

## **COMMITTEE OF THE WHOLE OCTOBER 7, 2002**

### **FACILITY ALLOCATION POLICY**

#### **Recommendation**

The Commissioner of Community Services, in consultation with the Director of Recreation and Culture and the Administrative Manager recommends:

That the revised Facility Allocation Policy be approved.

#### **Purpose**

Council approval for the revised Facility Allocation Policy.

#### **Background - Analysis and Options**

At the meeting of January 28, 2002, staff were directed to review the Community Service Organizations (CSO) policy with respect to the 90% Vaughan residency requirement for "semi-professional" / "rep" level teams. In addition, at the March 18, 2002, Council directed that the Commissioner of Community Services initiate a policy review to work towards equality in the use of fields and fees paid by CSO organizations for all tournaments.

In order to address the issues, staff reviewed the original facility allocation policy that was adopted by City of Vaughan Council October 14, 1997. Included in the review were: Category of Users, Competing Services, Timing, Procedures/Conditions, Permit Conditions and Regulations and Important Information.

##### Category of Users

Under the category of Children and Youth Community Services Organizations, it is recommended that the residency requirement be reduced to 75%.for children and youth up to the age of 20 playing at a semi-professional or rep level. The age adjustment from 18 years to 20 years will accommodate the "juvenile" teams in the various sports. For "minor house league" the residency requirement remains at 90%. This adjustment will be particularly advantageous to "rep" teams such as the Vaughan Rangers and the Vaughan Panthers.

The outstanding categories of Adult Community Service Organizations, Vaughan Residents, Vaughan Commercial Organizations and Non-Vaughan Organizations remain as is.

##### Competing Services

The clause stating "Groups applying for CSO status intending to offer a similar or duplicate service to an existing one may be asked to appear before Council to justify their request if the existing group is not in agreement and can meet the overall demand for service" has been well received by the existing sports organizations. However, those organizations that currently do not have CSO status, object to this clause stating that should have an opportunity to compete regardless of available space, attitude of the existing club or if the existing club can meet the demand.

Recognizing that the existing clubs do provide residents with choice and can currently meet the demand with the existing number of indoor and outdoor facilities, it is recommended that the competition clause remain as is until such time that the inventory of facilities can support an increased demand.

##### Timing

No change

1) Procedures / Conditions

In order to respond to the need to allocate new types of facilities (e.g. District facilities) included is an article stating that “analysis based on player/facility ratios may be utilized where equally qualifying groups are applying for the same facility /times. If required alternative quantitative methods may be used to support the allocations.

Further, included under this heading is an article related to tournaments (e.g. City of Vaughan International – COVI) whereby “the Council approved rental rates will be applied for all tournaments”.

2) Facility Permit Conditions and Regulations

No change

3) Important Information

No change

Further, the draft Facility Allocation Policy was sent to all recognized minor sports organizations (attachment II) for comment. The response was generally favorable and supportive and have been recommended into the policy. Those revisions are the change in the age for children and youth from 18 years to 20 years and that baseball be exempt from the prohibition of practicing on premium ball diamonds. The Managing Use Policy was designed for soccer and in consultation with the Parks Operations division it was agreed that baseball is less intrusive and practices would not result in damage to the baseball diamonds.

**Conclusion**

It is recommended that Council adopt a revised Facility Allocation Policy in order to recognize the unique characteristics of semi-professional and rep level play and to attain equity for tournament permits and fees.

**Attachments**

- 1) Facility Allocation Policy
- 2) List of minor sports organizations

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Respectfully submitted,

Doris Haas,  
Commissioner of Community Services

# **Community Services Policy for Facility Allocations**

## **GOAL**

The City of Vaughan, Department of Recreation & Culture recognizes that municipal recreation facilities are intended to be used by the public and encourages the community members to permit these facilities. The Department of Recreation & Culture will process all permit requests *after* the facility needs for City programs have been met and in accordance with this policy.

## **OBJECTIVES**

The objectives of this policy are to :

1. define the Category of Users and the priority schedule for allocation of facilities;
2. outline timing, procedures and conditions unique to certain facilities and/or uses and associated permit rules.

## **CATEGORY OF USERS**

Facility permits will be granted in a fair and equitable manner based on the following priority schedule:

### **Priority 1A: Children & Youth Community Service Organizations**

Definition: Recognized Community Service Organizations (CSO's) offering non-profit programs for children and youth up to the age of 20. Vaughan residents must form at least 75% of the membership (90 % for minor house league) .

Groups in this category are entitled to the CSO rental rates.

In order to be recognized as a CSO\*, groups must have a volunteer board of Directors and file the following annually with the Department of Recreation & Culture:

- most recent membership list (including full addresses and telephone numbers);
- season schedules, where applicable (eg games and practices);
- list of elected executives;
- constitution or statement of purpose;
- most recent financial statements.

