

# CITY OF ORILLIA POLICY MANUAL

|             |   |                                      |                 |
|-------------|---|--------------------------------------|-----------------|
| Part        | 7 | <b>Parks, Recreation and Culture</b> | <b>7.1.1.1.</b> |
| Section     | 1 | Parks                                |                 |
| Sub-Section | 1 | Couchiching Beach Park               |                 |
| Policy      | 1 | Closing Main Road                    |                 |

THAT the main road through Couchiching Beach Park should be closed to through traffic during the spring break-up season, at the discretion of the City Engineer, in an attempt to prevent the deterioration of the road.

THAT the main road through Couchiching Beach Park be closed to vehicular traffic for the winter months and not snow ploughed.

THAT the Parks, Recreation and Culture Department be authorized to give permission for the main road through Couchiching Beach Park to be closed during special events.

(R. 1970-529 70.12.02)  
(O.P.C.C. & R.C. 76.10.28)  
(R. 2006-230 06.09.18)

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| Section     | 1 | Parks                                |                 |
| Sub-Section | 2 | Other Parkland                       |                 |
| Policy      | 1 | Scout Valley                         |                 |

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THAT Scout Valley (the former Simcoe College Lands) be considered a natural environment park.

(R. 1999-337 99.11.29)

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| Section     | 1 | Parks                                |                 |
| Sub-Section | 2 | Other Parkland                       |                 |
| Policy      | 2 | Veterans' Park                       |                 |

THAT the following rules and regulations be implemented for the Skateboard Park in Veterans' Memorial Park:

- Helmets must be worn by all participants
- No foul language
- No food or drink permitted on the concrete skatepad
- No littering

(R. 1999-195 99.07.19)

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| Policy      | 3 | J.B. Tudhope Memorial Park           |                 |

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THAT if special event organizers request approval for the items listed below, staff be directed to apply the following for up to two special events annually, which require a monopoly of J.B. Tudhope Memorial Park:

- Allow events to host camping for general participation within the park
- Approve alcohol consumption within the park, only if under a Special Occasion Permit from the Alcohol Gaming Commission of Ontario
- Allow motorcycles (weather pending) but no other vehicles within the camping areas, with the exception of vehicles such as golf carts and all-terrain vehicles that may be used as a means of transportation throughout the park, by event organizers
- Approve (designated) fire pits within camping areas, with Fire Department approval

(R. 2012-6 12.01.16)

(R. 2012-7 12.01.16)

(R. 2012-8 12.01.16)

(R. 2012-9 12.01.16)

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| Section     | 1 | Parks                                |                 |
| Sub-Section | 4 | Fences                               |                 |
| Policy      | 1 | Adjacent to Parkland                 |                 |

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1. The City agrees to contribute 50% of the cost of the installation of a chain link fence between a private property and a public park.
2. The fence to be 6' chain link with a 2" mesh, conforming with the standards of the Parks, Recreation and Culture Department.
3. That the City contribute 50% of the cost of searching for the corner stakes to locate the fence.
4. That applications be received by the City of Orillia for fencing each year.
5. That applications be considered on a first-come, first-served basis.
6. The number of fences installed will be contingent on the amount of money available from budget.
7. That the applications not considered in the current year be carried forward to the next year and maintain their level of priority.
8. That the fence installation occur on the park property line. However, if conditions warrant (i.e. trees, boulders, irregular shape property boundaries, etc.) the Parks, Recreation and Culture Department, at its discretion, may adjust the fence line onto park property.

(R. 1983-153 83.03.28)  
(R. 2006-230 06.09.18)

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| Section     | 1 | Parks                                |                 |
| Sub-Section | 5 | Vending of Goods and Services        |                 |
| Policy      | 2 | Municipal Recreation Facilities      |                 |

This policy addresses the selling or giving of food/beverages or consumer goods or services in municipal recreation facilities and parks. The policy is divided into sections with the first section being definitions, the second section dealing with general items, the third section dealing with use of indoor and outdoor facilities and the fourth section dealing with outdoor seasonal vendors.

## Definitions

Groups, organizations and events for the purpose of this policy will be divided into two groups: (1) Affiliated Groups; and (2) Non-Affiliated Groups.

1. An “Affiliated” Group is defined as a group that has organized public program(s) and or league(s) that operate within the City of Orillia recreational facilities or parks on a regular basis. “Affiliated” Groups will also consist of individual teams who operate under their own seasonal facility permit. (i.e. Orillia Junior C Terriers)
2. A “Non-affiliated” Group is defined as anyone who is not an “Affiliated” Group, event organizers, groups, individuals and/or teams who do not operate within the City of Orillia recreational facilities or parks on a regular basis and do not hold a seasonal facility permit. “Non-affiliated” Groups will be required to pay the vending fee for each and every event. Individual teams that utilize City owned facilities as part of a larger organization booking (i.e. Orillia minor hockey team) will be classified as a “Non-affiliated” Group.

## Background

1. The Parks, Recreation and Culture Department will operate or contract out the operation of concession services in municipal recreation facilities and parks. These concessions may sell items other than food and beverages.
2. As required, the Parks, Recreation and Culture Department retains the option to contract out the sale of certain food, beverage and/or consumer goods and services in conjunction with events happening on park property or within municipal recreational facilities.
3. Those approved by the Parks, Recreation and Culture Department to give or sell food and/or beverage items to the general public must obtain a permit from the Simcoe Muskoka District Health Unit.
4. Special events that are awarded to Orillia to host and that have pre-existing sponsors are authorized to provide food and beverage and/or consumer goods and services without paying the vending fee, if approved by the Director of Parks,

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Recreation and Culture Department or designate. These events will be considered as “Affiliated” Groups for the purpose of this policy.

5. Smaller outdoor special events (e.g. walk-a-thon, run) organized by non-profit groups/organizations will be given approval to give food and/or beverages to their registrants and volunteers. These events must use a small, specific space within the park and have limited impact on park users. Upon approval, these groups would be considered as “Affiliated” Groups for the purpose of this policy.

## **Municipal Recreation Facilities and Parks**

1. Individuals may take small quantities of single-serving sized beverages and/or snacks into a park or recreation facility for their own consumption.
2. “Affiliated” Groups may be authorized to give or sell food and/or beverage and/or consumer goods within and in proximity to municipal parks and recreation facilities. Approval would be based on the following:
  - Receipt of a written request at least one month in advance of the event.
  - Approval from the Director of the Parks, Recreation and Culture Department or designate.
  - A maximum of two occasions per group/organization per year without a vending fee.
  - In extraordinary circumstances, additional events may be held without a vending fee pending advanced written notice and approval by the Director of Parks, Recreation and Culture Department or designate, ie. Hockey Day in Orillia.
  - The items must be non-conflicting with City of Orillia products, which are under exclusivity agreements e.g. soft drink agreement.
3. “Non-Affiliated” Groups may be authorized to give or sell food and/or beverage items and/or consumer goods within and in proximity to municipal recreation facilities and parks. The approval would be based on the following:
  - Receipt of a written request at least one month in advance of the event.
  - Approval from the Director of the Parks, Recreation and Culture Department or designate.
  - Vending fee payment received by the Parks, Recreation and Culture Department a minimum of one week in advance of the event.
  - The items must be non-conflicting with City of Orillia products, which are under exclusivity agreements e.g. soft drink agreement.
4. “Affiliated” Groups, upon a written request to the Parks, Recreation and Culture Department no less than one month in advance, will be authorized without a vending fee to:

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- Make arrangements for photography of skaters/players.
- Host a year-end banquet within a municipal recreational facility without a rental fee other than an hourly labour charge. The event date and the booking must be coordinated through the Parks, Recreation and Culture Department to determine an available time.
- Host outside food and beverages for judges on (compulsory) competition days.
- Host a used costume/equipment sale within a facility on one occasion per season.
- Host the selling of uniforms, jackets, sportswear, within a facility, if the items are to be permanently embossed with the logo of the organization on up to two occasions per year. The sizing of these items for individual teams may be arranged at various times.
- Host mouth guard clinics within a facility on up to two occasions per season.

The last three bullet points are all a maximum of two days per occasion.

## **Non-motorized water vehicles, bicycles, and attractions**

1. The rental of non-motorized water vehicles and or non-motorized bicycles is permitted in two defined locations, one within J.B. Tudhope Memorial Park and one area near either Couchiching Beach Park or Centennial Park:
  - Only one vendor for water vehicles and one vendor for bicycles will be approved in each of the two locations at a time.
  - Parks, Recreation and Culture Department will advertise for seasonal flat rate bids for each of the four locations.
  - The equipment must be removed from the area daily. However, storage may be available in a nearby location for an aesthetically pleasing trailer etc.
  - The specific location of the operation will be determined by an onsite visit, yet final approval must be given through the Parks, Recreation and Culture Department.
  - Hydro and/or water will not be included.
2. The operation of an in-water inflatable waterpark be permitted in one defined location within either Couchiching Beach Park or J.B. Tudhope Memorial Park:
  - Only one vendor in one location to be approved each summer.
  - Parks, Recreation and Culture Department will advertise for seasonal flat rate bids or flat rate plus a percentage of sales bids.
  - The kiosk must be aesthetically pleasing and approved by the Director of Parks Recreation and Culture Department or designate. It will be placed near the water access to the waterpark and may remain in place during the operating season only.



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- The specific location of the in-water waterpark will be determined by an onsite visit, yet final approval must be given through the Parks, Recreation and Culture Department.
  - Hydro and/or water will not be included.
3. Council has no objection to the operation of a non-motorized vehicular rickshaw service throughout the City, including the waterfront and downtown area.
- The Director of Parks, Recreation and Culture Department or designate may approve such to operate during a special event at no charge or at another time for the current vending fee.
  - If approved, a facility permit will be obtained and must be complied with.
  - Organizers must satisfy any traffic and/or parking obstruction concerns raised by the Ontario Provincial Police, Orillia detachment or Public Works Department.
  - Must not be operated on any municipally owned grass, boardwalk or paved trail.

## NOTES:

- A. The vending fee is part of the facility rate schedule and is used for both vending and/or food service.
- B. Vendors are not to be charged individual license fees by the City of Orillia to operate during special events.
- C. The Barnfield Point Recreation Centre restaurant area is not to be used by vendors and the restaurant agreement will not be affected by this policy.

(R. 2004-127 04.03.29)  
(R. 2008-63 08.03.17)  
(R. 2014-213 14.06.10)  
(R. 2016-186 16.09.19)

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| Section     | 1 | Parks                                |                 |
| Sub-Section | 6 | Special Events                       |                 |
| Policy      | 1 | Couchiching Beach Park               |                 |

Special events operating in Couchiching Beach Park refrain from using the area within fifty feet of Champlain Monument for midway equipment and/or other special event booths that may be damaging to the monument.

(R. 1990-612 90.08.02)

(R. 2018-159 18.08.16)

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| Section     | 1 | Parks                                |                 |
| Sub-Section | 6 | Special Events                       |                 |
| Policy      | 3 | User Fees                            |                 |

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THAT local non-profit groups not be assessed fees for special events in parks with the exception of events charged a rental fee under the rate schedule.

THAT commercial special events in parks be considered individually, with user fees to be determined by staff/Council in consideration of services requested.

THAT the deposit for local non-profit special events in parks be \$1,000.

THAT the deposit for commercial special events in parks be \$2,000.

THAT a penalty of \$200 be imposed where permit holders are in non-compliance with terms of the permit.

THAT all special event organizers be advised that Parks, Recreation and Culture staff will check the grounds very thoroughly following events, and will recommend deductions from their deposit on the basis of non-compliance with the permit and/or damages to turf, trees, shrubs, etc.

THAT permit holders of special events be advised that their deposit will be held as security relative to the payment of other user fees that may be included in their permit.

