



SUBJECT: FACILITY ALLOCATION POLICY
DEPARTMENT: LEISURE AND COMMUNITY SERVICES

EFFECTIVE: November 3, 2013
AUTHORITY: COUNCIL

REVISED:

Section 1: Purpose

The Town of Whitchurch-Stouffville owns, leases, operates and/or schedules a wide variety of facilities in our community. The Leisure & Community Services 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 Town encourages community members to use municipal facilities that enhance community enjoyment, involvement, health and wellness, and acknowledges that use of Town-owned facilities directly aid in facilitating these activities. The management and operation of these facilities includes requirements for maximum utilization of space, priority of allocation and fair access within priority groups.

The financial objectives for any Town facility must take this Policy into consideration, as the allocation of space to user groups will impact the revenue potential. The Leisure & Community Services Department staff work in partnership with all of their customers to provide efficient and courteous service.

Whitchurch-Stouffville's growing community will continue to create changing demands for access/use of Town facilities. As a result, the Facility Allocation Policy is to be updated and approved by Council at a minimum of every (5) five years or as required. The Policy is especially critical when demand for facility space exceeds the supply available.

Section 2: Scope

The Facility Allocation Policy was designed to establish the process for allocating, distributing and administering use of Town facilities while providing staff with the guidelines to make fair, equitable, transparent and consistent facility allocation decisions.

This Policy applies to all facilities in the Leisure & Community Services Department inventory that are available for public use. This inventory includes but is not limited to arenas, ball diamonds, community centres and halls, meeting rooms, swimming pools,

sports fields. The Facility Allocation Policy does not apply to municipal administrative buildings, or facilities that have been leased.

Section 3: Definitions

Community User Group

- A Town approved Whitchurch-Stouffville based, not-for-profit community organization run by an elected and volunteer board of directors who serve without remuneration, except for reasonable expenses incurred in the carrying out of their respective duties as Director.
- Groups must be guided by constitution and by-laws, hold meetings at least once per annum, and prime purpose must be to provide recreation, community or leisure services to the residents of Whitchurch-Stouffville.
- Groups may be comprised of minor or adult organizations.
- Groups must be comprised of a minimum of 80% of their respective registrants and/or participants as residents of Whitchurch-Stouffville, and must have a minimum of 80% of their permitted allocation time within Town of Whitchurch-Stouffville Municipal facilities.

Any user group wishing to make an application for user group status must meet the application requirements, terms and conditions and eligibility criteria as defined in this 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 Town will work with all users of the facility to pursue a change based on player and facility analysis. Approval of user group status is solely at the discretion of the Director of Leisure and Community Services and will be based on the current level of service provided and availability of facilities.

Exceptions: Upon the adoption of the Ice Allocation Policy, the Whitchurch-Stouffville Girls Hockey Association (SMGHA) was grandfathered into the Minor Organization category thus excluding the SMGHA from the minimum residency requirement.

Minor User Group

- Services offered to persons aged 18 years of age and younger.
- Children & Youth (Minor) Organizations offering athletic or non-athletic programs with representative teams, and must be affiliated with a regional or provincial body.
- Applies to groups operated by volunteers for organized activities for youth such as Whitchurch-Stouffville Minor Hockey Association.

Aquatic User Group

- Groups operated by volunteers for organized activities for youth.
- Only pertains to pool rentals.

Adult User Group

- Services offered to persons aged 19 years of age and older.
- Organizations offering athletic or non-athletic programs with representative teams and must be affiliated with a regional or provincial body.
- Applies to groups operated by volunteers for organized activities such as Stouffville Amateur Hockey League.

Town

- Town of Whitchurch-Stouffville and Whitchurch-Stouffville Public Library, for the purposes of conducting Town of Whitchurch-Stouffville business or program rentals only.

Commercial Group

- Those persons, groups, associations, corporations etc., who do not meet the other outlined criteria.

Membership / Players List

For groups who pay based on participation usage, an authorized team roster of members or players that includes birth dates, name and full address including postal code, must be provided to the Town of Whitchurch-Stouffville no later than the date requested for each facility. (Personal information requested on the rosters is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended and will be used to determine the appropriate facility rental/user rate(s). Questions about this collection should be directed to the Freedom of Information and Privacy Co-ordinator at 905-640-1900 or 1-855-642-8696 ext. 2222.)

Resident

- Individuals (18 years+) who reside in the Town of Whitchurch-Stouffville requesting a facility for private functions.

Non Resident

- Individuals (18 years +) or groups who do not meet the residency requirement.

Prime Time*

- Weekdays from 4pm-11pm
- Weekends and holidays from 7am-11pm.

*unless otherwise noted in area specific policies

Non Prime Time

- All hours outside of Prime Time.

Occasional Use

- Defined as a maximum of once every three months.

