



EMERGENCY & COMMUNITY SERVICES COMMITTEE REPORT 19-002

1:30 p.m.

Thursday, March 21, 2019
Council Chambers
Hamilton City Hall
71 Main Street West

Present: Councillors S. Merulla (Chair), E. Pauls (Vice-Chair), B. Clark, T. Jackson, N. Nann, and T. Whitehead

Also Present: Councillors C. Collins

THE EMERGENCY & COMMUNITY SERVICES COMMITTEE PRESENTS REPORT 19-002 AND RESPECTFULLY RECOMMENDS:

1. Fire Apparatus Conference/Trade Show Showcase (HSC19016) (City Wide) (Item 7.1)

That Report HSC19016, respecting a Fire Apparatus Conference/Trade Show Showcase, be received.

2. Allocation Policy for Sport Fields, Diamonds and Arenas (HSC19013) (City Wide) (Item 9.1)

That the Allocation Policy for Fields, Diamonds, and Arenas attached as Appendix "A" to Emergency & Community Services Committee Report 19-002, and the Procedure Documents for Fields and Diamonds as well as Arenas respectively attached as Appendix "B" and "C" to Emergency & Community Services Committee Report 19-002, be approved and implemented on April 1, 2019, subject to quarterly review and informational progress reports back to the Emergency and Community Services Committee until April 1, 2020.

3. Tenant Defence Fund (HSC19011) (City Wide) (Outstanding Business List Item) (Item 10.1)

- (a) That the Tenant Defence Fund Pilot Program as outlined in the Tenant Defence Fund Program Guidelines attached as Appendix “D” to Emergency & Community Services Committee Report 19-002 be approved;
- (b) That the General Manager of the Healthy and Safe Communities Department or his designate be delegated the authority to administer the Tenant Defence Fund Pilot Program and approve grant applications; and,
- (c) That the General Manager of the Healthy and Safe Communities Department or his designate be delegated the authority to revise the Tenant Defence Fund Program Guidelines as needed in accordance with current community needs and the funds available for the program.

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

The Committee Clerk advised of the following change to the agenda:

1. ADDED COMMUNICATIONS (Item 5)

- 5.1 Correspondence from the Hamilton and District Apartment Association respecting Item 10.1 - Tenant Defence Fund (HSC19011)

Recommendation: Be received and referred to the consideration of Item 10.1.

- 5.2 Correspondence from Maria Antelo, Hamilton Community Legal Clinic, respecting Item 10.1 - Tenant Defence Fund (HSC19011)

Recommendation: Be received and referred to the consideration of Item 10.1.

- 5.3 Correspondence from Joe Seroski, Wentworth Adult Mixed Slo-Pitch League, respecting Item 9.1 - Allocation Policy for Sport Fields, Diamonds and Arenas (HSC19013)

Recommendation: Be received and referred to the consideration of Item 9.1.

The agenda for the March 21, 2019 Emergency and Community Services Committee meeting was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 3)

Councillor Clark declared an interest to Item 5.1, respecting Correspondence from the Hamilton and District Apartment Association, as he had a past professional relationship with the Hamilton and District Apartment Association.

Councillor Clark declared an interest to Item 10.1, respecting the Tenant Defence Fund (HSC19011), as the Hamilton and District Apartment Association, with whom he had a past professional relationship, submitted correspondence in relation this item.

Councillor Merulla declared an interest to Items 5.1 and 5.2, as they relate to the Tenant Defence Fund (HSC19011), as he is a landlord.

Councillor Merulla declared an interest to Item 10.1, respecting the Tenant Defence Fund (HSC19011), as he is a landlord.

Councillor Pauls declared an interest to Items 5.1 and 5.2, as they relate to the Tenant Defence Fund (HSC19011), as she is a landlord.

Councillor Pauls declared an interest to Item 10.1, respecting the Tenant Defence Fund (HSC19011), as she is a landlord.

(c) APPROVAL OF MINUTES OF THE PREVIOUS MEETING (Item 4)

(i) February 21, 2019 (Item 4.1)

The Minutes of the February 21, 2019 meeting of the Emergency and Community Services Committee were approved, as presented.

(d) COMMUNICATIONS (Item 5)

Councillor Merulla relinquished the Chair to Councillor Jackson.

(i) Correspondence from the Hamilton and District Apartment Association respecting Item 10.1 - Tenant Defence Fund (HSC19011) (Added Item 5.1)

The correspondence from the Hamilton and District Apartment Association, was received and referred to Item 10.1 - Tenant Defence Fund (HSC19011).

- (ii) Correspondence from Maria Antelo, Hamilton Community Legal Clinic, respecting Item 10.1 - Tenant Defence Fund (HSC19011) (Added Item 5.2)**

The correspondence from Maria Antelo, Hamilton Community Legal Clinic, was received and referred to Item 10.1 - Tenant Defence Fund (HSC19011).

Councillor Merulla assumed the Chair.

- (iii) Correspondence from Joe Seroski, Wentworth Adult Mixed Slo-Pitch League, respecting Item 9.1 - Allocation Policy for Sport Fields, Diamonds and Arenas (HSC19013) (Added Item 5.3)**

The correspondence from Joe Seroski, Wentworth Adult Mixed Slo-Pitch League, was received and referred to Item 9.1 - Allocation Policy for Sport Fields, Diamonds and Arenas (HSC19013).

(e) CONSENT ITEMS (Item 7)

- (i) Housing and Homelessness Advisory Committee Minutes - October 2, 2018 (Item 7.2)**

The Minutes of the October 2, 2018 meeting of the Housing and Homelessness Advisory Committee were received, as presented.

(f) PUBLIC HEARINGS/DELEGATIONS (Item 8)

- (i) Raven Bridges, respecting Housing Issues Crisis (approved by the Emergency and Community Services Committee on February 21, 2019) (Item 8.1)**

Consideration of Item 8.1, respecting the delegation from Raven Bridges on a Housing Issues Crisis, was deferred until the end of the meeting due to his absence.

(g) STAFF PRESENTATIONS (Item 9)

- (i) Allocation Policy for Sport Fields, Diamonds and Arenas (HSC19013) (City Wide) (Item 9.1)**

Steve Sevor, Manager, Sport Services, addressed Committee and provided a PowerPoint presentation respecting Report HSC19013, Allocation Policy for Sport Fields, Diamonds and Arenas.

The presentation, respecting Report HSC19013, Allocation Policy for Sport Fields, Diamonds and Arenas, was received.

A copy of the presentation is available on the City's website at www.hamilton.ca or through the Office of the City Clerk.

The recommendation of Report HSC19013, respecting the Allocation Policy for Sport Fields, Diamonds and Arenas was amended to read as follows:

That the Allocation Policy for Fields, Diamonds, and Arenas attached as Appendix "A" to Report HSC19013, and the Procedure Documents for Fields and Diamonds as well as Arenas respectively attached as Appendix "B" and "C" to Report HSC19013, be approved and ~~in force effective~~ ***implemented on April 1, 2019, subject to quarterly review and informational progress reports back to the Emergency and Community Services Committee until April 1, 2020.***

For disposition of this matter, refer to Item 2.

(h) DISCUSSION ITEMS (Item 10)

Councillor Merulla relinquished the Chair to Councillor Jackson.

(i) Tenant Defence Fund (HSC19011) (City Wide) (Outstanding Business List Item) (Item 10.1)

For disposition of this matter, refer to Item 3.

Councillor Merulla assumed the Chair.

(i) PUBLIC HEARINGS/DELEGATIONS (Item 8) - CONTINUED

(i) Raven Bridges, respecting Housing Issues Crisis (approved by the Emergency and Community Services Committee on February 21, 2019) (Item 8.1)

Raven Bridges was not present when called upon.

That Raven Bridges be invited to make a new delegation request in accordance with subsection 5.11(5) of the City of Hamilton Procedural By-law 18-270.

