

**TO: GENERAL COMMITTEE**

**SUBJECT: 2024 FACILITY ALLOCATION AND AFFILIATION POLICY UPDATE**

**PREPARED BY AND KEY CONTACT: K. DATEMA, MANAGER OF RECREATION AND CULTURE FACILITIES**

**SUBMITTED BY: D. BELL, DIRECTOR OF RECREATION AND CULTURE SERVICES**

**GENERAL MANAGER / EXECUTIVE DIRECTOR APPROVAL: D. MCALPINE, GENERAL MANAGER OF COMMUNITY AND CORPORATE SERVICES**

**CHIEF ADMINISTRATIVE OFFICER APPROVAL: M. PROWSE, CHIEF ADMINISTRATIVE OFFICER**

**RECOMMENDED MOTION**

1. That Staff Report REC003-24 concerning the 2024 Facility Allocation and Affiliation Policy be approved for implementation effective the respective 2025 season.

**PURPOSE & BACKGROUND**

Purpose

2. The purpose of this Staff Report is to inform Council of the revisions to the Facility Allocation & Affiliation Policy and to seek approval for the updated policy, which is intended to improve the utilization of the City's resources, improve staff efficiency, maximize revenue, and ensure fair and equitable use of facilities by the community.
3. This policy revision aims to consolidate existing allocation policies into one governing policy, supported by clear procedures for allocation and booking staff to follow.
4. Furthermore, the procedures have been updated to strengthen language surrounding refund provisions, ice time returns, the addition of an affiliation requirement for local organizations, a renewed focus on allocating space based on prior year's usage actuals and the hierarchal priority ranking.

Background

5. The City currently has an approved Ice Allocation Policy and a Sports Field Allocation Policy. The administration of other facility types such as gymnasiums, pools, courts and theatres are not included in either of these policies.
6. The revised Facility Allocation & Affiliation Policy governs the allocation and rental of all recreation facilities to community organizations and individual users. This includes ice rinks, sports fields, ball diamonds, gymnasiums, pools, and theatres. As a result of increasing demand, the need for more facility space, and the highly competitive space in which our user groups operate, several issues have arisen with the administration of the current policy, particularly regarding cancellations, refunds, and the inability for the City to resell rental time when it is given back within 30 days of a booking.

Additionally, the City of Barrie's Recreation and Culture Services Department plays a pivotal role in the equitable access to recreation opportunities for youth and adults. The updated policy seeks to ensure that residents and local organizations are offered the first opportunity to recreate within City of Barrie facilities before commercial and for-profit entities.

7. Marshall Green's "The Southshore, Barrie Sports and a Revitalized Downtown Report" included as part of one of the recommendations that the City encourage the representatives of various sports organizations to meet cooperatively with the assistance of the City's Recreation and Culture Department to organize the proper and most efficient use of the existing fields on City lands. In fact, the Recreation and Culture team are very active and diligent in meeting and collaborating with local sports organizations – with both their ice/field schedulers on a daily/weekly basis, with their leadership as-needed throughout the season, formally during our pre-and-post season meetings, and whenever stakeholder consultation is required (such as in the event of changing policies like this one). The Recreation and Culture Department has been meeting annually with ice and outdoor sports field organizations/stakeholders for several years to review and address the allocation of these spaces.
8. The Recreation and Culture Department also offers stakeholders the opportunity to provide feedback on potential changes to allocation policies and procedures when these are reviewed (at a minimum of every 5 years). Prior to finalizing the proposed policy and procedures that are the subject of this report, ice, outdoor and theatre stakeholders were provided with an update on proposed policies and procedures including the changes as well as an opportunity to provide feedback. Some of the organizations responded and/or met with staff to provide input, and their policy or procedure-related feedback has been incorporated into the proposed documents.

