

Facility Allocation Policy

Effective:	August 17, 2022	Supersedes:	CP NO. G021
Applicable to:	User groups	Authority:	Leisure & Community Services

1.0 Overview

The Town of Whitchurch-Stouffville (“Town”) owns, leases, operates and/or schedules a wide variety of facilities in our community. The Leisure & Community Services Department promotes and recognizes that town 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 town facilities that enhance community enjoyment, involvement, health and wellness, and acknowledges that use of Town-owned facilities directly aids 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 revenue potential. The Leisure & Community Services Department staff work in partnership with all 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, revisions to the Facility Allocation Policy (FAP) are to be approved by Council as required. The Policy is especially critical when demand for facility space exceeds the supply available.

The Facility Allocation Policy (FAP) provides a fair and transparent process to be used by the Leisure & Community Services Department when reviewing requests for use of space. The FAP

applies to facilities that are available for community use within the Town's inventory. Outlined in the FAP are the criteria and process followed 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 user group can expect all requests for space to be considered based on the FAP with consideration given to maximizing participation and ensuring space is utilized most efficiently. The FAP 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.

2.0 Policy

The FAP was designed to establish the process for allocating, distributing and administering the use of Town facilities while providing staff with 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, and sports fields. The FAP may apply to municipal administrative buildings, or leased facilities.

3.0 Definitions

Community Group (CG)

A Town approved, Stouffville based, not-for-profit community organization / group run by an elected and volunteer board of directors whose prime purpose is to provide recreation, heritage, leisure or community services to the residents of the Town of Whitchurch-Stouffville. Groups must be comprised of 75% residents except in the case of minor sports groups (aged 18 and under).

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

Children & Youth Groups

Services offered to persons 18 years or younger. Children & Youth CG's offering sports programs with representative teams must be affiliated with a regional or provincial sport body.

Aquatic User Group

- Groups operated by volunteers for organized youth activities.
- 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 (e.g., Stouffville Amateur Hockey League).

Town

Town of Whitchurch-Stouffville, 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

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 and youth participants may be required to provide birthdates for all players and a list of all coaches' names and addresses. (Information collected remains in the possession of the Town of Whitchurch-Stouffville and will not be shared or used for solicitation purposes). (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 Coordinator 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

The policy that dictates the expected behaviours of the executives, members and participants of a CG including consequences for misconduct.

Resource and Equipment Rentals/Services

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 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.

4.0 Procedures**4.1 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 FAP to ensure that all the residents of the Town of Whitchurch-Stouffville are given a place to recreate, socialize and be active, they include:

- To provide categories of users and their priority order for the allocation of facilities, equipment and resource rentals
- To define the Town's authority to ensure that Community and User Groups offering a unique activity are given access to facilities, equipment and resource rentals, according to their categorization as it relates to this Policy;
 Note: The Community Group Policy defines the application requirements, terms and conditions and eligibility criteria for all groups applying for Community 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 resource and equipment rentals/services;
- To outline the allocation process, timing and general/specific principles, so 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.

4.2 Priority Schedule/User Group Categorization

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 Leisure & Community Services User Fee Schedule.

- 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 CG Category.

Facility allocation is based on the previous year's allocation for pre-existing Community Groups (CG) and user groups. 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, Leisure & Community Services Department or designate will determine the process to be used to allocate facilities and make the final decision.

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 Group – Children & Youth– CG rate is charged

Priority #3

Stouffville Affiliated Adult Groups – Resident rate is charged

General Community Group, Religious Organizations, Social Services Organizations – CG rate is charged

Priority #4

Resident – resident rate is charged

Priority #5

Commercial – commercial rate is charged

Non-Residents – non-resident rate is charged

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

4.3 Multi-Purpose Space

Multi-purpose spaces are available for community use. They are 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 All multi-purpose spaces are for occasional use only, long-term rentals/leases are not permitted.

4.4 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 and paid according to their respective payment schedules.

