

<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY and PROTECTIVE SERVICES COMMITTEE DECEMBER 15, 2015</b>
<b>FROM:</b>	<b>LYNNE LIVINGSTONE MANAGING DIRECTOR NEIGHBOURHOOD, CHILDREN AND FIRE SERVICES</b>  <b>and</b>  <b>WILLIAM C. COXHEAD MANAGING DIRECTOR PARKS AND RECREATION</b>
<b>SUBJECT:</b>	<b>AGREEMENT WITH HUFF N' PUFF SENIORS FITNESS ASSOCIATION of LONDON, ONTARIO, FOR ACCESS TO RECREATION FACILITIES</b>

<b>RECOMMENDATION</b>
-----------------------

That, on the recommendation of the Managing Director, Neighbourhood, Children & Fire Services and the Managing Director, Parks and Recreation, the attached proposed By-Law (Appendix A) **BE INTRODUCED** at the Municipal Council meeting of December 22, 2015:

1. **TO APPROVE** the terms and conditions of the attached agreement (Schedule 1) between The Corporation of the City of London and Huff N' Puff Seniors Fitness Association, London, Ontario regarding priority booking and reduced rates at Approved City Facilities for seniors' recreation programming.
2. **TO AUTHORIZE** the Mayor and Clerk to execute the Agreement authorized and approved under section 1 of the by-law.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
--

CPSC Committee August 24<sup>th</sup>, 2009: LICENSE AGREEMENTS- HUFF N PUFF SENIOR FITNESS ASSOCIATION (for use of the Carling Heights Optimist Community Centre and the North London Optimist Community Centre)

<b>BACKGROUND</b>
-------------------

The purpose of this report is to recommend a renewal of a long standing arrangement with Huff N' Puff Seniors Fitness Association (Huff N' Puff) and to explain how a new formatting of an agreement improves upon former ways of representing the arrangement.

**Why this Agreement?**

Current formal agreements with Huff N' Puff Seniors Fitness Association for use of City recreation facilities expire December 31, 2015.

The Agreement recommended through this report helps implement the following strategies from the Strategic Plan for the City of London 2015- 2019:

- Support all Londoners to feel engaged and involved in our Community.
- [...] pursue innovative models for programs and service delivery.
- Support all Londoners to age well and have opportunities to reach their full potential.
- Support the health and well-being of all children, youth and families in London.

**What is Huff N' Puff?**

The Huff N' Puff Seniors Fitness Association, London, Ontario (Huff N' Puff) is a unique, not-for-profit, volunteer-operated, organization established in 1988 and dedicated to providing recreational and sport activities for older adults (55 years and older) in London. Huff N' Puff and the City of London have enjoyed a relationship since 1988. Huff N' Puff has provided volunteer

organized/administered recreation/sport activities; the City has provided recreation facilities at preferred rates; London's older adult population has benefited from the arrangement. Current Huff N' Puff Seniors' Fitness Association membership is over 2,000 and growing.

For a modest, annual, membership fee, Huff N' Puff provides opportunities to participate in over 35 different activities which include, for example: aerobics, slo-pitch, roller skating, dancing, singing, tai chi, tennis, swimming, badminton, volleyball, yoga, pot luck dinners and bus trips. These activities provide both the physical and mental health benefits of recreation participation and the social opportunities to remain engaged and involved in the community.

In 2015, a Huff N' Puff membership cost \$40 annually (plus a one-time-only initial \$5 administrative fee) with the possibility of a \$25 surcharge to cover facility rentals. Some additional fees may apply to some specific programs to cover instructor costs.

#### **Why is the relationship an innovative model for program and service delivery?**

Huff N' Puff activities generally take place during weekday hours, that are of typically **lower demand** at public recreation facilities than evening and weekend times. The arrangement helps make effective use of City facilities with some revenue benefits, during times that might otherwise be under-utilized.

