



Review of the Community
Service Organization and
Facility Allocation Policies

Overviews of the Policies



January 19th, 2022



Review and Update of CSO and FA Policies

→ Overviews for Stakeholders

→ Contents

1. Community Service Organization Policy Overview
2. Facility Allocation Policy Overview

What is the CSO Policy?

Policy Statement

The City of Vaughan, Recreation & Culture Department promotes and recognizes that CSO provide recreational and leisure programs and services to Vaughan residents on a volunteer, not for profit basis. The department encourages these active living, social and special interest activities that enhance the well being, health and quality of life to residents and acknowledges that CSO are our partners.

Goals and Guiding Principles

- To document the **criteria necessary to obtain and maintain CSO status**;
- To **maintain fairness, equity, transparency and consistency** to all groups applying for CSO status;
- To outline the **category of users and their priority order** for the allocation of facilities and services-in-kind (SIK);
- **To ensure CSO have a membership open to all Vaughan residents and may not exclude participation** on the grounds of race, religious or political affiliation and abide by the Human Rights Code;
- To ensure that groups who are granted CSO status **meet the criteria specific to their category**;
- To provide **guidance to groups**, where possible, **to help them achieve CSO status**; and,
- To consider other related and companion policies to ensure compatible terms including but not limited to Facility Allocation Policy, Older Adult Guidelines, Fairs & Festivals Support Program and User Fee Policy.

Benefits

- **Facility and Services in Kind (SIK) allocation priority** according to the Category of User;
- **Staff support** in an advisory capacity (e.g., consultation, advise);
- **Use of community centre lobbies** for registration / fund raising purposes at applicable, subsidized rates;
- **Subsidized rates for facilities and services** in kind;
- **Fairs & Festivals Support Program** may be utilized, where specific criteria is met;
- **Contact info and website information posted** on the City of Vaughan website for heritage village fairs, minor and adult sports groups; and,
- **Contact info and website information posted** on the Recreation Guide

Who is involved in the CSO Policy?

CSO Categories & Priority Schedule

1. Adults
2. Heritage Village Fairs
3. General*
4. Minor Children and Youth
5. Religious Groups
6. Schools: Catholic, Public, College & University (automatic approval; excludes private schools)
7. Social Service Organizations
8. Older Adults (governed by the Older Adult Club Policy)
9. Ratepayers (governed by Ratepayers Policy)

Eligibility Criteria

- CSO must demonstrate they **exist for the exclusive benefit of Vaughan residents**, and to enhance existing services.
- 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 the principles of the FAP.

Authority of the City

The Commissioner of Community Services reserves the right to:

- revoke CSO status for groups who do not comply with terms and conditions, non-payment and any reasonable issue as deemed appropriate;
- allow CSO status where all of the criteria can not be met in extenuating circumstances (e.g., where a group is new to the City of Vaughan and does not meet the residency requirement).

What is the FAP Policy?

Policy Statement

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.

Goals and Guiding Principles

- To establish the **process for allocating, distributing and administering use of consistent facility allocation decisions;**
- To outline the **Category of Users and their priority order** for the allocation of facilities and SIK;
- To define the City's authority to ensure that **new CSOs that offer a unique activity are given access to facilities** and SIK according to their Category of User;
- To utilize a **collegial, collaborative approach to find suitable solutions/alternatives to facility allocation conflicts,** wherever possible.

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.

Who is involved in the FAP Policy?

Priority Schedule

Priority #1	City - for the purposes of conducting City of Vaughan programs and business
Priority #2	a) Children & Youth CSO, Heritage Village Fairs, Senior Groups b) Social Service Organizations c) CSO Groups (Schools, Religious, Ratepayer, and Other Organizations), Adult CSO Groups
Priority #3	Residents
Priority #4	Commercial Groups

Facility Allocations

- The City uses last year's facility allocation to form the basis for the upcoming year
 - An invitation letter and request form are sent to previous years users approximately 4 weeks prior to the applicable deadline dates
 - New users must contact the department to be placed on a mailing list or can apply using the request form available on-line.
- **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.

Authority of the City

- 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.
- 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.