**\*Groups applying for CSO status intending to offer a similar or duplicate service to an existing one may be asked to appear before Council to justify**

**their request if the existing group is not in agreement and can meet the overall demand for the service.**

### **Priority 1B: Social Service Organizations**

Definition: Groups not necessarily based in Vaughan offering non-profit services to the Vaughan community. These organizations are required to substantiate that the service is needed in the Vaughan community.

Groups in this category are entitled to the CSO rental rates.

\* See Priority 1A for annual submission requirements.

### **Priority 1C: Adult Community Service Organizations**

Definition: Recognized CSO's\* offering non-profit programs for adults 21 years of age and over. Vaughan residents must form at least 75% of the membership.

Groups in this category are entitled to the CSO rental rate for meetings only. All other uses are subject to the Vaughan Resident rental rates.

\* See Priority 1A for annual submission requirements.

### **Priority 2: Vaughan Residents**

Definition: Individuals residing in Vaughan requesting a facility for private functions and groups operating a semi-professional sport organization.

Individuals in this category are required to pay the Vaughan Resident rental rates.

### **Priority 3: Vaughan Commercial Organizations**

Definition: Vaughan-based corporations or industries 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.

Groups in this category are required to pay the Vaughan Commercial rental rates.

### **Priority 4: Non-Vaughan Organizations**

Definition: Non community-sponsored activities of any type.

Groups in this category are required to pay the Non-Vaughan rental rates.

## **TIMING**

Deadline dates for seasonal requests are established annually by the Department of Recreation & Culture. Past customers are invited to submit a request for the following year. Requests received by the deadline dates are allocated according to the priority schedule.

Requests received after the deadline dates will be processed on a first come first served basis.

## PROCEDURES/CONDITIONS

1. Facilities will be granted based on the previous year's actual use within the same category of users (i.e. house league, rep etc). Groups requiring additional times for new initiatives or increases in membership must receive approval for supplementary times prior to the development of the program.
2. Analysis based on player/facility ratios may be utilized where equally qualifying groups for a like sport are applying for the same facility/times. If required alternative quantitative methods may be used to support the allocations.
3. Prior to general allocations the Department of Recreation & Culture will make every effort to respect the territories sanctioned by their governing bodies.
4. Where **demand exceeds supply** (e.g. Doctor's McLean Park)) a random selection process may be used to allocate facilities.
5. In the case of soccer fields groups will be restricted from practicing on premium fields Monday to Thursday evenings. Refer to the Wet Field and Managing Use on Premium Fields Policies for additional conditions for outdoor facilities.
6. Pre-season soccer fields will be identified by the Parks Department annually based on maintenance and weather conditions. **Premium and Senior soccer fields are prohibited from use during the pre-season.**
7. The Department of Recreation and Culture reserves the right to designate passive community use as required.
8. In the case of outdoor tennis and outdoor bocce courts permits will not be issued to individuals for private time.
9. In the event a group is not utilizing the permitted facility ("no show") the Department of Recreation and Culture will issue an alert. Subsequent occurrences may result in progressive action.
10. The Council approved rental rates will be applied for all tournaments.

## PERMIT RULES

1. Rules, regulations and payment schedules outlined on the permit must be strictly adhered to by permit holders. Refer to the Facility Permit Conditions and Regulations for further details.
2. The falsification of any information or disregard of the rules and regulations may result in the immediate cancellation of the permit.
3. Unless prior arrangements have been confirmed, any permit holder with an outstanding account will not be eligible for a permit.
4. Users of outdoor facilities must be familiar with and abide by the Parks By-Law number 134-95 including but not limited to the Wet Field Policy and the Managing Use on Premium Fields Policy.
5. Where the use includes alcohol consumption the permit holder must be familiar with and abide by the Municipal Alcohol Policy. Permit holders will be held responsible for any illegal use of alcohol and any contravention of the Municipal Alcohol Policy.

6. Permit Holders are responsible for their own liability insurance unless they are affiliated with the City of Vaughan's Insurance Policy. Groups may be asked to provide proof of insurance and to name the City of Vaughan as co-insured to a minimum of two million dollars of liability for major events.
7. Children & Youth CSO's offering sports programs with representative teams must be affiliated with a regional or provincial sport body.
8. Permit holders are responsible for ensuring that all parking regulations are abided by all members of their group.
9. The Commissioner of Community Services reserves the right to grant exemptions to the Facilities Allocation Policy based on requests demonstrating a substantiated special circumstance.

