



<b>Policy Name: Recreational Space Allocation</b>	<b>Policy No: S701-06</b>
Committee approval date:	-
Council approval date:	April 16, 2025
Revision date(s):	-
Department/Division:	Recreation, Culture and Wellness

**1. Purpose**

This policy establishes a framework for allocating the use of indoor and outdoor recreational facilities in the Town of Pelham (“the Town”) to all users in a fair, reasonable, and consistent manner.

**2. Policy Statement**

The Town encourages active living for all members of the community. The Town is committed to offering residents recreational opportunities while recognizing community organizations' important role as recreational service providers. This policy outlines how recreational facility usage will be allocated to maximize rental potential, work effectively with user groups to ensure various recreational opportunities are available, and plan for future community recreational needs.

**3. Definitions**

“**Allocation**” means the Town’s apportionment and assignment of Recreational Facility space and usage between User Groups, including Permit issuance, and “Allocate”, “Allocated”, and “Allocating” have corresponding meanings.

“**Community Adult Organization**” means a non-commercial organization, whether incorporated or not, that provides social, recreational, health, or community activities or services for persons 18 years of age and older.

“**Community Youth Organization**” means a non-commercial organization, whether incorporated or not, that provides social, recreational, health, or community activities or services for persons less than 18 years of age.

“**Facility Rental Contract**” means a binding agreement between a User Group and the Town that contains terms and conditions for the use of a Recreational Facility by the User Group.

“**Permit**” means the formal written permission or authorization issued by the Town to a User Group for the use of a Recreational Facility by the User Group.



**“Recreational Facility”** means any land, building, or structure owned or occupied by the Town that is open or made available to the public for recreational use. For greater certainty, Recreational Facilities include but are not limited to parks, fields, pools, splash pads, ice surfaces, gymnasiums, and multi-use community rooms.

**“Special Event”** means an organized and time-limited event or function held at a Recreational Facility open to the public or invitees. For greater certainty, Special Events include but are not limited to tradeshow, markets, concerts, cultural events, banquets, and other similar events.

**“Special Event Review Team (SERT)”** means a team consisting of members from various Town departments and external agencies, including the Niagara Regional Police, the Alcohol and Gaming Commission of Ontario, and Niagara Region Public Health, which meets as needed to review Special Event and Tournament requests to ensure they meet the requirements of the Town and all SERT member agencies.

**“Tournament”** means an organized and time-limited sporting event consisting of multiple games or matches between several competitors.

**“Town”** means the Corporation of the Town of Pelham or the geographic location of the municipality, as the context requires.

**“Town Recreational Program”** means a sport, social, health, or community activity delivered by the Town at a Recreational Facility and includes programs for which the Town hires external instructors or providers to lead it on the Town’s behalf.

**“User Group”** means an individual, corporation, organization, association, or other entity that requires using a Recreational Facility for an event or activity.

#### 4. General Provisions

##### 4.1. Allocation Objectives

The objectives of Allocation are as follows:

- i. **Efficiency:** To maximize the Recreational Facilities being utilized
- ii. **Equity:** To promote fairness by providing clear Allocation guidelines
- iii. **Planning:** To support long-term planning through better forecasting of Recreational Facility needs based on current and near-term demand
- iv. **Conflict Resolution:** To minimize conflict about Recreational Facility usage between User Groups
- v. **Compliance:** To ensure User Groups follow regulatory requirements for safety and accessibility and adhere to Town standards



#### **4.2. Allocation Process**

User Groups may require Recreational Facility space for recurring activities, such as classes or sports leagues, or for standalone activities, such as Special Events or Tournaments. This Allocation will occur bi-annually.

The Town will host seasonal User Group meetings to discuss Spring/Summer activities and Fall/Winter activities. The Spring/Summer meeting will be held annually in March, and the Fall/Winter meeting will be held annually in July.

Application forms for the Spring/Summer Allocation will be sent to all User Groups by December 1<sup>st</sup> of the preceding year. They must be submitted to the Town no later than January 31<sup>st</sup> of the year for which the space is requested. The Town will notify all User Groups of the Allocation no later than March 1<sup>st</sup>.

Application forms for the Fall/Winter Allocation will be sent to all User Groups by May 1<sup>st</sup> and must be submitted to the Town no later than May 31<sup>st</sup>. These requests apply to the fall of the fiscal year in which applications are submitted and the winter of the next fiscal year. The Town will notify all User Groups of the Allocation no later than July 1<sup>st</sup>.

