



PARKS & RECREATION

Recreation Services, Program Policies & Guidelines

Program Cancellations: A minimum number of participants is required for all programs. Pool staff reserve the right to cancel programs when necessary. Full refunds or program transfers will be provided.

Private Lesson Cancellations: If a class is cancelled due to unforeseen circumstances, we will make every effort to schedule a makeup class. If this is not possible, a credit in the form of a swimming voucher will be given to participants to be used within one year.

Registered Program Refunds:

- Registrants who decide they no longer wish to take the program prior to the start date, will receive a full refund and an administration fee of \$25.00 will be charged. Once the program has started you will receive a partial credit based on the value of the classes remaining, from the time the withdraw request is received and will be subject to a program cancellation fee. Some exceptions apply for courses listed below.
- The effective date of program withdraw is the date received by the City of Timmins and not the date the participant stopped attending.
- Refunds for **Private Swim Lessons and Advanced Leadership Courses** (Bronze Star, Bronze Medallion, Bronze Cross, Assistant Instructors, Combined Lifesaving Instructors, National Lifeguard, Standard First Aid, Red Cross Assistant Lifeguard, and Lifeguard course etc.) a refund will be issued if notification is received 14 days prior to the beginning of the program. After that time the program becomes non-refundable. Course material and Exam Fees are non-refundable, once materials have been received. Refund requests after the 14 day deadline or if the program has already started, will require supervisor approval. The refund (if approved) will be prorated based on the number of classes remaining from the date the request was received.

Swimming Guidelines & Policies

Change rooms: Children 8 years of age or older are required to use the change room of their own gender. If this is not suitable, please see facility staff so that appropriate accommodation can be arranged. Universal change rooms are for parents or guardians with children of opposite gender over the age of 8 years.

Swimming lessons: Please note, only lessons operated by the City of Timmins are permitted. Refer to <https://onlineca.activecommunities.com/Timmis/Start/Start.asp> for detailed program offerings. (*suspended at this time*)

Pool fouling

All persons not toilet trained must wear an article of clothing that will keep fecal matter contained in the event of a fouling.

We suggest you use:

- **Plastic pants**
- **Swim diapers**

Standard diapers are not allowed.



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A pool fouling will cause a closure of our pools anywhere up to 24 hours. The Ministry of Health enforces this regulation. Your co-operation is greatly appreciated

Showers

Showering before you enter the pool will keep it clean for your swimming experience. We also ask that outdoor shoes not be worn in the shower area as Health Regulations require the shower area to be kept clean and disinfected: however, we encourage clean indoor footwear. (Ex: Sandals, aqua shoes, crocs etc.)

Admissions

The City's Parks & Recreation Department is committed to the safety of Timmins children.

- All non-swimmers must remain in the shallow end.
- Children ages 0 to 6 must be accompanied by a parent or guardian and remain within arm's reach of guardian at all times.
- Children ages 7 to 10 who do not pass the facility swim test must be accompanied by a parent or guardian and remain with arm's reach of guardian at all times.
- Children age 11 or older may be admitted to the pool area unsupervised. Swimming with a buddy is strongly recommended.

Facility Swim Test

To successfully pass the facility swim test individuals must:

- Demonstrate comfort in the water
- Swim a minimum of 50m continuously in shallow water

Lifeguards may, at any time, ask for a demonstration of swimming ability regardless of age or if they feel there is a question of the participant's safety. Swimmers may be required to tread water for up to 1 minute.

Facility Swim Test for children 7-10 years of age or younger

- Those who cannot pass the Facility Swim Test, must be accompanied by a parent or guardian, and must be within arm's reach of guardian at all times.
- Those who can pass the Facility Swim Test may be admitted without a parent or guardian into the pool
- A guardian is defined as an individual at least 14 years of age or older who is responsible for the direct supervision of children within their care.

Adapted Swim Programs

The City of Timmins is committed to ensuring the rights of individuals with disabilities and/or with special needs. Adapted swimming is available through the use of activity modifications and assistive tools. Equitable access will be provided to support persons and individuals with assisted devices.

