

Policy Title: Outdoor Tennis & Pickleball in Mississauga

Policy Number: 08-03-04

Section:	Community Services	Subsection:	Recreation
Effective Date:	June 5, 2019	Last Review Date:	May, 2019
Approved by:	Council	Owner Division/Contact:	Sports Unit, Recreation Division, Community Services Department

Policy Statement

Outdoor tennis and pickleball promotes healthy, active living for all ages. The City of Mississauga supports and encourages participation and growth of these sports by providing outdoor courts and partnering with Community Tennis and/or Pickleball Clubs.

Purpose

This policy identifies:

- What the City provides for Club and Public courts
- The criteria required to establish and operate a Community Tennis and/or Pickleball Club
- Agreements
- Public use of Club Courts
- Operation and Maintenance of courts
- Construction and reconstruction of tennis and/or pickleball courts, and
- The approval process for alterations/additions to tennis and/or pickleball courts and structures

Scope

This policy applies to:

- City owned outdoor tennis and/or pickleball courts
- Community Tennis and/or Pickleball Clubs that manage and operate Club Courts, and
- Not-for-profit organizations seeking permission to establish a Community Tennis and/or Pickleball Club

Legislative Requirements

This policy complies with the *Accessibility for Ontarians with Disabilities Act (AODA)*, specifically Ontario Regulation 413/12 - Integrated Accessibility Standards.

Definitions

For the purposes of this policy:

“Agreement” means a Management and Operation Agreement and/or any other form of agreement as required and deemed appropriate by Legal Services, City Manager’s Department and the Sports Unit.

“Club Courts” are City-owned tennis and/or pickleball courts that are managed and operated by a Community Tennis and/or Pickleball Club.

“Clubhouse” means a City-owned building that is managed and operated by a Club, in accordance with the terms of their Agreement.

“Community Tennis Club” or “Pickleball Club” or “Club” means a membership based, not-for-profit organization registered with the City that manages and operates Club Courts and the associated premises through an Agreement with the City.

“Public Courts” are City-owned tennis and/or pickleball courts that are managed and operated by the City and available for public use at no cost.

“Sports Unit” means the unit within the Recreation Division, Community Services Department that is responsible for sport development in the City, including liaising with Community Tennis and Pickleball Clubs.

Administration

This policy is administered by the Sports Unit, Recreation Division, Community Services Department.

What the City Provides

Public Courts

The City provides the following for Public Courts:

- Colour-coated asphalt court surface
- Nets and poles
- Tennis lines and, where determined by applicable City staff, pickleball lines
- Fencing
- Capital lifecycle replacement

Club Courts

The City provides the following for Club Courts:

- The initial colour-coated asphalt court surface
- Initial tennis lines and, where determined by applicable City staff, pickleball lines
- Fencing, and
- Capital lifecycle replacement (50% for courts), as set out in the “Club Courts Construction and Reconstruction” section in this policy

Lighting

Factors for consideration for the City to undertake lighting of a tennis and/or pickleball court site include:

- Compatibility with adjacent uses
- Reasonable expectation of safety
- The need for access to lit courts in the vicinity
- Budget priorities, and
- Club Court lighting will be 100% funded by the Club

Opening and Closing Dates

The following opening and closing periods apply:

- Public Courts:
 - Scheduled to open by the first week in April
 - Scheduled to close by the last week in October

Note: Opening and closing dates may be earlier or later, weather and court conditions permitting

- Club Courts:
 - From March 15 to November 30, with actual opening and closing dates determined annually by each Club, provided they fall within these dates

Hours of Operation

The daily hours of operation, unless otherwise posted, are:

- Lit courts – 7:00 a.m. to 11:00 p.m. (in accordance with the Parks By-Law 186-05, as amended)
- Unlit courts – 7:00 a.m. to dusk

The City must be provided with access (i.e. provided with required entry keys or access codes) to Club Courts and, where applicable, Clubhouses, at all times.

Public Court Rules and Regulations

In accordance with the City's Parks By-Law 186-05, as amended, City rules and regulations for use of the courts are posted at each location. Maps outlining the location of all Public Courts, lit and unlit, can be found under eParks.ca

Community Tennis & Pickleball Clubs

Criteria

The following criteria must be met for a community group to be considered as a new Community Tennis and/or Pickleball Club at a specific location:

1. Groups must be approved in accordance with Corporate Policy and Procedure – Community Group Registry Program, as amended
2. Must have a minimum of 100 prospective members
3. Availability of a viable minimum four court facility in a compatible location (i.e. situated appropriately within the park to protect adjacent residential uses through accommodation of standard facility buffers from other recreational facilities and property lines)
4. Parking – availability of appropriate and sufficient parking, in accordance with City standards
5. Equitable and Appropriate Distribution – in accordance with Future Directions – Master Plan for Recreation, there should be equitable and appropriate distribution of Clubs and Public Courts throughout the City, based on the area demographics and provision and geographic distribution of other existing Clubs
6. Groups are able to meet the terms and conditions of the City's Agreement(s)

Applications must be submitted to the Sports Unit, who will consult with applicable City staff and make a recommendation to the Director, Recreation and the Director, Parks, Forestry & Environment who will accept or decline the recommendation. The Commissioner, Community Services, will be consulted to make the final decision, if required.