Process

The Town uses the previous year's facility allocation to form the basis for the upcoming year, the process is outlined below:

- 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. For sports groups, a representative (i.e., coach, board member, etc.) of the organization must be on site 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 user groups.
- User groups must provide their facility request at the user group meeting for the following year indicating organizational profile, facility required, 1st and 2nd choices of dates and times requested (including tournaments). All requests must be signed and dated to be considered; email 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, Leisure & Community Services or designate.

- All other groups/individuals wishing to request space in a Town-owned/operated facility must contact the Leisure & Community Services Department at facilitybooking@townofws.ca.

4.5 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, Leisure & Community Services Department or designate. Single use permits will not be issued to individuals for private recreational use such as informal tennis lessons.

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 4.2: *Priority Schedule/User Group Categorization*. 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.

4.6 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 result in the immediate 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 permit holder is not in good standing with the Town 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 reserves the right to make regulations of all cancellations.

Conditions and Regulations:

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

Accountability:

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

5.0 References

- A. Facility Permit Conditions and Regulations
- B. Ice Allocation
- C. Ball Diamonds
- D. Sports Fields

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 is 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 inappropriate behaviour 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 only 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., S.S.C. S.M.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 non-marking 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 applicable regulations.
 9. This agreement is not to be assigned.
 10. No practices or games are to be played on Town sport fields that are deemed unplayable.
 11. All organizations and individuals using Town facilities are responsible for keeping the facilities clean. Additional 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 \$2 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 sports fields in the Town of Whitchurch-Stouffville, unless otherwise granted permission through a S.O.P. provided through the Clerks Department. 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 an Alcohol and Gaming Commission of Ontario (AGCO) 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 AGCO 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 with 24-hour 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 and 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 of the permitted date for credit/refunds. Seasonal Ice Permits do not allow for individual permit date cancellation. Permit holders are responsible for all ice time costs associated with the permit. 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 Ice Allocation

POLICY

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

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

PROCEDURE

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

JUNIOR HOCKEY

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

MAINTENANCE

The Leisure & Community Services Department will allocate sufficient time for ice maintenance activities to ensure ice surfaces meet industry standards.

INTERRUPTIONS / CANCELLATIONS

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

RESIDENCY

Any group using prime-time ice is required to have a minimum of 75% of their respective registrants as residents of Whitchurch-Stouffville. Team rosters or organization membership lists are required to confirm residency. Once local users have been allocated ice, non-resident users may be accommodated.

EXCEPTIONS

Upon the adoption of this Policy, the Stouffville-Markham 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 & Community Services biannually to discuss matters pertinent to their groups and to present schedule dates, tournament dates, etc. The Ice Allocation Policy will be reviewed every three (3) Years and changes to schedules may occur.

MINOR ORGANIZATIONS / USER

Recognized groups with approved CG status 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.

ORGANIZATION GROWTH

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

SCHOOLS

Schools will be subject to the current approved rental rates, as outlined in the Leisure & Community Services User Fee Schedule.

TOURNAMENTS - SPECIAL EVENTS

Organizations considering hosting tournaments / special events must present their requests to the annual Spring Ice Allocation Meeting. 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 & 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 residents
- Adult organization (s) serving residents
- Others

CONFIRMATION

The Town 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. Requests beyond this limit, will require approval from the Director, Leisure & Community Services

TOURNAMENT INTERRUPTION

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

ALLOCATION

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

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. The FAP applies to all ice pads located at the Stouffville Arena and the Stouffville Clippers Sports Complex and is administered by the Leisure & 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 contract/permit time periods.

TURN BACK ICE

An organization may return ice to the Leisure & 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 recognized User Groups may be required to utilize both weekday and weekend ice time.

PRIME TIME

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

Saturday & Sunday All hours to 11:00pm

NON-PRIME TIME

Sunday - Saturday 11:00 pm to midnight

The annual Ice Schedule will be used to establish the Base Year Schedule for future ice adjustment consideration, the schedule will be revised every three (3) years.