(j) GENERAL INFORMATION / OTHER BUSINESS (Item 13)

(i) Amendments to the Outstanding Business List (Item 13.1)

The following amendments to the Emergency and Community Services Committee's Outstanding Business List, were approved:

(a) Items to be removed:

- (i) Landlord and Tenant Board Decisions**
Addressed as Item 10.1 on today's agenda - Report HSC19011
Item on OBL: III
- (ii) Tenant Defence Fund**
Addressed as Item 10.1 on today's agenda - Report HSC19011
Item on OBL: KKK

(b) Items requiring a new due date:

- (i) Endorsement of Report "The Right to an Adequate Standard of Living: An Update to the 2006 Report" to the United Nations Committee on Economic, Social and Cultural Rights in Geneva (Delegation)**
Item on OBL: Y
Current Due Date: March 21, 2019
Proposed New Due Date: December 5, 2019
- (ii) Funding Requests from Agencies**
Item on OBL: CCC
Current Due Date: March 21, 2019
Proposed New Due Date: To Be Determined

(k) ADJOURNMENT (Item 15)

There being no further business, the Emergency and Community Services Committee was adjourned at 3:15 p.m.

Respectfully submitted,

Councillor S. Merulla
Chair, Emergency and Community Services Committee

Alicia Davenport
Legislative Coordinator
Office of the City Clerk

Corporate Human Resources Policy		Content Updated: 2019-03-21
<<Category Name Insert Here>>		Supersedes Policy: <<if applicable>>
Policy No: <<Insert Here>>		
Page 1 of 6		Approval: YEAR-MM-DD

Allocation Policy for Fields, Diamonds, and Arenas

POLICY STATEMENT	The City of Hamilton is committed to ensuring that the process of allocating municipal recreation assets is transparent and provides sufficient access to these parks and facilities for local Affiliated Minor Sport Organizations.
PURPOSE	<p>The promotion of lifelong participation in sport and physical activity aligns with the City of Hamilton's Healthy and Safe Communities priority within the Strategic Plan, which envisions Hamilton as a "safe and supportive city where people are active, healthy, and have a high quality of life."</p> <p>The purpose of this Policy is to provide Sport Services staff within the Recreation Division of the Healthy and Safe Communities Department with objective measures (formula) to ensure that all Affiliated Minor Sport Organizations are allocated sufficient fields, diamonds, or arenas to satisfy their core programming. The enforcement of this Policy could create opportunities for both Affiliated and Non-Affiliated Sport Organizations to benefit from the use of municipal recreation assets.</p>
SCOPE	<p>This Policy will be implemented by the Healthy and Safe Communities Department Recreation Division's Sport Services and Arenas staff as well as Parks staff within the Environmental Services Division of the Public Works Department, as primary allocators and maintainers of the City's recreation assets.</p> <p>The provisions and standards in this Policy should be followed to ensure that each Affiliated Minor Sport Organization is given the opportunity to rent appropriate facilities to allow the operation of the core program (e.g., practices and games for house league and competitive athletes, as well as pre-season training and tryouts for competitive athletes).</p> <p>One driving force of the work undertaken during the creation of this Policy is the application of Long-Term Athlete Development (LTAD) models for each sport. These models are founded in extensive research and outline appropriate training and competition activities for each developmental stage of athletes across the entire lifespan.</p>

	<p>The use of LTAD practice, game, team size, and facility type recommendations as the basis for the creation of the formula offers an objective guideline that compares ‘apples to apples’ and provides a more representative breakdown of appropriate use for appropriate ages and competition levels.</p> <p>While the focus of the formulas included within the attached Procedure documents is the Affiliated Minor Sport Organizations that rent municipal fields, diamonds, and arenas, the City of Hamilton recognizes that all residents should have access to high quality facilities.</p> <p>In addition, the anticipated reduction in blanket booking will provide the Public Works’, Environmental Services Division’s Parks staff with more accurate usage schedules that will allow more predictable access to assets for maintenance purposes.</p> <p>This Policy only applies to structured seasonal rentals and does not apply to one-time or short-term rentals (e.g., tournaments, parties, special events, etc.).</p> <p>This Policy does not establish nor alter fees associated with the rental of municipal recreation assets.</p>
ALLOCATION PRIORITIES	<p>The City of Hamilton allocates recreation assets (including sports fields, diamonds, and arenas) based upon an established priority list of organization type, including (in order):</p> <ol style="list-style-type: none"> 1. Special events; 2. Annual tournaments; 3. City of Hamilton programs; 4. Affiliated Minor Sport Organizations; 5. District School Boards; 6. Non-affiliated sport organizations; and 7. New requests (following above priority order). <p>Additional factors will also be considered as required, including:</p> <ul style="list-style-type: none"> • Available inventory of assets for a given season; • Geographic catchment areas for organizations; • Historic use patterns; • Discussions with user groups; and • Other factors deemed appropriate for consideration on a case-by-case basis.
DEFINITIONS	
Affiliated Minor Sport Organization	A sport organization that:

	<ul style="list-style-type: none"> • Provide sport opportunities to youth ages 18 and under; • Governs members by a constitution and/or bylaws and is democratically run; • Holds elections to select Executive members; • Is comprised of 95% Hamilton residents; • Submits satisfactory financial statements and Executive contact information annually; • Conducts police screening for all eligible volunteers; and • Provides a valid certificate of insurance (or purchases same through the City) that names 'all City of Hamilton facilities' and the City of Hamilton as an additional insured party.
Allocation	The process by which field, diamond, and arena time is distributed amongst user groups. This process is conducted by Sport Specialists, in cooperation with the user groups, and utilizes registration numbers collected prior to the season wherever possible. If no registration numbers are given, the previous season's final numbers will be used.
City Public Program	Program that is provided by the City and is advertised through the Recreation Guide.
Core Program	Athletes will be offered one access point (e.g., house league or competitive level) to an organization, aside from figure skating, which is an individual sport that provides learn-to-skate programs that serve as an entry point for all ice sports. The core program will include only practices and games for teams in each age category at house league and competitive levels where applicable. The number of practices and games will vary based on level of play, age, and sport.
Long-Term Athlete Development (LTAD)	<p>Describes the training activities that athletes should be doing at specific ages and stages of development. As a condition to official recognition status, each individual sport governing body in Canada is required to follow LTAD. The stages of LTAD include:</p> <ul style="list-style-type: none"> • Active Start; • FUNdamentals; • Learn to Train; • Train to Train; • Train to Compete; • Train to Win; and • Active for Life.
Non-Affiliated Sport Organization	Organization that does not meet the requirements to be an Affiliated Minor Sport Organization, including commercial businesses and adult sport clubs.

Special Event	Sport event that holds regional, provincial, or national significance and is hosted in City parks and/or facilities. This may also refer to events such as festivals, which may affect the availability of City facilities for rental by sport organizations.
PRINCIPLES (if applicable)	<p>The City of Hamilton supports the following principles of sport participation and allocation:</p> <ol style="list-style-type: none"> 1. All residents are encouraged to participate in sport and physical activity, with particular attention paid to providing opportunities to youth age 18 and under. 2. Fair allocation of resources for all City of Hamilton residents while adhering to best practices and policies is valued. 3. The principles of LTAD are considered as a guideline for the calculation and application of allocated hours. 4. User group input into the allocation process is crucial to the creation of this Policy and should be considered as part of an ongoing review process. 5. The objective measure of a formula provides a transparent and predictable method by which core programming is satisfied, allowing for case-by-case assessment of additional requests.
TERMS & CONDITIONS	<p>The following terms and conditions apply to this Policy:</p> <ol style="list-style-type: none"> 1. Organizations that meet requirements (including the provision of sport opportunities for youth ages 18 and under, 95% residency rate for membership, democratic organizational structure, non-profit, governed by a constitution and/or bylaws, and transparent financial practices) of the Affiliation Policy for Minor Sports Groups are given priority status, following major events and City programs. 2. Municipal recreation assets (e.g., sports fields, diamonds, arenas, etc.) for recreational programming should be allocated based on local geography where possible and that the philosophy of community-based programming should be inherent within this Policy. 3. Sport in Hamilton is best served when operated and coordinated by volunteers within self-contained, open, and accountable organizations.