Code of Conduct Policy

- The Town is committed to maintaining a safe and positive atmosphere and serving a caring, inclusive community. Disrespectful language and abusive/threatening behaviour will not be tolerated, in accordance with the Occupiers Liability Act, the Occupational Health and Safety Act, the Trespass to Property Act and the Town Harassment and Violence-Free Workplace Policies. In the event of a violation, the Town reserves the right to deny service and/or restrict access to a facility.

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 Services, 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, healthcare, child protection, etc. including registered charities. Examples include the Red Cross, the Canadian Cancer Society and Alcoholics Anonymous.

Section 4: Program Objectives

The participation in sport and recreation is integral to building and sustaining a healthy community. The objectives outlined in detail below are meant to guide the Facility Allocation Policy to ensure that all the residents of Whitchurch-Stouffville are given a place to recreate, socialize and be active:

- To provide categories of users and their priority order for the allocation of facilities and Services-In-Kind
- To define the Town's authority to ensure that Groups offering a unique activity are given access to facilities and Services-In-Kind, according to their Category of User and as it relates to this Policy;

Note: The User Group Policy defines the application requirements, terms and conditions and eligibility criteria for all groups applying for User Group status in a fair and consistent manner.

- To ensure applicable Town policies, by-laws, health and safety requirements, rental contract conditions and regulations are followed during public use of facilities and/or Services-In-Kind;
- To outline the allocation process, timing and general/specific principles, so that user groups can plan their seasons accordingly;

- To enhance communication among community organizations and the Leisure & Community Services Department.
- To assist in monitoring need and space demands for future facility planning.

Section 5: Priority Schedule/Category of Users

Facility Rental Contracts will be granted in a fair and equitable manner. When competition for space exists, the criteria used to assess and assign specific spaces will be based on the following priority schedule and principles and in accordance with the Council Approved User Fee By-Law. Each is discussed in further detail below under the following headings:

- Nature and Type of Activity
- Nature of the User Requesting the Allocation (affiliated organizations, private groups or individuals)
- Facility Type
- Allocation Process

Nature and Type of Activity

Facilities will be granted in priority order according to the Category of User.

Facilities will be based on the previous year's allocation within the same Category of Users (i.e., house league, rep., etc.). The Town reserves the right to determine final allocations. The Town will make every effort to accommodate dates and/or times of requested allocations, however facility allocation remains at the sole discretion of the Leisure & Community Services Department.

Where demand exceeds supply or to settle a dispute between equally qualifying groups, the Director of the Leisure & Community Services Department or designate will decide a process to be used to allocate facilities.

Minor Sports Groups:

Where more than 1 organization is offering the same program (e.g. 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 co-operation, used for Minor Sports Groups may be utilized for any Category of User where a resolution is

needed. Final determination is at the sole discretion of the Director of the Leisure & Community Services Department or designate.

Nature of the user requesting the allocation (affiliated organizations, private groups or individuals)

Priority #1:

Town- for the purposes of conducting Town of Whitchurch-Stouffville programs and business - no charge applies

Priority #2:

Community User Group – Minor – minor rate is charged

Priority #3

Community User Group – Adult – adult rate is charged

Priority #4

Resident – resident rate is charged

Priority #5

Social Service Organization – adult resident rate is charged

Priority #6

Commercial – commercial rate is charged

Priority #7

Non-Residents – non-resident rate is charged

Note: In situations where a discrepancy arises, the Director of the Leisure & Community Services Department or designate will decide priority.

Section 6: Facility Types

Facility classification categories have been established to reflect various operating scenarios for municipal facilities and properties. Depending upon the business and strategic needs of the Town, individual facilities/properties may move from one category to another as reviewed and approved by Council. The guidelines associated with the facility allocations are further detailed in Appendix 5 - Policy and Guidelines for Use of Town-Owned Facilities.

Facilities

The following categories reflect the current operating methods of the Municipality:

Category A (Appendix E)

Facilities and properties owned and/or directly operated by the Town to deliver municipal services and programs.

Category B

Facilities and properties owned by the Town and operated in partnership with a board and/or committee or other third party to deliver municipal services and programs.

Category C

Facilities and properties owned by the Town and leased to an outside party until possible reuse by the Town or final disposition as determined by Council.

Multi-Purpose Space

Within Whitchurch-Stouffville, there are many and varied indoor multi-purpose spaces available for community use. Multi-purpose space is included in all categories of Town facilities and its uses include: service provision as established and approved by Council for direct delivery and support to Town programs. Long-term use, including leases, is not permitted. All multi-purpose space is to be used for occasional use only. This space cannot be permitted beyond the current programming season due to existing Town program requirements.

Section 7: Allocation Process

Allocation is for the period of the permit only. The Town reserves the right to change/modify permit allocations. Allocations are not guaranteed until the permit has been signed.

Process

The Town uses the previous year's facility allocation to form the basis for the upcoming year.

Permit holders must be 18 years of age or older, must sign the permit prior to use, and must be present for the duration of the permit.

Depending on the facility, the Town will determine if it is necessary for facility supervision to be present during the permitted time and associated costs may or may not apply, if applicable.

