



## Report

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**Subject:** Recreation Facility Allocation & Affiliation Policy

**Department:** Community Services

**Division:** Recreation

**Report #:** CMS-2025-005

**Meeting Date:** 2025-06-09

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### Recommendations

**That report CMS-2025-005, Facility Allocation & Affiliation Policy be received; and**

**That the Registered Minor Sport Groups Fee Reduction Policy, approved by Council on February 14, 2011 be repealed; and**

**That the Facility & Venue Allocation Policy approved by Council on March 20, 2017 be repealed; and**

**That the Recreation Facility Allocation & Affiliation Policy attached to CMS-2025-005 report be approved.**

### Overview

In 2017, the first Town of Orangeville Facility & Venue Allocation policy was implemented. The purpose of the allocation policy is to manage scheduling of recreation facilities both indoor and outdoor, to ensure optimum usage and programming. Staff has reviewed this policy and identified the need for an updated policy.

### Background

The Recreation & Events division coordinates the scheduling of recreation centres, sports fields and parks, which are used to accommodate a range of services, including sports and recreational activities, special events, community activities and a range of other community and private use and functions. These facilities are public assets which are costly to maintain, operate and construct. As such, it is vital that the Town implements clear guidelines so that use of facilities is equitable and provides a shared benefit for the entire community.

The 2020 Recreation & Parks Master Plan recommends to “review and update existing policies including Registered Minor Sport Groups Fee Reduction Policy: Facility and Venue Allocation Policy” (Recommendation A 18).

Staff has completed a comprehensive review including:

- Review of current Facility & Venue Allocation Policy (Attachment 1)
- Review of Registered Minor Sports Groups Fee Reduction Policy (Attachment 2)
- Review and benchmarking of 15 comparator municipal policies
- Conducted a user group survey
- Conducted user group focus groups
- Conducted staff focus groups

The updated policy as presented as Attachment 3, Recreation Facility Allocation & Affiliation Policy, establishes and clarifies the Town’s responsibility for allocation and administration and its commitment to the management of:

- Equitable distribution and access to recreation facilities.
- Establish criteria using a formula-based approach for allocation to balance supply and demand.
- Balance the requirements of permit use based on the priority status of users and consideration of new users.

In addition, throughout the process, the policy review was focussed on an Orangeville solution that specifically addressed current and future facility use and demand, historical usage and the uniqueness of Orangeville organizations. The policy includes all recreation facilities such as both indoor arenas, arena floors, pool and outdoor sports fields and will oversee any new facilities operated by the Town. Some municipalities develop separate policies for different types of facilities. By including all facilities in one policy, it streamlines the process and ensures consistency.

### **Analysis/Current Situation**

Consultation with user groups was vital to the policy development process. A user group survey was conducted in January 2025. The survey was issued to 28 groups with a 78% response rate, including responses from all minor sport organizations.

The survey collected responses on:

- Governance of the organization
- Years of operation
- Participant numbers including resident and non-resident numbers
- Future anticipated participation growth
- Consideration of collection of non-resident fees

- Feedback on draft policy priority user categories
- Season operating time frames
- Use of Town of Orangeville facilities and facilities outside Orangeville
- Tournaments and events

Key statistical highlights from the survey include:

- 763 years of collective service.
- 6,268 participants of which 79% are youth.
- Median residency rate of participation is between 85% to 90%.
- 8 minor sport organizations making up 32% of user groups responding.
- 8 community recreation leagues making up 32% of user groups responding.
- 43% of organizations use facilities outside of Orangeville.
- The largest organization is Orangeville Minor Soccer with an average participant base of 1,350 annually.
- Arenas are the most used facilities.

In addition to the survey, focus group meetings were held with minor sports organizations with 100% participation. These meetings provided opportunities for organizations to provide specific feedback on the draft policy, the process of allocation and to provide information on future growth of their organizations, as well as current and future use of facilities. The feedback collected on future growth will be of value as staff continue to develop the Facility Needs Assessment.

Through this policy, the Town is committed to the principle of fair and equitable allocation of facilities including current, historic, and future users. The policy includes Priority User Categories that sets the order in which annual facility permit requests are considered. The categories are as follows (i. being the highest ranking to support public access to facilities):

- i. Town of Orangeville programs, services and events
- ii. Minor Sports Organizations
- iii. Community Recreation Leagues
- iv. Junior Sports Clubs/Teams
- v. Boards of Education (public, private and post-secondary)
- vi. Commercial Specialized Program Providers

As part of the survey and focus group meetings, organizations were asked to evaluate the priority categories and select the category that best fits their organization. 74% easily identified with a category and indicated that the categories are logical and relevant. In addition, based on feedback, the Junior Sports Clubs/Teams category was added to better reflect current groups and potential new groups. For new clubs/ teams in the Junior category, consideration will be given after once all the needs of priority users have been met.