Huff N' Puff is administered through a **volunteer structure** and operates under a model that relies heavily on volunteer convenors and instructors to organize activities. Not only does this model reduce program costs for participants and encourage volunteerism (providing many older adults with opportunities to meaningfully share their experience and expertise), the model also spares the City the administrative and operational costs of directly delivering programs to this population.

#### **What is different about this Agreement than previous Agreements?**

##### ***i) One agreement...***

Historically, Huff N' Puff use of facilities started with North London Optimist Community Centre (NLOCC) and over some years expanded to Carling Heights Optimist Community Centre (CHOCC) and Stronach Recreation Centre as membership numbers grew. In more recent years, use of facilities has extended to an indoor aquatic facility and sports fields. Even more recently (2015) Huff N' Puff has, under pressure of expanding membership numbers, approached the Civic Administration to discuss access to other recreation facilities (e.g. South London Community Centre). This usage has been historically represented by individual agreements for each of the facilities accessed by Huff N' Puff, which has become a somewhat cumbersome model to administer and keep updated.

The new Agreement outlines the terms of access of Huff N' Puff to any "Approved City Facilities", specifying the process for securing priority booking at a preferred rate. The specific bookings at specific facilities are then dealt with through standard Facility Rental Contracts.

##### ***ii) One, consistent, reduced rate tied to annual, Council approved rental user fees...***

Previous arrangements variously included annual percentage increments to the rental fees charged - established through agreements - or applied related approved rental user fees. The result, as Huff N' Puff usage has become more widely distributed through recreation facilities and types of usage, has been a system of fees unnecessarily complex to understand, apply, and monitor.

The new Agreement establishes a rate equal to one third of the adult rental user fee as approved by Council each year. This reduced rate applies to any and all use by Huff N' Puff of specified recreational facilities during specified days and times.

##### ***iii) One process for booking spaces and times...***

Previous agreements operated with looser arrangements regarding: when facilities could be booked; which facilities were available for booking; terms of arrangements; and which City staff and Huff N' Puff needed to be involved.

The new Agreement establishes an annual process for priority bookings, enabling better opportunities for planning on the part of both the City and Huff N' Puff and simplifying the booking process for both parties. The Agreement provides some flexibilities for Administration to deal with un-anticipated requests arising from time to time outside the annual booking period.

##### ***iv) Separation of program space bookings from licensed use of office and storage space...***

It should be noted that the City also provides Huff N' Puff with office space and storage space at

NLOCC and has done so since the organization was established. This use of office/storage space was previously covered under the Agreement related to Huff N’ Puff use of NLOCC.

With the introduction of the new Agreement related to priority booking and reduced rates at recreation facilities, use of office/storage space will now be dealt with separately through a “Standard Licence Agreement – Office/Storage Space”. (Authority under By-law No. A-6690-195.)

**Summary**

Approval of the Agreement, will maintain a long standing relationship with a significant volunteer-based, not-for-profit organization serving the recreation and social needs of older adults in a way that is efficient, effective and full of benefits – from both an administrative process and program delivery/impact point of view.

<b>FINANCIAL IMPACT</b>
-------------------------

There are no cost impacts related to this agreement.

Acknowledgments

We gratefully acknowledge the assistance and input of the following staff persons in the preparation of this report, by-law, and agreement: Lynn Marshall, Legal Services; Paul D’Hollander, Sally Thomson and Sue Stepien, Neighbourhood, Children and Fire Services; Lynn Loubert and Scott Stafford, Parks and Recreation; Dave Purdy, Financial and Business Services;

<b>PREPARED BY:</b>	<b>SUBMITTED BY:</b>
<b>Chris Green, Supervisor I, West Area Recreation Services</b>	<b>Tony Kyle, Manager III, West Area Recreation Services</b>
<b>RECOMMENDED BY:</b>	<b>RECOMMENDED BY:</b>
<b>WILLIAM C. COXHEAD, MANAGING DIRECTOR, PARKS AND RECREATION</b>	<b>LYNNE LIVINGSTONE, MANAGING DIRECTOR NEIGHBOURHOOD, CHILDREN &amp; FIRE SERVICES</b>

- C. **John Slavin, President, Huff N’ Puff Seniors’ Fitness Association, London, Ontario**
- Lynn Marshall, Solicitor II**
- Kyle Murray, Senior Financial Business Administrator**

## APPENDIX A

Bill No.  
2015

By-law No.