Persons requiring assistance or accommodation at a City facility are encouraged to complete an Individual Accommodations Form to communicate their needs. Forms can be obtained on our website at www.timmins.ca.



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Swim Types

Public Swim:

- Children age 6 and under may not be admitted to the swimming pool unless they are accompanied by a guardian 14 years of age or older. The guardian must be in the water providing direct supervision, and must remain close enough to provide immediate assistance if needed.
- Children age 7-10 who are non-swimmers must be accompanied by a guardian, 14 years of age or older. The guardian must be in the water providing direct supervision, and must remain close enough to provide immediate assistance if needed.

Family Swim: All minors must be directly supervised by a guardian 18+ years of age. Guardians must be in the water.

Adult Swim: Individuals 18+

Lap Swim: Continuous swimming only. Pool staff reserve the right to arrange lap swimmers according to speed to allow for effective swim/lap practice.

Aquatic Fitness Classes: All ages are welcome to participate. Children under 12 years must be accompanied in the water by a supervising adult. Water shoes are recommended for all classes, and are mandatory for the Aqua Bootcamp and Hydroider classes.

Tot Splash: All minors must be directly supervised by a guardian 18+ years of age. Guardians must be in the water.

Bathing Suits: Proper bathing attire is required at all times. No street clothes will be permitted in the water. Undergarments or shorts are not allowed for health and sanitation reasons.

Swim Diapers: Non-toilet trained infants/toddlers and participants who experience incontinence must wear leak-proof swim pants or garments of a similar nature.

Personal Equipment: Basic personal equipment are permitted to be brought onto the pool deck. Flutter boards, pull buoys, hand paddle, flippers, lifejackets, personal flotation device, and a clear plastic water bottle. All equipment outside of this list are subject to supervisor approval. Special requests can be made at the following address: leisureservices@timmins.ca

Facility Equipment: Not all facility equipment is available for public use. Deck staff will put out equipment that is available for use at each swim. **Please note:** availability may vary from swim to swim and is at the discretion of the staff.

Gillies Lake Beach

Hours of Operation:

June/July 1:00-8:00pm
August 1:00-7:00pm

Beach water quality testing

Public Health services monitors beaches in accordance with the Ministry of Health and Long-Term Care's Operational Approaches for Recreational Water Guideline 2018 and the Recreational Water Protocol 2018 under the Ontario Public Health Standards. As outlined in the



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above protocols, beach samples are collected and tested for E. coli bacteria at least once per week during the swimming season.

Beach sampling results cannot be guaranteed accurate as conditions can change quickly depending on the weather. You should not swim at the beach during and after storms, floods or heavy rainfall. Cloudy water may indicate high levels of bacteria.

For more information on ways to stay safe at the beach, visit the [Canadian Red Cross's website](#).

Sports Fields

Rain Out Policy:

In an effort to help reduce unnecessary and expensive repairs and maintenance to City owned sports fields, fields will be considered unplayable if the following conditions exist:

- Visual ponding of water on the surface of the field/diamond
- Water sponging up around your feet when walking on the field/diamond

If either of these conditions exists, then the practice will be cancelled, or game rescheduled.

Cancellation Procedure:

Poor weather conditions leading to cancellations 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.

If a user group arrives at a field/diamond where these conditions exist, the user group will be asked not to play on the field/diamond by League Administrators, Game Officials and/or City staff.

In situations where City staff and/or Officials are not present, the League will ensure the Policy is adhered to. Several factors must be considered, including the safety of the participants, the possibility of liability through accident or injury, and the unnecessary expense of field/diamond repairs and maintenance.

If a group ignores the "unplayable" conditions, the following consequences may occur:

- The permit holder will be required to pay for all damages to the field/diamond arising from abuse to the facility where the permitted group is proven responsible.
- The permit holder will be held liable and responsible for accidents or injuries incurred because of unsafe conditions.
- The permit holder will have their permit suspended or revoked for any future use of a field/diamond controlled by the City of Timmins.