ICE ADJUSTMENT REQUESTS

Ice Adjustment requests are due May 15th of each year. The Town will endeavour to respond to each organization's 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 Programs
2. Minor Organizations
3. Junior Hockey Programs
4. Adult Leagues

5. Schools
6. Residents
7. Commercial and Non-residents

SPRING / SUMMER ICE

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

ICE ALLOCATION WITHHELD

All ice fees for User Groups rentals are due upon receipt of invoice and are billed at the beginning of each month. Any User Groups that has invoices unpaid for more than 30 business days from the date of the last ice rental on the permit will have future ice allocation withheld until payment is received; , 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.

LEISURE & COMMUNITY USER FEE SCHEDULE

User fees for ice rentals are governed by the Leisure & Community Services User Fee Schedule.

Appendix C Ball Diamonds

POLICY

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

The intent of this policy is to support the Facility Allocation Policy (FAP) and provide further guidance to the Town with respect to making decisions on the use and allocation of Town facilities.

PROCEDURE

All scheduling of ball diamonds in Whitchurch-Stouffville is coordinated by Leisure & Community 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, Leisure & 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 Town Offices.

INTERRUPTIONS / CANCELLATIONS

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

RESIDENCY

Any group using ball diamond(s) is required to have a minimum of 75% of their respective registrants as residents of Whitchurch-Stouffville. Team rosters or organization membership lists are required to confirm residency. Once 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, Stouffville Baseball Association, Sunday Night Mixed League, Monday Night Men’s 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 FAP.

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 residents
- Adult organization(s) serving residents
- Others

ADMINISTRATION / ALLOCATION / PAYMENT

Standards and priorities for the allocation of ball diamonds have been developed to meet the needs of residents of the Town of Whitchurch-Stouffville, while maximizing revenues. The FAP applies to all ball diamonds located within the Town of Whitchurch-Stouffville and is administered by the Leisure & Community Services Department. All users are required to conclude their respective ball diamond activities within the specified permit time. Once all tournament dates are finalized, permits will be issued by the Town directly to each User

Group. 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 Leisure & Community Services Department by May 1st of each year. Minor registration numbers and accompanying team rosters* will be provided by the Minor Associations to the Leisure & Community Services Department by June 30th, if required. Leisure & Community Services staff will issue an invoice to cover minor user fees and payment is due within 15 days of the invoice date, as per payment schedule.

BALL DIAMOND ALLOCATION WITHHELD

Adult Groups may be required to submit authorized team rosters* to the Department of Leisure & 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 business days from the date of invoice will have their permit revoked until payment is received, as per the payment schedule.

Team rosters are to include the name and full 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 Coordinator at 905-640-1910 or 905-895-5299 ext. 2222.

LEISURE & COMMUNITY SERVICES USER FEE SCHEDULE:

User fees for ball diamond rentals are governed by the Leisure & Community Services User Fee Schedule.

Appendix D Sports Fields

POLICY

As part of its mandate, the Leisure & Community Services Department provides opportunities for the community use of facilities, parks and play areas through their provision, operation, scheduling and maintenance. Town-owned soccer fields are available for use as are those included by means of a land use agreement with the Toronto Region Conservation Authority (TRCA).

The intent of this policy is to support the Facility Allocation Policy (FAP) and provide further guidance to the Town with respect to making decisions on the use and allocation of Town facilities.

PROCEDURE

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

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

A pre-season meeting will be held annually prior to the beginning of the season; season requests are required in writing by the first week of April.

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

INTERRUPTIONS / CANCELLATIONS

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

RESIDENCY

Any group using soccer/sport fields is required to have a minimum of 75% of their respective registrants as residents of Whitchurch-Stouffville. Team rosters or organization membership lists are required to confirm residency. Once 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.

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 residents
- Adult organization(s) serving residents
- Others

FEE PAYMENT

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

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 Coordinator at 905-640-1910 or 1-855-642-8697 ext. 2222.

Any User Groups that have invoices unpaid for more than 15 business days from the date of invoice will have their permits withheld until payment is received.

LEISURE & COMMUNITY USER FEE SCHEDULE

User fees for sports fields are governed by the Leisure & Community Services User Fee Schedule.