A By-law to authorize and approve an Agreement between The Corporation of the City of London and Huff N' Puff Seniors Fitness Association of London, Ontario regarding priority booking and reduced rates at Approved City Facilities for seniors' programming, and to authorize the Mayor and City Clerk to execute the Agreement.

WHEREAS section 5(3) of the *Municipal Act, 2001* S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS section 10 of the *Municipal Act, 2001* provides that the City may provide any service or thing that the City considers necessary or desirable for the public, and may pass by-laws respecting same, and respecting economic, social and environmental well-being of the City, and the health, safety and well-being of persons;

AND WHEREAS section 107 of the *Municipal Act, 2001* provides that the City may make grants (including the power to provide for the use by any person of land owned or occupied by the municipality upon such terms as may be fixed by council) to any person, group or body, for any purpose that council considers to be in the interests of the municipality;

AND WHEREAS council considers it to be in the interests of the municipality to provide a grant under section 107 of the *Municipal Act, 2001* to Huff N' Puff Seniors Fitness Association of London, Ontario ("Huff N' Puff") for its use of Approved City Facilities, as solely determined by the City;

AND WHEREAS subsection 8(4) of the *Municipal Act, 2001* provides that a by-law under the Act may differentiate in any way and on any basis a municipality considers appropriate;

AND WHEREAS Council considers it appropriate to provide priority booking and reduced rental rates to Huff N' Puff for use of certain of its Approved City Facilities, as solely determined by the City, for the purpose of providing seniors' fitness programs and services for its members;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. The Agreement attached as Schedule "1" to this by-law between The Corporation of the City of London and Huff N' Puff Seniors Fitness Association of London, Ontario regarding priority booking and establishing reduced rental rates for the use of certain Approved City Facilities is hereby AUTHORIZED AND APPROVED.
2. The Mayor and City Clerk are authorized to execute the Agreement authorized and approved under section 1 of this by-law.
3. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council

December 22, 2015.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First reading -  
Second reading -  
Third reading -

## Schedule 1

**THIS AGREEMENT** with effect as of the 25th day of December, **2015**,

BETWEEN:

**THE CORPORATION OF THE CITY OF LONDON**  
("City")

and

**HUFF N' PUFF SENIORS FITNESS ASSOCIATION of LONDON, ONTARIO**  
("Huff N' Puff")

(the "Parties")

**WHEREAS** the City owns and operates certain recreational facilities and community centres in the City of London;

**AND WHEREAS** Huff N' Puff is a not-for-profit corporation that offers programs for its seniors members to encourage fitness and social contact;

**AND WHEREAS** the City considers it in the interests of the municipality to provide support to Huff N' Puff and its programs as it provides services that benefit participants and the community;

**AND WHEREAS** the Parties agree that Huff N' Puff be afforded time-limited priority booking in the City's Facility Rental Contract process for certain days and hours for certain Approved City Facilities, as solely determined by the City, for providing its programs and services to its seniors members;

**AND WHEREAS** the Parties agree that Huff N' Puff will use the City's Facility Rental Contract process for any bookings it wishes to make of Approved City Facilities (other than Office Space and Storage Space);

**AND WHEREAS** the Parties agree that Huff N' Puff be afforded reduced rental rates for Approved City Facilities as set out in this Agreement for the purpose of providing its programs and services to its seniors members;

**THEREFORE IN CONSIDERATION** of the premises and other good and valuable consideration of two (\$2.00) dollars, the receipt of which is hereby acknowledged and admitted, the parties agree as follows:

### **Part 1 – Definitions; Term and renewal**

#### **1.1 Definitions**

**"Huff N' Puff"** means the organization of Huff N' Puff Seniors Fitness Association of London, Ontario

**"Approved City Facilities"** means those portions of City-owned or City-operated facilities that the City in its sole discretion determines may be eligible for priority booking under this Agreement, at the days and times as determined solely by the City.

