



Park Allocation Procedure

Community Services

Contact: Supervisor, Business Support, Community Services

Effective: November 29, 2023

Procedure for Facility Allocation Policy

The purpose of this procedure is to outline the park-specific considerations of the allocation policy.

Allocation Procedures

Seasonal requests are due on or before the following dates:

- Special Events (following year): April 1
- Tournaments (following year): September 15
- Spring/Summer (following year): October 15

Seasonal permits must be reviewed, and revisions must be submitted within 21 days of receipt from the Facility Bookings Administrator. If seasonal permits are not confirmed by the deadline, legacy rights may not be maintained.

Scheduling Considerations

Permit holders are advised that regularly scheduled maintenance is conducted on a routine basis, and such routine maintenance may be cancelled or delayed should the facility be in use at the time of scheduled maintenance.

Submission of Town-run recreation program requests

All requests for use of facilities for recreation programming shall be submitted to the Business Support Services division as part of the seasonal program guide process. Advanced Aquatics, Special Events and arenas are booked for a year at a time in advance of the seasonal process.

Booking of facility spaces and supporting equipment shall be the responsibility of the Business Support staff, under the direction of the Recreation team for each respective program season, including entry into the permitting system with set-up requirements.

Fees and Charges

Fees will be charged for the delivery and removal of picnic tables, waste containers, other equipment and additional park maintenance requirements associated with

maintenance, restoration, garbage collection, and increased washroom maintenance during and after the special event/activity.

Park use fees and/or security deposits will also apply to any organized event occurring in a park where, in the opinion of the Manager of Parks Operations or Manager of Business Support, the nature of the event poses a risk of damage to the park or facility or where the Town will incur additional expense associated with restoration and cleanup.

References / Codes

- Facility Allocation Policy