(R.1993-22 93.01.11)  
(R. 2012-322A 12.11.26)

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| Policy      | 4 | Special Event Requests               |                 |

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- All traditional Special Event requests shall be forwarded to the Parks, Recreation and Culture Department by a pre-determined deadline;
- Special Event approvals which require a monopoly of Couchiching Beach Park and Centennial Park during the months from June to August will be capped at six per park.
- Special Event approvals which require exclusive access to J.B. Tudhope Memorial Park will be capped at two per year.

(R. 1997-189 97.09.22)

(R. 2006-230 06.09.18)

(R. 2012-10 12.01.16)

(R. 2015-76 15.04.20)

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| Section     | 1 | Parks                                   |                 |
| Sub-Section | 6 | Special Events                          |                 |
| Policy      | 5 | Waste Diversion Policies and Procedures |                 |

## **1.0 Introduction**

In an effort to promote waste reduction, this program outlines the City of Orillia's waste diversion policies for major special events held in Orillia's Park's system, and is administered by the City's Parks, Recreation and Culture and Public Works Departments. Major special events include those events that require delegated authority approval. It does not cover any special events held outside the Park's system. In order to ensure you receive your full refund of your event deposit, please follow this guide. We are here to help, so please call if you have any questions.

***Why have a waste diversion policy?*** A waste composition study completed in 2009 found that almost half of the garbage collected from major special events held in Orillia Parks contains compostable food organics that can be recovered and composted. Furthermore, almost 20% of that garbage was found to be recyclable materials. By fully participating in this policy, you will be helping to reduce the need for new landfills, you can promote your event as a green event to the community, and you will attract more participants who will feel better about attending your event knowing they can recycle and compost.

## **2.0 Collection Requirements**

### **2.1 Recycling Collection**

- 2.1.1 Recycling is required at all major special events. Event participants must have the ability to divert recyclables from garbage as they would at home. The special event organizer is expected to follow the recycling program as shown on Appendix A, which provides a detailed list of recyclables collectable at special events.
- 2.1.2 The City will provide the Special Event Waste Diversion Containers (SEWDC) and these will be set up by Park staff. Clear plastic bags must be used to line the barrels (bag size: 91 cm X 127 cm or 36" x 50"). Cases of clear recycling bags are available at cost if requested in advance from the Public Works Department.
- 2.1.3 Recycling Collection Boxes are also available for borrowing by request. Box sizes include 53 litres (14 U.S. gallons) and 83 litres (22 U.S. gallons). If interested, please call the Waste Diversion Site at 705-325-2325 or 705-325-2444. The boxes are lent at no charge; however a charge of \$5 per box applies for lost or damaged boxes and they need to be returned clean.
- 2.1.4 Following some events, the City's Environmental Services Department can arrange to have the non-contaminated clear bags of containers and the clear bags of paper products picked up at no charge. Small amounts of corrugated cardboard (i.e., up to eight bundles) can also be picked up at no charge. Large amounts of cardboard will need to be handled by a private collector (e.g., Mid Ontario – call 705-325-5535; BFI Canada – call 705-325-9671, etc.).

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## 2.2 Green Bin (Food Scraps) Collection

- 2.2.1 SEWDC for collecting compostable food scraps must be made available at all major special events. Event participants must have the ability to divert compostable food organics from garbage as they would at home. The event organizer is expected to follow the green bin program shown on Appendix A, which provides a detailed list of compostable items collectable at special events.
- 2.2.2 Green bin carts are available for borrowing by request. Carts are 50 litres in size. If interested, please call the Environmental Services Department at 705-325-2325 or 705-325-2444. The bins are lent at no charge; however, a charge of \$10 per bin applies for lost or damaged bins and they need to be returned clean.
- 2.2.3 The Environmental Services Department can collect, at no charge to the event holder, the collected compostable food scraps and packaging for some events. The material will be composted at the City's Waste Diversion Site.
- 2.2.4 SEWDC (or other containers) used to collect food waste organics should be lined with paper bags or certified compostable bags (bag size: 91cm x 127cm or 36" x 50"). Bags with either of the following logos are acceptable:



The certification program ensures the bags will compost (or break down into compost) quickly. **Oxo-biodegradable plastic bags/products are not acceptable** because they do not compost quickly enough and contaminate the compost with small bits of plastic. Other products that are certified compostable as above (e.g., cups, cutlery, etc.) are acceptable in Orillia's green bin program.

Cases of certified compostable bags can be purchased at cost if requested in advance from the Public Works Department.

## 2.3 Garbage Collection

- 2.3.1 Cases of garbage bags can be purchased at cost if requested in advance from the Public Works Department.
- 2.3.2 Parks staff will do their regular garbage pick-up routes during the event.

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- 2.3.3 All cooking oils must be taken with you when the event is finished. A charge applies for disposal if any is left behind.
- 2.3.4 The major special event organizer is responsible to collect all refuse related to the event during each day of the event and the final cleanup following the event.

## **2.4 Sorting Stations**

- 2.4.1 The event organizer is expected to use the SEWDC during the event. They will be set up by Park staff. All receptacles are available to the event organizer at no charge. Also see sections 2.1.2, 2.1.3, and 2.2.2.
- 2.4.2 The person designated by the event holder to oversee waste management should make sure these stations are well maintained throughout the event.
- 2.4.3 A Parks, Recreation and Culture and/or Public Works staff person will attend the beginning of the event to discuss any issues brought forth by the designated person responsible for overseeing waste management at the event. The staff person will also help to ensure the SEWDC are set up and in the proper locations.

## **3.0 Vendor Responsibilities**

- 3.1 Vendors are required to follow this waste diversion policy.
- 3.2 The following packaging items are not permitted at major special events because they cannot easily be recycled (i.e., usually contaminated with food):
- Styrofoam clamshell trays, cups and plates
  - Plastic clamshell trays

Plastic glasses, while permitted, are discouraged for use because they also cannot be recycled due to the residue that is left on and in them from drinks (beer, pop, etc.) as well as cigarette butts and other waste. It is preferred that vendors be encouraged to use compostable cups.

## **4.0 Site Cleanup**

- 4.1 The event organizer is required to complete a litter pick-up of the Park after the event is complete.
- 4.2 If the event organizer has not hired a private waste collector, the Environmental Services Department will pick up smaller amounts of non-contaminated, properly stored and set out recyclable and compostable materials.
- 4.3 Events at Couchiching Park
- The event organizer is required to deliver the non-contaminated recycling and green bin organics to the side of the garbage dumpster near the Greenhouse.

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#### 4.4 Events at Tudhope Park

- The special event organizer is required to deliver the non-contaminated recycling and green bin organics to a previously determined location that is stated on the facility permit.

(R. 2011-71 11.02.28)

(R. 2015-76 15.04.20)



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## APPENDIX A

| Recyclable Material   | Compostable Material  | Waste Material  |
|---|---|---|
| ○   | ◌   | ◌   |
| <ul style="list-style-type: none"> <li> Cans</li> <li> Plastic Bottles</li> <li> Glass Bottles</li> <li> Milk &amp; Juice Cartons</li> <li> Juice Boxes</li> <li> Plastic Trays</li> <li> Tin Foil &amp; Foil Trays</li> </ul> | <ul style="list-style-type: none"> <li> Paper Coffee Cups (no lids)</li> <li> Meat, Cheese &amp; Buns</li> <li> French Fries &amp; Box Board</li> <li> Popcorn &amp; Ice Cream</li> <li> Napkins, Paper Plates &amp; Tissues</li> <li> Fruits &amp; Vegetables</li> <li> Pasta &amp; Rice</li> <li> Other Paper Products</li> </ul> | <ul style="list-style-type: none"> <li> Coffee Cup Lids</li> <li> Plastic Cutlery</li> <li> Chip Bags &amp; Candy Wrappers</li> <li> Styrofoam Containers &amp; Cups</li> <li> Plastic Cups, Lids &amp; Straws</li> <li> Diapers</li> <li> Pet Waste</li> </ul> <p style="text-align: center; font-weight: bold; color: white;">Plus all items not shown<br/>as recyclable or compostable.</p> |
|  <span style="font-size: 2em; font-weight: bold; vertical-align: middle;">Recycling, Compost &amp; Waste Station</span>  |   |   |

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| Sub-Section | 7 | Facilities                           |                 |
| Policy      | 1 | Security                             |                 |

THAT security dogs will not be permitted to be used in any of our municipal parks.

(R. 1989-695 89.11.14)

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| Section     | 1 | Parks                                |                 |
| Sub-Section | 8 | Naming/Renaming                      |                 |
| Policy      | 1 | Parks                                |                 |

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THAT existing and future parks may be named/renamed.

THAT the (following be the) policy...for naming/renaming parks:

## **Eligibility**

- Applicable to citizens of Orillia only.
- The naming/renaming will be done posthumously, as well as for individuals still living.
- Nominees must be perceived as a role model and will be scrutinized relative to their character, integrity and values.

## **Note:**

It must be understood that the onus is on the proponent to prove the worthiness of the nominee and convince the Recreation Advisory Committee that the contribution of the nominee is extraordinary and fits the rationale.

## **General Information**

Parks may be named/renamed in consideration of the following:

- After Orillians
- After service clubs and businesses
- After a major financial donor

Or in relationship to

- Geography
- History
- Environmental characteristics or attributes

## **Rationale**

### “Community Involvement”

- The nominee’s community involvement must be outstanding/renowned.
- The involvement will have had a dramatic influence/impact on the City/citizens over an extended period of time (eg. 30-40 years/lifetime).

### “Volunteerism”

- A volunteer contribution must be extraordinary.
- Consider
  - length of service (e.g. 30-40 years/lifetime)
  - consistency
  - level of commitment
  - level of responsibility assumed in an organization

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## “Fundraiser”

- e.g. large one-time campaign that consumed a minimum of 3 to 5 years in support of a public venue.
- e.g. ongoing fundraising campaign in support of a public venue (e.g. 30-40/lifetime service).

## “National/International Acclaim”

- e.g. Gordon Lightfoot; Franklin Carmichael

## “Service Clubs and Businesses”

- e.g. In recognition of public service activities in Orillia over multi-years (e.g. 30 to 40 years)

## “Geography”

## “History”

- e.g. Tudhope Memorial Park; Mnjikaning Park

## “A Major Financial Donor” (see Note below)

- e.g. FORD CENTRE in North York; GM PLACE in Vancouver; MOLSON CENTRE in Barrie.

**Note:** (applicable to “A Major Financial Donor” section only)

In the event that a park is named after an individual the rationale to be considered must be philanthropic.

The primary focus of the benevolent activities of the nominee must be for the betterment of the City and our citizens, with no focus of personal financial gain.

## **Selection Committee**

- Members of the Recreation Advisory Committee

## **Process**

Members of the Recreation Advisory Committee will:

- Advise the citizens of Orillia of the policy to Name/Rename Parks at least once annually via a Recreation Brochure.
- Receive written submissions to the attention of the Chairman of the Recreation Advisory Committee.
- Meet in camera to consider all matters pertaining to nominations.
- Ensure that the nominee being proposed clearly complies with a minimum of one rationale.

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- Review and consider each submission.
- Conduct reference checks relative to each submission.
- Make a decision to accept/decline a nomination with support rationale.
- Consult with the Director of Parks, Recreation and Culture in relation to which park would be most appropriate for Naming/Renaming.
- Summarize their involvement and recommendations in a report to Members of Council.

(R. 1996-130 96.08.22)

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THAT...existing and future ball diamonds and/or soccer pitches may be named/renamed after Participants, Builders and Volunteers or any combination of these categories on the basis of an “extraordinary” contribution to and/or involvement in ball or soccer over an extended period of time.

The Criterion for selection will be:

## **Participant**

- An individual with a significant term of involvement as a player, regardless of level of play and individual skill level
- An individual who has demonstrated exceptional skills at a competitive/travel team level or who has played at this level for an extended period of time
- An individual who has demonstrated exemplary conduct, good sportsmanship, a positive attitude and has been a model for others

## **Builder**

- An individual who has developed a team(s) and/or league(s) for individuals to become involved in.
- An individual/corporation/organization that has actively secured funding to facilitate the involvement of citizens and in particular children in the sports of baseball, slo-pitch and soccer.

