

Corporate Policy

Recreation, Community and Culture

Recreation Facility Space Allocation Policy

Approved by Council on: July 11, 2023

Report Number: RCC-13-23

Effective: July 11, 2023

Reviewed on: August 2023

Amended: October 2023

Next Review: July 2028

Note:

The purpose of this policy is to align the facility space allocation process with the Framework for Recreation (PR-11-19) that is to fulfill the commitment to the community by partnering with others, providing recreation and culture opportunities through a fair, transparent and balanced distribution of the public recreation facilities for community access and use.

Policy Statement:

The City of Burlington works in collaboration with program providers and user groups to deliver sport, recreation and culture opportunities for residents, clubs and affiliates, patrons, and visitors to our facilities, without prejudice, in a fair and equitable manner. Such activities are a core element to the quality of life of the community such as the individual sense of well-being and sense of belonging.

The Recreation Facility Allocation Policy along with the decision-making model has been developed by utilizing the Framework for Recreation principles and goals.

Space will be allocated in the following priority order:

- A. All Community Programs (including City of Burlington and Qualified Program Providers) that are open to all ages and abilities.

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B. Concurrently

- i. Qualified Program Providers & City of Burlington Community Programs – Mixed Services
- ii. Tournaments and Special Events application requests

C. Seasonal Closed/Private Users serving Burlington residents and Non-Recreation Users serving Burlington residents

D. In Season Opens: Ad Hoc one-time use and Out of Town users

Note: Tournaments and Events will not be approved until all Qualified Program Providers and City of Burlington Community Programs are allocated. All Tournaments and Events are negotiable based on volume of requests for space and the impact of regular play. Special approval outside of allocation will be given to Events/Tournaments at Provincial and National level play. Notification will be given to all program providers in advance for the impact on the appropriate allocation season.

Staff will not approve facility rental requests:

- From groups and/or individuals recognized as promoting racist, sexist or other similar viewpoints offensive to the generally accepted standards of the Burlington community.
- That present potential health and safety issues for City of Burlington employees, residents and/or visitors.
- Any outstanding issues under Zero Tolerance or Public Conduct Policy, and
- Not in good standing with financial accounts.

In a municipal election period, refer to specific guidelines (CL-05-22) for candidates and third parties.

The Director of Recreation, Community and Culture has delegated authority from Council to approve or deny a facility rental in accordance with the Delegated Authority By-Law reporting requirement of reporting facility rental denials. If needed, the Director may refer a request from an applicant to Committee or Council for consideration.

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Scope:

This policy applies to all public recreation facilities that are available for permitted use through the City of Burlington's Recreation, Community and Culture department. This inventory includes but not limited to arenas, sport fields, recreation and community centres, gymnasiums and meeting rooms and swimming pools, inclusive of school board assets under the Reciprocal Agreement. The Allocation Policy does not apply to municipal administrative buildings, municipal golf course, facilities that are managed by a Board of Directors as directed by City Council or facilities that are leased or operated under a license agreement such as Joint Ventures.

Objectives:

The objective of this policy is to ensure outcomes remain consistent with corporate and department values as endorsed by Council through the Framework for Recreation;

- **Everyone Has The Right To Play** – regardless of race, gender, ability, socio-economic status or age; everyone has the right to play and participate.
- **Individual Well-Being** – this core value has a strong focus on the individual's well-being; mental, physical, and social.
- **Sense of Belonging** – belongingness is a human emotional need to be connected or accepted as a member of our community.

General Guidelines

1. The needs of the Burlington community are serviced with an appropriate blend of opportunities and choices to meet expressed community needs, local demographics including age, ability, gender, ability, socio-economic status, either directly delivered or those program/services offered through community program providers.
2. Special considerations may be given to existing qualified program providers as well as new and emerging organizations where such considerations help the department build capacity in the community by supporting programs which address new high priority needs identified by the Ministry of Sport, Recreation and Culture or related levels of government. This could also include high growth activities or directly

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align with the service strategies for sport, recreation, and culture in the community to the extent that facilities are available.

3. The use of facilities is maximized, and the annual approved revenues established in the department's current budget are achieved.
4. Facilities will be granted in priority order according to the category of user as outlined in the order of priority list above. Space allocated to individual and/or organization may change year to year depending on overall demand and inventory.
5. New inventory/new availability will be allocated utilizing the principles of the Framework.
6. When the demand for space is high or oversaturated, various strategies will be used to mitigate including relationship managers encouraging collaboration among groups up to a competitive bid process.
7. When reasonable and feasible, the City will recognize a new emerging organization and/or trend and will allocate time to enable it to establish in the community. This will be accommodated only to provide for unmet Community needs. The City will use unallocated time first to meet the needs of a new applicant and reserves the right to reasonably reallocate hours from existing users, if warranted.
8. Qualified program providers and user groups are not permitted to book fields and facilities that will go unused except for the purpose of ensuring that sufficient time is available as a contingency, to prevent a curfew situation for tournaments or league games. Unused fields and facilities (no shows) reflect badly on the contracted permitted holder and on the City of Burlington and are not acceptable. Groups not using fields as requested and allocated may lose allocation considerations for future requests.

Principles:

In a collaborative service delivery model, the allocation of space in public recreation facilities needs to align with the department Framework for Recreation along with other corporate strategic goals and be transparent.

References:

The effective allocation of facilities is an integral component of the following Council approved policies and departmentally approved procedures. Users are

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subject to all terms and conditions of these and other related and approved policies and procedures.

- Use of Corporate Resources During an Election Policy (CL-05-22)
- Framework for Recreation (PR-11-19)
- Permitting Contract – Terms & Conditions
- Zero Tolerance Policy
- Special Events Application Process
- Approved Rates and Fees
- International Sport Hosting Policy
- Space Allocation Procedure Overview

Roles:

Accountable:

The Director of Recreation, Community and Culture. Review of policy will be conducted every five years and consult with key stakeholders.

Responsible:

Manager, Community Development within Recreation, Community and Culture is accountable for adherence and administration of the Recreation Facility Space Allocation Policy, including communication to users and community.