- A meeting invitation will be sent to existing community user groups.
- User groups must complete request forms at the meeting 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.

- New user groups must contact the Leisure & Community Services Department to review the needs of the group and establish potential status as a new user group. Final determination is at the sole discretion of the Director of the Leisure & Community Services Department or designate.
- All other groups/individuals wishing to request space in a Town-owned/operated facility must contact the Town's Community Customer Service Centre for further direction.

Section 8: Authority of the Town

Passive Outdoor Use

The Town of Whitchurch-Stouffville reserves the right to designate passive community use of outdoor facilities including parks, playgrounds, trails, track 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.

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, as determined by the Director of the Leisure & Community Services Department or designate. Single use permits will not be issued to individuals for private recreational use such as informal tennis.

Timing

Deadline dates for seasonal requests are established annually by the Leisure & Community 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 per Sections 4 and 6. The Leisure & Community Services Department will process all booking requests after the facility needs for Town 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 9: Cancellations

The Town has the authority to cancel or alter a rental contract under the following conditions and/or as outlined on the back of the permit (Appendix A):

- In the event a group is not utilizing the permitted facility ("no show") the Leisure & Community Services Department will issue a formal written alert to the Permit Holder.

Subsequent occurrences will result in progressive action and cancellation of the rental contract;

- Subletting of any facility allocation or permitted time is strictly prohibited. Any violation will immediately result in the cancellation of the rental contract;
- A mechanical failure, weather conditions or emergencies. Building closures are noted on the Town website at: www.townofws.ca ;
- A breach of regulations including but not limited to the Permit Conditions and Regulations; Municipal Alcohol Policy; Noise By Law 90-92; Special Events on Private Property 2000-54-RE; Public Nuisance By- Law 2003-71-RE; and Code of Conduct;
- If the rental contract holder is not in good standing with the Town of Whitchurch-Stouffville 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 Leisure & Community Services Department; and,
- The Town of Whitchurch-Stouffville reserves the right to make regulations of all cancellations.

Conditions and Regulations:

All rental contracts note the Conditions and Regulations on the reverse side of rental contracts (Appendix A). Conditions may be added, deleted or modified as required. Applicants are responsible for ensuring compliance to all conditions and regulations. All permits must be signed in order to be determined valid.

Summary:

The Facility Allocation Policy provides a fair and transparent process to be used by the Leisure & Community Services Department when reviewing requests for use of space. The Policy applies to facilities that are available for community use within the Town's inventory. Outlined in this Policy are the criteria and process taken by the Leisure & Community Services Department to allocate space. Focus is given to supporting a wide range of programs and services to meet the needs of our community. Where competition for space exists, the community can expect all requests for use to be considered based on this Policy with consideration given to maximizing participation and ensuring space is utilized most efficiently. This Policy also assists the Department in recognizing additional space requirements and will support recommendations for different or additional facility requirements to serve the needs of our community.

Accountability:

Once approved by Town Council, the Director of the Leisure & Community Services Department is responsible for ensuring the administration of the Facility Allocation Policy.

10. Appendix

- A. Facility Permit Conditions and Regulations
- B. Ice Allocation Policy
- C. Ball Diamonds - User Guide
- D. Sports Fields - User Guide
- E. Policy and Guidelines for Use of Town-Owned Facilities

Appendix A

FACILITY PERMIT CONDITIONS AND REGULATIONS

1. The Town of Whitchurch-Stouffville will not be responsible for damages, loss or theft of equipment or clothing of any applicant or anyone attending at the invitation of the applicant.
2. The applicant shall indemnify and save harmless, the Town of Whitchurch-Stouffville and/or its agents from and against any and all claims, actions, causes of action, and demands which may be brought against or made upon Whitchurch-Stouffville and/or its agents and from all losses costs, charges and/or expenses including legal costs as the result of bodily injury or death to any persons or for property damage arising out of the applicant's use of the Town facilities or the use by any person of said facilities under the sponsorship and/or invitation of the applicant before, after or during use of the Town facilities pursuant to this permit.
3. The applicant shall be responsible for the conduct and supervision of all participants in the event for which this permit is issued, and/or of those persons who are invitees of the event participants. The applicant shall ensure that all regulations contained in this permit are strictly observed. Any vandalism, littering or abusive language occurring during use of the Town facilities pursuant to this permit shall result in immediate cancellation of this permit and/or rejection of future permit applications by the applicant.
4. The applicant shall pay for all damages to Town property arising from the use of the Town facilities where the applicant is deemed responsible. The Department of Leisure and Community Services reserves the right to impose a liability deposit.
5. Facility permits are valid for the location, date, time and intended use only, as specified on the permit and may not be changed or altered in any manner. Exchanging ice time between W.S.M.H.A., S.A.H.L., W.S.G.H.A., and the Junior 'A' team is permitted. Where possible, at least 24 hours notice by both parties to the Department of Leisure and Community Services is required. Additions or changes must be approved in writing by both the applicant and the Town's Department of Leisure and Community Services. In the event of a dispute regarding the status of the permit, the Department of Leisure and Community Services copy of the permit shall govern.
6. The applicant is responsible for the removal of all rented or privately owned property and personal effects by the end time specified on the permit unless prior arrangements have been made with the Department of Leisure and Community Services.
7. Authorization from the Department of Leisure and Community Services must be secured prior to affixing any decorations to the Town facilities. Once authorization has been granted, the applicant must ensure that all decorations are fireproof, affixed with green painters tape and removed by the specified time.
8. Maximum attendance is governed by Fire Regulations, Liquor License Act Regulations and / or Public Health Regulations and the applicant is responsible for ensuring compliance with all these rules and regulations.
9. This agreement is not to be assigned.
10. No practices or games are to be played on Town sport fields that are posted unplayable.
11. All organizations and individuals using Town facilities are responsible for keeping the facilities clean. An extra cleaning charge will be assessed if the facilities are left in an unsuitable condition.
12. The Town of Whitchurch-Stouffville may require the applicant to carry comprehensive general liability insurance in an amount no less than one million dollars depending on the nature of the event for which the permit is issued. Such insurance will be carried for the rental period and will have the Town of Whitchurch-Stouffville shown as an additional insured to the policy.
13. Personal information requested on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended and will be used to determine the appropriate facility rental/user rate. Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator at 905-640-1910 or 905-895-5299 ext. 222.