Governance

Once approved, Community Tennis and/or Pickleball Clubs must identify a representative from their Executive Board who will be responsible for communicating with the City's Sports Unit liaison.

Requirements to Maintain Community Tennis and/or Pickleball Club Status

In order to continue to operate as a Community Tennis and/or Pickleball Club groups must:

- Maintain registered status with the City in good standing
- Demonstrate a significant need for Club tennis and/or pickleball in the catchment area using the following as a guide for minimum membership:
 - 2 – 3 courts = 100 members
 - 4 – 5 courts = 200 members
 - 6 – 8 courts = 300 members
- Provide equitable programming, such as lessons or house leagues, as approved by the Club executive board, to meet the identified needs of its members and the neighbouring community, and
- Comply with the terms and conditions of the Agreement

The City may review opportunities, in consultation with the applicable Club(s), to consolidate in an area where, for example, membership in two Clubs is decreasing or there is a surplus capacity of Clubs in the area.

Existing Clubs that do not meet the City's four court criteria at the time of the effective date of this policy will be permitted to continue to operate as a Club, providing all other criteria are met or, if all other criteria are not met, with the annual approval of the Director, Recreation.

Club Court Signage

The City will provide required standard signage to be posted in a prominent location. The signage will include the Club's name and applicable City park rules and regulations. Clubs may provide additional signage, which must be approved by the Manager, Parks Operations before being posted.

Agreements

The Club will be required to enter into an Agreement for the use of the courts and the associated premises. The Agreement outlines the Club's right to use the courts for the tennis season, the responsibilities of the Club, other restrictions of use, maintenance requirements, insurance requirements, utilities charges, and any other terms deemed necessary by the City for the operation and management of the Club Courts and associated premises. Agreements are normally entered into for a period of five years and are approved by Council or under delegated authority by-law, if applicable. The Club will be responsible for the payment of legal fees and any other fees as required by the City's Fees and Charges By-law, as amended.

Additional Agreements or amendments may be required for alterations, amenity upgrades, additions to Club facilities and/or other changes to the use of the facilities.

Any variation to the activities approved in the Agreement may require a special event permit (e.g. on-site barbecues or fundraisers). The Club must contact the Customer Service Centre (CSC) by calling the CSC's main number – 905-615-4100 beforehand to determine if a permit is required.

Public Use of Club Courts

Guest Policy

Each Community Tennis and/or Pickleball Club shall have a guest policy which allows a guest to accompany a member. The Club may charge a reasonable guest fee.

Public Open House Requirement

On an annual basis, Clubs must promote and offer a minimum of five no-charge open houses to allow public participation and encourage Club membership. The open houses are to be held prior to September 1st, with two occurring on a weekend, and should be a minimum of three hours duration. Members may also participate during the open houses but priority access must be given to the public on all courts. Clubs must post the dates and times of their open houses on their Club website. The details of the current season's open houses must be posted in a prominent location at the courts. The Club is not required to keep the Clubhouse open during public open houses, where applicable.

School and Community Group Access

Requests from schools or community groups to use Club Courts should be directed to the CSC. The CSC will contact the Club to confirm availability and obtain their approval for use of the courts. If their approval is received, the CSC will contact the school or community group who will then be issued a permit for the specific dates and times, which will include the requirement for City insurance.

The Club is responsible for unlocking the gates for school and community group access.

Operation and Maintenance

The City operates and maintains all Public Courts.

Community Tennis and/or Pickleball Clubs will manage and assume full responsibility for the following for Club Courts:

- All utility costs
- Maintenance and repair obligations as identified in the Agreement, and
- All maintenance involved with the proper up-keep of the court, including
 - Minor asphalt surface repairs
 - Clay court surface preparation and rolling

The Club is responsible for reporting all other requests for service (e.g. light and fence repairs; tree trimming) to the City by calling 311 or through public.info@mississauga.ca

Construction and Reconstruction

Public Courts

Construction/reconstruction costs for new or existing tennis courts will be borne by the City.

Club Courts

The City is responsible for identifying, prioritizing and coordinating the construction and reconstruction of Club Courts, including court resurfacing, in accordance with the City standard.

