

To: David Creery, Chief Administrative Officer
From: Brian Connors, Director of Parks & Recreation
Re: Recreation Space Allocation Policy

AIM

To seek Council’s authorization to amend Council Policy PR014 – Recreation Space Allocation Policy.

BACKGROUND

The Recreation Space Allocation Policy was implemented in 2015 and has undergone revisions in 2019. This policy is to provide appropriate and reasonable procedures in order to distribute and manage sport field, aquatics, indoor turf, recreational spaces and ice resources in the City of Woodstock.

COMMENTS

The change to this policy will allow for the inclusion of newly built space allocation in order to allow multiple users to have access to the newly built recreational assets.

The other proposed change is to give priority booking status at weekends to our Class A sports fields. This is to further encourage sports tourism and maximize field usage.

An overview of the additions includes the following:

- Newly Built Space Allocation
 - This will allow new users groups the ability to share newly built recreational assets so that new recreational assets do not have just a single user group.
- Tournament
 - This provides priority to sports tournaments on the weekends on our Class A Sports fields.

RECOMMENDATION

That Woodstock City Council approves the revised Council Policy PR014 – Recreation Space Allocation Policy.

Authored by: Brian Connors, Director of Parks and Recreation

Approved by: David Creery, M.B.A., P.Eng., Chief Administrative Officer

	<h2>City of Woodstock Policy Manual</h2>
Subject:	Recreation Space Allocation Policy
Policy Number:	PR014
Revision:	0102
Approved by Council:	June 4, 2015
Amended:	November 7, 2019 July 11, 2024

Statement of Principle

To define the process for allocating, distributing and managing sport field, aquatics, indoor turf, recreational spaces and ice resources in the City of Woodstock.

Administration

1. *Standards of Play for Each Use*

Each sport or activity making use of a bookable recreational space be it sport fields, aquatics indoor turf, recreational spaces or ice within the City’s control have been assigned a standard of play. This is based upon National/Provincial or generally accepted standards as well as the local history of the sport or activity group. Standards consider the implications of several factors including: the specific nature of the sport or activity; the amount of time needed for a quality program; the number of participants per block of sport field time; time requirements per participant; age of participants and the relative level of participants as determined by skill or other factors (e.g. rep versus house league teams). The City will establish a review process to examine the time actually used by a sport or activity in relation to its standard. At the City’s discretion, the review findings could result in adjustments to a selected sport or activity standard of play.

2. *Calculation of Supply*

The supply of sport fields will be the amount of time in the City’s control. Maintenance time or time that would be otherwise unusable will be removed from the total supply calculation. The total available of field, aquatics, indoor turf, recreational space and ice time will be broken into three categories.

Prime Time	Monday –Friday	5pm-Close
	Saturday & Sunday	Open –Close
Non-Prime Time	Monday -Friday	Open – 5pm

1. Calculation of Demand

Demand for sport field time by user groups will be calculated by considering the actual current demand (as demonstrated by the previous season's registration), plus substantiated future demand (as demonstrated by an annual registration process inclusive of participants on waiting lists) and by applying the standard of play to each group of users within organizations. The sum of all groups' demands will equal the total demands for the upcoming season.

2. Annual Registration Process

The registration process will involve an application procedure for requesting sport fields, aquatics, indoor turf, recreational spaces or ice for each season. When possible, the timing of the registration process will be linked to the registration cycle of groups. However request past the published deadline will be considered only after all other booking requests before the deadline are processed. Process documentation will set out the information that is required to substantiate sport field requests by each organization as well as the responsibilities of groups in collecting relevant data.

3. Priority Status for Ice Allocation (Prime Time)

The priority for prime time sport field, aquatics, indoor turf, recreational spaces and ice allocation will be:

First Priority:	City of Woodstock Programs & Services
Second Priority:	Affiliated Youth Clubs/Leagues
Third Priority:	Affiliated Adult Clubs/Leagues
Fourth Priority:	Youth Clubs/ Leagues
Fifth Priority:	Adult Club /Leagues
Sixth Priority:	Commercial Groups from Woodstock
Seventh Priority:	Non-Resident Groups

Note: If two or more groups within the same priority category want the same time it will first be prioritized based on playability. That is, the priority will be given to the potential alternative places to play the sport, with priority going to the sport that does not have alternatives or limited options other than this asset and then based on historical precedent.