	<p>4. Any organization that books time on a City owned or operated recreation asset will not sublease that time to another organization. Unwanted bookings are to be returned through Facility Booking staff and will be made available to other organizations wherever possible.</p>
RESPONSIBILITIES (if applicable)	<p>The following positions and/or departments are responsible for fulfilling the responsibilities detailed in this Policy as follows:</p> <ol style="list-style-type: none"> 1. Recreation Division <ol style="list-style-type: none"> a. Director of Recreation b. Manager of Sports Services c. Manager of Arena Operations d. Sport Specialists e. Facility Booking Clerks 2. Public Works Division <ol style="list-style-type: none"> a. Manager of Parks b. Manager of Facilities c. Parks Superintendents d. Parks Operations Staff
COMPLIANCE	<p>Failure to comply with this Policy and its associated Procedures will result in the potential loss of rental access to City of Hamilton recreation facilities.</p>
RELATED	<p>The following related documents are referenced in this Policy:</p> <ol style="list-style-type: none"> 1. City of Hamilton Policies <ol style="list-style-type: none"> a. Affiliation Policy for Hamilton Minor Sports Organizations (Report CS09039) b. Hamilton Ice User Rates & Allocation Principles (Report CS13040) c. Council Approved User Fees and Charges (annual) 2. LTAD Planning Documents as found on individual National Sport Organization's websites.
HISTORY	<p>The following stakeholders were consulted in the creation or revisions made to this Policy:</p> <ol style="list-style-type: none"> 1. Affiliated and Non-Affiliated Sport Organizations; 2. Working groups comprised of representatives from Affiliated Minor Sport Organizations; 3. Sport Services staff and Recreation Division management; and 4. Parks staff and management. <p>This policy replaces the former policy named Hamilton Ice User Rates & Allocation Principles (Report CS13040) dated September 9, 2013.</p>

The City of Hamilton's Recreation Division is committed to ensuring the inclusion of individuals with disabilities. If you require part of this publication in an accessible format, please contact accessiblerec@hamilton.ca.

Allocation Policy for Sports Fields, Diamonds, and Arenas Procedure Document – Fields and Diamonds

Overall Considerations

- The City of Hamilton reserves the right to make a final determination on the allocation of all municipally owned and/or operated facilities in consideration of geography, type of use, allocation formula, affiliate status, etc.;
- Sport Services staff within the Recreation Division of the Healthy and Safe Communities Department may contact the appropriate governing body to confirm registration numbers at any time;
- Historical usage does not guarantee future bookings;
- Each athlete will be counted once, either at the house league or competitive level. Select or other secondary registrations (e.g., skill development programs, clinics, etc.) will not be included in the allocation formula;
- Sport Services staff will endeavour to allocate the appropriate sports field or diamond size for each stage wherever possible;
- Every effort should be made to limit use on 'class A' sports fields to allow more rest time to improve the quality over time;
- Park conditions, maintenance activities, inclement weather, and construction projects may cause adjustments to allocated bookings; and,
- Tournaments are not included in the allocation formula.

Formulas

This Procedure document includes an allocation formula for all field and diamond sports that had Affiliated Minor Sport Organizations at the time of the creation of this Allocation Policy for Fields, Diamonds, and Arenas. It will determine total weekly and seasonal entitlement for each organization by competition level, and Long-Term Athlete Development (LTAD) stage. These formulas are based upon research into LTAD, best practices in other municipalities, and extensive input from our user groups. Working groups for sports fields and diamonds users met several times to provide input and refine their respective formula, with City staff making the final determination on the formulas to ensure alignment with LTAD and City requirements. In addition to existing needs, it is expected that each formula will undergo adjustments based upon annual consultation with user groups to ensure that a reserve of available sports fields and diamonds are available to provide opportunities for growth, support new requests, and respond to demand by adult users. The goal of lifelong participation within LTAD supports the need for access to municipal recreation assets by athletes of all ages and abilities; however, Affiliated Minor Sport Organizations are the priority group for this iteration of the Policy.

The formulas are not the only component of the allocation process. The application of each allocation formula by Sport Services staff will provide a starting point that ensures all Affiliated Minor Sport Organization receives adequate booking time to satisfy their core programming needs. Further consultation with Affiliated Minor Sport Organizations will be undertaken annually to fine-tune formulas.

The following factors have been identified by the Policy working groups and are incorporated into the formula for each sport and for both house league and competitive Affiliated Minor Sport Organization teams:

- LTAD stage/age categories;
- Base number of players per team within each stage; and,
- Number and length of practices and games per week.

The variable factors that will depend upon the annual application of registration data include:

- Number of players registered by an organization within each stage (organizations will be asked to provide the most up-to-date registration numbers as possible in the early Spring);
- Number of weeks per season;
- Calculated number of teams based upon the base number of players per team;
- Calculated number of hours for practices and games per week;
- Total allocated hours per week by stage; and,
- Total allocated hours per season by stage.

City staff will collect user registration data annually in the winter to ensure the most up-to-date data is used for allocation. Summer sport organizations generally do not complete registration until shortly before the season or after the season has already begun so organizations will be encouraged to complete registration earlier in the winter. Allocation must be completed in the winter to allow for City staff and sport organizations to plan their seasons.

The formulas are not meant to prescribe how sport organizations manage their time internally, but rather, are intended to serve as a standardized method by which hours can be allocated based upon an objective measure of number of athletes per LTAD stage and number of weeks per season. This enables a transparent and equitable process of allocation.

Classification criteria for City fields and diamonds include but are not limited to:

- Class A – fenced, lit, irrigated, field house, bleachers, regulation size;
- Class B – some amenities, lit, irrigated, regulation to intermediate size; and,
- Class C – no lights, no spectator seating, and no change rooms.

Affiliate Status

Affiliated Minor Sport Organizations will continue to receive priority booking access to City sports fields and diamonds, if they are in compliance with the City's Affiliation Policy for Minor Sport Groups.

The following criteria must be satisfied annually to qualify for Affiliate status:

- Govern members by a constitution and/or bylaws;
- Provide sport opportunities to youth ages 18 and under;
- Hold elections to select Executive members;
- Be comprised of 95% Hamilton residents;
- Submit satisfactory financial statements and Executive contact information annually;
- Conduct police screening for all eligible volunteers; and,
- Provide a valid certificate of insurance (or purchase through the City at the time of booking) that names 'all City of Hamilton facilities' as the location, and the City of Hamilton as an additional insured party.

Internal Allocation Process

Sport Services staff will review all sports field and diamond requests in the following priority order:

1. Special outdoor events;
2. Annual tournaments;
3. City of Hamilton programs;
4. Affiliated Minor Sport Organizations;
5. District School Boards;
6. Non-affiliated sport organizations; and,
7. New requests (following priority order).

The following procedure will be followed by Sport Services staff for the submission, assessment, and communication of facility booking applications and approvals:

1. Affiliation applications are sent out to all Affiliated Minor Sport Organizations from the previous season and any new organizations requesting Affiliate status for the current season, approximately 4 months prior to the start of their season. The affiliation application form includes a request for the final registration numbers from the previous season by LTAD stage and house league/competitive divisions, which will be used to apply the formula if necessary.
2. Sport Services staff confirms the list of available sports fields and diamonds and open and closure dates with Parks staff. Any extended closures for maintenance should be posted on the City of Hamilton website and communicated to users of the asset in the past season to assist with decision-making prior to the due date for facility applications.
3. Sport Development staff send out facility application forms (to each affiliated and non-affiliated organization that booked a sports field or diamond in the previous season) that are due to be returned approximately three months prior to the start of their season.