Costs for reconstructing Club Courts will be paid 50% by the City and 50% by the Club, with the exception of clay courts. The City will provide advance notice to the Clubs of any intended reconstruction. Court reconstruction may be required approximately once every fifteen years.

The Club arranges work to be completed for annual reconstruction of clay courts. The City will reimburse 50% (up to a maximum of \$10,000) of the annual reconstruction cost upon proof of payment by the Club.

Costs for court resurfacing will be paid 100% by the Club. Asphalt court resurfacing may be required approximately once every seven years.

Construction costs for any additional new courts and lighting will be borne by the Club.

Capital Alterations, Improvements or Additions

Clubs wishing to make any capital alterations, improvements or additions to Club Courts that meet or exceed what the City provides will be required to complete and submit a City-provided application to the Sports Unit by March 1 of the year prior to the proposed project start date. The information required includes:

- Written confirmation from the Club's executive that the alterations, improvements or additions are supported by the Club (e.g. meeting minutes)
- An overview of the project, including costs
- An outline of how the Club will fund the project, and
- Any additional plan details as requested by the City

All requests for capital alterations, improvements or additions, including alterations and improvements to Clubhouses, practice boards, sheds and shelters, will require approval from all or some of the following divisions, depending on the nature and scope of the work:

- Parks, Forestry & Environment Division, Community Services Department
- Facilities and Property Management Division, Corporate Services Department, and
- Recreation Division, Community Services Department

Clubs must obtain approval, in writing, from the City prior to commencement of the work.

The Director, Recreation, in consultation with the Parks, Forestry & Environment Division and the Facilities and Property Management Division, reserves the right to accept or decline a proposal. The Commissioner, Community Services, will be consulted to make the final decision, if required.

The City will evaluate and determine the budget for each proposal. No construction works may proceed until agreement of financial arrangements is satisfactory to the City. A 50% deposit may be required from the Club prior to commencement of the work.

Supervision, contracting and project administration will be the City's responsibility, in accordance with the City's Purchasing By-law, as amended, and will be included in the Club's costs.

Community Tennis and/or Pickleball Club Structures

Requests will be reviewed on their individual merits, subject to all land use planning policies, regulations, by-laws, municipal approval processes and the Mississauga Facilities Accessibility and Design Standards. Site Plan Approval, pursuant to the *Planning Act*, as amended, may be required from the Development and Design Division, Planning and Building Department.

Clubhouses

Clubhouses are subject to the following appropriate site criteria:

The Clubhouse must be situated such that it:

- a. Addresses land use compatibility
- b. Addresses Crime Prevention Through Environmental Design (CPTED)
- c. Maximizes protection of existing vegetation
- d. Meets zoning and Fire & Emergency Services requirements, and
- e. Represents complementary park development with the balance of the park facilities and attributes

Clubhouse Costs

The total cost of the construction of a Clubhouse, including but not limited to all design and permit fees, will be the responsibility of the Club. Project administration and contracting will be the City's responsibility, in accordance with the City's Purchasing By-law, as amended, and will be included in the Club's costs. Upon completion, the Clubhouse will become the property of the City. A new Agreement with the Club, or an amendment to the existing Agreement, as determined by the City, will be required to allow the Club to occupy and operate the Clubhouse.

The Club is responsible to comply with all insurance requirements as contained in the Agreement, including but not limited to acquiring "All Risks Property" insurance coverage on the contents of the Clubhouse. Proof of insurance must be provided to the City's Realty Services Section, Facility & Property Management Division, Corporate Services Department.

Clubhouse Maintenance and Life Cycle Replacement

Details of the maintenance and repair obligations of the City and the Club will be outlined in the Agreement. The Club is responsible for utility costs, routine maintenance, minor repairs and major repairs/life cycle replacement of all interior surfaces and equipment. The City is responsible for any structural repairs and life cycle replacement of the building shell, as outlined in the Agreement.

Sheds and Shelters

The design and specifications of a shed or shelter must be approved by the Manager, Parks Operations and the Manager, Facilities Maintenance or their delegated City authority prior to any purchase or construction taking place and will be in compliance with the terms of any Agreement.

Sheds or shelters:

- Must meet Building Code, zoning and Fire & Emergency Services requirements, and
- Must be compatible with the balance of the park facilities and attributes

The total cost of the shed or shelter, including construction and/or installation, is the responsibility of the Club. Project administration and contracting will be the City's responsibility, in accordance with the City's Purchasing By-law, as amended, and will be included in the Club's costs.

Revision History

Reference	Description
GC-0527-2006 – 2006 09 27	
2011-10-12	Housekeeping – Volunteer policy renamed Community Group Support Program
GC-0353-2019 – 2019 06 05	Major revision; policy expanded to include pickleball.