## **FACILITY PERMIT CONDITIONS AND REGULATIONS**

### **The City of Vaughan:**

1. Is not responsible for liability claims against the applicant unless the applicant is an affiliate under the City Insurance Policy for affiliate groups.
2. Will not be responsible for damages, loss or theft of equipment or clothing of any applicant or their guests.
3. Reserves the right to require police or security staff at any event at the expense of the applicant. Written proof confirming security arrangements must be submitted to the Department of Recreation & Culture ten days prior to the event.
4. Reserves the right to require a security deposit for any event. The eligibility and the amount of the refund for a security deposit will be considered following the event.
5. Reserves the right to cancel this permit should there be a breach of regulations or on 24 hours notice as required. Permits may be cancelled on short notice due to mechanical failures or weather related alerts.
6. Provides arena change rooms on the basis of one room per team or one room per 20 adults, to a maximum of 2 rooms per hour of rental time. Access to dressing rooms will be given 30 minutes prior to ice access time.

### **The Permit Holder:**

1. Hereby agrees to indemnify and hold harmless the City of Vaughan from all claims and actions arising as a result of the use of the facility.
2. Shall pay for all damages to the property of the City arising from the use of the facility where the applicant is deemed responsible.
3. Must notify the Recreation & Culture Department of any cancellation at least two weeks in advance. Failure to provide two weeks notice will result in a penalty of one half the rate. Failure to provide less than one week's notice will result in a penalty of the full rate. A \$15 administration fee will be deducted from any refund issued by the City of Vaughan initiated by the applicant.
4. Shall be responsible for the conduct and supervision of all persons attending this event and shall ensure all regulations contained in this permit are observed. Vandalism, littering,

abusive language, smoking and use of alcohol without a license shall be deemed as just cause to cancel a permit or refuse future permit applications.

Activities must be restricted to the permitted area. Access to other areas is prohibited. Due to fire and alcohol regulations, restrictions may be placed on open flames, such as candles, that may create a fire hazard.

5. Is responsible for vacating, returning the facility to the original condition, keeping facilities clean and the removal of all rented or privately owned property, alcohol and personal effects by the specified permit end time unless written prior arrangements have been made with the Recreation & Culture Department. Confetti is prohibited in all City of Vaughan facilities. Litter must be placed in litter cans and any excess should be removed from the premises.
6. Agrees to vacate arena change rooms within 30 minutes after the end of their permit. Change rooms must be left in a clean and usable condition when vacated.
7. Must be a minimum of 18 years of age at the time of booking and be present in the permitted facility during the permitted times. Anyone under the age of 18 must be supervised by an adult and/or permit holder at all times.
  
8. Shall not sell items deemed to be in competition with the Recreation & Culture Department unless prior approval has been given by the Director of Recreation & Culture. A vendor's permit must be posted during permitted times.
9. Must provide their own first aid supplies and a qualified participant trained in Emergency First Aid and CPR.
10. Must comply with the rules and regulations outlined in the City of Vaughan's Parks By-Law 134-95 including but not limited to the Wet Field and the Managing Use on Premium Fields Policies. Copies of the By-Law and policies are available at the Recreation and Culture Department.
11. Must receive authorization prior to affixing any decorations. If granted, the applicant must ensure all decorations are fireproof, affixed with masking tape and removed by the specified permit end time.
12. Must wear non-marking athletic shoes for all sports activities held in the gym.
13. Must comply with the Municipal Alcohol Policy (MAP), where a Special Occasions Permit has been issued. Copies of the MAP are available at the Department of Recreation & Culture.

## **IMPORTANT INFORMATION**

1. No games are to be played on sports fields posted or considered unplayable by Community Services. Enquiries regarding outdoor facilities can be made by calling 905/832-8577.
2. The sale and/or consumption of alcohol is forbidden at all sport facilities and park locations unless a permit has been granted. Failure to comply with the LLBO and the MAP regulations will result in the immediate cancellation of the permit and may result in police intervention. No refund will apply.
3. Rental fees are to be paid at least ten days prior to the event at the Department of Recreation & Culture. A 20% deposit is required at the time of booking. Full payment of permits issued within the ten days prior to the event is required at the time of booking. The

Department of Recreation and Culture reserves the right to cancel the permit if the applicant defaults in any or all payments.

4. Facility permits are valid for specified use, location, date and time and may not be changed or subleased unless approval is first received by the Department of Recreation and Culture. In the case of a dispute, the status of the Department of Recreation and Culture Department copy of the permit will take precedence.
5. In accordance with the municipality's noise by-law, 270-81, and unless authorized by permit, no person shall operate loud speakers or amplifying equipment in any park.  
The above is prohibited:
  - at all times in a Quiet Zone
  - from 1700 to 0700 hours (0900 Sundays) in a residential zone.
6. Smoking is prohibited in all municipal facilities under By-Law 10-96.
7. The City of Vaughan GST Registration Number is 108-642.