The Parks & Recreation staff will ensure all sports groups have received the Rain-Out Policy.

Permit Holder Notifications:

- Please contact booking staff at 705-360-2600 ext: 5861 between 2 to 4:30 pm, Monday through Friday.

Rescheduling:

During the week: Permit holders who have not utilized a field/diamond due to rainout conditions, must send an email (a written confirmation) to leisureservices@timmins.ca by 12



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noon the following day during the week.

During the weekend: Where the game was scheduled for the weekend and not utilized due to rainout conditions, the permit holder must notify Facility Bookings by email to leisureservices@timmins.ca by 12 noon the following Monday.

Lightning:

Lightning's behaviour is random and unpredictable. Preparedness and quick response is the best defence towards the lightning hazard.

At the first signs of lightning or thunder, leave the field. Go to your vehicle and take shelter there with the windows rolled up. ("If you can Hear It (thunder), Clear It (suspend activities).")

- **AVOID** the dugout areas. These are not safe from lightning.
- **AVOID** going underneath trees. Trees "attract" lightning.
- **AVOID** metal fences, gates, and tall light poles and power poles.

Wait 30 minutes after the last observed lightning or thunder before you leave shelter. Game officials will signal a resumption of activities.

Swimming Pool & Ice Rental Rules & Conditions

Payments:

All fees are due at time of booking. Permits will not be issued and access to facility will not be granted until payment is received.

- In person - Cash, Debit, Visa, MasterCard
- By phone - Visa or MasterCard only

Cancellations & Changes

Cancellations and changes are subject to the following terms:

- 2 weeks' notice (14 days) is required to cancel or change a previously issued permit.
- All bookings made within 14 days of the event date are final, non-refundable, and non-transferrable.
- Full refunds are provided if appropriate notice is given. An administration fee of \$25.00 will be applied to all refunds.

Minimum time

- Rentals must be at least 1 hour or more in length.
- Rentals less than 1 hour will be subject to Supervisor approval.

Termination of agreement

- Permits are subject to termination from the City of Timmins in unforeseen circumstances or facility closures. Refunds are provided, however no further compensation for losses will be given.
- Permits are subject to termination from the City of Timmins if the terms and conditions of the permit are not met. Refunds are not provided when terms and conditions are breached by the renting party.



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Community Centres and Hall Rental Rules & Conditions

The City of Timmins manages various Community Centres and the facilities they offer. Many of these facilities are home to community groups who contribute to the development of active lifestyles and community involvement.

Our facilities are available for professional and social gatherings including:

- Wedding receptions
- Birthday/Anniversary celebrations
- Trade shows, conferences, seminars, and meetings

Payments:

50% of fees are due at time of booking and balance is due 30 days prior to the event. Permits will not be issued and access to facility will not be granted until payment is received.

- In person - Cash, Debit, Visa, MasterCard
- By phone - Visa or MasterCard only

Cancellations & Changes:

Cancellations and changes are subject to the following terms:

- Requests for amendments to this permit must be submitted in writing.
- Requests to amend or cancel with less than 30 calendar days, before event date will be subject to an administration fee of \$100.00.
- Requests to cancel any permit with less than 14 calendar days' notice will not be eligible for a refund.

All bookings made within 14 calendar days are deemed as final, non-refundable, and non-transferrable and must be paid in full at time of booking.

Operating your own bar:

The following documents are required to be submitted 2 weeks prior to your event:

- Liquor license (obtained and purchased from the LCBO)
- Valid certificate of General Liability with minimum coverage amount of \$5,000,000.00 per occurrence and endorsed to include the City of Timmins listed as an additionally insured.
- Completion of Municipal Alcohol Policy forms.
- Names and certificate numbers of certified bartenders. (Smart Serve)

Events open to the Public are subject to additional requirements: (eg. Stag & Doe, Concert)

- Proof of hired Security guards for the event
- Damage Deposit of \$1,000.00

Food Services:

- All public events require that food services be catered by a licensed caterer/kitchen and a Special Event Application Notification must be given to the Porcupine Health Unit by calling 705-267-1181.
- Private events are not subject to hire a licensed caterer; however, for Health & Safety recommendations it is strongly encouraged.