## **Volunteer**

- An individual who has had an involvement as an Executive, Convener, Manager, Coach, Trainer or Official for an extended period of time.

## **Eligibility**

- Applicable to citizens of Orillia only.
- The naming/renaming will be done posthumously, as well as for individuals still living.
- Individuals must be or have been involved in softball, baseball, slo-pitch or soccer.
- The contribution/involvement must have been extraordinary and/or over an extended period of time.
- Nominees will be scrutinized relative to their character, integrity and values

## **Selection Committee**

- Members of the Recreation Advisory Committee.

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## **Process**

Members of the Recreation Advisory Committee will:

- Advise the citizens of Orillia of the policy to Name/Rename athletic fields at least once annually via a Recreation Brochure.
- Receive written submissions to the attention of the Chairman of the Recreation Advisory Committee.
- Meet in camera in February each year to consider all matters pertaining to the nominations.
- Ensure that the nominee being proposed clearly complies with criterion.
- Review and consider each submission.
- Conduct reference checks relative to each submission.
- Make a decision to accept/decline a nomination with support rationale.
- Consult with the Director of Parks, Recreation and Culture in relation to which athletic field would be most appropriate for Naming/Renaming.
- Summarize their involvement and recommendations in a report to Members of Council.

## **Nominations approved by Council will result in:**

- The installation of an appropriate sign(s) to be maintained in perpetuity
- An official opening involving Members of Council, Members of the Recreation Advisory Committee, the Nominee, Family of the Nominee, appropriate members of the Organization/Corporation the Nominee has been affiliated with.

(R. 1997-218 97.10.20)

(R. 1998-229 98.09.28)

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## General Information

Trails may be named/renamed in consideration of the following:

- Commemorating Orillians.
- Commemorating service clubs and businesses.
- Commemorating a major financial donor to the development of a major portion of the trail system.
- Geography.
- History.
- Environmental characteristics or attributes.

(Note that the foregoing list is not ranked or weighted.)

## Eligibility

Nominations will only be received from citizens of Orillia or taxpayers in the City of Orillia or benefactors/donors to trail development in the City of Orillia.

## Nominations

It must be understood that the onus is on the nominator to recommend the worthiness of the nomination based on appropriate rationale.

## Rationale

If the nomination honours or commemorates an individual:

- The nominee's community involvement must be outstanding/renowned.
- The nominee has achieved national or international acclaim.
- The nominee has made a significant contribution to the development of the trail system.
- The primary focus of the benevolent activities of the nominee must be for the betterment of the City and our citizens, with no focus of personal financial gain.

If the nomination honours or commemorates a Service Club or business

- The nominee has made a significant contribution to the development of the trail system.
- Contributions may be financial or "in-kind".

If the nomination relates to Geography/Environment

- The proposed name reflects a significant local geographical or environmental feature.

If the nomination is historical in nature

- The proposed name commemorates a significant event in the history of Orillia.
- The proposed name commemorates a significant event involving Orillians.



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## **Selection Committee**

The selection committee will be an ad hoc committee comprised of members of the Recreation Advisory Committee.

## **Process**

Members of the Recreation Advisory Committee will:

- Consult with City staff in relation to which trail or section would be most appropriate for Naming/Renaming
- Advise the citizens of Orillia of the policy to Name/Rename Trails as necessary via public announcement
- Receive written submissions to the attention of the Chairman of the Recreation Advisory Committee.
- Acknowledge, in writing, receipt and disposition of each nomination.
- Form an ad hoc selection committee to review submissions and make recommendations.
- Present a recommendation for Naming/Renaming to Council.

The ad hoc selection committee will:

- Meet in-camera to consider all matters pertaining to nominations.
- Review and consider each submission.
- Ensure that the proposed name clearly complies with a minimum of one rationale.
- Conduct necessary reference checks relative to each submission.
- Summarize their activity and recommendations in a report to the Recreation Advisory Committee.
- Consider the compatibility of the nominated name with the names of linked trails.

(R. 2002-383 02.12.02)

(R. 2015-199 15.09.28)

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Please note: the term pesticide includes fungicides, insecticides and herbicides.

Parks and other city owned green spaces shall be classified in the following turf management categories:

- Intensive
- Moderate
- Basic
- Naturalized

Note:

- Some parks or city owned green spaces may have turf in more than 1 category

**The following are recommended as Intensive Management Turf Areas:**

- Couchiching Park
- Centennial Park
- Veterans Park
- Athletic Fields

**Intensive Management parks will receive the following turf management applications:**

Mowing as required to a height of 2.5 inches

- Aeration                      3 occasions at parks; 4 occasions at athletic fields
- Overseeding                 2 occasions at weakened areas with improved species to increase density and competitiveness against weed invasion
- Top Dressing                 2 occasions on high use areas of athletic fields, high foot and vehicular traffic zones
- Thatching                     as required to control thatch; also excess clipping removal
- Irrigation                      as required
- Fertilization                 3 occasions with a 60% slow release organic base fertilizer in formulations as determined by soil sample testing
- Weed Control                 In areas other than grass areas (eg: under fence lines, under bleachers, around buildings, athletic field infields/warning tracks/warm up areas, Lightfoot Trail, parking lots, parking lot

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islands, fixed benches, mulched areas, play apparatus, etc.) weed control will be managed by [horticultural vinegar](#), weed whackers, manual pulling of weeds and cultivation

Other considerations may include the introduction of ground covers and the installation of landscape fabric covered with a mulch or simply a mulch.

**The following are recommended as Moderate Management Turf Areas:**

- Brant Street
- Carmichael Park
- Clayt French Park
- Community Centre
- Dancy Park
- Dorset Park
- Frontier Park
- High Street Park
- Hillcrest Park
- Homewood Park
- Kaneff Park
- Kitchener Park
- Lakeview Park
- Lankinwood Park
- Lawrence Park
- McKinnell Square Park
- Moose Beach Park
- Morningstar Park
- MTO Cul de Sacs/Selected Boulevards
- North Street Park
- Tudhope Park
- Victoria Park
- York Street Park

**Moderate Management parks will receive the following turf management applications:**

- Mowing                      cut as required to height of 3 inches
  
- Aeration                      2 occasions
  
- Overseeding                  on damaged areas or in conjunction with top dressing use of improved competitive species

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- Top Dressing            on rotational basis in areas that weed invasion or turf thinning is severe
  
- Fertilization            2 occasions with a 60% slow release organic fertilizer in formulations as determined by soil sample testing
  
- Weed Control            weed trim every second cut  
Use of horticultural vinegar wherever appropriate
  
- Naturalization           allow select areas of some Parks to naturalize

**The following are recommended as Basic Management Turf Areas:**

- Cindy Lee Park
- Dorset Park
- Frontier Park
- Grenville Park
- Mac Carter Park
- Maple Leaf Park
- Mariposa Park
- Tudhope Park
- Collins Drive Launch
- Mississaga Street/Grenville
- Tecumseth Street (Co-op)
- West Ridge Park
- Operations Department sites
- Property Management sites

**Basic Management turf areas will receive the following turf management applications:**

- Mowing                    cut up to 11 times
- Weed Control            weeds trimmed up to 11 times

**The following are recommended as Naturalized Turf Areas:**

- Edna Street
- Collins Drive Launch
- Tecumseth Street (Co-op)
- Mississaga Street/Grenville
- Fittons West Centre
- Scouts Valley
- Tudhope Park
- West Ridge Park

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## **Naturalized parks will receive the following turf management applications:**

- appropriate controls for noxious weeds as required

## **Other**

### **Children's' Play Apparatus**

A pesticide will not be used within 75 feet of any children's play apparatus

### **Water's Edge**

The use of a pesticide will not occur within 20 feet of the water's edge

### **Noxious Weeds**

Staff will comply with the Weed Control Act as and when required. There will be a requirement for pesticide use.

THAT...the following noxious weeds be treated as follows:

1. Ragweed be addressed through mechanical means only when required or by complaint.
2. Cautionary signs be placed in areas where poison ivy plants are expected.
3. Poison ivy found in sensitive areas where children play or by complaints, should be dealt with through appropriate aggressive treatment on an annual basis until eradicated.

(R. 2000-354 00.10.30)

(R. 2005-130 05.05.16)

(R. 2018-159 18.08.16)

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Permitters must prove that there is a requirement for spectator parking on a turf area. Only parks identified in the Turf Management Policy under the "basic" category will be considered for the parking of spectator vehicles on turf. Required repairs to turf resulting from the use, will be identified by Parks, Recreation and Culture Department staff. Repair costs will be deducted from the permitters deposit. Repair costs beyond the deposit amount will be the responsibility of the permittor.

It should be noted that the only basic park that will meet the criterion at this time is Tudhope Park.

Council may approve charging for parking in conjunction with a special event within municipal parks on a case-by-case basis.

(R. 2001-50 01.02.26)

(R. 2006-230 06.09.18)

(R. 2018-159 18.08.16)

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## 1.0 PURPOSE

The purpose of this policy is to establish guidelines for the development and operation of Community Gardens on municipally owned lands. This policy establishes the City's role as a facilitator and provides a framework to ensure equal access for all residents.

NB: This policy is in addition to the City of Orillia – Policies and Procedures Manual, Zoning By-law 2104-44, Chapter 832 of the City of Orillia Municipal Code, the Province of Ontario's Pesticide Act 63/09, Environmental Protection Act 153/04, Crime Prevention through Environmental Design (CPTED) and Ontario One Call (ON1Call).

## 2.0 DEFINITIONS

In this policy, these terms have the following meanings:

- a) **“Accessibility”** shall be defined as a product or service with features that are intended to remove barriers for people with disabilities.
- b) **“Accessible Garden Bed”** shall be defined as a plot or garden space raised 45 cm above ground level with a width of 91 cm to 120 cm if accessible from both sides, 30 cm to 60 cm if accessible only from one side, and located on an accessible path of travel in compliance with current Design of Public Spaces Standards.
- c) **“Allotment Plot”** shall be defined as a garden space that is available to individual garden members for cultivating vegetables and herbs, where seeds and plants are planted and harvested.
- d) **“City”** shall be defined as the Corporation of the City of Orillia, or its representatives.
- e) **“City of Orillia – Manager of Park Planning and Development”** or designate shall be defined as a City representative who acts as the first point of contact and acts as a resource for all new community gardening requests and approvals.
- f) **“City of Orillia - Superintendent of Parks”** or designate shall be defined as a City representative who acts as the point of contact once the garden has been installed and is operational and acts as a resource for all community gardening inquiries.
- g) **“Clean Soil”** shall be defined as imported soil that is free of contaminants, refuse, and putrescible wastes. Topsoil, sand, black earth, etc. purchased from gardening suppliers would meet this definition.

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- h) **“Communal Plot or Garden”** shall be defined as a shared garden space for cultivating vegetables and herbs, where seeds and plants are planted and harvested that is available to all garden members.
- i) **“Community Garden Group (CGG)”** shall be defined as an Orillia based group of residents who form a garden committee interested in the promotion, creation and management of community gardens which shall be independent of the City.
- j) **“Community Garden or Allotment Garden”** shall be defined as a garden located on public property or private property dedicated to growing produce for consumption by the local community.
- k) **“Community Garden Partnership Agreement (CGPA)”** shall be defined as the written terms and conditions that the City and garden members must agree to abide by.
- l) **“Donation Plot or Garden”** shall be defined as a plot where food is planted and harvested by a group of garden members and donated to a local food bank, soup kitchen or other such related organization.
- m) **“Drainage Swale”** shall be defined as a low tract of land, especially one that is moist or marshy for the purpose of capturing surface runoff.
- n) **“Floodplain”** shall be defined as a low plain adjacent to a river that is formed mainly of river sediment and is subject to flooding.
- o) **“Garden Coordinator or Executive”** shall be defined as an individual from CGG that has been selected and/or elected to be the point of contact with the City for a specific community garden.
- p) **“Geo-membrane”** shall be defined as a general term used to describe a synthetic membrane or barrier. Similar to landscape fabric but usually constructed to higher standards and is impermeable. Common uses include pond liners and landfill liners. For this application, lower grade applications would be acceptable as the main purpose is to discourage deep root penetration.
- q) **“Landscape Barrier”** shall be defined as a landscape fabric weed barrier sold by the roll at most outdoor garden centers in various grades and qualities. Used to control weed growth in a garden or along a path.
- r) **“Liability Insurance”** shall be defined as part of the general insurance system of risk to protect the purchaser (the “insured”) from the risks of liabilities imposed by lawsuits and similar claims.