Late applications will not receive the Allocation priority that would otherwise be assigned under section 4.3 of this policy.

After each bi-annual Allocation is complete, additional requests may be made to the Town in writing for Recreational Facility use during the Allocation period. The Town will consider such requests in the order received and accommodate them when possible.

#### **4.3. Allocation Priorities**

The order of priority for Allocation is as follows:

1. Existing lease or licence agreements for Recreational Facility usage
2. Town operations, including Town Recreational Programs, Tournaments and Special Events hosted by the Town, and other Town services
3. Community Youth Organizations serving Town residents
4. Community Adult Organizations serving Town residents
5. Private rentals by Town residents and local businesses
6. Community Youth Organizations serving non-residents
7. Community Adult Organizations serving non-residents



#### 8. Private rentals by non-residents and non-local businesses

The intended use of Recreational Facilities is also considered in the Allocation process. Requests for space that are consistent with a Recreational Facility's purpose will be given priority over requests that do not align with the ordinary or intended use of the Recreational Facility.

No User Group is permitted to use a Recreational Facility to the exclusion of other User Groups. In the event of any conflict between User Groups, the Town will facilitate a meeting to work collaboratively toward a solution.

Council may require a temporary adjustment of the Allocation to accommodate a unique request for Recreational Facility use that will have a significant community impact. For this to occur, the requested use must be international in scope or of political significance or must provide a substantial amount of tourism, exposure, and/or revenue to the Town.

While the Town will adhere to the Allocation priority set out above, it does not guarantee that any or all User Group requests will be accommodated.

#### 4.4. Tournaments and Special Events

Requests to hold a Tournament or Special Event at any Recreational Facility must be submitted to the Manager of Recreation, Culture and Wellness. For Tournaments or Special Events that have been held at least once in the past three (3) years, the request must be made at least six (6) months prior to the proposed date. For new Tournaments or Special Events, the request must be made at least twelve (12) months prior to the proposed date. Late requests may be accommodated depending on the size and scale of the proposed event and its anticipated impact on the Town and other User Groups.

The Manager of Recreation, Culture and Wellness will review all requests in consultation with the Supervisor of Recreational Programs and the Special Events and Festivals Programmer. Requests supported by these staff will be brought to SERT for review to ensure that the proposed event complies with all applicable requirements of SERT members.

All efforts will be made to minimize the displacement of existing User Groups to accommodate Special Event and Tournament requests.

The Director of Recreation, Culture and Wellness has discretion to refuse a Special Event or Tournament request or impose conditions for the acceptance of a request where there is reason to believe that the requesting User Group



has not complied, or will not comply, with all applicable requirements of the Town and SERT.

#### **4.5. Administration and Payment**

The Town requires User Groups to sign a Facility Rental Contract and pay all applicable rental fees to secure Recreational Facility use. Rental fees are set in the Fees and Charges By-law and updated annually on January 1<sup>st</sup>. User Groups must also provide proof of insurance in accordance with the Town's requirements. Upon completion of this process, the Town will issue a Permit to the User Group for the Recreational Facility use. Any changes to this use, made by the User Group or the Town, require a new Facility Rental Contract to be signed and a new Permit to be issued.

Private rentals and rentals for Tournaments and Special Events must be paid in full at the time of booking to secure the use. Where a Recreational Facility is rented on a statutory holiday, the minimum rental period is four (4) hours, and other restrictions may apply.

For all other Allocations, the Town will invoice User Groups monthly. Invoices must be paid within 30 days, failing which the Town may revoke the Allocation to which the unpaid invoice pertains.

The Town will consider payment plans upon request.

#### **4.6. Cancellations and Rescheduling**

User Groups must provide at least seven (7) days' written notice to cancel or reschedule any Recreational Facility usage Allocated to them. Notices must be sent directly to the Supervisor of Recreational Programs. If the minimum notice is not provided, the User Group will be required to pay for the original time and any additional time used due to the cancellation or rescheduling.

In the event of an emergency of any kind, the Town may cancel or reschedule the Recreational Facility use Allocated to any or all User Groups. The Town will provide as much notice of the cancellation or rescheduling as possible.

### **5. Attachments**

None.