4. Affiliation applications are reviewed, and all organizations are informed of their affiliate status for the upcoming season. This status is used to determine whether an organization is eligible for priority booking and formula application.
5. Current registration numbers are requested to be used for formula application. If this data is not provided, the previous season data submitted with the affiliation application will be used.
6. Tournament bookings and annual events are entered into Recreation's booking Software, Legend by Facility Booking staff following approval by a Sport Specialist, according to priority order listed above, but are not included in the allocation formula.
7. Once the facility application forms have been received and reviewed, Sport Services staff will use the registration numbers provided by each Affiliated Minor Sport Organization to apply the allocation formula for its sport (baseball, football, lacrosse, soccer, or softball).
8. Sport Development staff will review the applied allocation formula with organizations as required and discuss any requests for additional facility bookings that were not included in the original submission. These will only be considered once all core programs for Affiliated Minor Sport Organizations have been addressed.
9. Draft allocation will be sent to Affiliated Minor Sport Organizations for review prior to initial payment, which is due before the organization's first booking of the season.
10. Facility Booking staff will enter all approved core program bookings for Affiliated Minor Sport Organizations into Legend.
11. Sport Services staff will review facility requests for Non-Affiliated Organizations and new requests from all organizations (in priority order).
12. Facility Booking staff will enter all approved bookings for Non-Affiliated Organizations into the appropriate booking software and send draft allocation to organizations for review prior to initial payment, which is due before the organization's first booking of the season.
13. Following organizational review and amendments by Facility Booking staff, final permits will be issued to each organization and must be carried by all teams at all bookings.

Cancellations and Subleasing

Upon receipt of the final permit, the user group is responsible for satisfying all requirements therein, including:

- Cancellations must be received in writing by email, fax, or letter. Phone calls or voice messages will not be accepted;
- If for any reason the applicant wishes to cancel their contract and/or any dates, they are required to give Facility Booking staff not less than 14 calendar days written notification either by letter, email or fax; and,
- If cancellation occurs in less than 14 calendar days, the renter will be responsible for all applicable rental rates and fees.

This time frame gives the City the opportunity to redistribute the time and ensure that Parks staff is provided with enough notice for the cancellation of a shift associated with the booking if necessary. If any booking is returned to the City, the sports field or diamond time will be made available for booking by other organizations and the initial booking organization shall cease to maintain any control over the booking. Should the initial booking organization wish to request the relinquished time in subsequent seasons, they may do so, but historical use will not guarantee access.

Booked sports fields and diamonds are intended to be used by the permit holder and any transfer, trading, or subleasing of these assets is strictly prohibited. It is recognized that permit changes may be required at the last minute due to unforeseen circumstances, but the City must be notified as soon as possible and administer any changes. Failure to follow proper protocol for cancelling a booking may result in termination of an organization's permit.

Should an organization no longer need a sports field or diamond they have booked but are aware of another user group that is interested in renting the time, the original booking must be returned to the City and may only be booked by the interested user group directly through Facility Booking staff.

Long-Term Sports Field and Diamond Closures

If City staff determines that a sports field or diamond must be removed from the inventory for a season or longer, Sport Services staff will work with the affected Affiliated Minor Sport Organization(s) to find an alternate site(s) for use during the closure if possible. City staff will endeavour to find alternates that are located within a reasonable geographic distance to the closed facility.

Rain Out Policy

Poor field/diamond conditions or weather conditions leading to cancellations by Parks staff, league administrators, and/or game officials will result in a credit on the permit holder's account. The credit will accumulate throughout the season and will be applied to the following season's contract. Facility Booking staff will endeavour to contact permit holders via e-mail, phone or fax of City cancellations received during office hours, as well as posting closures on the City of Hamilton website (www.hamilton.ca/rec).

If Parks staff closes a sports field or diamond after business hours or on weekends, they will contact Facility Booking staff by 10 a.m. the following business day so that permit holder's accounts can be adjusted accordingly.

The Rain Out Policy is available at <https://www.hamilton.ca/parks-recreation/recreation/sports-fields-rain-out-policy>.

Misuse of Booked Sports Fields and Diamonds

The City of Hamilton has hundreds of sports fields and diamonds, many of which are not at fully staffed parks. As such, all organizations will be responsible for following posted closures and adhering to the bookings they have made with the City of Hamilton. Should an organization book a sports field or diamond and either play when these assets have been closed by City Parks staff for any reason (including inclement weather, maintenance, and construction) or repeatedly neglect to utilize the space when booked, the City will apply the following process to track usage and impose penalties:

- Upon receipt of the first notification of misuse or a field sitting empty when booked, City staff will notify the organization of the complaint;
- Upon receipt of the second notification, City staff will issue a warning of loss of bookings on that asset for the remainder of the season. Further evidence of misuse will have increased sanctions; and,
- Upon receipt of the third notification, the organization may be informed that their bookings on that asset will be cancelled for the remainder of the season and the organization will be responsible for all associated costs.

Emergent Sports

Should there be requests to accommodate emerging sports and/or new organizations in existing sports in the future, City staff will review each request on a case-by-case basis to determine the feasibility of providing sports field or diamond time. New requests (from both new organizations and existing) are only considered once all core programming requirements for Affiliated Minor Sport Organizations have been satisfied based upon the application of the appropriate formula. The City will endeavour to utilize fields and diamonds that have not been allocated to existing organizations prior to undertaking any redistribution of assets.

Policy Review

The Allocation Policy for Sports Fields, Diamonds, and Arenas will undergo an extensive annual review following playing seasons for the first five years, including feedback meetings with Policy Working Groups that helped draft the Policy, and debriefing Sport Services and Parks staff on their experiences with the process. This input will be considered for potential improvements to the Policy. Specific consideration for adding measures for Non-Affiliated Sport Organizations will be considered following the application and fine-tuning of allocation formulas to Affiliated Minor Sport Organizations.

SCHEDULE(S) ATTACHED

Schedule 1: Allocation Formulas for Fields and Diamonds

HOUSE LEAGUE BASEBALL																	
TEMPLATE																	
AGE	LTAD STAGE	# of players registered	Base # of players per team	Calculated # of teams	# of practices per team per week	Length of practice (hours)	# of teams per diamond	Calculated length of practice (hours)	# of hours for practices per team per week	# of games per team per week	Length of game (hours)	Calculated # of hours for games per team per week	TOTAL entitled hours per team per week	TOTAL allocated hours per week per LTAD stage	# of weeks in season	TOTAL HOURS ALLOCATED FOR THE SEASON	
0-6	Active Start		6	0.0	1	1	2	0.5	0.5	1	1	0.5	1.0	0.0		0	
7-9	FUNDAMENTALS		12	0.0	1	2	1	2	2	1	2	1	3.0	0.0		0	
10-11	Learn to Train		12	0.0	1	2	1	2	2	1	2	1	3.0	0.0		0	
12-13	Learn to Train		12	0.0	1	2	1	2	2	1	2	1	3.0	0.0		0	
14-15	Train to Train		12	0.0	1	2	1	2	2	1	2.5	1.25	3.3	0.0		0	
16-18	Train to Compete		12	0.0	1	2	1	2	2	2	2	2.5	2.5	4.5		0.0	0
Total Number of Calculated Teams				0.0	Total allocated hours for organization FOR THE SEASON												0
Reported Number of Teams				Total allocated hours for organization PER WEEK													0