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- s) **“Membership”** shall be defined as the privilege conferred upon garden members to access the community garden for gardening or non-gardening purposes in exchange for certain responsibilities fulfilled by each member.
- t) **“Park, Public”** shall be defined as any Open Space or recreational area used primarily for active or passive recreational purposes of any kind that is owned or controlled by the Corporation or by any Board, Commission or other Authority established under any statute of the Province of Ontario and may include therein neighbourhood, community, regional and special parks, conservation areas or other areas.
- u) **“Raised Garden Bed”** shall be defined as a plot or garden space that is raised above ground level, underlined completely by a landscape barrier, filled with clean soil and which provides an area required for the growth of the plants including all root structures.

## 3.0 COMMUNITY GARDEN FEATURES

### 3.1 A community garden may have the following features:

- a) Raised or at grade plots of lands and amenities such as water, soil tilling, and shared tools;
- b) Compost bins, tool storage sheds and other provisions necessary for the operation of the community garden subject to City approval;
- c) Posted signage identifying the area as a community garden as well as general contact and inquiry information;

### 3.2 A community garden may:

- a) Promote the production of local, healthy and fresh food in an urban setting;
- b) Enhance local food security;
- c) Provide gardening and other environmental education activities to encourage the involvement of schools, youth groups and senior citizens in gardening activities;
- d) Host harvest festivals and other family-oriented activities that encourage positive social interactions among all community members;
- e) Encourage partnerships with other community organizations;
- f) Donate surplus food to local food banks or other organizations.

## 4.0 SITE SELECTION – PRIORITY CRITERIA

### 4.1 In identifying new community garden sites priority will be given to those sites that meet the following criteria:

- a) A clear demand and support for a community garden within the neighborhood.
- b) Sites that do not require site clearing and are generally level.

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- c) Sites that do not negatively impact on the enjoyment of current Park activities and adjacent land uses.
- d) Soil quality (testing) and drainage.
- e) Sun and wind exposure.
- f) Proximity to higher density residential use.
- g) Proximity to existing community gardens plots.
- h) Accessible by walking, bicycle, and transit.
- i) Access to municipal water and not in conflict with existing underground services.
- j) Visibility from within the site or from the street frontage.

**4.2** The following parks have been identified by the City as potential locations for community gardens development:

- a) High Street Park
- b) Morningstar Park
- c) York Street Park
- d) Murray Street Park

**4.3** Waterfront Parks are excluded from potential community garden development.

**4.4** The Director of Parks, Recreation and Culture has the delegated authority to approve the development of community gardens in alternate site locations not listed under Section 4.2 at his/her sole discretion. The assessment of such locations shall be in accordance with the criteria outlined under Section 4.1.

## **5.0 SITE DESIGN AND APPROVALS**

**5.1** The Garden Coordinator will contact the Manager of Park Planning and Development in writing to express interest in developing a community garden.

**5.2** The expression of interest and associated community garden site plan must:

- a) Include plot layouts, dimensions, fill materials and quantities and construction materials. Wood or timber material used to construct the community garden must be untreated.
- b) Include garden plots for people with barrier-free accommodations for persons with a diversity of abilities.
- c) Not include structures or barriers preventing access to the general public, unless there are specific security concerns.
- d) Comply with applicable City and Provincial standards and polices as outlined in Section 1.0.
- e) Include a 5 to 10 m set back from the edge of plots to allow for movement around the perimeter of the garden to permit for regular maintenance, where possible. The designated space between garden plots will be site specific, meeting accessibility standards.

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**5.3** A request of expression and site plan for the development of a new community gardens shall be subject to the review and approval of the City.

**5.4** The CGG will then hold a neighbourhood consultation meeting to demonstrate support for the proposed garden. This process could take place in the form of meetings, neighbourhood petition and/or survey, etc. The City would participate and will provide support as required.

**5.5** Prior to the construction of a community garden, the Community Garden Agreement must be approved and completed with all required signatures.

**5.6** The City reserves the right to deny a site for any reason at its sole discretion.

## **6.0 CONSTRUCTION**

**6.1** Garden beds must be constructed to provide sufficient soil for the entire community garden, including all root structures. The use of impermeable landscape barrier or geo-membranes is strongly encouraged. Soil is to be provided by the community garden group and must be tested and certified as safe for gardening prior to placement.

**6.2** New community gardens should consider at least one raised accessible garden bed in the overall design and be implemented as user needs warrant.

**6.3** Where possible projects must demonstrate sustainable construction and operating practices such as methods of water conservation, composting and waste diversion.

**6.4** The CGG will cover all costs related to the development of community gardens. City Departments may, based on budget availability, assist with funding to promote the development of community gardens e.g. soils, building material, garden sheds, rain barrels, portable toilets, infrastructure improvements and assistance with insurance costs etc.

## **7.0 OPERATIONS**

**7.1** The CGG will be responsible for all costs associated with the operation and maintenance of CGG based community gardens.

**7.2** The CGG will at its sole discretion, be responsible for the allocation of garden plots in a manner that promotes and maximizes positive community interaction.

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- 7.2** The City will allow, at no cost, access to municipally owned land to construct community gardens which have City approval.
- 7.3** The City will support the development of a community garden network with the common goals of sharing knowledge and skills, enhancing interaction between garden members and increasing awareness of and access to the City's community gardens through exiting City media channels.
- 7.4** The City will dispose of waste from the community garden site from the designated City compost containers located within designated City parks.
- 7.5** The City will provide grass maintenance around the perimeter of the community garden located in designated City parks. Community gardens will be responsible for grass cutting on pathways within the garden itself.
- 7.6** Installation of any permanent structures must receive prior consent from the City.
- 7.7** The use of sustainable gardening practices must be followed in all community gardens where all garden members must agree to abide by the Province of Ontario's Pesticide Act 63/09. Chemical insecticides, herbicides, fungicides and fertilizers are prohibited in all community gardens. Insecticidal soaps may be used in the control of pests and compost and composting manures may be used in soil conditioning and fertilization.
- 7.8** The CGG must notify the City in writing, at least two weeks in advance, of any site enhancements to an existing community garden and provide a site plan outlining the proposed changes. The Manager of Park Planning and Development shall review and provide a response to the garden group within two weeks of receipt of the request.
- 7.9** At the end of the three-year period, the CGG must submit a written request to the City for renewal of the community garden agreement. The success of the renewal shall be based on past performance. The City reserves the right to deny a renewal request at its sole discretion.

## **8.0 CONDITIONS OF USE**

- 8.1** The CGG must agree to develop, operate, manage and maintain the gardens according to the CGP and Community Garden Partnership Agreement with the City that will identify terms and conditions of use including, but not limited to:

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| Sub-Section | 9 | Turf Management                      |                |
| Policy      | 3 | Community Gardens                    |                |

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- a) The standard term of the agreement / permit will be three years; with an optional 3 years renewal subject to the CGG past performance, all to the satisfaction of the City.
- b) Residents of the City will be given priority for membership and the opportunity to participate in the community garden program.
- c) CGG must provide proof of Public Liability Insurance of \$ 2 million that explicitly indemnify, defend and hold harmless the City from and against any damage or injury to any person or any real property. The City must be added as an additional insured to this insurance policy.
- d) CGG shall allot garden plots through an open and transparent process with sufficient communication and notice given throughout the neighbourhood.
- e) CGG is responsible for developing and administering the Community Garden Agreement, which must be signed by all individuals occupying the land for the purpose of a community garden at the beginning of each season.
- f) Produce grown in allotment plots within the community garden will be for the personal use and consumption of the individuals involved in the community garden. Produce sold by the garden as a whole from a dedicated plot for the purpose of fundraising for garden projects and programs is permitted given that all applicable permits and/or licenses are in place. No other selling of produce is permitted.
- g) Membership and use of the site can be revoked for non-compliance with any City agreement, by-law and/or provincial regulations or if the property is required for other purposes. The City has the authority to remove the community garden if not actively utilized and/or maintained by CGG.

## 9.0 RETENTION OF EXISTING SITES

- 9.1 The protection and retention of existing sites is an essential part of this policy. The City endeavours to partner where possible with the CGG to support the promotion, retention and enhancement of existing community garden sites as a valuable use of municipally owned lands.
- 9.2 The City and CGG will conduct two site inspections annually at each community gardens location to review site conditions; identify and resolve operational needs, address safety issues and plan and prioritize future site improvements as required.
- 9.3 The CGG is encouraged to annually host a community garden workshop to consult with community garden stakeholders on local food production and related strategic objectives and goals.

(R. 2016-128C 16.06.27)

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| Section     | 2 | Facilities                           |                 |
| Sub-Section | 2 | Rental Rates                         |                 |
| Policy      | 1 | Discounts                            |                 |

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- A. If a group is hosting a ball tournament using a minimum of 10 consecutive hours on at least one ball diamond as part of the tournament:
- reduce the hourly rate by 15% on all ball diamond bookings for that tournament (cannot be combined with B or C)
- B. If a group is hosting a Provincial Championship in or on our facility:
- reduce the hourly rate by 25% (cannot be combined with A or C)
- C. If a group is hosting a National Championship in or on our facility:
- reduce the hourly rate by 35% (cannot be combined with A or B)
- D. If a group initiates a new Non Profit special event on an arena floor surface:
- reduce the Arena, Special Event hourly rate by 50% year 1, and 25% year 2. Normal rate year 3.
- E. If a group initiates a new commercial or non-residential special event on an arena floor surface:
- reduce the Arena, Special Event hourly rate by 25% year 1. Normal rate year 2.

Arena floor surface includes Barnfield Point Recreation Centre, Brian Orser Arena and Rotary Place.

(R. 1998-55 98.03.23)  
(R. 2000-19 00.01.17)  
(R. 2012-322A 12.11.26)

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| Part        | 7 | <b>Parks, Recreation and Culture</b>             | <b>7.2.3.2.</b> |
| Section     | 2 | Facilities                                       |                 |
| Sub-Section | 3 | Scheduling and Use                               |                 |
| Policy      | 2 | Priority System for Scheduling Facility Bookings |                 |

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The priority system relates to the scheduling of facility time. The intent is NOT to disrupt established program scheduling, but rather to allocate available facility time that comes available from time to time in an approved manner, consistently. This will also allow new groups the opportunity to access facility rental time.

## PRIORITY GROUPS

1. City of Orillia Programs - operated or sponsored recreational programs and activities for all age groups. Programs to include but not limited to; various types of skating such as, public, adult, senior, parent & tot, shinny hockey as well as, ball, soccer, lacrosse, etc.
2. Youth Programs by Community Organizations/Associations - providing programs and services for youth. This includes house league/competitive hockey, skill development programs, figure skating programs, skating instruction, speed skating, ringette, ball, soccer, lacrosse, etc. Includes all groups registered through the organization unless there is a specific adult group/team.

To qualify for this category an Organization/Association must meet the following criteria:

- a) Be non-profit
  - b) Be guided by a constitution and by-laws.
  - c) Hold general membership meetings at least once per annum and maintain financial reports (income statements & balance sheets) that must be supplied annually to the City of Orillia, if requested.
  - d) Have an elected Board of Directors who serve without remuneration except for reasonable expenses incurred in the carrying out of his/her duty.
  - e) Organization/association must be affiliated with an appropriate sport governing body.
3. Junior, Senior and other Representative level sport teams if not already included above - The City of Orillia recognizes representative level sport as an important element in the fostering of competitive sport in Ontario while providing an opportunity for our residents to enjoy this level of competition in our community. One game time per week of prime time will be made available to one Representative team per age group per sport in Orillia. Qualifying documentation will include; prepared financial reports (income statements and balance sheets) that must be supplied annually to the City of Orillia, if requested.