**"City Representative"** means the City's Managing Director, Neighbourhood, Children & Fire Services, or written designate, or the City Manager, or written designate.

**"Facility Rental Contract"** means the standard form for Facility Rental Contracts as approved by By-law No. A.-6965-181, or any successor Facility Rental Contract.

**"Huff N' Puff Representative"** means the President of Huff N' Puff or written designate.

#### **1.2 Term:**

1.2.1 Subject to the renewal provisions in section 1.2.2, the initial term of this Agreement shall

commence December 25, 2015, and shall terminate December 31, 2016, or terminate at such earlier date pursuant to section 3.2 of this Agreement.

**Automatic Renewal:**

- 1.2.2 At the expiration of the initial term of this Agreement, the Agreement is automatically renewed for one year and continues in force from year to year for a maximum of three one-year renewals (ultimate termination Dec 31<sup>st</sup>, 2019), unless sooner terminated pursuant to section 3.2 of this Agreement.

**Part 2 - Priority Booking and Reduced Rental Rates**

**2.1 Priority Booking**

- 2.1.1 (a) By August 1<sup>st</sup> of each year, the City Representative shall provide the Huff N' Puff Representative with a schedule indicating those Approved City Facilities (including specified days of the week and times of day) which the City in its sole discretion proposes to make available to Huff N' Puff for the subsequent calendar year. Huff N' Puff shall then have a period of thirty (30) days to advise the City, in writing, of Huff N' Puff's desired usage of Approved City Facilities so made available. Huff N' Puff understands that following such thirty (30) day period, the City will be making available to the public those Approved City Facilities which Huff N' Puff has not indicated an interest in. The Reduced Rental Rate as set out in section 2.2.3 shall apply to any such bookings made under this subsection.

(b) If after the period of thirty (30) days has expired and Huff N' Puff determines that it wishes to use an Approved City Facility during one of the dates and times as presented by the City in (a), and if the Approved City Facility is still available for booking, Huff N' Puff may book the facility, and the Reduced Rental Rate as set out in section 2.2.3 shall apply to any such bookings.

(c) For greater certainty, the Reduced Rental Rate as set out in section 2.2.3 shall only apply to bookings made by Huff N' Puff that fall within (a) or (b) above, and otherwise the City's regular rates as set out in its Fees and Charges By-law shall apply.

- 2.1.2 Notwithstanding any other provision in this Agreement, the City shall have complete discretion in determining which portions of its facilities, if any, and during which dates and times, if any, it will offer for booking to Huff N' Puff.

**2.2. Reduced Rental Rates:**

- 2.2.1 Huff N' Puff shall use the City's Facility Rental Contract process for any bookings it wishes to make of Approved City Facilities. The terms and conditions of any such Facility Rental Contract entered into by the Parties shall govern such booking.

- 2.2.3 The rental rate to be imposed by the City with respect to bookings approved under subsections 2.1.1 (a) or (b) for Huff N' Puff's use of the applicable Approved City Facility shall be 33.33% of the applicable fee that is set out in the City's Fees and Charges By-law, as at the date the Facility Rental Contract is entered into.

**Part 3: General Provisions:**

Monthly Statistics

- 3.1 Huff N' Puff shall provide the City Representative, on a monthly basis, the previous month's statistics reporting numbers of Huff N' Puff's members using the Approved City Facilities per program.

**Termination:**

Termination by the City

- 3.2 The City may terminate this Agreement immediately without liability. Any waiver by the City of any breach by Huff N' Puff of any provisions of this Agreement shall be without

prejudice to the exercise by the City of all or any of its rights or remedies in respect of any continuance or repetition of such breach.