1. New User Groups

New groups of users may be included in the allocation process if it is demonstrated (through the annual registration process) that there are sufficient participants to qualify for sport field, aquatics indoor turf, recreational spaces or ice times and that there is sufficient areas available. 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 un-serviced segments of the population or where a new program is being introduced

that is not available through existing organizations. To start this process they will have to fill out a Facility Request Application.

2. Calculation of Supply-Demand Ratio

The total number of prime time and shoulder time periods of recreational assets within the City's inventory represents total supply. The supply-demand ratio is calculated by dividing total recreational asset's supply by the total demand.

3. Calculation of recreational Assets Allocation

The allotment of each group's space will be calculated using an allocation formula. The formula is: the percentage of total demand that the group represents multiplied by the supply-demand ratio (described above).

4. Use of allocated Recreational Asset Time

Each group is responsible to divide the allocated recreational assets time amongst subgroups (age group, teams, etc.) within the organization in accordance with either established rules of the organization or in keeping with the principles of fairness and equity as described in this procedure. Groups are at liberty to adjust the allotted time between subgroups or types of uses based on the unique aspect of the sport or use.

Definitions:

City of Woodstock Programs: programs and other initiatives that are organized by city staff or provided by contractors on behalf of the municipality. Currently, this includes public skating, adult skate, parent and tot skating, parent and tot hockey, and special needs initiatives. This list of programs could expand or contract as market conditions evolve or as the needs of Woodstock residents change

Affiliated (Youth and Adult) Requirements:

- 1) Once a year all leagues and clubs wishing to receive the City of Woodstock affiliation user rates would be required to fill out a "Sport League Affiliation Application"
- 2) If a club or league is a not-for-profit group it will need to provide:
 - a. A registration list with postal codes in order to confirm that 60% or greater club/league participants are residence of the City of Woodstock.
 - b. Not-for-profit status
 - c. If a club or league does not have not-for-profit status it will need to provide:
 - d. A written league constitution in which at least one annual general membership meeting is held and that the budget is circulated and discussed.
 - e. That the league/club executives are voted in by the general membership
 - f. That general membership is an open process that does not discriminate

- g. That full financial disclosure is available to the league/club membership at the annual meeting. Financial disclosure is required to the City annual or upon request.
 - a. To produce a Club/league registration list with postal codes in order to confirm that 60% or greater club/league participants are residents of the City of Woodstock
- Exemptions to 2a and 3e would be if a club or league competes at a provincial/national level or is a Special Olympics club or team. The Director of Parks and Recreation will make final determinations on exemptions.

Youth Groups: Youth under 19 years of age with over 60% of non-Woodstock residents

Adult Groups: User groups in this category are comprised of individuals over 19 years of age that are not affiliated with the City of Woodstock

Commercial Groups: User groups in this category are defined as organizations or individuals that use ice time with the intent of generating positive net income (profit). At the town's discretion, not-for-profit groups may be allowed to generate net income from the use of allocated ice time so long as the subject use aligns with the "fundamental activities" of the group.

Newly Built Space Allocation: Space allocation for newly built recreational assets will be awarded to more than one team or group, when possible. The duration of new space allocation will exist for the first 3 years of a new recreational asset being completed. This will provide a variety of users with an opportunity to use the new recreational asset. Priority will be given to existing groups especially if they have lost space due to a field or ice pad closure.

Tournament: The City of Woodstock will give preferential scheduling priority to full weekend tournaments who are booking at a Class A Sport field on Friday, Saturday and Sunday. Any weekend practices or games will be rescheduled to another week/time or to a Class B or C field.

Responsibilities

The City of Woodstock Parks and Recreation Department shall be responsible for managing, allocating and distributing sport field on an annual basis to reflect the guiding principle in the Facility Allocation Policy in addition to applying Municipal, Provincial and Federal directives where required.

In consultation with users, the City will establish a process to ensure that net income producing activities of not-for-profit groups remain consistent with the goals, objectives and guiding principle of the Facility Allocation Policy as well as the best interest of Woodstock residents.

Revision Date	Rev #	Particulars
June 4, 2015	00	Approved by Council
November 7, 2019	01	Create one policy to include allocation of all recreational spaces and provide clarity of priority for groups in the same category and prevent over booking of space to block other groups
July 11, 2024	02	Create Newly Built Space Allocation and Class A weekend Sport field tournament scheduling priority