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| Part        | 7 | <b>Parks, Recreation and Culture</b>             | <b>7.2.3.2.</b> |
| Section     | 2 | Facilities                                       |                 |
| Sub-Section | 3 | Scheduling and Use                               |                 |
| Policy      | 2 | Priority System for Scheduling Facility Bookings |                 |

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4. Adult Programs by Community Organizations/Associations - providing programs and services that are available for more than one team of adults. This includes league play, old timer's hockey, ball, soccer, lacrosse, etc.
5. Contract Private Rentals - with priority given to youth, all available time slots after the above groups have been allocated will be available for private/casual rentals of a seasonal basis. This category would include time that is paid for by school groups.
6. Schools in Orillia - Public and Separate Schools within the City of Orillia will be allocated non prime hours at no charge only during regular school days and times. This would not include tournament times requested during regular school hours as they would be charged the applicable rates. However, additional times may be purchased by schools at the applicable minor rates if available.
7. Casual Private Rentals - with priority given to youth, all available time slots after the above groups have been allocated will be available for private/casual rentals of a part-time or one time basis.

## NOTES:

- A contract private rental is a renter who contracts facility time for a full season on a regular basis.
- A casual private rental is for a renter who contracts facility time on an irregular basis or one time basis only.
- After a minimum of 5% of PRIME time is held by category #1, 60% by category #2, one game time each for category #3 and 10% by category #4, the remaining open prime time can be disbursed to groups other than in the order presented. This may be allowed earlier if groups 1 through 4 do not require additional time.
- Any final determinations will be made by the Parks, Recreation and Culture Department.
- The Barnfield Point Recreation Centre is not in need of such a scheduling policy.

(R. 2010-104 10.04.19)



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| Part        | 7 | <b>Parks, Recreation and Culture</b> | <b>7.2.3.4.</b> |
| Section     | 2 | Facilities                           |                 |
| Sub-Section | 3 | Scheduling and Use                   |                 |
| Policy      | 4 | Ball Diamond and Soccer Pitch        |                 |

1. The Parks, Recreation and Culture Department will co-ordinate all seasonal play to begin on all \*natural turf athletic fields the first week of May annually.

(The Department will make every effort to meet this date, however, poor weather conditions may affect spring maintenance and delay start-up.)

2. All user groups will be encouraged not to use any of the City \*natural turf athletic fields\* until the \*first week\* in May, or until such time as the Parks, Recreation and Culture Department determine which facilities are ready for regular safe play.

(The Department will contact the various organizations one week prior to the start-up date, to advise them of a late, or possibly an early start in any given season.)

3. The Parks, Recreation and Culture Department will NOT issue any “pre-season” facility use permits, to relieve the fields from scheduled use before they are dry and prepared, and to limit the prospective legal liability concern in unsafe conditions.

(R. 1990-199 90.03.12)  
(R. 2006-230 06.09.18)  
(R. 2018-159 18.08.16)

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| Part        | 7 | <b>Parks, Recreation and Culture</b>            | <b>7.2.3.5.</b> |
| Section     | 2 | Facilities                                      |                 |
| Sub-Section | 3 | Scheduling and Use                              |                 |
| Policy      | 5 | Picnic Pavilion and Rotary Aqua Theatre Rentals |                 |

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1. All current user groups shall have the first right of refusal with respect to their existing booking date(s), with the proviso that confirmation of the date is requested in writing and received by the Parks, Recreation and Culture Department by no later than the last working day in October annually.

In the event that the Parks, Recreation and Culture Department does not receive the above correspondence by the deadline, the traditional booking date(s) will automatically become available on a first come, first serve basis.

2. The Parks, Recreation and Culture Department will book and coordinate existing and future rentals for a period of only one year in advance.
3. Organizers wishing to transfer their traditional date(s) and/or facility may do so only after all requests have been submitted by the due date. Parks, Recreation and Culture Staff will advise users wishing to change their existing status after the due date.
4. The Parks, Recreation and Culture Department reserves the right not to schedule a traditional/annual user in order to accommodate a one time Special Function that is approved by City Council. Every effort to notify the normal user with as much advance notice as possible will be exercised by Parks, Recreation and Culture Staff. The following year would see the dates revert back to the previous casual renter.

(R. 1993-479 93.11.01)  
(R. 2008-63 08.03.17)

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| Part        | 7 | <b>Parks, Recreation and Culture</b> | <b>7.2.3.6.</b> |
| Section     | 2 | Facilities                           |                 |
| Sub-Section | 3 | Scheduling and Use                   |                 |
| Policy      | 6 | Tennis Courts                        |                 |

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The following is to ensure maximum use of municipal tennis facilities.

## West Orillia Sports Complex Tennis Court:

- Available to organized non-profit user groups through a booking procedure similar to ball diamonds and soccer pitches. Weekly hours will be posted on site.
- Parks, Recreation and Culture will be running organized programs on the courts. Weekly hours will be posted on site.
- Some school bookings will be scheduled at no charge to encourage youth tennis in Orillia.
- Remaining hours will be first-come-first-served. No booking policy or fee policy will be attached to these hours.

NOTE: Tournament or extraordinary functions may book the facility occasionally using the established fee structure.

## Kitchener Park and Morningstar Park Tennis Courts:

- Some school bookings will be scheduled at no charge to encourage youth tennis in Orillia.
- Remaining hours will be first-come-first-served. No booking policy or fee policy will be attached to these facilities

NOTE: Tournament or extraordinary functions may book the facility occasionally using the Tennis Court fee structure.

(R. 2002-204 02.06.03)  
(R. 2015-76 15.04.20)  
(R. 2018-159 18.08.16)

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| Part        | 7 | <b>Parks, Recreation and Culture</b>            | <b>7.2.3.7.</b> |
| Section     | 2 | Facilities                                      |                 |
| Sub-Section | 3 | Scheduling and Use                              |                 |
| Policy      | 7 | Recreation Facility Booking Cancellation Policy |                 |

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The dates below are the approximate regular season dates and may be subject to change:

- Curling ice season is October to March or April, depending on year.
- Arena winter ice season is September to March.
- Arena spring ice season is April to June – No cancellations allowed.
- Arena summer ice season is July to August – No cancellations allowed.
- Dry surface regular season is April or May to August, depending on the location.
- Athletic field early season is January to April on West Orillia Sports Complex Artificial Turf only.
- Athletic field regular season is May to August.
- Athletic field fall season is September to November.

Cancellation of booking(s) during facility seasons must be made no later than two weeks prior to the season start dates for all sports unless otherwise noted above. After these dates the groups are financially responsible for all times booked unless noted below. However, groups could cancel at no charge if another group commits to the booking.

Cancellation of playoff booking(s) will be allowed without cancellation/administration fees, with advance notice, for those sports that have an elimination playoff series and have submitted their playoff start date to the Parks, Recreation and Culture Department no later than two weeks after the beginning of their regular season.

For bookings outside of regular weekly schedules, cancellations will be allowed as follows:

- Ice events – 4 weeks
  - e.g. hockey tournament, figure skating competition, demonstrated first time skills or development programs etc.
- Non ice sport events – 2 weeks
  - e.g. lacrosse tournament, ball tournament, demonstrated first time skills or development programs etc.
- All other events – 4 weeks
  - e.g. wedding, pavilion etc.
- Large special events with fees – 3 months
  - e.g. Circus, Mariposa Folk Festival etc.

*NOTE: Cancellation notice period is from the first day of the event.*

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| Section     | 2 | Facilities                                      |                 |
| Sub-Section | 3 | Scheduling and Use                              |                 |
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Rain dates and snow dates will be cancelled without fees if the Parks, Recreation and Culture Department office is notified within 7 days of the cancellation. Rain cancellations do not apply to pavilions.

The City of Orillia reserves the right to cancel any program at any given time.

(R. 2010-104 10.04.19)

(R. 2016-73 16.04.25)

(R. 2016-186 16.09.19)

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| Part        | 7 | <b>Parks, Recreation and Culture</b> | <b>7.2.4.1.</b> |
| Section     | 2 | Facilities                           |                 |
| Sub-Section | 4 | Picture Taking Devices               |                 |
| Policy      | 1 | Not Permitted                        |                 |

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The City of Orillia is committed to providing a comfortable, safe and private environment for customers.

Effective immediately, the use of cameras (image/photographic devices) will not be permitted in any change-room and/or washroom under the control of the City of Orillia, Parks, Recreation and Culture Department.

Customers are asked to report to staff any instances involving the use of cameras (image/photographic devices) in change rooms and/or washrooms.

(R. 2004-128 04.03.29)

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| Section     | 3 | General   |                 |
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| Policy      | 1 | Municipal Alcohol Policy for Municipal Facilities and Parks |                 |

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## **PREAMBLE**

The City of Orillia owns and manages both facilities and parks where alcohol consumption is prohibited, as well as permitted, under the authority of a Special Occasion Permit (can be replaced by a Caterers Endorsement) or that currently hold rights for liquor license operations. The City of Orillia has developed a Municipal Alcohol Policy (MAP) for use as an alcohol risk management tool in order to prevent alcohol-related problems that arise from alcohol consumption within its facilities and parks and to promote a safe, enjoyable environment for those to enjoy them.

## **PURPOSE OF THE POLICY**

The Municipal Alcohol Policy (MAP) consists of a range of measures designed to prevent alcohol-related problems, and to increase the enjoyment of those who use the facilities and or parks who or do not drink alcohol or drink moderately within a licensed area. By reducing the potential for alcohol-related problems, the City of Orillia concurrently reduces its risk of being held liable.

The policy is divided into five sections:

1. Designation of areas where alcohol use is prohibited
2. Designation of areas where alcohol use is permitted
3. Specification of conditions under which alcohol use is permitted with a Special Occasion Permit
4. Specification of conditions under which alcohol use is permitted by way of a municipally owned facility that currently holds rights for liquor license operations
5. Enforcement procedures for violations of the policy

## **SECTION 1**

### **AREAS DESIGNATED WHERE ALCOHOL USE IS PROHIBITED**

The consumption of alcohol beverages is prohibited in **ALL** Parks, Recreation and Culture facilities and parks other than those mentioned in SECTION 2.

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## **SECTION 2**

### **AREAS DESIGNATED WHERE ALCOHOL USE IS PERMITTED WITH COMPLIANCE OF SPECIFIC CONDITIONS**

The following facilities and areas are currently designated for alcohol use under the authority of a Special Occasion Permit (SOP) AND compliance with the facility permit process or by way of a municipally owned facility that currently holds rights for liquor license operations.

#### **2.1 Facilities and Parks Designated to allow use of alcohol ONLY under a Special Occasion Permit or Caterers Endorsement:**

- Barnfield Point Recreation Centre -- Floor Surface and Meeting Room
- Brian Orser Arena -- Blair Ashmore and Dr. Tom Brandl Meeting Rooms
- Centennial Park
- Couchiching Beach Park
- Downtown Corridor-- specific outdoor areas and parking lots
- Forest Home Park -- Hall
- Kitchener Park
- Rotary Place -- Floor Surfaces, Orillia Room, Tournament Room and Meeting Room
- Leacock Museum -- Leacock House, Boathouse and specific outdoor areas
- J.B. Tudhope Memorial Park

#### **2.2 Facilities Designated to allow use of alcohol by way of a municipally owned facility that currently holds rights for liquor license operations:**

- Barnfield Point Recreation Centre -- Viewing Room
- Orillia Opera House -- All public areas
- Leacock Museum National Historic Site -- Swanmore Hall and Outdoor Patio

## **SECTION 3**

### **CONDITIONS FOR PERMITTED USE OF ALCOHOL UNDER A SPECIAL OCCASION PERMIT**

If wishing to serve alcohol at a designated site under Section 2.1 the organizer must obtain a SOP from the Alcohol Gaming Commission of Ontario (AGCO), comply with



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the MAP, comply with the facility permit and submit all signed documentation to the Parks, Recreation and Culture Department a minimum of 7 days prior to the event. The City of Orillia reserves the right to refuse an applicant permission to run a licensed event on its property.