COMPETITIVE BASEBALL																	
TEMPLATE																	
AGE	LTAD STAGE	# of players registered	Base # of players per team	Calculated # of teams	# of practices per team per week	Length of practice (hours)	# of teams per diamond	Calculated length of practice (hours)	# of hours for practices per team per week	# of games per team per week	Length of game (hours)	Calculated # of hours for games per team per week	TOTAL Entitled hours per team per week	TOTAL allocated hours per week per LTAD stage	# of weeks in season	TOTAL HOURS ALLOCATED FOR THE SEASON	
7-9	FUNDamentals		12	0.0	3	2	1	2	6	1	2	1	7.0	0.0		0	
10-11	Learn to Train		12	0.0	3	2	1	2	6	1	2	1	7.0	0.0		0	
12-13	Learn to Train		12	0.0	3	2	1	2	6	1	2.5	1.25	7.3	0.0		0	
14-15	Train to Train		12	0.0	3	2.5	1	2.5	7.5	1	2.5	1.25	8.8	0.0		0	
16-18	Train to Compete		12	0.0	3	2.5	1	2.5	7.5	1	3	1.5	9.0	0.0		0	
Total Number of Calculated Teams				0.0	Total allocated hours for organization FOR THE SEASON												0
Reported Number of Teams				Total allocated hours for organization PER WEEK													0

TEMPLATE

Reported Number of Teams

TEMPLATE

Total allocated hours for organization PER WEEK

COMPETITIVE SOCCER																	
TEMPLATE																	
AGE	LTAD STAGE	# of players registered	Base # of players per team	Calculated # of teams	# of practices per team per week	Length of practice (hours)	# of teams per field	Calculated length of practice (hours)	Calculated # of hours for practices per team per week	# of games per team per week	Length of game (hours)	# of hours for games per team per week	TOTAL entitled hours per team per week	TOTAL allocated hours per week per LTAD stage	# of weeks in season	TOTAL HOURS ALLOCATED FOR THE SEASON	
U8	5v5		10	0.00	2	0.75	2	0.375	0.75	1	1	0.5	1.25	0.0		0	
9-10	7v7		12	0.00	2	1.5	1	1.5	3	1	1.5	0.75	3.75	0.0		0	
11-12	9v9		16	0.00	2	1.5	1	1.5	3	1	2	1	4	0.0		0	
13-18	11v11		17	0.00	2	1.5	1	1.5	3	1	2	1	4	0.0		0	
Total Number of Calculated Teams				0.00	Total allocated hours for organization FOR THE SEASON												0
Reported Number of Teams																	
Total allocated hours for organization PER WEEK															#DIV/0!		

SOFTBALL													
TEMPLATE													
AGE	LTAD STAGE	# of players registered	Base # of players per team	Calculated # of teams	# of practices per team per week	Length of practice (hours)	# of teams per diamond	Calculated length of practice (hours)	# of hours for practices per team per week	# of games per team per week	Length of game (hours)	Calculated # of hours for games per team per week	TOTAL entitled hours per team per week
0-6	Active Start		6	0.0	1	0.75	2	0.375	0.375	1	1	0.5	0.9
7-9	FUNDamentals		12	0.0	1	0.75	1	0.75	0.75	1	1.5	0.75	1.5
10-11	Learn to Train		12	0.0	1	0.75	1	0.75	0.75	1	2	1	1.8
12-13	Learn to Train		12	0.0	1	0.75	1	0.75	0.75	1	2	1	1.8
14-15	Train to Train		12	0.0	1	1	1	1	1	1	2	1	2.0
16-18	Train to Compete		12	0.0	1	1.5	1	1.5	1.5	1	2	1	2.5
Total Number of Calculated Teams				0.0	Total allocated hours for organization THE SEASON								
Reported Number of Teams					Total allocated hours for organization PER WEEK								
					#DIV/0!								
												FOR THE SEASON	
												0	
												0	
												0	
												0	
												0	
												0	

HOUSE LEAGUE LACROSSE																	
TEMPLATE																	
AGE	LTAD STAGE	# of players registered	Base # of players per team	Calculated # of teams	# of practices per team per week	length of practice (hours)	# of teams per field	Calculated length of practice (hours)	# of hours for practices per team per week	# of games per team per week	Length of game (hours)	Calculated # of hours for games per team per week	TOTAL entitled hours per team per week	TOTAL allocated hours per week per LTAD stage	# of weeks in season	TOTAL HOURS ALLOCATED FOR THE SEASON	
0-6	Active Start		12	0.00	1	1	2	0.5	0.5	0	0	0	0.50	0.0		0	
7-8	FUNDamentals 1		15	0.00	1	1	2	0.5	0.5	0	0	0	0.50	0.0		0	
9-10	FUNDamentals 2		15	0.00	1	1	2	0.5	0.5	1	1	0.5	1.00	0.0		0	
11-12	Learning to Train		18	0.00	1	1	2	0.5	0.5	1	1.5	0.75	1.25	0.0		0	
13-14	Training to Train 1		18	0.00	1	1	2	0.5	0.5	1	1.5	0.75	1.25	0.0		0	
15-16	Training to Train 2		18	0.00	1	1	2	0.5	0.5	1	2	1	1.50	0.0		0	
17-18	Learning to Compete		23	0.00	1	1	2	0.5	0.5	1	2	1	1.50	0.0		0	
Total Number of Calculated Teams				0.00	Total allocated hours for organization FOR THE SEASON												0
Reported Number of Teams					Total allocated hours for organization PER WEEK												0

COMPETITIVE LACROSSE																		
TEMPLATE																		
AGE	LTAD STAGE	# of players registered	Base # of players per team	Calculated # of teams	# of practices per team per week	length of practice (hours)	# of teams per field	Calculated length of practice (hours)	# of hours for practices per team per week	# of games per team per week	length of game (hours)	Calculated # of hours for games per team per week	TOTAL entitled hours per team per week	TOTAL allocated hours per week LTAD stage	# of weeks in season	TOTAL HOURS ALLOCATED FOR THE SEASON		
7-8	FUNDamentals 1		15	0.00	2	1	2	0.5	1	0	0	0	1.00	0.0		0		
9-10	FUNDamentals 2		15	0.00	2	1	2	0.5	1	1	1	0.5	1.50	0.0		0		
11-12	Learning to Train		18	0.00	2	1	2	0.5	1	1	1.5	0.75	1.75	0.0		0		
13-14	Training to Train 1		18	0.00	2	1	1	1	2	1	1.5	0.75	2.75	0.0		0		
15-16	Training to Train 2		18	0.00	3	1	1	1	3	1	2	1	4.00	0.0		0		
17-18	Learning to Compete		23	0.00	3	1	1	1	3	1	2	1	4.00	0.0		0	0	
Total Number of Calculated Teams				0.00	Total allocated hours for organization THE SEASON												FOR	0
Reported Number of Teams					Total allocated hours for organization PER WEEK													0

Allocation Policy for Sports Fields, Diamonds, and Arenas Procedure Document – Arenas

Overall Considerations

- The City of Hamilton reserves the right to make a final determination on the allocation of all municipally owned and/or operated facilities in consideration of geography, type of use, allocation formula, affiliate status, etc.;
- Sport Services staff within the Recreation Division of the Healthy and Safe Communities Department may contact the appropriate governing body to confirm registration numbers at any time;
- Historical usage does not guarantee future bookings;
- Each athlete will be counted once, either at the house league or competitive level. Select or other secondary registrations (e.g., skill development programs, clinics, etc.) will not be included in the allocation formula;
- Maintenance activities, inclement weather, and construction projects may cause adjustments to allocated bookings; and,
- Tournaments are not included in the allocation formula.

Formulas

This Procedure document includes an allocation formula for most sports that had Affiliated Minor Sport Organizations at the time of the creation of this Allocation Policy for Fields, Diamonds, and Arenas. It will determine total weekly and seasonal entitlement for each organization, competition level, and Long-Term Athlete Development (LTAD) stage. These formulas are based upon research into LTAD, best practices in other municipalities, and extensive input from our user groups. Working groups, best practices in other municipalities, and input from City staff, were used in conjunction with LTAD guidelines to finalize formulas for each ice sport (aside from figure skating, which is an individual sport that provides learn-to-skate programs that serve as an entry point for all ice sports). These draft formulas were then presented to both affiliated and non-affiliated ice users with opportunity for comment, with City staff making the final determination to ensure alignment with LTAD and City requirements. In addition to existing needs, it is expected that each formula will undergo adjustments based upon annual consultation with user groups to ensure that a reserve of available time is available to provide opportunities for growth, support new requests, and respond to demand by adult users. The goal of lifelong participation within LTAD supports the need for access to municipal recreation assets by athletes of all ages and abilities; however, Affiliated Minor Sport Organizations are the priority group for this iteration of the Policy.

