

 <p>Town of CANMORE</p>	<h2>Council Policy</h2>
<p>Policy Title:</p>	<p>Facility Allocation</p>
<p>Policy Number:</p>	<p>REC-001</p>
<p>Date in Effect:</p>	<p>July 6, 2021</p>

POLICY STATEMENT

1. The Town is committed to the principle and practice of fair and equitable allocation of resources and opportunities to all sports, leisure, social and cultural organizations, both new and historic.

PURPOSE

2. This policy sets out the criteria administration must follow when allocating access to Recreation Facilities.

DEFINITIONS

3. In this policy:
 - a) "Town Sponsored Program" means a program or event which is organized and administered by the Town (for example Drop-in Public Skate, or Adult Learn to Swim),
 - b) "Community Event" means an activity approved by the Community Events Committee,
 - c) "Commercial Group" means any individual, company or organization engaged in the pursuit of business for profit through the use of Town facilities,
 - d) "Adult Group" means a non-commercial group that includes a majority of adult participants aged 18 or over (for example, Canmore No-Hit Hockey or Bow Valley Ultimate),
 - e) "Stakeholder Group" means a non-commercial facility customer group who is requesting consistent use of a facility over an extended period of time (for example, seasonally),
 - f) "Resident Group" means any group that includes 50% or more Canmore, Morley and/or MD of Bighorn residents,
 - g) "Regional Group" means any group that includes 50% or more Canmore, Morley, MD of Bighorn, Banff and/or ID 9 residents,
 - h) "Non-Resident" means any group that includes less than 50% Canmore, Morley, MD of Bighorn residents, Banff and/or ID 9 residents.

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- i) “In Season” means activities that take place during generally accepted sport seasons (for example Soccer season: May – October),
- j) “Out of Season” means activities that take place contrary to generally accepted sport seasons (for example Arena use: April - August),
- k) “Participation List” means a complete list of current program participants indicating age, gender, residency and program level,
- l) “Recreation Facilities” means arenas/ice surfaces, pools, gymnasiums/fitness spaces, sport fields/courts/parks, ball diamonds, multi-purpose rooms, climbing facilities, common spaces within the Canmore Recreation Center and Elevation Place

ALLOCATION CRITERIA

4. Administration must follow the following criteria areas to guide allocation of Recreation Facility access:

- a) User Profile
 - i) 1st Priority: Town Sponsored Programs and Community Events
 - ii) 2nd Priority: Youth Stakeholder Groups - In Season
 - iii) 3rd Priority: Adult Stakeholder Groups - In Season
 - iv) 4th Priority: Youth Groups - In Season
 - v) 5th Priority: Adult Groups - In Season
 - vi) 6th Priority: Youth and Adult Groups - Out of Season
 - vii) 7th Priority: Commercial Groups
- b) Residency
 - i) 1st Priority: Resident Groups
 - ii) 2nd Priority: Regional Groups
 - iii) 3rd Priority: Non-Resident Groups
- c) Function Profile
 - i) 1st Priority: Town Sponsored Programs and Community Events
 - ii) 2nd Priority: Local Tournaments/Competition/Events
 - iii) 3rd Priority: Games/Practices
 - iv) 4th Priority: National Tournaments/Competition/Events
 - v) 5th Priority: Provincial Tournaments/Competition/Events
- d) Past Performance (rated on a scale ranging from (1) very good to (5) very poor)
 - i) Timely submission of full rental payments to the Town,
 - ii) Provision of complete and accurate Participation Lists,
 - iii) Efficient use of facilities,
 - iv) Equitable treatment of any person or group, and
 - v) Adherence to the conditions of use as identified in the Facility Rental Permit Terms and Conditions

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- e) Economic Benefit to the Town (rated on a scale ranging from (1) very good to (5) very poor)
 - i) The economic benefit criteria are considered more heavily outside of regular season periods (for example Arena: April - August),
 - ii) Net revenue to the Town, and
 - iii) Economic gain to the community.
5. Allocation Process
- a) Administration assesses all requests for Recreation Facility access against the allocation criteria in writing using a standardized evaluation form.
 - b) Any individual or group that has applied for Recreation Facility access is granted access to their own completed evaluation.

RESPONSIBILITIES

6. The Manager of Recreation Services:
- a) Ensures that Town staff making allocation decisions are aware of, and act in accordance with, this policy, and
 - b) Provides the final decision on any Recreation Facility user appeals.

POLICY REVIEW

7. This policy will be reviewed by Council every four years.

RELATED DOCUMENTS

- 8. Recreation Services Policy REC-004
- 9. Community Events Policy AE-002

ATTACHMENTS

None

REPEALS POLICY: Facility Allocation Policy REC-001 (209-2007) approved April 17, 2007

AUTHORIZATION:



 John Borrowman
 Mayor



 Cheryl Hyde
 Municipal Clerk

Policy approved by: 

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2021-07-06	176-2021	

Policy approved by: CM VB