

THE CORPORATION OF THE CITY OF VAUGHAN

CORPORATE POLICY

POLICY TITLE: FACILITY ALLOCATION

POLICY NO.: RC – 010

Section:	Recreation		
Effective Date:	Click or tap to enter a date.	Date of Last Review:	Click or tap to enter a date.
Approval Authority: Council	Policy Owner: DCM, Community Services		

POLICY STATEMENT

The City of Vaughan (the “City”) 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 enhance community enjoyment, involvement, health and wellness. The City encourages active living, social and other initiatives that enhance the well-being, health and quality of life of residents and acknowledges that use of City-owned facilities directly aid in facilitating these activities.

PURPOSE

The purpose of the Facility Allocation Policy (the “Policy”) is to:

1. 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;
2. outline the Category of Users and their priority order for the allocation of facilities and Services In Kind (SIK);
3. define the City’s authority to ensure that new Community Service Organizations (CSOs) 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 Community Service Organization Policy defines the application requirements, terms and conditions and eligibility criteria for all groups applying for CSO status in a fair and consistent manner.

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4. ensure City by-laws, health and safety requirements, rental contract conditions and regulations are followed by the public use of facilities and SIK;
5. outline the facility allocations process, timing and general and specific principles so that user groups can plan their seasons accordingly; and,
6. utilize a collegial, collaborative approach to find suitable solutions and alternatives to facility allocation conflicts, wherever possible.

SCOPE

This Policy applies to all residents, CSOs, and any other eligible groups booking or renting City Facilities.

LEGISLATIVE REQUIREMENTS

All applicable laws including the City By-laws, policies and procedures, including but not limited to Municipal Alcohol Policy; Wet Field Policy; Managing Use on a Premium Field guidelines; Safe Community Centres Policy; Noise By Law 96-2006, as amended, or its successor by-law; Parks By Law 134-95, as amended, or its successor by-law; Nuisance By-Law 195-2000, as amended, or its successor by-law.

DEFINITIONS

1. **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.
2. **City:** The Corporation of the City of Vaughan
3. **City Liaison:** Recreation Supervisor or Recreation Manager for dispute resolution
4. **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.
5. **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%

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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.

6. **Facility/Facilities:** for use by City of Vaughan staff and libraries for the purposes of conducting City of Vaughan business or program rentals only.
7. **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.)
8. **Non-Resident:** individuals (18 years +) or groups who do not meet the residency requirement requesting a facility for a function.
9. **Non-Prime Time:** non-peak periods of rental use, Monday to Friday 8am to 4pm.
10. **Prime Time:** hours outside of Monday to Friday 8am to 4pm including weekends and holidays.
11. **Resident:** individuals (18 years and older) 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.
12. **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.
13. **Services-in-Kind (SIK):** the term applied to the variety of both inventoried and rented items and/or support services, made available to Community and/or Social Service, Resident, Commercial and Non-Resident Organizations to

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provide assistance in their planning and delivery of events such as fairs, festivals, tournaments, openings, etc.

- 14. 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 but are not limited to, the Red Cross, the Canadian Cancer Society and Alcoholics Anonymous.

ROLES AND RESPONSIBILITIES

15. Deputy City Manager, Community Services:

- a. Responsible for dispute resolution

16. Recreation Services Department:

- a. Establish and administer the Policy
- b. Commit to a fair, equitable, transparent and consistent process

POLICY

1. General Statement

- 1.1. The City notes that parks and recreation are at the very core of the elements that define the City's quality of life. The City invests in these areas because of the many social, physical, cultural and economic benefits derived from participation and to assist in building healthy communities.

2. Priority Schedule, Category of Users and Associated Fees

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

- 2.1.1. Priority #1: City – for the purposes of conducting City of Vaughan programs and business - no charge applies

- 2.1.2. Priority #2:

- 2.1.2.1. Children & Youth CSO (CSO rate is charged)
- 2.1.2.2. Heritage Village Fairs (CSO rate is charged; Fairs & Festivals Support Program may apply)
- 2.1.2.3. Senior Groups (Operating procedures for older adult clubs fees apply)
- 2.1.2.4. Social Service Organizations (CSO rate is charged)
- 2.1.2.5. CSO (CSO rate is charged)

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2.1.2.6. Adult CSO (resident rate is charged; exception for meetings were CSO rates apply)

2.1.2.7. Emerging CSO (CSO rate is charged)

2.1.3. Priority #3: Residents (resident rate is charged; resident rate is also charged to CSO groups for requests outside of their approved category)

2.1.4. Priority #4: Commercial Groups (commercial rate is charged)

2.1.5. Priority #5: Non-Residents (non-resident rate is charged)

2.2. Groups requiring additional inventory and 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.

3. Facility Allocations

3.1. Process:

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

3.1.2. 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 Recreation Services Department to be placed on a mailing list or can apply using the request form available on-line on the City's website.