The formulas are not the only component of the allocation process. The application of each allocation formula by Sport Services staff will provide a starting point that ensures all Affiliated Minor Sport Organizations receive adequate booking time to satisfy their core programming needs. Further consultation with Affiliated Minor Sport Organizations will be undertaken annually to fine-tune formulas.

The following factors have been identified by the Policy working groups and are incorporated into the formula for each sport and for both house league and competitive Affiliated Minor Sport Organization teams:

- LTAD stage/age categories;
- Base number of players per team within each stage; and,
- Number and length of practices and games per week.

The variable factors that will depend upon the annual application of registration data include:

- Number of players registered by an organization within each stage (organizations will be asked to provide the most up-to-date registration numbers as possible in the late summer);
- Number of weeks per season;
- Calculated number of teams based upon the base number of players per team;
- Calculated number of hours for practices and games per week;
- Total allocated hours per week by stage; and,
- Total allocated hours per season by stage.

City staff will collect user registration data annually in the summer to ensure the most up-to-date data is used for allocation. Ice user groups generally do not complete registration until shortly before the season or after the season has already begun so organizations will be encouraged to complete registration earlier in the summer. Allocation must be completed in the summer to allow for City staff to plan their arena staffing and sport organizations to plan their seasons.

The formulas are not meant to prescribe how sport organizations manage their time internally, but rather, are intended to serve as a standardized method by which hours can be allocated based upon an objective measure of number of athletes per LTAD stage and number of weeks per season. This enables a transparent and equitable process of allocation.

Affiliate Status

Affiliated Minor Sport Organizations will continue to receive priority booking access to City arenas, provided that they are in compliance with the City's Affiliation Policy for Minor Sport Groups.

The following criteria must be met annually to qualify for Affiliate status:

- Govern members by a constitution and/or bylaws;
- Provide sport opportunities to youth ages 18 and under;
- Hold elections to select Executive members;
- Be comprised of 95% Hamilton residents;

- Submit satisfactory financial statements and Executive contact information annually;
- Conduct police screening for all eligible volunteers; and,
- Provide a valid certificate of insurance (or purchase through the City at the time of booking) that names 'all City of Hamilton facilities' as the location, and the City of Hamilton as an additional insured party.

Internal Allocation Process

Sport Services staff will review all arena requests in the following priority order:

1. Major tournaments and special events;
2. City of Hamilton programs;
3. Affiliated Minor Sport Organizations;
4. District School Boards;
5. Non-Affiliated Sport Organizations;
6. Commercial organizations; and,
7. New requests (following priority order).

Seasonal Ice Allotment (Previously Plan G Ice)

The seasonal booking of arenas has historically been separated into three distinct time periods: Planned Primary Use Ice (October through April, previously referred to as Plan G ice), Spring Ice (April - May), and Pre-Season Ice (September). The following procedure applies only to Planned Primary Use Ice and will be followed for the submission, assessment, and communication of facility booking applications and approvals. Procedures for Pre-Season and Summer Ice follow in separate subsections of this document.

1. Affiliation applications are sent out to all Affiliated Minor Sport Organizations from the previous season and any new organizations requesting affiliate status for the current season, approximately four months prior to the start of their season. The affiliation application form includes a request for the final registration numbers from the previous season by LTAD stage and house league/competitive divisions.
2. Sport Services staff confirms the list of available arenas with Arena Operations staff. Any extended closures for maintenance should be posted on the City of Hamilton website and communicated to users of the asset in the past season to assist with decision-making prior to the due date for facility applications.
3. Sport Services staff send out facility application forms (to each affiliated and non-affiliated organization that booked an arena in the previous season) that are due to be returned approximately three months prior to the start of their season.
4. Affiliation applications are reviewed, and all organizations are informed of their affiliate status for the upcoming season. This status is used to determine whether an organization is eligible for priority booking and formula application.

5. Current registration numbers are requested to be used for formula application. If this data is not provided, the previous season data submitted with the affiliation application will be used.
6. Tournament bookings and annual events are entered into Legend by Facility Booking staff following approval by a Sport Specialist, according to priority order listed above, but are not included in the allocation formula.
7. Once the facility application forms have been received and reviewed, Sport Services staff will use the registration numbers provided by each Affiliated Minor Sport Organization to apply the allocation formula for its sport (hockey, sledge/para hockey, ringette, figure skating, speed skating).
8. Sport Services staff will review the applied allocation formula with organizations as required and discuss any requests for additional facility bookings that were not included in the original submission. These will only be considered once all core programs for Affiliated Minor Sport Organizations have been addressed.
9. Draft allocation will be sent to Affiliated Minor Sport Organizations for review prior to initial payment, which is due before the organization's first booking of the season.
10. Facility Booking staff will enter all approved core program bookings for Affiliated Minor Sport Organizations into Legend.
11. Sport Services staff will review facility requests for Non-Affiliated Organizations and new requests from all organizations (according to priority order).
12. Facility Booking staff will enter all approved bookings for Non-Affiliated Organizations into the appropriate booking software and send draft allocation to organizations for review prior to initial payment, which is due prior to the organization's first booking of the season.
13. Following organizational review and amendments by Facility Booking staff, final permits will be issued to each organization and should be carried by all teams at all bookings.

Spring and Pre-Season Ice

Spring Ice has not historically been requested by all organizations and is generally used for tryouts for the following season or to complete playoffs. As such, ice booked in the months of April through August inclusive is not allocated through the formulas and is available on a first come, first served basis. As with other rentals, Sport Services and Facility Booking staff will endeavour to accommodate geographical, time of day, and day of the week requests wherever possible.

Similarly, the purpose of Pre-Season Ice has been to provide competitive programs the opportunity to hold additional practices prior to the start of the season. However, in the recent past, some Affiliated Minor Sport Organizations have commenced their regular seasons in September although Plan G Ice (including reduced rates) was due to begin in October. Spring and Summer Ice use will be tracked over the first three years of implementing this Allocation Policy for Fields, Diamonds, and Arenas, and analyzed to ensure that organizations are only using time for its intended purpose of tryouts and playoffs. Organizations found utilizing Spring and Summer Ice to run their seasons may be deemed ineligible for future rental of this time.

Cancellations and Subleasing

Upon receipt of the final permit, the user group is responsible for satisfying all requirements therein, including:

- Cancellations must be documented in writing. Phone calls or voice messages will not be accepted;
- Seasonal allocated ice that will not be required by an organization must be returned by September 20 in order to allow for redistribution of ice time;
- Tournament and special event rental cancellations must be received 30 calendar days prior to the date of the rental or the renter will be financially responsible for all applicable rates and fees, even if the ice is unused; and,
- Booked arenas are intended to be used by the permit holder and any transfer, trading, or subleasing of these assets is strictly prohibited.

This time frame gives the City the opportunity to redistribute the bookings and ensure that Arena Operations staff is provided with enough notice for the cancellation of a shift associated with the booking if necessary. If any booking is returned to the City, the arena time will be made available for booking by other organizations and the initial booking organization shall cease to maintain any control over the booking. Should the initial booking organization wish to request the relinquished time in subsequent seasons, they may do so, but historical use will not guarantee access.

It is recognized that permit changes may be required at the last minute due to unforeseen circumstances, but the City must be notified as soon as possible and administer any changes. Failure to follow proper protocol for cancelling a booking may result in termination of an organization's permit.

Should an organization no longer need an arena they have booked but are aware of another user group that is interested in renting the time, the original booking must be returned to the City and may then be booked by the interested user group directly through Facility Booking staff.

