community is therefore committed to:

i) Equitable Opportunities

working to ensure that all citizens have opportunities to experience the benefits of recreation and active living through equitable access to a full range of recreation facilities, parks and services regardless of their ability, age, sex, sexual orientation, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, family or marital status;

ii) Elimination of Barriers

working with the community toward the elimination of barriers to participation, including but not limited to, physical, economic, cultural, transportation, language and attitudinal barriers;

iii) Allocation of Resources

working to ensure the allocation of appropriate resources to accomplish this above noted commitment; and,

iv) Continued Monitoring and Evaluation

working to ensure the continued monitoring and evaluation of our efforts to work toward the achievement of this Policy through ongoing measurement of progress toward inclusion.

STRATEGIC DIRECTIONS (Not listed in order of priority)

THE CITY OF LONDON WILL, IN PARTNERSHIP WITH THE LONDON COMMUNITY (including the involvement of people with disabilities):

- i) develop an Implementation Plan for this Policy

which will include mechanisms for public input and suggestions for improvement, monitoring, evaluation and reporting (e.g. an annual statement of progress to City Council);
- ii) promote an accepting and welcoming environment for people with disabilities

through public education designed to raise awareness and eliminate attitudinal barriers in the public and private sectors;
- iii) promote the continuous improvement of information sharing

which will include a variety of methods to inform people with disabilities about recreational opportunities and supports;
- iv) work toward ensuring choice

by providing a full range of accessible and affordable recreation programs and supports across the city;
- v) work toward ensuring that the hiring, training and education of program staff and volunteers

meets the needs and protects the safety of participants with disabilities;
- vi) ensure physical accessibility through barrier free design for new and modified recreational facilities, including structures not covered under the Building Code (e.g. playground equipment), and parks for all residents; and,
- vii) work toward the elimination of transportation barriers

which prohibit participation in recreation programs, with the City of London and the London Transit Commission (L.T.C.).