3.1.3. 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.

3.1.4. Requests are to be returned to the Recreation Services Department, Client Services Division, Permitting Unit or e-mail to RecCSD@vaughan.ca by the advertised deadline date in order to be considered.

3.2. General Principles

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- 3.2.1. Facilities will be granted in priority order according to the category of user. New inventory/ new availability (i.e pre and post season artificial turf) will be allocated utilizing the principles of this Policy.
- 3.2.2. Where are things equal: facilities will be granted based on the previous year's actual use within the same category of users (i.e. house league, etc.)
- 3.2.3. 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.
- 3.2.4. Minor Sports Groups: where more than one organization is offering the same program (i.e. , soccer)
 - 3.2.4.1. organize an annual allocation meeting to be held with users to facilitate dispute resolution and encourage collaborative solutions to facility allocation; and/or
 - 3.2.4.2. utilize a model that is based on analysis of player/ facility rations 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.
- 3.2.5. 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.

4. Passive Outdoor Use

- 4.1. The City 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.
- 4.2. 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.
- 4.3. Single user permits will not be issued to individuals for private recreational use such as information tennis or bocce games.

5. Timing

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5.1. Deadline dates for seasonal requests are established annually by the Recreation Services 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.

5.2. The Recreation Services 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.

6. Enforcement Procedures

6.1. To facilitate compliance with this Policy, the City has implemented the following procedures:

6.1.1. In the event a group will not be utilizing a permitted facility (“no show”), and where this is known in advance, the permit holder is required to complete the form found at vaughan.ca/facilityrentals and submit this to the City at least 2 weeks in advance of the expected date of no show.

6.1.2. In the event a group is not able to utilize a permitted facility (“no show”), but where this is due to an extenuating immediate circumstance (i.e., sickness or inclement weather), the permit holder is required to complete the form found at vaughan.ca/facilityrentals and submit this to the City within 24 hours following the date of no show.

6.1.3. In the event a group is not utilizing the permitted facility (“no show”) for a particular seasonal booking, the Recreation Services Department will follow the below schedule of increasing penalties:

6.1.3.1. Upon the first instance of a no show for a seasonal booking, a formal written alert will be sent to at least one Executive Member of the offending group

6.1.3.2. For each additional instance of a no show during the same seasonal booking, the City reserves the right to retroactively charge the offending group the regular “resident rate” for the use of the facility

6.1.3.3. If there are continued documented instances of no shows during the same seasonal booking, the City reserves the right to revoke the seasonal booking, and the particular seasonal booking would be considered as new inventory/availability for the next year’s allocation.

7. Conditions and Regulations

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

7.2. Additionally, it is the responsibility of all users to show respect to all other members, City of Vaughan staff, property and City of Vaughan facilities and equipment following City of Vaughan policies: Citizens' Rights and Responsibilities Declaration, Safe Community Centre Policy and Respectful Workplace Policy (available from the City Liaison). Additionally, CSOs are required to follow and abide by the City of Vaughan's Safe Community Centre Policy.

7.3. Appropriate behaviour is expected from all facility users, at all times when using the facilities.

8. Authority of the City

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

8.1.1. In the event a group is not utilizing the permitted facility ("no show") the Department of Recreation Services 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.

8.1.2. Subletting of any facility is strictly prohibited. The Recreation Services Department 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.

8.1.3. A mechanical failure, weather conditions or emergencies. Building closures are noted on the city website at: www.vaughan.ca

8.1.4. A breach of regulations, including but not limited to the Rental Contract Conditions and Regulations; Municipal Alcohol Policy; Noise By Law 96-2006, as amended, or its successor by-law; Parks By Law 134-95, as amended, or its successor by-law; Nuisance By-Law 195-2000, as amended, or its successor by-law; Wet Field Policy, Managing Use on a Premium Field guidelines and Safe Community Centres Policy.

8.1.5. 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.

8.1.6. An outstanding account balance, unless prior arrangements have been made with the Recreation Services Department ; and,

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8.1.7. Any situation that may arise that the City deems to be a breach of policy.

8.2. Groups who fail to comply with this Policy or any other City policies and procedures 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.

8.3. City has the authority to investigate any complaint, concern or information received or obtained regarding, but not limited to, any breach of this or other applicable policy or law, conduct of members, activities, use and/or misuse of any city facility or space.

8.4. Discretion of the Deputy City Manager, Community Services may be used, relying on other approved policies or demonstration of a substantiated special circumstance.

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	SELECT If other, specify here	Next Review Date:	Click or tap to enter a date.
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Related Policy(ies):	
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Related By-Law(s):	
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Procedural Document:	
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Revision History

Date:	Description:
Click or tap to enter a date.	
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