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- The McIntyre Coffee Shop has “First Right of Refusal” for all catered events in the McIntyre Community Centre. Additional information can be obtained by calling 705-360-5225.

Insurance/ license

All City of Timmins rentals require insurance.

- Supply insurance through your own provider by providing a valid certificate of General Liability Insurance evidencing proof of Commercial Liability Insurance with minimum coverage of \$5,000,000 per occurrence and **endorsed to include the City of Timmins as additionally insured.**
- **Additional Third Party License** - Licenses are required for all raffles, bingos and break open ticket activities (games of chance). These licenses are only issued to eligible organizations that are registered as Charitable, Religious or Non-profit organizations.
- All events serving alcohol must obtain the proper liquor license by applying to the Alcohol and Gaming Commission of Ontario. (as per Municipal Alcohol Policy)

Setting up/ taking down/ cleaning up

The renter is responsible for all set up, take down, and cleaning of spaces rented and must:

- Include set up and take down times within the rental times permitted. Extra fees will be applied if rental occurs outside of permitted times or goes late.
- Identify on the rental application if any assistance is required for set up or take down (subject to staff availability and additional fees).
- Clean up any decorations, wrapping, spills, or outside equipment brought into the space using the supplies and garbage provided, and return the room to original condition. Extra charges are applied if not completed.

Termination of agreement

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- Permits are subject to termination from the City of Timmins if the terms and conditions of the permit are not met. Refunds are not provided when terms and conditions are breached by the renting party.



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Swimming Pool Rental Rates

Traditional rental with 3 lifeguards

Standard:

\$141.04 + HST

Commercial/Non-Resident:

\$183.35 + HST

Additional pool rental fees:

- Extra lifeguard is needed for more than 60 people. (See user fee by-law)
- If the number of people are in between 61-100, one extra guard fee is added to the hourly rental fee. \$27.47 + HST
- If numbers are in between 101-200, two extra guard fees are added to the hourly pool rental fee. \$54.94 + HST
- If numbers are in between 201-300, three extra guard fees are added to the hourly pool rental fee. \$82.41 + HST

Arena Rental Rates & Descriptions

All rentals are for 50 minutes of ice time and 10 minutes for ice maintenance. Prices include all applicable taxes. Additional fees may apply.

Youth:	Adult	Commercial/Non- Res.
2021: \$141.42 + HST	2021: \$184.46 + HST	2021: \$288.21 +
HST		
2022: \$145.66 + HST	2022: \$190.00 + HST	2022: \$296.86 +
HST		

Field Rental Rates & Descriptions

Baseball Fields

Adult Unlit per game:

2021: \$30.74 + HST

2022: \$31.66 + HST

Adult Lit per game:

2021: \$36.90 + HST

2022: \$38.01 + HST

Youth Unlit per game:

2021: \$18.44 + HST

2022: \$18.99 + HST

Youth Lit per game:

2021: \$36.90 + HST

2022: \$38.01 + HST

Non-Resident/Commercial Unlit per game:

2021: \$69.16 + HST

2022: \$71.23 + HST

Non-Resident/Commercial Lit per game:

2021: \$83.01 + HST

2022: \$85.50 + HST



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Adult Unlit per day:

2021: \$184.46 + HST

2022: \$189.99 + HST

Adult Lit per day:

2021: \$215.20 + HST

2022: \$221.66 + HST

Youth Unlit per day:

2021: \$122.98 + HST

2022: \$126.66 + HST

Youth Lit per day:

2021: \$153.71 + HST

2022: \$158.32 + HST

Non-Resident/Commercial Unlit per day:

2021: \$415.03 + HST

2022: \$427.49 + HST

Non-Resident/Commercial Lit per day:

