

Policy No:	RC – 010
Department:	RECREATION AND CULTURE
Subject:	FACILITY ALLOCATION POLICY

Vaughan Vision 2020 states that Vaughan is a City of choice that promotes diversity, innovation and opportunity for all citizens, fostering a vibrant community life that is inclusive, progressive, environmentally responsible and sustainable.

The Active Together Master Plan notes that parks and recreation are at the very core of those elements that define the City’s quality of life. The City of Vaughan invests in these areas because of the many social, physical, cultural and economic benefits derived from participation and to assist in building healthy communities.

Both indoor and outdoor, the City of Vaughan has a high quality and quantity of facilities and ancillary services (SIK) such as picnic tables. The Recreation and Culture Department is responsible for administering the policy governing the allocation of facilities and SIK and is committed to a fair, equitable, transparent and consistent process. The demand from groups has grown and this policy will define the following elements to strengthen the process:

- Section 1:** Policy Statement;
- Section 2:** Goals and Guiding Principles;
- Section 3:** Definitions;
- Section 4:** Priority Schedule, Categories of Users, and Associated Fees;
- Section 5:** Facility Allocations;
- Section 6:** Authority of the City; and,
- Section 7:** Conditions and Regulations.

Section 1: Policy Statement

The City of Vaughan, Recreation & Culture Department promotes and recognizes that municipal parks, recreation, heritage and other facilities are integral to healthy communities and intended to be used by the public. The City encourages community members to use municipal facilities that enhances community enjoyment, involvement, health and wellness. The Department encourages these active living, social and other activities that enhance the well being, health and quality of life to residents and acknowledges that use of City owned facilities directly aid in facilitating these activities.

Section 2: Goals and Guiding Principles

- To establish the process for allocating, distributing and administering use of City inventory that provides staff with the tool to make fair, equitable, transparent and consistent facility allocation decisions;
- To outline the Category of Users and their priority order for the allocation of facilities and SIK;

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- To define the City’s authority to ensure that new Community Service Organizations (CSO) that offer a unique activity are given access to facilities and SIK according to their Category of User and as it relates to this policy;
 - Note: The CSO policy defines the application requirements, terms and conditions and eligibility criteria for all groups applying for CSO status in a fair and consistent manner.
- To ensure City bylaws, health and safety requirements, rental contract conditions and regulations are followed by the public use of facilities and SIK;
- To outline the facility allocations process, timing and general and specific principles so that user groups can plan their seasons accordingly; and,
- To utilize a collegial, collaborative approach to find suitable solutions/alternatives to facility allocation conflicts, wherever possible.

Section 3: Definitions

Children & Youth – services offered to persons aged 19 years of age and younger. Children & Youth (Minor) CSO’s offering sports programs with representative teams must be affiliated with a regional or provincial sport body.

City – for use by City of Vaughan staff and libraries for the purposes of conducting City of Vaughan business or program rentals only. This excludes Members of Council who are governed under Policy No. 01.32 Permitting of City Facilities by Members of Council and Registered Candidates (attached).

Commercial Group – a Vaughan based corporation or industry offering programs for their employees. All of the members must be employed or reside in the City of Vaughan. Groups may be required to validate employment and/or residency.

Community Service Organization (CSO) – A City approved Vaughan based, not for profit community organization run by an elected and volunteer board of directors whose prime purpose is to provide recreation, community or leisure services to the residents of Vaughan. Groups must be comprised of 75% residents except in the case of minor sports groups (aged 19 and under) that must be comprised of 90% house-league residents. The application requirements, terms and conditions and eligibility criteria are defined in the CSO policy.

Given that new groups have the potential of reducing the number of hours available to existing users, new user groups will only be considered in cases where a program provides a service to previously underserved segments of the population or where a new program is being introduced that is not available through existing organizations. When a new group is approved that requires facility time, the City will work with all users of the facility to pursue a change based on player and facility analysis

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Membership / Players List – a detailed list of all members or players that includes name, full address including postal codes and phone numbers. Groups who provide services to children & youth participants must also provide birthdates for all players and a list of all coaches names and addresses. (Information collected remains in the possession of the City of Vaughan and will not be shared or used for solicitation purposes.)

Non Resident – individuals (18 years +) or groups who do not meet the residency requirement requesting a facility for a function.

Non Prime Time – non peak periods of rental use, Monday to Friday 8am to 4pm.

Prime Time – hours outside of Monday to Friday 8am to 4pm including weekends and holidays.

Resident – individuals (18 years +) who reside in the City of Vaughan requesting a facility for private functions and groups operating a semi-professional sport organization. This category also applies to organized groups where 75% of the members reside within the City.

Safe Community Centre Policy – a City of Vaughan policy that promotes safety, respect and civility for users of city-operated community centres facilities including community centres, indoor/outdoor pools, heritage buildings, theatres, arenas, outdoor sports fields and leased program space for city-operated programs.

Services-in-Kind (SIK) - the term applied to the variety of both inventoried ad rented items and/or support services, made available to Community and/or Social Service, Resident, Commercial and Non-Resident Organizations to provide assistance in their planning and delivery of events such as fairs, festivals, tournaments, openings, etc.

Social Service Organization – an agency that exists to deliver a service for the welfare of the community such as education, health research, housing, health care, child protection, etc including Registered Charities. Examples include the Red Cross, the Canadian Cancer Society and Alcoholics Anonymous.

Section 4: Priority Schedule, Category of Users and Associated Fees

Facility Rental Contracts will be granted in a fair and equitable manner based on the following priority schedule and in accordance with Council Approved User Fee Policy rates:

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Priority #1:

City - for the purposes of conducting City of Vaughan programs and business - no charge applies (This excludes Members of Council who are governed under Policy No. 01.32 Permitting of City Facilities by Members of Council and Registered Candidates (attached).)