Long-Term Arena Closures

If City staff determines that an arena must be removed from the inventory for a season or longer, Sport Services staff will work with the affected organization(s) to find an

alternate site(s) for use during the closure if possible. City staff will endeavour to find alternates that are located within a reasonable geographic distance to the closed facility.

Misuse of Booked Arenas

Should an organization book an arena and misuse or repeatedly neglect to utilize the space when booked without notice, the City will apply the following process to track usage and impose penalties:

- Upon receipt of the first notification of an arena sitting empty when booked, City staff will notify the organization of the complaint;
- Upon receipt of the second notification, City staff will issue a warning of loss of bookings on that asset for the remainder of the season. Further evidence of misuse or unused asset will have increased sanctions; and,
- Upon receipt of the third notification, the organization may be informed that their bookings on that asset will be cancelled for the remainder of the season and the organization will be responsible for all associated costs.

Emergent Sports

Should there be requests to accommodate emerging sports and/or new organizations in existing sports in the future, City staff will review each request on a case-by-case basis to determine the feasibility of providing arena time. New requests (from both new organizations and existing) are only considered once all core programming requirements for Affiliated Minor Sport Organizations have been satisfied based upon the application of the appropriate formula. City staff will endeavour to utilize arenas that have not been allocated to existing organizations prior to undertaking any redistribution of assets.

Policy Review

The Allocation Policy for Sports Fields, Diamonds, and Arenas will undergo an extensive annual review following playing seasons for the first five years, including feedback meetings with Policy Working Groups that helped draft the Policy, and debriefing Sport Services and Parks staff on their experiences with the process. This input will be considered for potential improvements to the Policy. Specific consideration for adding measures for Non-Affiliated Sport Organizations may be considered following the application and fine-tuning of allocation formulas to Affiliated Minor Sport Organizations.

SCHEDULE(S) ATTACHED

Schedule 1: Allocation Formulas for Arenas

TEMPLATE

Total allocated hours for organization	PER WEEK	0
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TEMPLATE

Total allocated hours for organization	PER WEEK	0
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HOUSE LEAGUE LACROSSE

TEMPLATE

AGE	LTAD STAGE	# of players registered	Base # of players per team	Calculated # of teams	# of practices per team per week			# of hours for practices per team per week	# of games per team per week		Length of game (hours)	Calculated # of hours for games per team per week	TOTAL entitled hours per team per week	TOTAL allocated hours per week per LTAD stage	# of weeks in season	TOTAL HOURS ALLOCATED FOR THE SEASON
					# of practices per team per week	# of teams per field	Calculated length of practice (hours)		# of games per team per week	# of games per team per week						
0-6 7-8 9-10 11-12 13-14 15-16 17-18	Active Start FUNDAMENTALS 1 FUNDAMENTALS 2 Learning to Train Training to Train 1 Training to Train 2 Learning to Compete		12	0.00	1	1	2	0.5	0.5	0	0	0	0.50	0.0		0
			15	0.00	1	1	2	0.5	0	0	0	0.50	0.0	0		
			15	0.00	1	1	2	0.5	1	1	0.5	1.00	0.0	0		
			18	0.00	1	1	2	0.5	1	1.5	0.75	1.25	0.0	0		
			18	0.00	1	1	2	0.5	1	1.5	0.75	1.25	0.0	0		
			18	0.00	1	1	2	0.5	1	2	1	1.50	0.0	0		
			23	0.00	1	1	2	0.5	1	2	1	1.50	0.0	0		
Total Number of Calculated Teams			0.00	Total allocated hours for organization FOR THE SEASON												0
Reported Number of Teams				Total allocated hours for organization PER WEEK												0

COMPETITIVE LACROSSE																		
TEMPLATE																		
AGE	LTAD STAGE	# of players registered	Base # of players per team	Calculated # of teams	# of practices per team per week	length of practice (hours)	# of teams per field	Calculated length of practice (hours)	# of hours for practices per team per week	# of games per team per week	length of game (hours)	Calculated # of hours for games per team per week	TOTAL entitled hours per team per week	TOTAL allocated hours per week LTAD stage	# of weeks in season	TOTAL HOURS ALLOCATED FOR THE SEASON		
7-8	FUNDamentals 1		15	0.00	2	1	2	0.5	1	0	0	0	1.00	0.0		0		
9-10	FUNDamentals 2		15	0.00	2	1	2	0.5	1	1	1	0.5	1.50	0.0		0		
11-12	Learning to Train		18	0.00	2	1	2	0.5	1	1	1.5	0.75	1.75	0.0		0		
13-14	Training to Train 1		18	0.00	2	1	1	1	2	1	1.5	0.75	2.75	0.0		0		
15-16	Training to Train 2		18	0.00	3	1	1	1	3	1	2	1	4.00	0.0		0		
17-18	Learning to Compete		23	0.00	3	1	1	1	3	1	2	1	4.00	0.0		0	0	
Total Number of Calculated Teams				0.00	Total allocated hours for organization THE SEASON												FOR	0
Reported Number of Teams					Total allocated hours for organization PER WEEK													0

RINGETTE													
TEMPLATE													
AGE	LTAD STAGE	# of athletes registered	Base # of athletes per age group	Calculated # of teams	# of sessions per team per week	Length of session (hours)	# of teams per ice surface	Calculated length of session (hours)	TOTAL entitled hours per team per week	TOTAL allocated hours per week per LTAD stage	# of weeks in season	TOTAL HOURS ALLOCATED FOR THE SEASON	
0-6	Active Start		15	0.00	1	1	2	0.5	0.50	0.00		0	
7-9	FUNDamentals		15	0.00	2	1	2	0.5	1.00	0.00		0	
10-12	Learning to Train		15	0.00	2	1.5	2	0.75	2.25	0.00		0	
13-16	Training to Train		15	0.00	3	1.5	1	1.5	6.75	0.00		0	
17-18	Learning to Compete		15	0.00	3	1.5	1	1.5	6.75	0.00		0	
Total Number of Calculated Teams				0.00					Total allocated hours for organization THE SEASON		FOR	0	
Reported Number of Teams									Total allocated hours for organization WEEK		PER	0	

SPEED SKATING									
TEMPLATE									
AGE	LTAD STAGE	# of athletes registered	Base # of athletes per age group	Calculated # of teams	# of sessions per team per week	Length of session (hours)	TOTAL Entitled hours per athlete per week	# of weeks in season	TOTAL HOURS ALLOCATED FOR THE SEASON
0-6	Active Start		18	0.00	1	0.75	0.75		0
7-8	FUNDamentals		18	0.00	2	0.75	1.50		0
9-12	Learning to Train		18	0.00	2	1	2.00		0
13-15	Training to Train		18	0.00	3	1.25	3.75		0
16-18	Learning to Compete		18	0.00	4	1.25	5.00		0
Total allocated hours for organization								FOR THE SEASON	0

Total allocated hours for organization	PER WEEK	6
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TENANT DEFENCE FUND PILOT PROGRAM

Program Guidelines

1. Background

The *Residential Tenancies Act*, 2006 (RTA) came into effect on January 31, 2007, with the goals of protecting tenants, helping landlords and promoting investment in Ontario's rental housing market. It covers a number of issues faced by tenants and landlords including the ability for landlords to raise rents above the annual rent increase guideline (AGI) determined by the Province to recover some 'exceptional' expenses from tenants.

AGIs may be granted by the Landlord and Tenant Board (LTB) for eligible capital expenditures for extraordinary or significant renovations, repairs, replacements or new additions that have an expected benefit of at least five years. A capital expenditure is eligible if it:

- is necessary to protect or restore the physical integrity of the complex;
- is necessary to maintain health, safety or housing standards;
- is necessary to maintain plumbing, heating, mechanical, electrical, ventilation or air conditioning systems;
- provides access to persons with disabilities;
- promotes energy or water conservation; or,
- maintains or improves the security of the complex.