2021: \$484.20 + HST

2022: \$498.73 + HST

Soccer/Football

Adult per game

2021: \$38.11 + HST

2022: \$39.26 + HST

Youth per game

2021: \$25.82 + HST

2022: \$26.59 + HST

Non-Resident/Commercial per game

2021: \$85.77 + HST

2022: \$88.35 + HST

Other Tournaments (Soccer/Football/Tennis)

Adult Unlit per day:

2021: \$184.46 + HST

2022: \$189.99 + HST

Adult Lit per day:

2021: \$215.20 + HST

2022: \$221.66 + HST

Youth Unlit per day:

2021: \$122.98 + HST

2022: \$126.66 + HST

Youth Lit per day:

2021: \$153.71 + HST

2022: \$158.32 + HST

Non-Resident/Commercial Unlit per day:

2021: \$415.03 + HST

2022: \$427.49 + HST

Non-Resident/Commercial Lit per day:

2021: \$484.20 + HST

2022: \$498.73 + HST

Available Fields

Address

Field Measurements

Leo Delvilano Field:

741 Pine St south

(LF 235', CF 245', Rf 235')

McLellan Field:

1 Golden Ave, South Porcupine

(LF 210', CF 235', RF 215')

Dusty Baker Fields:

Dusty # 1

170 Vipond Road

(LF 265', CF 365', RF 265')

Dusty # 2

170 Vipond Road

(LF 315', CF 400', RF 260')

Bozzer Fields:

Bozzer # 1

550 Airport Road

(LF 250', CF 260', RF 250')

Bozzer # 2

550 Airport Road

(LF 210', CF 235', RF 210')

Pete Landers Field:

Princess/Gervais, Porcupine

(LF 240', CF 240', RF 240')



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Community Centres & Halls - Rental Rates & Descriptions

McIntyre Ballroom: Maximum Capacity 500

85 McIntyre Road, Schumacher, ON, P4N 8R8

Size: 88ft x 60ft (5280 square feet) **Ceiling Height:** 17.5ft

- | | |
|--|----------------------|
| ▪ Dining & Dancing: Rectangular Tables | Capacity: 360 people |
| ▪ Dining & Dancing: Round Tables | Capacity: 260 people |
| ▪ Dining only: Rectangular Tables | Capacity: 400 people |
| ▪ Dining only: Round Tables | Capacity: 380 people |

Available amenities/extras:

- Bar – bar fridge, freezer, sink (no kitchen)
- Stage (risers)
- PA system
- DJ area (risers)
- Catering services
- Accessible (elevator & washroom)

Rates: 4 Hour Session

2021: \$215.20 + HST

2022: \$221.66 + HST

Full Day Rental

\$860.80 + HST

\$886.62 + HST

Event with Alcohol

\$983.77 + HST

\$1,013.28 + HST

McIntyre Auditorium: Maximum Capacity 160

85 McIntyre Road, Schumacher, ON, P4N 8R8

Size: 35ft x 74ft (2590 square feet) **Ceiling Height:** 14ft

- | | |
|--|----------------------|
| ▪ Dining & Dancing: Rectangular Tables | Capacity: 140 people |
| ▪ Dining & Dancing: Round Tables | Capacity: 100 people |
| ▪ Dining only: Rectangular Tables | Capacity: 150 people |
| ▪ Dining only: Round Tables | Capacity: 120 people |

Available amenities:

- Bar – bar fridge
- PA system
- Catering services
- Accessible (elevator & washroom)

Rates: 4 Hour Session

2021: \$178.32 + HST

2022: \$183.66 + HST

Full Day Rental

\$577.97 + HST

\$595.31 + HST

Event with Alcohol

\$700.93 + HST

\$721.96 + HST



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Maurice Londry Community Centre: Maximum Capacity 265

66 Main Street, South Porcupine, ON

Size: 53ft x 39.5ft (2094 square feet)

- Dining & Dancing: Rectangular Tables Capacity: 141 people

Available amenities:

- Kitchen (Stove & Refrigerator)

Community Groups per session (No Alcohol)