Priority #2:

- a. **Children & Youth CSO** – CSO rate is charged
- a. **Heritage Village Fairs** – CSO rate is charged. Fairs & Festivals Support Program may apply
- a. **Seniors Groups** - Operating Procedures for Older Adult Clubs fees apply
- b. **Social Service Organizations** – CSO rate is charged
- c. **CSO groups** – CSO rate is charged. (Groups include Schools, Religious, Ratepayer and Other Organizations)
- d. **Adult CSO groups** – resident rate is charged for all bookings (exception is for meetings where CSO rates apply)

Priority #3

Residents – resident rate is charged

Priority #4

Commercial Groups – commercial rate is charged

Priority #5

Non Residents – nonresident rate is charged

Note:

Groups requiring additional inventory/time for new initiatives or increases in membership must receive approval for supplementary inventory/times prior to the development of the program. Waitlists must be taken by groups wishing to expand their membership.

Section 5: Facility Allocations

5.1 Process:

The City uses last year’s facility allocation to form the basis for the upcoming year.

1. An invitation letter and request form are sent to previous years users approximately 4 weeks prior to the applicable deadline dates. (See Timing Section noted below.) New users must contact the department to be placed on a mailing list or can apply using the request form available on-line.

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2. Users must submit request forms for the following year indicating organizational profile, facility types, 1st and 2nd choices of dates and times being requested (including tournaments). All request forms must be signed and dated in order to be processed. E-mailed requests must be submitted through the organizations main contact holder’s e-mail address.
3. Requests are to be returned to the Recreation and Culture Department, Client Services Division, Permitting Unit of the or e-mail to RecPermits@vaughan.ca by the advertised deadline date in order to be considered.

5.2 General Principles:

Facilities will be granted in priority order according to the category of user;

New inventory / new availability (e.g. Pre and post season artificial turf) will be allocated utilizing the principles of this policy;

5.2a Where all things equal:

Facilities will be granted based on the previous year’s actual use within the same category of users (i.e., house league, rep, etc.).

5.2b Where all things are not equal, the following options may be utilized:

Where demand exceeds supply or to settle a dispute between equally qualifying groups, a random selection process may be used to allocate facilities.

Minor Sports groups* :

Where more than 1 organization is offering the same program (i.e. soccer):

- organize an annual allocation meeting to be held with users to facilitate dispute resolution and encourage collaborative solutions to facility allocations; and / or,
- utilize a model that is based on analysis of player / facility ratios within where equally qualifying groups apply for use of the same facility / times. If required, alternative quantitative methods may be used to support the allocations.

*The collaborative theory, based on principles of cooperation, used for Minor Sports groups may be utilized for any category of user where a resolution is needed.

5.3 Passive Outdoor Use:

The City of Vaughan reserves the right to designate passive community use of outdoor facilities, including parks, playgrounds, trails, bocce and tennis courts, as required in a fair and equitable manner. These facilities are available to the public for casual and informal recreational play and provide a basic level of service.

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Recognizing that some passive facilities provide great venues for formal events such as tournaments, lessons, parties, picnics, etc. limited permits will be accommodated, where possible. Seasonal permits for these types of events will also be considered if there is minimal impact to the general public.

Single use permits will not be issued to individuals for private recreational use such as informal tennis or bocce games.

5.4 Timing:

Deadline dates for seasonal requests are established annually by the Recreation and Culture Department and may be different for each facility type. Requests received by the deadline dates are allocated according to the priority schedule and general principles as described above.

The Recreation and Culture Department will process all booking requests after the facility needs for City programs have been met and in accordance with this policy. Requests received after the deadline dates will be processed on a first come first served basis according to facility availability.

Section 6: Authority of the City

The City has the authority to cancel a rental contract under the following conditions:

- In the event a group is not utilizing the permitted facility (“no show”) the Department of Recreation & Culture will issue a formal written alert to at least one Executive Member. Subsequent occurrences will result in progressive action and cancellation of the rental contract.
- Subletting of any facility is strictly prohibited. The Department of Recreation and Culture will issue a formal written alert to at least one Executive Member asking that the practice be stopped immediately and excess times be given back to the City. A second incident will result in the cancellation of the rental contract.
- a mechanical failure, weather conditions or emergencies. Building closures are noted on the city website at: www.vaughan.ca
- a breach of regulations, including but not limited to the Rental Contract Conditions and Regulations; Municipal Alcohol Policy; Noise By Law 270-81; Parks By Law 134-95; Nuisance By-Law 195-2000; Wet Field Policy, Managing Use on a Premium Field Policy and Safe Community Centres Policy. For users of outdoor facilities including but not limited to the Wet Field Policy and the Managing Use on Premium Fields Policy.

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- if the rental contract holder is not in good standing with the City of Vaughan including but not limited to, financial, outstanding information, the falsification of information, adherence to all policies and procedures, etc.
- an outstanding account balance, unless prior arrangements have been made with the Department of Recreation & Culture; and,
- any situation that may arise that the City deems to be a breach of policy.

Groups who fail to comply with this policy or any other City policy / procedure may lose their rental contract and the ability to request permits for a period of up to one year. After one year, the group may re-apply.

Discretion of the Commissioner of Community Services can be used, relying on other approved policies or demonstration of a substantiated special circumstance.

Section 7: Conditions and Regulations

All rental contracts note the Conditions and Regulations on the reverse side of rental contracts. Conditions may be added, deleted or modified as required. Applicants are responsible for ensuring compliance to all conditions and regulations.

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