Alcoholic Beverages / Smoking

14. The sale and / or consumption of alcoholic beverages is strictly forbidden at all sport facilities and park locations in the Town of Whitchurch-Stouffville. Failure to comply with this regulation will result in the immediate cancellation of this permit and the request for attendance of the respective authorities.

15. Proof of issuance of a Liquor License Board of Ontario ("L.L.B.O.") permit must be submitted to the Department of Leisure and Community Services for any event that will include liquor in a permitted hall or meeting room. Said permits must be posted near the bar on the premises for which the permit is issued.
16. In the case where the end of the L.L.B.O. permit conflicts with that of the Facility Permit, the end time contained on the Facility Permit shall prevail.
17. Smoking is prohibited in all Town facilities in accordance with applicable Provincial and Municipal laws and regulations.

Security

18. The Town of Whitchurch-Stouffville reserves the right to require police supervision or security staff at any event at the expense of the applicant. The Town of Whitchurch-Stouffville 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 the week following the event.

Cancellations / Changes

19. The Town of Whitchurch-Stouffville reserves the right to cancel this permit should there be a breach of any conditions or regulations or on 24 hours notice as required. Facility permits may be cancelled on short notice due to mechanical failures. The Town reserves the right to change the permit as required without approval of the permit holder. The Town of Whitchurch-Stouffville shall not be liable in any manner whatsoever for any losses, claims or damages resulting from such changes or regulations.
20. The Town of Whitchurch-Stouffville must be notified in writing of any cancellations at least 14 days in advance. Seasonal Ice Permits do not allow for individual permit date cancellation. Permit holders are responsible for all ice time costs in the permit. Refunds will not be made unless notification is given in writing only. Refunds will be made less 20% on contract price if notification is given at least 14 days in advance.

Pool Rental

21. Pool rental permits must have participants abide by the Town of Whitchurch-Stouffville Aquatics Admittance Policy

Appendix B



**DEPARTMENT OF LEISURE AND COMMUNITY SERVICES
POLICY#:**

SECTION: Administration	REVISED: 2012
SUB-SECTION: User Groups	EFFECTIVE: May 1, 2012
SUBJECT: Ice Allocation Policy	PAGE: 1 of 6

POLICY

The mandate of the Department of Leisure and Community Services is to facilitate the provision of a variety of leisure opportunities for all Whitchurch-Stouffville residents. For example, Leisure and Community Services programmes and initiatives such as: Leisure Skating, Ticket Ice, Adult Skating, Parent and Tot Skating, and Shiny Hockey are recognized as a high priority on the ice allocation list.

All Municipal staff will work in partnership with its customers to provide efficient and courteous service.

PROCEDURE

There will be an annual meeting held in May of each year with the major organizations, (Minor Hockey, Figure Skating, Girls' Hockey, Stouffville Amateur Hockey League and Junior A Team). The function of this annual meeting will be to discuss upcoming schedules, tournaments, special events, and start and finish times for the scheduling of ice activities. Every 3rd year, the Ice Allocation Policy will be reviewed and at that time, changes in schedules may occur.

JUNIOR HOCKEY

The Municipality supports having a Junior Hockey programme in the community. As such, the Town will allocate appropriate ice time and provide facility support where available to the programme for the benefit of Whitchurch-Stouffville residents and businesses.

MAINTENANCE

The Department of Leisure and Community Services will allocate sufficient time for ice maintenance activities to ensure ice surfaces are maintained to industry standards.

INTERRUPTIONS / CANCELLATIONS

It is acknowledged that all users may experience cancellations or adjustments over the course of their rental agreement due to the Municipality's approval of special events, tournaments or as a result of maintenance requirements.