An AGI may not be granted for: routine or ordinary work, regular maintenance work, work that is considered substantially cosmetic in nature, work that is designed to enhance the level of prestige or luxury offered by the complex, or replacement of something that did not need replacing.

Tenants may oppose AGI applications to the LTB but are responsible for the costs of preparing for a hearing. The goal of the Tenant Defence Fund Pilot Program (TDFPP) is to help ensure that tenants have the resources and knowledge needed to review AGI applications by their landlords to ensure the claimed expenses meet the RTA criteria, and where they believe the AGI is not justified, prepare and put forward a case to the LTB. By enabling tenants to prepare their case, retain a legal agent to represent them, and/or defray expenses incurred during the LTB hearing, the TDFPP may help preserve affordability of rental housing.

It is not a goal of the TDFPP to stop landlords from obtaining fair AGIs that meet the criteria set out in the RTA, but to provide resources to vulnerable tenants who may not have the resources or abilities that are typically available to their landlords, so they can ensure that any AGI they are subject to meets the RTA.

The Above Guideline Increase Application Process

Details of the AGI application and hearing process can be found in the AGI guide produced by the LTB, "Information about Applications for a Rent Increase Above the Guideline" on the LTB website at <http://www.sjto.gov.on.ca/lrb/brochures/>

2. Program Description

The Tenant Defence Fund Pilot Program provides a grant of up to \$1,000 to groups of tenants to defray the costs of hiring a paralegal/lawyer licensed by the Law Society of Ontario and the costs of case preparation to defend AGI applications at the Landlord Tenant Board.

The goals of the TDFPP are to:

- Help tenants organize and ensure they have adequate representation before the LTB; and,
- Help preserve affordable rental stock in Hamilton.

3. Program Terms

3.1 Fund Availability

There are limited funds available for the TDFPP. Approval is at the absolute and unfettered discretion of the City and subject to the availability of funds.

3.2 Eligibility Criteria

- A landlord must have filed an application for an above guideline rent increase (AGI).
- At least 20% of the units affected by the AGI application must oppose the application and sign a petition included in the grant application
- Only the first tenant group from any one residential complex to apply will be eligible.
- A 'group' of tenants consists of a minimum of four (4) households
- Monthly rents for each unit participating in the case must be at or below the following (current rent before the AGI application is submitted by the landlord):

Unit Size	Maximum Qualifying Pre-Application Rent
One-bedroom	\$972
Two-bedroom	\$1,181
Three-bedroom or larger	\$1,334

- At least 20% of the units affected by the AGI application must be currently rented at or below the applicable qualifying monthly rent of CMHC average market rent for the City + 15%.
- The tenant group must choose one tenant representative who will act as primary representative for the tenant group and who will be named on the grant application. An alternative tenant representative must also be appointed who will act for the tenant group if the primary representative on the application is no longer able to fulfill the role as primary representative.
- Signed acknowledgement by each affected tenant that the rent he or she currently pays to the landlord is at or below the eligible rent amount (no more than CMHC average market rent for the City + 15%)

3.3 Maximum Grant Amount

Grants may be up to a total maximum of \$1,000, as determined by the Manager, Investment in Affordable Housing, to hire a paralegal/lawyer, licensed by the Ontario Law Society, to prepare a response to the Landlord's AGI application and represent the tenant group at the LTB.

Tenant Relations Officer Support Services: Additional services of up to a maximum value of \$250 may be provided to the tenant group by the City of Hamilton Housing Services Tenant Relations Officer ("TRO"), prior to the group retaining a legal agent or if the tenant group chooses to represent themselves at the LTB hearing. Eligible support services include:

- photocopying the AGI application
- printing, postage and translation services
- meeting space rental
- additional services as required, pre-approved by the TRO
- facilitation services: organizing a meeting of affected tenants to determine the interest in a collective application (tenants will be required to appoint a representative or lead).

3.4 Repayment Terms

Repayment of the grant is not required unless there is a violation of any program terms and conditions.

3.5 Tenant Defence Fund Process

The tenant/tenant group may contact the Housing Services Division to inquire about the TDFPP and grant process. Inquiries should be directed to the Tenant Relations Officer (TRO) (Housing Services Division) who may assist the tenant(s) by:

- Providing the tenants with information produced by the LTB about AGI applications.
- Directing the tenants to the Hamilton Community Legal Clinic who will provide summary advice explaining what to expect at the LTB and documentation the tenants will need to dispute the AGI application.
- Assisting the tenants to complete the grant application.

These initial services are not considered part of the additional services outlined in 3.3 Maximum Grant Amount, which may be required to support a tenant group prior to hiring a legal agent or for those groups who represent themselves at the LTB.

TDFPP Application:

An application for a TDFPP grant must be accompanied by the following documentation:

- A petition in favour of collectively disputing the landlord application. The petition must be signed by at least 20% of affected units and include:
 - the name and signature of each tenant who wishes to be party to the dispute
 - the size and unit type of each tenant's rental unit
 - declaration by each tenant for one tenant in the group to represent the group, with a second tenant identified as an alternate representative in case the primary representative is unable to represent or act on behalf of the group for any reason
 - acknowledgement by each signing tenant that the rent he or she currently pays to the landlord is at or below the eligible rent amount (no more than CMHC average market rent for the City + 15%)
- A copy of the landlord's AGI application (the application only)
- A brief description of the tenant group's justification for disputing the landlord's application
- An estimate of the amount of eligible expenditures that the tenant group expects to incur in disputing the landlord application
- Evidence of the rent for each rental unit affected by the landlord application
- If or when the tenant group chooses to hire a legal agent, documentation that the legal agent has been retained by the tenant group, represents all of the tenants listed on the petition, and is a paralegal or lawyer licensed by the Law Society of Ontario

Grant Application Approval:

A grant application made by the tenant group is reviewed by the TRO who will confirm or deny approval to the tenant group within two to a maximum of five business days. If the tenant group meets all requirements and is determined to be eligible for funding, their

grant application is approved, and the tenant group will receive a grant approval letter from the City of Hamilton. The tenant group must agree to the terms and conditions of the grant as set out in the approval letter by having its representative (identified in the application) sign the approval letter and return the signed original letter to the City of Hamilton.

Applications shall be approved, and grants shall be approved in the order in which complete applications are received and subject to funds being available for this purpose. Once grant applications in the amount of the program limit of \$50,000 are approved, no further grant applications will be approved.

If the Tenants Wish to Hire a Legal Agent:

If the tenant group chooses to hire a legal agent, it is the responsibility of the tenant group to select and retain the agent, who must be a paralegal or lawyer licensed by the Law Society of Ontario and represent all of the tenants listed on the petition. The legal services must be provided before payment can be issued by the City. An invoice from the legal agent, made out to the tenant group representative, must be submitted to the City (TRO) within 5 business days of receipt. A cheque will be sent to the tenant group representative, made to the order of the legal agent and the tenant group representative.

Submission of the LTB Order by the Tenant Group:

Within three months of the Board's issuance of a decision on the case, the tenant group must submit the order issued by the LTB disposing of the AGI application, in which the eligible group is not noted in default, to the Housing Services Division.

4. Documentation Required for Records

The Housing Services Division is responsible for retaining the following documents seven years beyond the life of the program:

- Signed TDFPP grant application form, including all required accompanying documentation
- Letter of grant approval from City of Hamilton
- All invoices and internal journals for all eligible expenditures
- A copy of a Notice of Hearing with respect to the landlord application
- If the tenant group has chosen to hire legal representation, a letter from the paralegal or lawyer stating that they will represent the tenant group for the hearing
- Records of all payments and defaults
- If the tenant group has chosen to hire legal representation, the Notice of Direction authorizing the tenant group to make payment to the paralegal or lawyer
- If the tenant group has chosen to hire legal representation, completed form signed by the tenant group representative confirming that the paralegal or lawyer has performed the services of representing the tenant group
- A copy of the LTB order issued disposing of the AGI application