All Special Occasion Permit holders are required to adhere to the following:

## 3.1 Policy Compliance

3.1.1 Ensure that applicable Provincial and Federal Statutes, the Liquor License Act (LLA) and Regulations of Ontario, MAP and the facility permitting process are adhered to throughout the event.

## 3.2 Event Control

3.2.1. Demonstrate to the satisfaction of Parks, Recreation and Culture Staff that a minimum of one alcohol server per location has been trained in an AGCO recognized alcohol server course, e.g. Smart Serve. Supply at least the minimum requirement of the following:

Servers - 1 for 1 to 100 patrons (at least 1 trained)  
- 1 for every 100 patrons thereafter

Door Supervisors - 0 for 1 to 100 patrons  
- 1 for 101 to 300 patrons (at least 1 trained)  
- 2 for 301 to 1000 patrons

Floor Supervisors - 0 for 1 to 200 patrons  
- 1 for every 100 patrons thereafter

Ticket Sellers - 0 for 1 to 200 patrons  
- 1 trained for every 200 patrons thereafter

Supervisors are to ensure compliance but not required to be security guards.

3.2.2 Provide the City of Orillia with the majority of the name(s) of the trained server(s) along with the appropriate Smart Serve (or other suitable training) certificate numbers, one week in advance of the event. Additional names could be added later.

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- 3.2.3 Be responsible for recognizing the need for assistance during the event and requesting it from the appropriate people or, if necessary, the O.P.P.
- 3.2.4. Supervise the entrance to screen for identification and to ensure underage (unless approved on SOP), intoxicated, rowdy or potentially troublesome patrons are not allowed entrance. It is easier to prevent problems if such people are not admitted to the event.
- 3.2.5. Ensure that when tickets are sold for alcoholic beverages, there will be a limit of 4 per person at one time. Full refunds will be given for any unused ticket during the event as well as up to 30 minutes following closing.
- 3.2.6. Ensure that events with over 200 attendees are required to sell liquor through ticket purchases.
- 3.2.7. Ensure that when tickets are not sold, or alcohol is served at no cost each person will be limited to a serving of 2 drinks at a time.
- 3.2.8 Ensure that all ticket sales are to close by the earlier of the following:
  - (a) one half hour prior to facility rental permit expiry time; or
  - (b) by 1:45 am.
- 3.2.9 Do not serve double shots of spirits or beer in pitchers. Do not allow drinking contests, volume discounts, or other marketing practices which encourage increased alcohol consumption.
- 3.2.10 Ensure that there are low-alcohol options available (ie. light beer, light wine and light alcohol spirits). Non-alcoholic beverages will also be available at a substantially lower cost than alcoholic beverages.
- 3.2.11 Prevent patrons from engaging in activities that can harm themselves or others.
- 3.2.12 Ensure that there is no last call announced.

## **3.3 Safe Transportation**

- 3.3.1 Be responsible for promoting safe transportation options for all the drinking participants. Examples of safe transportation options are:
  - (a) a designated driver from non-drinking participants; or
  - (b) a designated driver provided by the organizers; or

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- (c) a taxi paid either by the organizers or the participant

### **3.4 Other**

- 3.4.1 Ensure the facility is adequately lighted, signs are visible, and stairs are clear. As the occupier of the premises, you are required to ensure the physical setting is safe for both drinkers and non-drinkers. You may be held liable if an accident occurs due to the physical set-up of the facility or areas used.
- 3.4.2 The City of Orillia reserves the right to introduce other conditions from time to time at its discretion.

## **SECTION 4**

### **CONDITIONS FOR PERMITTED USE OF ALCOHOL BY WAY OF A MUNICIPALLY OWNED FACILITY THAT CURRENTLY HOLDS RIGHT FOR LIQUOR LICENSE OPERATIONS**

- 4.1 All conditions from Section 3 are applicable to Parks, Recreation and Culture Department liquor licensed areas with the exception of 3.2.1 and 3.2.2.
- 4.2 The Orillia Opera House is required to comply with an in house staff procedure that gives detailed information on the specifics of legal alcohol service and their particular requirements for staff to follow regarding alcohol issues within the facility.
- 4.3. The Leacock Museum is required to outline policy requirements within any agreement with a third party liquor license holder within the facility or property. Staff are required to ensure that any SOP holders within this facility or on the property, sign the attached Appendix A.
- 4.4 The Barnfield Point Recreation Centre is required to outline policy requirements within any agreement with a third party liquor license holder within the facility or property. Staff are required to ensure that any SOP holders within this facility or on the property, sign the attached Appendix A.

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## **SECTION 5**

### **ENFORCEMENT PROCEDURE FOR POLICY VIOLATION**

- 5.1 It is the SOP holder's obligation to enforce the conditions of this MAP (as it relates to the SOP holder), LLA and Regulations of Ontario that relate to the conduct of this event and use of the facility (including but not limited to LLA requirements).
- 5.2 A violation of this policy occurs when individuals without authority consume alcohol in a municipal facility or area where alcohol consumption is prohibited.
- 5.3 A violation of this policy occurs when the SOP holder fails to comply with the conditions of the MAP, LLA and Regulations of Ontario.
- 5.4 The SOP holder (and such persons identified in section 3.2.2.) shall intervene where violations of the conditions of the LLA and Regulations of Ontario, this MAP are discovered/encountered, by informing the offending individual(s) that of the Policy violation and ask that the violation stop. Organization members should feel encouraged to intervene in this way because intervention at other levels may result in loss of privileges for the entire group and or legal action.
- 5.5 Staff Members may ask that the consumption of alcohol stop or they can ask the individual or group to leave the facility or area depending on the circumstances and the nature of the violation or the potential for harm. Should the individuals or organization members fail to comply; the Staff Member will call the O.P.P. for enforcement and if applicable closing down of the event.
- 5.6 Following an event where a member of an organized group or SOP permit holder has violated the MAP, there will be a letter sent advising of the violation and indicating that no further violations will be tolerated without an eviction or suspension.
- 5.7 Should members of an organized group or an SOP permit holder violate the MAP a second time, the group will be suspended from organized use of any City of Orillia facility or area (e.g. near & around ball diamonds, parking lots, open parks) for a minimum period of one year. A letter will be sent to the contact person advising of the suspension, with a copy provided to the Legislative Services Department.

(R. 2013-58 13.02.25)

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## APPENDIX A

### CITY OF ORILLIA - PARKS, RECREATION AND CULTURE DEPARTMENT SPECIAL OCCASION PERMIT HOLDER AGREEMENT

Name of Team/Group \_\_\_\_\_  
(Please Print)

Name of Contact Person \_\_\_\_\_  
(Please Print)

1. I have received and reviewed a copy of the Municipal Alcohol Policy.
2. I agree to adhere to the conditions of the Municipal Alcohol Policy, all applicable Provincial and Federal Statutes, the Liquor License Act and Regulations of Ontario and the facility permitting process.
3. I understand that if an infraction of the Municipal Alcohol Policy occurs, the City of Orillia may warn or evict or suspend my organization from using facilities for a minimum period of one year.
4. I understand I can be held liable for injuries and damage arising from failing to adhere to the Liquor License Act and Regulations of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.
5. If an alcohol-related violation occurs, act promptly to rectify the situation and restore adherence to the Liquor License Act and Regulations of Ontario and the Municipal Alcohol Policy.
6. I understand that the O.P.P. and an Alcohol Gaming Commission of Ontario Inspector can lay charges for infractions of the Liquor License Act and Regulations of Ontario or other relevant legislation.
7. I agree to satisfy the liability insurance requirements and indemnification.

**Signature** \_\_\_\_\_  
(Contact Person)

**Date** \_\_\_\_\_

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| Part        | 7 | <b>Parks, Recreation and Culture</b> | <b>7.3.1.2.</b> |
| Section     | 3 | General                              |                 |
| Sub-Section | 1 | Liquor Licensing                     |                 |
| Policy      | 2 | Approvals                            |                 |

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THAT in response to new procedures for the issuing of Special Occasion Permits, the Clerk is hereby authorized from time to time to issue letters of approval for events being held in park facilities, subject to an appeal to Council against a decision of the Clerk;

AND THAT resolutions of Council for the purpose will no longer be required.

(R. 1988-282 88.04.25)

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| Part        | 7 | <b>Parks, Recreation and Culture</b>       | <b>7.3.2.1.</b> |
| Section     | 3 | General                                    |                 |
| Sub-Section | 2 | Permit Storage in Parks and Facilities     |                 |
| Policy      | 1 | Storage Facilities in Parks and Facilities |                 |

This policy addresses the placement of storage in municipal recreation facility and parks. The policy is divided into sections with the first section being definitions, the second section dealing with general items.

## Definitions

Groups, organizations and events for the purpose of this policy will be divided into two groups: (1) Affiliated Groups; and (2) Non-Affiliated Groups.

1. An “Affiliated” Group is defined as a group that has organized public program(s) and or league(s) that operate within the City of Orillia recreational facilities or parks on a regular basis. “Affiliated” Groups will also consist of individual teams who operate under their own seasonal facility permit. (i.e. Orillia Junior C Terriers)
2. A “Non-affiliated” Group is defined as anyone who is not an “Affiliated” Group, event organizers, groups, individuals and/or teams who do not operate within the City of Orillia recreational facilities or parks on a regular basis and do not hold a seasonal facility permit.

## Storage Requests

1. No person unless authorized by Parks, Recreation and Culture shall place, install or erect any temporary or permanent tent or structure in any park.
2. Temporary storage in Parks may be authorized by permit for short-term events. Parks Recreation and Culture will authorize the specified dates, duration, and location of authorized storage and means of storage to be erected or container utilized.
3. Only affiliated groups may be considered for long-term storage within new structures or facilities.
4. Authorized storage within new facilities or structures in parks shall be subject to applicable fees.

(R. 2016-92 16.05.16)

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| Section     | 3 | General                              |                 |
| Sub-Section | 3 | Awards                               |                 |
| Policy      | 1 | Athlete of the Year                  |                 |

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## **CRITERIA**

The Athlete of the Year Trophy, donated by Mr. Norm Davis of the Davis Trophy Co. Ltd. in 1952, will be presented annually to the individual who best meets the following criteria:

- a. Credit to the City because of athletic accomplishment.
- b. Selection based on individual ability, dedication to training program combined with good sportsmanship.
- c. Open to any individual who displays excellence in one or more athletic endeavours as a participant (not open to officials, teams or administrators)
- d. Open to any amateur athlete whose principal residence is encompassed by the Orillia School District.

## **THE SELECTION PROCESS**

A Committee of ten, made up of representatives from organizations such as the following will scrutinize all nominations:

- Orillia Secondary School – Physical Education Department
- Twin Lakes Secondary School – Physical Education Department
- Patrick Fogarty Secondary School – Physical Education Department
- Elementary School Physical Education Council
- Orillia Sport Council
- Sports Editor – Orillia Today
- Sports Director – KICX 106 FM
- Sports Editor - Sunshine 89 FM
- Y.M.C.A.
- City of Orillia – Recreation Advisory Committee

The process leading to the selection shall be as follows:

1. In late fall of each year, general information is provided to the media and with their co-operation all pertinent information is publicized respecting the award.
2. Citizens are invited to nominate athletes and must complete nomination forms which are used to facilitate the selection via standardizing the information being received.
3. Nomination forms are received until a predetermined date in January after which all forms are reviewed by City of Orillia Parks, Recreation and Culture Department and then copied for the selection committee.
4. Each member of the Selection Committee makes a first, second, and third choice. First choice receives 3 points, second – 2 points and third – 1 point.
5. The athlete accumulating the most points is declared the winner.