RESIDENCY

Any group using prime ice time is required to have a minimum of 80% of their respective registrants as either residents of Whitchurch-Stouffville or a rate payer in the community. Team rosters or organization membership lists are required to confirm residency. After all local users have been allocated ice, non-resident users may be accommodated.

EXCEPTIONS

Upon the adoption of this Policy, the Whitchurch-Stouffville Girls Hockey Association (SMGHA) will be grandfathered into the Minor Organization category thus excluding the SMGHA from the minimum residency requirement. The SMGHA will be required to demonstrate an increased resident participation rate in order to receive additional prime time ice. This will be an annual requirement. A demonstrated increase is defined as a minimum of 10% over the previous year.

USER GROUP COMMITTEE

An ad hoc committee comprised of a representative of each of the major user groups, (Whitchurch-Stouffville Minor Hockey Association, Stouffville Skating Club, Stouffville Amateur Hockey League, Stouffville Spirit Jr. A Hockey Club and Stouffville-Markham Girls Hockey Association) will be formed. As new groups are established, a representative will be invited to attend meetings. The User Group Committee will meet with the Department of Leisure and Community Services once per year in May to discuss matters pertinent to their group and to bring forward schedule dates, tournament dates, etc. Every third year, the Ice Allocation Policy will be reviewed and matters will be brought forward for discussion and/or changes to the schedule.

MINOR ORGANIZATIONS / USER

Those recognized groups operated by volunteers for organized activities for youth: i.e., Minor Hockey Associations, Figure Skating Clubs, Ringette Associations, etc., who are residents of the Town.

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ORGANIZATION GROWTH

Leagues / associations that are considering expanding their programme within Whitchurch-Stouffville facilities are required to request approval from the Municipality six (6) months in advance of any ice approval.

SCHOOLS

Schools will be subject to the current approved rental rates.

TOURNAMENTS - SPECIAL EVENTS

Organizations considering hosting tournaments / special events are required to bring their requests to the annual Ice Allocation Meeting in May. The following information must be included where applicable:

- dates, times, ice pad preference
- division (s)
- convenor (s) name and phone number
- ancillary activities: bingo, raffle, merchandising sales, food service, 50/50 draw etc.
- activity schedule

Please note; ice time requests for tournaments must incorporate a grace period for injuries, or numerous penalties. The Leisure and Community Services Department reserves the right to add extra time to a tournament / special event request to accommodate anticipated delays.

PRIORITY

Tournaments and special events held between September and April of each season will be allocated within the following priority.

- Minor organization (s) serving local residents
- Adult organization (s) serving local residents
- Others

CONFIRMATION

The Municipality will endeavour to respond to all tournament / special event requests by June 30th of each year.

MAXIMUM NUMBER OF TOURNAMENTS / YEAR

Each organization represented by the User Group Committee will be allowed to host one tournament or special event per division.

CANCELLATION OF PUBLIC SKATING DURING TOURNAMENTS

Public Skate will be cancelled during tournaments.

TOURNAMENT INTERRUPTION

Organizations may experience modifications or cancellations to their weekly allocation as a result of tournaments. The Municipality will make every effort to minimize this impact on users.

ALLOCATION

The Department of Leisure and Community Services will provide the ice schedule for the upcoming season to each organization at the ice allocation meeting in May.

ADMINISTRATION

Standards and priorities for allocation of prime time ice have been developed to meet the needs of residents of the Town of Whitchurch-Stouffville, while maximizing revenues. This Policy applies to all ice pads located at the Stouffville Arena and the Stouffville Clippers Sports Complex and is administered by the Leisure and Community Services Department. Ice time will be allocated in one hour blocks, which includes a minimum 10 minute ice maintenance period. User groups will determine the appropriate game structure and duration (i.e. stop, straight time, etc.). All users are required to conclude their respective ice activities within the specified Rental Agreement time periods.

TURN BACK ICE

An organization may return ice to the Leisure and Community Services Department upon the following conditions:

- turn back ice with notice of 20 days during regular season,
- turn back ice with notice of 2 days during playoffs

User groups will be responsible to pay for any ice turn backs that do not provide the above notice.

WEEKDAYS / WEEKENDS

All of the recognized User Groups may be required to utilize both weekday and weekend ice time.

PRIME TIME

September 1st to May 1st

Monday - Friday 4:00 pm to 11:00pm

Saturday & Sunday..... All hours to 11:00pm

SEMI PRIME TIME

September 1st to May 1st

Sunday - Saturday 11:00 pm to midnight

The 2012 Ice Schedule will be used to establish the Base Year Schedule for future ice adjustment consideration. The Base Year Ice Schedule will be revised every three years.

ICE ADJUSTMENT REQUESTS

Ice Adjustment requests are due May 15th of each year. The Municipality will endeavour to respond to each organization request by June 30th of each year.