New to the policy is Standards of Play. Standards of Play are measures used to allocate the facility time required to meet the basic requirements of the sport. Standards of Play is a formula that determines how much facility time a team/group is eligible for, based on the number of teams/activities and the number of players/participants, and the time requirements for the sport (i.e. minor hockey requires a one-hour practice and one-hour game for house league hockey, per team, per week).

In addition, the standard is based on the organization's overall participant numbers for each age group/level and permit hours from the previous three (3) seasons to calculate a three-year average.

The policy includes historical precedents for Community Recreation Leagues. The Town recognizes long-time facility users and has established historical precedent to allow users access to facility rentals on the same or similar day and/or time block and the same facility as these users have permitted in the past. This precedent is applicable to Community Recreation Leagues that have been in existence for 25 years (determined at the time of policy approval, additional groups will not be added after the policy implementation date). The Town will identify historical users through the Town's recreation management database to provide status to the user. Historical tournaments for Minor Sports Organizations are also identified in the policy.

The survey collected data on residency rates. The median residency rate is between 85% to 90%. None of the organizations collect non-resident fees and during the focus groups suggested that this would be burdensome and potentially a price increase that could have a negative impact on future registration if the Town made this a mandatory requirement. The policy captures residency requirements at 75% for Minor Sports Organizations and Community Recreation Leagues.

The policy also includes the following:

- Expansion of Existing Programs
- Regular Season/Playoffs
- Unused "Burnt" Time
- Subletting of Time
- Reallocation of Time
- In-Receipt of Permits, Amendments & Cancellations
- Reduction of Availability
- Rates & Fees
- Monitoring & Penalties
- R-Zone Respect & Responsibility
- Conflicts with Town Programs

The Affiliation section identifies the benefits to Minor Sports Organizations. The benefits support the delivery of sporting activities for youth and include the following:

- 20% reduction in the base prime-time facility rental fee.

- Categorization in the Allocation priority ranking.
- Town liaison in advisory and permit support capacity including user group meetings. \*
- Use of a meeting room once per year, for the annual general meeting at a Town recreation facility at no cost.
- Use of the atrium at Alder Recreation Centre once per year for registration or promotional information at no cost. \*
- Placement of registration and promotional information on the Town's digital/electronic message boards (roadside signs and indoor info screens) at no cost. \*
- Access to live streaming services. \*
- Inclusion in the Town's Banner policy for display of club and championship banners. \*
- Inclusion in the Town's Sponsorship and Advertising policy for consideration of in-ice logos and floor logos. \*

\*Benefits available for consideration to Junior Clubs/Teams and Commercial-Specialized Program Providers (not necessarily applicable to all Commercial-Specialized, consideration will be given upon request).

Affiliation benefits were previously included in the Town's Registered Minor Group Fee Reduction Policy. The 20% fee reduction for Minor Sports Organizations is captured in the annual Fees & Charges By-Law. The benefits have been updated to reflect updated services including digital/electronic message boards, live streaming, banner policy updates, and sponsorship and advertising policy. In addition, Junior Clubs/Teams and Commercial-Specialized Program Providers are included for some benefits and identifies through the policy, those that are applicable.

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## Corporate Implications

This report will not generate direct implications. If future actions related to this report will have a corporate impact, a report will be presented to Council for approval, if required.

## Conclusion

The Allocation & Affiliation Policy will serve Orangeville well for years to come and can easily be updated to meet increasing needs and demands as the Town grows and considers upgrades or additions to facilities in the future. The policy review process had significant community input from current users making the policy Orangeville specific. Staff recommends Council approve the Recreation Facility Allocation & Affiliation Policy.

## **Strategic Alignment**

### **Strategic Plan**

Strategic Goal: Community Vitality

Objective: Well-Being – Support citizen and staff health, security, and well-being

- Provide venues and programs for recreation and fitness, including spaces for youth to thrive.

## **Notice Provisions**

Not applicable

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Respectfully submitted,

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**Attachment(s):**

1. Recreation Facility Allocation & Affiliation Policy
2. Registered Minor Sports Group Fee Reduction Policy
3. Facilities and Venue Allocation Policy