



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora
Memorandum
Community Services

Re: Facility Allocation Policies Review

To: Parks and Recreation Advisory Committee

From: John Firman, Manager, Business Support

Date: October 19, 2023

Recommendation

1. That the memorandum regarding Facility Allocation Policies Review be received; and
2. That the Parks and Recreation Advisory Committee comments regarding Facility Allocation Policies Review be received and referred to staff for consideration and further action as appropriate.

Background

The Town's existing facility allocation policies are currently overdue for review. These policies being:

- Ice Allocation Policy
- Room-Hall Permitting Policy
- Sports Field and Park Use Policy

All of these policies were last reviewed and updated in 2017, with the exception of a minor review of the Sports Field and Park Use Policy in 2020 to address specific concerns related to tennis and pickleball court permitting.

Analysis

For the past several months staff have been reviewing the existing policies, consulting with user groups, other business units and Council. Through this consultation process, the following key issues were identified:

- There is a need to improve access to facilities for program growth.

- Aurora-based groups have difficulty accessing facilities due to the legacy rights held by groups from outside of Aurora.
- Not all groups operating as non-profit organizations meet our existing definition which requires non-profit incorporation.
- Concerns were raised about for-profit organizations having the same access as non-profit community organizations.

The majority of other issues identified were administrative or procedural in nature.

To help ensure consistency and to better enable the Town to respond to the need for minor procedural changes, staff have consolidated the three existing policies into one “Facility Allocation Policy” and several individual allocation procedures.

The key changes to the previous policies are summarized as follows:

- Combined the Room/Hall Permitting Policy, Ice Allocation Policy and Sport Field and Park Use Policy into one Facility Allocation Policy
- Standardized allocation priority as follows:
 1. Town of Aurora
 2. Junior Hockey: Aurora Tigers Jr. A and Central York Panthers U22AA Elite (applies to ice rentals only)
 3. 3rd Party Summer Camps booked elsewhere at the same site (applies only to gymnasiums in the months of July and August)
 4. Aurora-based non-profit youth
 5. Representative/regional non-profit youth
 6. Aurora-based non-profit adult
 7. Representative/regional non-profit adult
 8. Aurora School Groups
 9. Aurora-based for-profit youth
 10. Aurora-based for-profit adults
 11. Representative/regional for-profit
 12. Other groups and private individuals
 - Non-profit groups have been separated from for-profit groups, with higher priority being given to adult non-profit groups than for-profit youth groups
 - Added special priority for 3rd party camps in gymnasiums

- Adjusted Junior Hockey priority to include Panthers U22AA
- Adjusted definition of non-profit organization to include those operating in the spirit of non-profit:

Any incorporated not-for-profit organization or registered charitable organization. Proof of status may be required at the discretion of the Director.

Any group operating in the spirit of a non-profit organization may also qualify, provided that the group is willing to keep detailed financial records showing only incidental surplus revenue on an annual basis. These records must be disclosed to the Town on an annual basis during the seasonal permitting period for the previous year.

- Updated legacy rights to apply to Town of Aurora or Aurora-based and Representative/Regional groups only, as opposed to everyone.
- Added language to formalize several existing administrative matters, including:
 - Collect deposit at time of booking.
 - Permits created for the following calendar year will be subject to the rates and fees as set out by Council and may be subject to increase.
 - Weather-related cancellation requests must be submitted within 48 hours.
 - Permit revisions for seasonal requests are due by a set deadline in order to qualify for legacy rights.

The primary changes to existing procedures are summarized as follows:

- Added specific seasonal deadlines.
- Added the Dome turf to field procedures.
- Incorporated updated language re: pickleball into court procedure.
- Removed Town Hall meeting rooms from list of rooms available to non-profit groups at no charge.

Attachments

Attachment 1 - Draft – Facility Allocation Policy

Attachment 2 - Draft – Arena Allocation Procedure

Attachment 3 - Draft – Ball Diamond Allocation Procedure

Attachment 4 - Draft – Court Allocation Procedure

Attachment 5 - Draft – Field Allocation Procedure

Attachment 6 - Draft – Park Allocation Procedure

Attachment 7 - Draft – Room Allocation Procedure