PRIORITY ALLOCATION

A primary commitment is made to provide game or programme ice time to the categories listed below:

1. Leisure Services Programmes
2. Minor Organizations
3. Junior Hockey Programme
4. Adult Leagues
5. School Groups – (York Region District School Board Agreement to January 1st, 2018 included in this Allocation)
6. Private Renters - Residents
7. Commercial and Non-residents

SPRING / SUMMER ICE

Ice will be allocated by the Leisure and Community Services Department recognizing the needs of the renters while maximizing revenue potential.

ICE ALLOCATION WITHELD

All ice fees for User Groups rentals are due upon receipt of invoice and are billed at the end of each month. Any User Groups that have invoices unpaid for more than 30 business days from the date of the last ice rental on the invoice will have their ice allocation withheld until payment is received. In addition, no further ice allocation will be scheduled by Staff until the balance is paid in full. It is the responsibility of the User Groups to ensure their ice fees (and any other related invoice amounts such as advertising, rental of space, etc) are paid and no exceptions will be made for invoices that remain unpaid as per the policy.

USER FEES

User fees for ice rentals are approved by Council under the User Fee Bylaw and are to be based on annual operating costs and any incurred capital expenses. The categories and times outlined in the Ice Allocation Policy determine the associated user fees as per the User Fee Policy.

Appendix C



DEPARTMENT OF LEISURE AND COMMUNITY SERVICES POLICY#:

SECTION: Administration	REVISED:
SUB-SECTION: User Groups	EFFECTIVE:
SUBJECT: Ball Diamonds	PAGE: 1 of 3

POLICY

As part of the mandate, the Department of Leisure and Community Services provides opportunities for the Community use of facilities, parks and play areas through their provision, operation, scheduling and maintenance.

This policy's intent is to support the Facility Allocation Policy to provide further guidance to the Town with respect to making decisions on the use and allocation of municipal facilities.

PROCEDURE

All scheduling of ball diamonds in Whitchurch-Stouffville is co-ordinated by the Department of Leisure Services. Scheduling of diamonds will be based upon the previous year's allocation, unless there is an agreement to modify amongst the groups involved. Each year, the Department of Leisure and Community Services will co-ordinate a Ball Diamond User Group Meeting to confirm facility schedules for the upcoming year, including the regular season and tournament play. The User Group meeting will be held prior to the beginning of the season each year at the Municipal Offices.

INTERRUPTIONS / CANCELLATIONS

It is acknowledged that all users may experience cancellations or adjustments over the course of their rental agreement due to the Municipality's approval of special events, tournaments or as a result of maintenance requirements.

RESIDENCY

Any group using ball diamond(s) is required to have a minimum of 80% of their respective registrants as either residents of Whitchurch-Stouffville or a rate payer in the community. Team rosters or organization membership lists are required to confirm residency. After all local users have been allocated ball diamond times, non-resident users may be accommodated.

USER GROUP COMMITTEE

An ad hoc committee comprised of a representative of each of the major user groups, (Whitchurch-Stouffville Softball Association, Sunday Night Mixed League, Monday Night Men's League, Monday Night Ladies League and Tuesday Night Ladies League) will be formed. As new groups are established, a representative will be invited to attend meetings.

APPLICATION FOR USER GROUP STATUS

Any user group wishing to make an application for user group status must meet the application requirements, terms and conditions and eligibility criteria as defined in the Facility Allocation Policy.

TOURNAMENT AND SPECIAL EVENTS

Organizations considering hosting tournaments/special events are required to bring their requests to the annual user group meeting in March. The following information must be included where applicable:

- Dates, times and ball diamond preference
- Division(s)
- Convenor(s) name and phone number
- Activity schedule

PRIORITY

Tournaments and special events held between May and September of each season will be allocated within the following priority:

- Minor organization(s) serving local residents
- Adult organization(s) serving local residents
- Others

ADMINISTRATION / ALLOCATION / PAYMENT

Standards and priorities for allocation of ball diamonds have been developed to meet the needs of residents of the Town of Whitchurch-Stouffville, while maximizing revenues. This Policy applies to all ball diamonds located the Town of Whitchurch-Stouffville and is administered by the Leisure and Community Services Department. All users are required to conclude their respective ball diamond activities within the specified Rental Agreement time periods. Once all tournament dates are finalized, permits will be issued by the Facility Bookings Clerk directly to each User Group. The signed permits must be returned before the first rental date on the permit(s). Minor Ball Groups will submit the full season schedule to the Department of Leisure and Community Services by May 1st of each year. Minor registration numbers and accompanying team rosters* will be provided by the Minor Associations to the Department of Leisure and Community Services by June 30th. Department of Leisure and Community Services will issue an invoice to cover minor user fees and payment is due within 15 days of the invoice date.

BALL DIAMOND ALLOCATION WITHHELD

Adult Groups will submit authorized team rosters* to the Department of Leisure and Community Services by June 30th of each year. Invoices will be issued to all Adult Groups by with payment due within 15 days of the invoice date.

Any User Groups that have invoices unpaid for more than 15 days from the date of invoice will have their ball diamond(s) withheld until payment is received.