2021: \$147.56 + HST

2022: \$152.00 + HST

Commercial and Private

2021: \$245.94 + HST

2022: \$253.32 + HST

Event with Alcohol

2021: \$442.69 + HST

2022: \$455.98 + HST

Whitney Hall – Located in the Whitney Arena: Maximum Capacity 40

4969 Harold Ave, Porcupine, ON P0N 1K0

Size: 38ft x 40ft (1520 square feet)

Rates: 4 Hour Session

Community Groups per session (No Alcohol)

2021: \$147.56 + HST

2022: \$152.00 + HST

Commercial and Private

2021: \$245.94 + HST

2022: \$253.32 + HST

Event with Alcohol

2021: \$442.69 + HST

2022: \$455.98 + HST

- Availability must be confirmed with the Masons representative:
 - Lester Cudmore: 705-235-5358
- Booking and payment is done by contacting:
 - Service Timmins: 705-264-1331



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Sportsplex Lower Foyer – Located in the Sportsplex Arena: Maximum Capacity 75

396 Theriault Blvd, Timmins, ON, P4N 5B6

Size: 18.5ft x 54ft (999 square feet)

Availability: October - April

Rates: 4 Hour Session (Community Groups)

2021: \$30.74 + HST

2022: \$31.67 + HST

Hourly Use (Commercial & Private)

2021: \$30.74 + HST

2022: \$31.67 + HST

Arena Floor Surfaces

	<u>McIntyre</u> 192x82ft	<u>Sportsplex</u> 200x85ft	<u>Mountjoy</u> 180x80ft	<u>Whitney</u> 180x80ft
2021:	\$2,983.10	\$2,371.51	\$2,983.10	\$2,983.10
2022:	\$3,072.59	\$2,442.66	\$1,375.60	\$1,375.60

Recreational Trails

Phone: (705) 360-2660

Email: mrca@timmins.ca

Web: www.mattagamiregion.ca

The Mattagami Region Conservation Authority (MRCA) provides a variety of recreational opportunities throughout the City of Timmins through its system of conservation areas and community trails.

Hersey Lake

Situated in the beautiful jack pine forests just north of Timmins, the Hersey Lake Conservation Area is 180 hectares of lakes, trails and scenic lookouts. Picnic areas, nature trails and a swimming beach are a few of the features this area has to offer. The conservation area is located 5 km north of Timmins on Highway 655.

Mountjoy Historical

The removal of many residences and businesses from the floodplain along the Mattagami River in the early 70s allowed the Authority to develop this 7-hectare greenspace. Picnic facilities, washrooms and plenty of parking make this a popular destination if you want to enjoy the shores of the Mattagami River.

White Waterfront

Located at the west end of Porcupine Lake, this area offers a beautiful setting to enjoy the area's wildlife or to have a scenic picnic. It also features a boat launch, a children's playground and much more. Access is via the east end of either Bruce Avenue or Bloor Avenue in South Porcupine.



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Gillies Lake

This conservation area features a 2.5 km lit walking trail around a 20 hectare lake in the heart of the City. There is a public supervised swimming area, plenty of parking, picnic areas and public washrooms. It can be accessed from Park Road off of Algonquin Blvd. or from Highway 655.

Tamarack Nature Trail

This self-guided interpretive trail has been designed to introduce the conservation area visitor to some of the unique plants and animals of the northern environment. Located along the trail are fifteen interpretive stations whose numbers correspond to those in the available booklet. Each station acts as a rest spot where you will be able to learn more about the natural and human history of the area while experiencing some of the sights, sounds and smells of the forest around you.

Community Trail System

Whether you are walking or cycling, the City's 45 km recreational trails system reaches out to the four corners of the community. With a hard packed rock surface, this trail network joins the community's major conservation areas and many points in between. Rest areas, scenic overlooks and interpretive signs are a few of the system's features. Detailed maps and information brochures are available at the MRCA office at Gillies Lake.

Visit the MRCA web site at www.mattagamiregion.ca for more information on local trail systems, maps and brochure downloads.