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6. The Selection Committee will advise the Parks, Recreation and Culture Department of their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice within 72 hours of the deadlines of receipt of nominations.
7. The Parks, Recreation and Culture Department will then determine the winner and inform Council on behalf of the Selection Committee of the individual selected as Orillia's Athlete of the Year.
8. An individual may win the award only once.

## **THE PRESENTATION PROCESS**

The trophy shall be presented by Council at a regularly scheduled Council meeting in January/February.

In the event of a request by a school principal to have the presentation made at the school assembly, Council will try to accommodate same and forego the presentation in the Council Chamber.

(O.P.C.C. & R.C. 80.10.01)  
(R. 1982-393 82.10.12)  
(R. 2006-230 06.09.18)  
(R. 2013.315 13.11.04)  
(R. 2016-73 16.04.25)  
(R. 2018-159 18.08.16)

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| Part        | 7 | <b>Parks, Recreation and Culture</b> | <b>7.3.4.1.</b> |
| Section     | 3 | General                              |                 |
| Sub-Section | 4 | Program Discounts                    |                 |
| Policy      | 1 | City Employees                       |                 |

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THAT the Parks, Recreation and Culture Department be authorized to offer a 25% rate discount in all of its recreation programs for all City of Orillia employees and their immediate families.

(R. 1994-216 94.06.13)

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| Section     | 3 | Recreation Services                  |                 |
| Sub-Section | 6 | Respect + Program                    |                 |
| Policy      | 1 | Acceptable Behaviour Policy          |                 |

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## **PURPOSE:**

The City of Orillia's recreation and culture facilities exist to provide residents and visitors with the opportunity to engage in recreation, sport and cultural activities in a safe and positive environment. The City of Orillia will ensure the most supportive climate possible so that people may enjoy these opportunities and experiences to their fullest potential.,

It is critical that the City of Orillia has deterrents in place to ensure that incidents of harassment and violent behaviour do not occur in any City of Orillia recreation and culture facility. Visitors to the City of Orillia's recreation and culture facilities are expected to behave and act in a manner that respects the rights of others; so that everyone may use and enjoy the facilities.

All users and staff have the right to be safe and to feel safe while attending a program, event or facility. With this right comes the responsibility to be accountable for actions that put the safety of others at risk.

Included in this commitment is the understanding that organizations that utilize City of Orillia recreation and culture facilities must take PRIMARY responsibility for the behaviour of all individuals associated with them, including participants, staff, officials, volunteers and spectators.

## **GOALS**

1. To ensure that everyone utilizing the City of Orillia recreation and culture facilities will act in a respectful manner.
2. To eliminate violence and anti-social behaviour from all City of Orillia recreation and culture facilities.
3. To promote a positive, safe, encouraging, and enjoyable environment for ALL participants and visitors.
4. To give staff and volunteer organizations the authority to deal with unruly and violent behaviour with defined and appropriate sanctions.
5. To establish a closer and continued partnership between the City of Orillia and the organizations that use the facilities to eliminate unacceptable behaviour from the facilities and programs/events.
6. To empower the local sports, recreation and culture organizations to implement procedures that will eliminate unacceptable behaviour within their individual programs.

As the owner of these facilities, it is the City's role to assist in the management of the visiting public. We require the organizations and associations that utilize the facilities to adopt and promote rules of conduct, which when not followed, will trigger actions under the policy.

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## **DEFINITIONS:**

### **HARASSMENT / VIOLENCE**

For the purpose of this policy the focus is on the behaviour of any participant, visitor, organization volunteer, or staff within the City of Orillia recreation and culture facilities. Inappropriate acts and / or violence include but are not limited to:

- loud verbal assaults, profanity, intimidation
- physical behaviour that goes beyond the rules of the game, program or event
- physical vandalism to the facility
- refusal to follow the rules within the specific facility
- intimidation directed towards an individual attending or working at the facility
- throwing articles in a deliberate or aggressive manner
- attempts to incite other people, either to verbal harassment or to violence
- participation of any illegal act in the facility (i.e. drinking, smoking).

### **CITY OF ORILLIA RECREATION AND CULTURE FACILITIES**

For the purpose of this policy, "City of Orillia Recreation and Culture Facilities" shall include arenas, parks, recreation centres, sports fields, beaches, swimming pools, theatres, museums, any facility utilized for Neighbourhood School Program programming and all associated parkland.

### **WITNESS**

For the purpose of this policy a witness is defined as any individual who actually saw the incident and can provide details of the incident. We require witnesses to provide their statements in writing.

### **ASSOCIATION/ORGANIZATION MEMBER**

An association or organization member is any registered participant, coach, game official, agent, executive member, staff, volunteer or parent of a registered participant.

### **STAFF**

Staff is defined as on duty staff, program staff , event staff and/or all management staff of the City of Orillia, Parks, Recreation and Culture Department.

### **PROCEDURE**

### **DUTY TO REPORT**

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The City's primary concern is the safety of the facility, program and event users, and its staff. If at any time users and/or staff feel personally threatened, they are to call the Police immediately. It is NOT the expectation that staff or users put themselves at risk or jeopardize their safety in dealing with any perceived or real situation.

Patrons of the City of Orillia recreation and culture facilities are to report acts of unacceptable behaviour, vandalism, or illegal activities in writing, to a staff member within 24 hours of any such incident. Staff are to report all such incidents to their supervisor immediately, as well as complete and submit a written report within 24 hours. All incidents of violence, vandalism, threatening situations and/or illegal activities must be reported to the police.

## **ENFORCEMENT STEPS**

The City will take appropriate actions when incidents pertaining to this policy occur in any City of Orillia facility, program, or event. If inappropriate behavior or illegal activities are observed or reported in any City of Orillia recreation or culture facility follow these steps:

1. Report the incident to staff as soon as possible.
2. Complete a written RESPECT + incident form and send it to the Orillia Parks, Recreation and Culture office.
3. Staff are expected to act as the situation warrants.
4. Cooperate fully with any RESPECT + incident investigation.
5. Parks, Recreation and Culture management team will request written statements from any identified witnesses.
6. Support the investigation outcome.

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## **For all Level I and/or Level II incidents, follow these steps:**

Upon witnessing or receiving a report about any instances of harassment, verbal abuse or any types of unacceptable behaviour, enact the following enforcement steps.

1. Assess the situation to determine if department operating policies need to be enforced.
2. Without jeopardizing anyone's safety, advise the identified party to cease the unacceptable behaviour immediately or they will be asked to leave.
3. If the individual(s) does not cooperate, inform them that they are now trespassing and the police will be called.
4. If the individual(s) refuse to leave; do not engage in arguments or physical confrontations, leave and wait for the police to arrive.
5. After the incident has been resolved, staff must advise your supervisor immediately.
6. Complete and submit a RESPECT + incident report form, including names and phone numbers of all witnesses within 24 hours of incident.
7. All incidents submitted in writing, will be reviewed by Parks, Recreation and Culture management staff.
8. Staff shall cooperate and support the police during any investigation and prosecution that may result from charges being laid.

## **For all Level III and/or Level IV incidents, follow these steps:**

Upon witnessing, suspecting or receiving reports of any acts of physical violence, fighting, physical contact, vandalism and/or illegal activities, enact the following enforcement steps and contact the police immediately.

1. Without jeopardizing anyone's safety, advise the identified party to stop the activity and leave the facility immediately. (NOTE: when requesting individuals vacate the facility you MUST adhere to the city's eviction policy – Policy # 7.3.6.2)
2. If the individual(s) refuses to cooperate, contact the police and then notify the individual(s) that they are now trespassing and police have already been called.
3. If the individual(s) refuse to leave the facility; do not engage in arguments or physical confrontations, wait for the police to arrive.
4. After the incident has been resolved, staff must advise their supervisor immediately. Complete and submit a RESPECT + incident report form, including names and phone numbers of all witnesses within 24 hours of incident.
5. All incidents submitted in writing, will be reviewed by Parks, Recreation and Culture management staff.
6. Staff shall cooperate and support the police during any investigation and prosecution that may result from charges being laid.

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## **Requirements of users and volunteers**

1. A representative from each group or team must be on site at all times.
2. Representatives are required to understand and help enforce departmental policies.
3. Representatives are required to provide a completed RESPECT + Incident form, within the required time frame, for any incidents that take place while they are on site.

## **Organization members**

Organizations and associations are expected to take the lead role in any incident involving their individual members (i.e. players, coaches, officials, artists, volunteers, participants etc.). The Parks, Recreation and Culture management team may add prohibitions in addition to any organization or association imposed sanctions.

## **CONSEQUENCES**

Individuals who engage in any form of unacceptable behaviour will be subject to the identified prohibitions in the “Harassment Levels/Prohibition” chart. Parks, Recreation and Culture Management team will review all incidents reported in writing for additional prohibitions. All such reviews will be completed within 10 business days from when the department receives the completed RESPECT + Incident form.

Any prohibition imposed on an individual will be followed by a written report to the organization or staff involved. Subsequently, the Parks, Recreation and Culture Department of the City of Orillia will notify the individual(s) involved, of the prohibition in writing.

If the individual(s) cannot be notified by the department, than the organization involved will be notified and asked to forward the written notice to the individual(s) involved. Incidents may be reported to the police and charges may follow.

Parks, Recreation and Culture management team may, if deemed necessary, suspend any individual from City of Orillia recreation and culture facilities pending the completion of the incident review. The suspension would take effect from the date that the written incident report is received by the Parks, Recreation and Culture Department.

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## HARASSMENT LEVELS AND PROHIBITIONS

### Level I

Examples of Behaviour:

1. Inappropriate verbal or non-verbal harassment not covered in any other level.
2. Refusal to follow basic rules of the facility / program.
3. Ongoing visual or verbal sign(s) of dissatisfaction with any official, coach, administrator or staff decision.

Prohibitions:

1. Request an immediate refrain from the inappropriate behaviour.
2. Failure to immediately refrain from the inappropriate behaviour may result in the immediate ejection of the individual from the facility.
3. Ejection from the facility will automatically move the incident to a level 2.
4. For anyone committing a second level 1 offense within 6 months of the date of their first offense, the second offense will automatically be treated as a level 2 incident.

### Level II

Examples of Behaviour:

1. Openly disputing or arguing with the decision of an official, coach, administrator, spectator, player or staff.
2. Ongoing obscene or vulgar language.
3. Encouraging disrespectful behaviour in any player, coach, official, administrator or spectator.
4. Taunting or ridiculing of officials, coaches, players, administrators, or spectators, or staff.

Prohibitions:

1. All examples of behaviour in level II will result in the individual's immediate ejection from the facility.
  - a. A **first violation** will result in a minimum suspension of 1 week from that facility.
  - b. A **second violation** within one (1) year of the date of the first incident will result in a minimum suspension of 1 month from that facility.
  - c. A **third violation** within one (1) year of the date of the first incident will result in a minimum suspension of 3 months from ALL City of Orillia recreation facilities.
2. All minimum prohibitions are specified; however the Parks, Recreation and Culture management team, depending on the violation, will make the final determination.
3. Failure to cease the unacceptable behaviour and voluntarily leave the facility or park once requested will automatically increase the incident to a level 3.



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## Level III

### Examples of Behaviour:

1. The use of any physical act, which is vulgar or obscene.
2. Ongoing taunting or ridiculing of officials, coaches, players, administrators, staff, spectators.
3. Throwing of any object(s) towards the spectator's viewing area, the playing field (ice, pitch, and field), or at a person, as to create the potential of a safety hazard.
4. Physical contact by players, using the body or sport equipment (glove, stick, bat, etc.) that would not be considered part of normal game action.
5. Not voluntarily leaving the facility or park once advised to do so by an official, administrator, staff or security personnel.
6. Physical contact of any type not directly related to the intent of the activity or program.
7. Threats of any nature.
8. Intimidation of any kind.