Team rosters are to include name and address of each player. Personal information requested on the rosters is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended and will be used to determine the appropriate facility rental/user rate(s). Questions about this collection should be directed to the Freedom of Information and Privacy Co-ordinator at 905-640-1910 or 905-895-5299 ext. 2222.

USER FEES:

User fees for ball diamond rentals are approved by Council under the User Fee Bylaw and are to be based on annual operating costs and any incurred capital expenses.

Appendix D



DEPARTMENT OF LEISURE AND COMMUNITY SERVICES
POLICY#:

SECTION: Administration	REVISED:
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SUB-SECTION: User Groups	EFFECTIVE:
SUBJECT: Sports Fields	PAGE: 1 of 3

POLICY

As part of its mandate, the Department of Leisure and Community Services provides opportunities for the Community use of Facilities, Parks and Play Areas through their provision, operation, scheduling and maintenance. Soccer facilities are provided through the use of municipally owned fields as well as through a land use agreement with the Toronto Region Conservation Authority.

This policy’s intent is to support the Facility Allocation Policy to provide further guidance to the Town with respect to making decisions on the use and allocation of municipal facilities.

PROCEDURE

Each year, the Department of Leisure and Community Services will meet with Minor Youth Associations to review facility schedules and requirements and any other relevant issue for the upcoming season. At the meeting, it is expected that the Associations will provide to the Department of Leisure and Community Services the following:

1. Field request for upcoming season including start / end dates, location, dates and times
2. Tournament and Special Event Information
3. Any other requests re: facilities

A pre-season meeting will be held annually prior to the beginning of the season. Contact in writing the Department of Leisure and Community Services by the 1st week of April to request season field requirements.

Permits will be prepared and issued for signature by the Soccer Club prior to season start dates.

INTERRUPTIONS / CANCELLATIONS

It is acknowledged that all users may experience cancellations or adjustments over the course of their rental agreement due to the Municipality’s approval of special events, tournaments or as a result of maintenance requirements.

RESIDENCY

Any group using soccer/sport fields are required to have a minimum of 80% of their respective registrants as either residents of Whitchurch-Stouffville or a rate payer in the community. Team rosters or organization membership lists are required to confirm residency. After all local users have been allocated ball diamond times, non-resident users may be accommodated.

USER GROUP COMMITTEE

An ad hoc committee comprised of a representative of each of the major user groups, (Whitchurch-Stouffville Soccer Association) will be formed. As new groups are established, a representative will be invited to attend meetings.

APPLICATION FOR USER GROUP STATUS

Any user group wishing to make an application for user group status must meet the application requirements, terms and conditions and eligibility criteria as defined in the Facility Allocation Policy

TOURNAMENT AND SPECIAL EVENTS

Organizations considering hosting tournaments/special events are required to bring their requests to the annual user group meeting in March. The following information must be included where applicable:

- Dates, times and ball diamond preference
- Division(s)
- Convenor(s) name and phone number
- Activity schedule

PRIORITY

Tournaments and special events held between May and September of each season will be allocated within the following priority:

- Minor organization(s) serving local residents
- Adult organization(s) serving local residents
- Others

FEE PAYMENT

Minor and adult registration numbers and accompanying team rosters will be provided by associations to the Department of Leisure and Community Services by June 30th. Department of Leisure and Community Services will issue an invoice to cover minor and adult user fees by July 15th and payment is due within 15 days of invoice date.

Personal information requested on the rosters is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended and will be used to determine the appropriate facility rental/user rate(s). Questions about this collection should be directed to the Freedom of Information and Privacy Co-ordinator at 905-640-1910 or 1-855-642-8697 ext. 2222.

Any User Groups that have invoices unpaid for more than 15 days from the date of invoice will have their ball diamond(s) withheld until payment is received.

USER FEES

User fees for sport fields are approved by Council under the User Fee Bylaw and are to be based on annual operating costs and any incurred capital expenses.

Appendix E



DEPARTMENT OF LEISURE AND COMMUNITY SERVICES POLICY#:

SECTION: Administration	REVISED:
SUB-SECTION: Town-owned Facilities	EFFECTIVE:
SUBJECT: Guidelines	PAGE: 1 of 4

POLICY

The Town of Whitchurch-Stouffville owns and maintains various properties and facilities within the community that are required to deliver municipal services and programs. Depending upon corporate strategic requirements, surplus space may be available for use by commercial organizations, community groups and non-profit organizations. Space usage could be in the form of an entire facility or a designated portion thereof. The management and operation of these facilities includes requirements for maximum utilization of space, priority of allocation and fair access within priority groups as determined in the Facility Allocation Policy.