- 3.3 In the event of termination of this agreement, the City shall have no further obligations to Huff N' Puff, other than those set out in any Facility Rental Contract entered into between the parties. For greater certainty, in the event of termination of this agreement, the terms of any Facility Rental Contract will continue to govern any booking of a City facility.

**Notice:**

- 3.4 Any notice required to be given to the City or Huff N' Puff under this Agreement shall be sufficiently given if delivered personally or by courier, transmitted by fax, or mailed postage prepaid to the addresses below. Such notice shall be deemed to have been received on the date of its delivery if delivered personally, by courier or by fax, or in the case of mailing, three (3) business days after it was delivered to the post office.

City's Address

City Clerk  
The Corporation of the City of London  
300 Dufferin Avenue  
P.O. Box 5035  
LONDON, ON N6A 4L9

Huff N' Puff's Address

Huff N' Puff Seniors Fitness Association  
North London Optimist Community Centre  
1345 Cheapside Street  
LONDON, ON N5V 3N9

**Status of Huff N' Puff:**

- 3.5 Huff N' Puff acknowledges and agrees this Agreement shall in no way be deemed or construed to be an Agreement of Employment. Specifically, the parties agree that it is not intended by this Agreement that Huff N' Puff, nor any person employed by or associated with Huff N' Puff is an employee of, or has an employment relationship of any kind with the City or is in any way entitled to employment benefits of any kind whatsoever from the City whether under internal policies and programs of the City, the *Income Tax Act*, R.S.C. 1985 c.1 (1st Supp); the *Canada Pension Act*, R.S.C. 1985, c.C-8; the *Employment Insurance Act*, S.O. 1996,c.23; the *Workplace Safety and Insurance Act*, 1997 S.O. 1997, c.26 (Schedule "A"); the *Occupational Health and Safety Act*, R.S.O. 1990, c.o.1; the *Pay Equity Act*, R. S. O. 1990, c.P.7; the *Health Insurance Act*, R.S.O. 1990, c.H.6; or any other employment related legislation, all as may be amended from time to time, or otherwise.
- 3.6 Notwithstanding paragraph 3.5 above, it is the sole and exclusive responsibility of Huff N' Puff to make its own determination as to its status under the Acts referred to above and, in particular, to comply with the provisions of any of the aforesaid Acts, and to make any payments required thereunder.
- 3.7 Huff N' Puff shall operate independently of the City and is not the agent or servant of the City for any purpose.
- 3.8 Nothing in this Agreement shall entitle or enable Huff N' Puff or any subcontractor to act on behalf of, or as agent for, or to assume or create any obligation on behalf of, or to make any representation, promise, warranty or guarantee binding upon, or otherwise to bind the City. Each of Huff N' Puff, any subcontractor of Huff N' Puff and the City is independent and not the agent, employee, partner or joint venturer of any of the others.

**Circumstances Beyond the Control of Either Party**

- 3.9 Neither party will be responsible for damage caused by delay or failure to perform under the terms of this Agreement resulting from matters beyond the control of the City and Huff N' Puff including strike, lockout or any other action arising from a labour dispute, fire (other than a fire caused by Huff N' Puff's negligence), natural flood, act of God, war, riot or other civil insurrection, lawful act of public authority, all of which cannot be reasonably foreseen or provided against.

**Execution**

- 3.10 Huff N' Puff acknowledges that it has read this agreement, understands it and agrees to be bound by its terms and conditions.

**Independent Legal Advice**

3.11 Huff N' Puff acknowledges that it has had the opportunity to obtain independent legal advice with respect to this agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this agreement.

SIGNED, SEALED, AND DELIVERED

**HUFF N' PUFF SENIORS FITNESS  
ASSOCIATION LONDON, ONTARIO**

\_\_\_\_\_  
Date

Per (Signature)\*: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

*\*I Have the Authority to Bind the Corporation*

\_\_\_\_\_  
Date

Per (Signature)\*: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

*\*I Have the Authority to Bind the Corporation*

**THE CORPORATION OF THE CITY OF LONDON**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Matt Brown, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Catharine Saunders, City Clerk