### Prohibitions:

1. All examples of behaviour in level III will result in the individual's immediate ejection from the facility/program.
  - a. A **first violation** will result in a minimum suspension of 1 month from that facility/program.
  - b. A **second violation** within one (1) year of the date of the first incident will result in a minimum suspension of 3 months from ALL City of Orillia recreation facilities.
  - c. A **third violation** within one (1) year of the date of the first incident will result in a minimum suspension of 12 months from ALL City of Orillia recreation facilities.
2. All minimum prohibitions are specified; however the Parks, Recreation and Culture management team, depending on the violation, will make the final determination.
3. Failure to cease the unacceptable behaviour and voluntarily leave the facility or park once requested will automatically increase the incident to a level 4.
4. Any actions resulting in third party control or police involvement, automatically moves to a Level IV and a three-month minimum suspension.

## Level IV

### Examples of Behaviour:

1. Participation in any illegal act in/at any City of Orillia recreation or culture facility. (i.e. drinking, smoking, drugs)
2. Any vandalism to the facility/park, either inside or outside.
3. Physical violence or fighting.
4. Any type of physical abuse.

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5. Returning to the facility after being ejected.
6. Any action that requires the use of a third party to control the conduct or situation.

## Prohibitions:

1. A minimum three (3) month suspension from ALL the City of Orillia's recreation and culture facilities.
2. A second violation of this type within three (3) years of the date of the first incident will result in an automatic minimum twelve (12) month suspension from ALL City of Orillia recreation and culture facilities.
3. Any individuals identified as perpetrating vandalism to the property shall be subject to a minimum suspension of one month, as well as assigned a bill for the repair of facility.

Police will be involved in all Level IV actions

## **NON-ORILLIA ORGANIZATIONS/INDIVIDUALS**

All non-Orillia organizations/individuals (including players, coaches, parents, volunteers etc. of non-Orillia based organizations. will also be subject to the "Acceptable Behavior Policy", policy # 7.3.6.1. However, we recognize the difficulty in enforcing any prohibitions on non Orillia individuals. As such, the following additional process will be followed in any incident involving these organizations.

1. Where appropriate, the home association / organization of the offending individual(s) will be notified, in writing of the incident involving their members, as well as any prohibitions imposed on the individual(s) in Orillia.
2. The home association / organization will be requested to recognize and support any prohibitions imposed on the individual(s) by the City of Orillia.
3. The home association / organization will be requested to assist the City of Orillia in re-educating the individual(s) involved.
4. Three incidents in the same calendar year, involving members from the same association / organization will result in all groups from that same association / organization being suspended from all Orillia recreational facilities for a period of time.
5. If the association / organization involved informs the Orillia Parks, Recreation and Culture Department, in writing, that they have enforced the prohibition and attempted to re-educate the offending individual(s) then that incident will not count against the association / organization three incidents.

**THERE WILL BE NO RECONSIDERATION TO THE SUSPENSION TIME GIVEN**

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## **APPEALS**

An appeal process may be convened at the written request of the suspended individual only with new information relating to the said behaviour. All appeals must be submitted within 14 days of the decision and they must be accompanied with a mandatory \$100 appeal fee. The fee will be refunded if the appeal is successful. The Director of Parks, Recreation and Culture or their designate, at his/her discretion will determine whether the new information will be satisfactory to proceed with the appeal hearing.

There will be no appeal process with respect to the length of suspension for the behaviour sanction. There is no appeal process for individuals attempting to decrease the length of the suspension based on their unacceptable behaviour.

All decisions of the Appeal Board will be deemed final.

### **Appeal Board**

The appeal board shall include three individuals appointed by the Director of Parks, Recreation and Culture or their designate, one of which must represent the organization involved in the incident.

(R. 2006-181 06.06.26)  
(R. 2008-107 08.04.21)  
(R. 2018-159 18.08.16)

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| Policy      | 2 | Eviction Policy                      |                 |

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Staff have the authority to direct or order people whose behaviour contravenes City of Orillia's policies, to leave the premises of a City of Orillia recreation or culture facility. If the person that has been asked to leave the facility ignores the verbal request, staff are directed to immediately notify the police.

Staff is defined as on duty staff, program/event staff and/or all management staff of the City of Orillia, Parks, Recreation and Culture Department.

If the person that has been asked to leave the premises is a youth/child then the following steps must be followed.

1. Distinguish if a youth/child is present without a specific invitation or is present due to a supervised event where a parent could expect them to be looked after during a certain time frame (i.e. NSP program, public skating, etc.)
  - In the latter, the youth/child cannot be ejected from the premises until the supervised event ends, or a parent or the police take responsibility for the youth/child.
2. If the age of the youth/child, location of the premises, weather, time of day or night or any other reason may potentially put the youth/child in a dangerous situation if ejected:
  - Attempt to ascertain the youth/child's name and whether there is a parent or a responsible adult nearby. If so, that adult should be asked to remove the youth/child from the premises.
  - Attempt to obtain the youth/child's telephone number. If so, telephone the parent and ask them to remove the youth/child from the premises.
  - If no parent can be located or telephoned then immediately telephone the police and no action may be taken with the youth/child until the police arrive.
3. Caution must be used in ejecting a youth/child from municipal premises in circumstances where the ejection might place the youth/child in a dangerous situation due to location of the premises, weather, time of day or night, etc.

Staff should never physically restrain anyone from leaving the premises, follow them off the premises or hold them until police arrive unless that individual has engaged in a criminal activity. Staff and/or league administrators must ensure that this cannot be misconstrued as false imprisonment or intentional confinement.

A person becomes a trespasser when that individual is directed to leave and they do not leave the premises immediately. Staff can use REASONABLE force to remove a trespasser from the premises as per section 41 of the Criminal Code.

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This would only be considered if all previous steps have been taken or attempted and the individual is causing a dangerous situation to property or people. (Trespass to property constitutes a provincial offence and those convicted can be subject to fines.)

Staff is not to attempt a citizen's arrest during their duties as a City of Orillia employee.

Staff's safety is paramount;

Do not put yourself in a situation that could jeopardize your safety.

(R. 2006-181 06.06.26)

(R. 2018-159 18.08.16)

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| Sub-Section | 7 | Partnerships                         |                 |
| Policy      | 1 | Program Partnerships                 |                 |

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## Introduction

Municipalities are facing ever-increasing expectations from residents as newer programs are developed and newer facilities are built. In response to emerging consumer demands and shifting economic conditions, many municipalities are pursuing partnership approaches that differ from traditional service delivery mechanisms. With one of the primary goals to pursue excellence through service delivery, developing private, public, and non-profit partnerships are among some of the strategies available to the City to provide value and help support Recreation and Culture programs and services.

## Purpose

The purpose of this policy is to provide staff with a framework for initiating a partnership arrangement and/or responding to outside proposals for partnership arrangements for the provision of programs or services.

## Rationale

From time to time, entering into a partnership agreement can make sense on several fronts. A partnership arrangement can be a cost effective way to provide a program or service. It can allow for the provision of staff expertise and/or specialized supplies, equipment and facilities in a niche program area. Partnerships sought outside of existing facilities can provide a unique experience for the participant. The intent of partnering is to provide programs or services in ways that enhance creativity and innovation and potentially free up or allow more flexible use of resources such as staff, financial, etc.

There are times when a partnership arrangement may not be the best alternative:

- If the arrangement was to result in a net overall loss.
- Simply not feasible considering the resources required.
- Where the course can be run in-house effectively.
- Makes use of valuable space that could otherwise be used to generate greater revenue.
- Doesn't meet the needs of the community.
- There is already a similar program that is currently running successfully.

## Guiding Principles

- A partnership should be established to provide a broader range of programs than already offered through the Parks, Recreation and Culture Department.

# CITY OF ORILLIA POLICY MANUAL

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| Part        | 7 | <b>Parks, Recreation and Culture</b> | <b>7.3.7.1.</b> |
| Section     | 3 | Recreation Services                  |                 |
| Sub-Section | 7 | Partnerships                         |                 |
| Policy      | 1 | Program Partnerships                 |                 |

- A partnership should enhance programs by offering expertise in instruction, use of specialized equipment or facilities not otherwise available through existing City programs or facilities.
- The partnership should be beneficial to the community and to the City.
- There should be a community or participant need expressed, either solicited or unsolicited, for a given type of program or service not presently offered through our existing programs.
- A partnership should allow for cost effective programming as the partner will supply equipment needed for the program and/or qualified and trained staff.

## Definition

A partnership is defined as a mutually beneficial arrangement where costs, risks and rewards of providing a program or service are shared between the City and another party.

## Partnership Arrangements

### *Public-Private Partnerships*

Arrangement for service provision with a private sector organization where costs, risks and rewards are shared (e.g. dance classes - Tapps Performing Arts Studio)

### *Public-Public Partnerships*

Arrangements for service provision with other public sector organizations, such as school boards and governments (e.g. Simcoe County Community use of Schools agreement)

### *Public/Non-Profit Partnerships*

Arrangements with non-profit organizations (e.g. parenting classes - Health Unit)

## Types of Partnerships

### *Internal Partnership*

Programs that take place at City facilities and are run by a private, public, or not-for-profit organization (e.g. Directors Cut – programs for children/youth film making etc.)

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## *External Partnership*

Programs that take place outside of City facilities at a private company or business location (e.g. Tapps Performing Arts Studio – children/youth dance programs)

### **Process:**

- Process will include a regular promotion in the recreation guide, and the City website requesting any program proposals to be submitted to the Parks, Recreation and Culture Department.
- Details about their proposal will need to be submitted.
- All proposals received will be given equal and fair opportunity.
- If more than one proposal for a similar program from different providers is received, then all parties will be notified and the candidates will go through an interview process.

### **Staff:**

- Assesses community or participant need/demand.
- Calculates program budget, including but not limited to minimums, maximums, estimated participants; total estimated revenue, staff costs and total program expenses.
- Sets program fees.
- Determines season, day and time of program offering.
- Decides whether to offer the program or not.
- Establishes written agreement.

Once the proposals are received, they are reviewed, agreements are established and then the programs will be implemented.

(R. 2014-63 14.03.31)



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| Part        | 7 | <b>Parks, Recreation and Culture</b> | <b>7.3.8.1.</b> |
| Section     | 3 | General                              |                 |
| Sub-Section | 8 | Parks and Facilities                 |                 |
| Policy      | 1 | Breastfeeding in Public Places       |                 |

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## Introduction

The City of Orillia recognizes the right of women to breastfeed in public and the important health benefits of breastfeeding for both the parent and their child. The City aims to create an environment that protects, promotes, and supports breastfeeding.

## Purpose

The purpose of this policy is to provide staff and the public with the necessary support and guidance in order to promote breastfeeding in public spaces. The City of Orillia welcomes and supports breastfeeding in all public places owned and operated by the municipality.

## Rationale

The Ontario Human Rights Commission states, “women are legally protected from discrimination and harassment because of sex. This includes pregnancy and breastfeeding. A breastfeeding mother should not be disturbed, asked to cover up, or asked to move to another area.”

## Definitions

**Breastfeeding** - includes pumping or expressing milk, as well as nursing directly from the breast.

**Public Places** – refers to any areas owned and operated by the municipality where customers, clients, visitors are permitted.

## Guiding Principles

- Employees shall demonstrate respect toward individuals’ breastfeeding in public.
- Employees shall allow and support breastfeeding individuals to breastfeed in public.
- Employees will not disturb a breastfeeding individual; will not ask them to cover up or to move to another area.
- A reasonable effort will be made to find a private space for a breastfeeding individual if it is requested.
- Incidents of harassment towards women who are breastfeeding in City facilities and property, or with City staff, may be reported to the City of Orillia, as well as, the Ontario Human Rights Commission. Any such incident reported to the City shall be investigated under the Customer Complaint procedure.

(R 2017-49 17.03.06)