GUIDELINES FOR THE USE OF MUNICIPAL FACILITIES AND PROPERTIES

Three classification categories have been established to reflect various operating scenarios for municipal facilities and properties. Depending upon the business and strategic needs of the Town, individual facilities / properties may move from one category to another. Allocation of space for all facility types follows the Facility Allocation Policy

The following categories reflect the current operating methods of the Municipality:

Category A - Facilities and Properties Owned and Directly Operated by the Town to Deliver Municipal Services and Programs:

Town Municipal Offices
Stouffville Arena

Stouffville Clippers Sports Complex
Leisure Centre / Public Library
Museum and Community Centre (and associated buildings)
Operations Centre
Bethesda Sports Park/Bethesda Field House
Fire Hall - Station 51 Stouffville
Fire Hall - Station 52 Ballantrae
Latcham Hall
Parks Depot (Memorial Park)
Park Facilities (picnic shelters, tennis courts, ball diamonds, sport fields and
common areas)
SoccerCity*

*ownership is under a 10-year lease agreement with the option to purchase.

Category A Guidelines:

- Facilities and Properties are owned and maintained by the Town as part of the delivery of core services and programs to the community.
- Within Category “A” facilities, a portion of space (i.e. designated area such as an office, storage lockers, area designed for pro shop or concession stand) may be leased to commercial, community or non-profit groups in support of the core business operated at each facility. To qualify for consideration, these leases are required to be integral to the delivery of services to the facility user groups, community and contribute revenue to offset the overall expenditures of these facilities or properties.
- Lease agreements are required for all regular rentals that exceed the definition of occasional use.
- Lease agreements of this type should reflect the recovery of all or a portion of building operating costs based upon the goals of the Strategic Plan at that time. Lease agreements should not exceed a 3-5 year term to allow for flexibility and accommodate municipal business needs.
- Non related or commercial ventures not directly related to the operation of the facility will not be considered as applicable for inclusion in the facilities under this policy.
- Staff will review and make any recommendations for the lease of space to Council in the form of a Council report. Staff reserves the right to determine if the space is available for lease and if the lease is appropriate to the facility operation.
- All leases of Category “A” facility space must be approved by Council prior to space being made available, regardless of the rental income to be received.
- Opportunities exist for community use activities on a one-time or occasional basis if space permits.

- Final approval/determination will be the the Director of Leisure and Community Services.
- Community use opportunities would include, but not limited to, community meetings, workshops, seminars, educational learning opportunities, local organization registration, weddings, and birthday parties.

Category B – Facilities and Properties owned by the Town and Operated in
Partnership with a Board/Committee or other Third Party to Deliver
Municipal Services and Programs:

Ballantrae Community Centre
Lemonville Community Centre
Train Station
Silver Jubilee
Lebovic Centre for Arts & Entertainment (19 on the Park)
Lawn Bowling
SoccerCity

Category B Guidelines:

- Facilities and properties are owned by the Town with the facility operation and service delivery involving a Board / Committee or other Third Party. There are two subsets within this category:
(1) Community Centre / Halls and (2) Other Facilities
- Within Category “B” facilities, the primary focus for the operation of all Community Centres / Halls (Ballantrae and Lemonville) is to provide opportunities for a wide range of community use activities and programs accessible to a variety of individuals, community organizations and commercial business. Facility usage reflects a variety of community based programs and facility rental opportunities with a balanced approach to short and long term usage to ensure flexibility and availability to meet the needs of the Community.
- Community Centre / Hall facility rentals are not supportive of third party operations leases (either for profit, not for profit, etc) that dominate the utilization of the facility and or occupy the facility as their permanent operation. No such leases are permitted under the facility use agreements to allow for flexibility and accommodation of changing community requirements.

- Other municipal facilities in Category "B" (Train Station, Lawn Bowling, Silver Jubilee) will be operated in the best interests of the municipality based upon the goals of the Town's Strategic Plan.

These facilities involve facility operation and service delivery with third party involvement under historical / unique conditions particular to the service mandate.

Category C – Facilities and Properties Owned by the Town and Leased to an Outside Party until Possible Reuse by The Town or Final Disposition as determined by Council.

6240 Main Street*

*to be moved to Category A effective January 1, 2014

Category C Guidelines:

- Depending upon the business needs of the Town, various facilities / properties may become surplus to the operating needs of the Corporation. Where these assets become surplus, the Town may choose to dispose of them through the procedures outlined in Town By-Laws and in accordance with legislative requirements.
- Alternatively, the municipality may choose to retain surplus facilities / properties for a variety of reasons including heritage designation, possible future municipal use or other corporate strategic initiatives.
- If the facility / property are to be retained, the Town may lease the space to commercial, non-profit or community organizations on a temporary basis. The lease agreement should reflect the recovery of all or a portion of building operating costs based upon the goals of the Strategic Plan at that time.
- In order to respond to the needs of a growing community, the use of municipal facilities / properties must remain accommodating and flexible. The Town's strategic priorities will evolve over time and space requirements will vary in terms of service delivery.
- To retain flexibility for future Town requirements, lease agreements should not exceed a term of three to five years as deemed appropriate to the situation. The Town will retain the right to terminate or extend the lease agreement after the term of the agreement at the sole discretion of the Town