## **ANALYSIS**

### **Key Revisions & Additions to the Facility Allocation Policy**

#### 9. Priority Ranking Adjustments

Consistency has been applied across all facility types and areas of the department to ensure that the classification of customer types is consistent and in line with Recreation and Culture Services' mandate:

- i) City of Barrie (Recreational Programs, Events and Activities)
- ii) Affiliated Youth Organization
- iii) Affiliated Adult Organizations
- iv) Boards of Education
- v) Resident/Private Casual Users (occasional)
- vi) Non-Affiliated Commercial and Non-Resident Users

#### 10. Affiliation Requirements

Introduction of an affiliation policy section to establish a process for approving and validating not-for-profit organizations that provide programming activities in areas where the City is not the sole provider. The following outlines the proposed criteria for affiliation:

- i) A non-profit sport organization with a minimum of Eighty percent (80%) of the registered players being residents of Barrie.
- ii) An established provider of quality recreational programs, primarily for youth offering individuals recreational, athletic, and structured social activities.
- iii) When the organization is the main provider of its activity in the City of Barrie, the residency requirement may be waived.

- iv) Participants must be 18 years of age or under prior to December 31 of that year's season and/or in the age categories as outlined by the Canadian provincial sport organization or national sport organization (PSO, NSO). Some partner groups may have limited adult membership (excluding coaches).
- v) Programs offered by an affiliated youth organization intended for youth, will be charged a youth rate. Mixed age competitive time will be charged an adult rate. If complete teams within an organization consist of players over the age of 20 years, those teams will be considered separately as an adult division of the organization and prioritized separately and will be subject to adult rates.
- vi) Must be a member in good standing of a Canadian national and/or provincial sport organization (PSO, NSO), such as Hockey Canada. (i.e., Ontario Minor Hockey Association, Ontario Women's' Hockey Association, Ontario Ringette Association, Ontario Speed Skating Association, Skate Canada, Ontario Lacrosse Association).

11. Cancellations & Refunds

- Reduce the giveback window for both the Ice and Outdoor seasons to August 15<sup>th</sup> for ice and April 15<sup>th</sup> for sports fields.
- Introduce a shared risk refund policy to better protect the city against financial loss and ensure efficient use of rental facilities. Casual and commercial use permits will not be confirmed until payment is received and are therefore tentative until the transaction is complete.

Supporting Analysis & Documentation

12. City staff performed an analysis of the total ice hours returned to the City by the five minor sport organizations during the 2022-2023, 2023-2024, and 2024-2025 seasons and identified the following:

- The five minor sport organizations rent an average of 7,665 hours from the City of Barrie each ice season.
- For the 2023-2024 season, 419 hours were returned with 30 days or less prior to the rental date, totalling \$90,085 in returned ice.
- Staff endeavoured to resell these blocks of ice, however there are considerable difficulties in selling off mid-season ice in large blocks of time, with 30 days or less notice.

13. City staff encounter similar trends with sports field tournament permits as follows:

- In 2024, 1,224 hours of diamond time was returned just before the 30-day penalty window was imposed. Most of the time was tournament allocation at the Barrie Community Sports Complex.
- This totalled over \$25,000 in returned diamond time.
- Staff endeavoured to resell these blocks of diamond time, however there are considerable difficulties in selling off mid-season diamonds during the summer when tournament organizers typically plan these events during the winter prior.

14. Community engagement occurred with Recreation and Culture Services' key stakeholders in late September and early October. Our local organizations were asked to provide feedback, and the feedback received reflected an understanding of the issues created with large blocks of time and the requirement to adjust the current return process and associated refunds.

15. Staff undertook research comparing the City of Barrie's allocated time return framework and the associated refund policies as it relates to facility rentals with neighbouring and similar-sized municipalities. This revealed that the City of Barrie is less restrictive than its municipal peers which is detrimental to the fair and

equitable access to City facilities, can leave high-demand facilities unused and create negative revenue impacts.

16. Specifically, as it pertains to ice, in almost all cases, municipalities have a giveback date between August 15<sup>th</sup> and October 15<sup>th</sup>, after which point no refunds, givebacks, or cancellation of time/space is permitted without penalty.
17. Some municipalities maintain a buy/sell list for time returned. If the municipality can re-sell the time returned, the organization returning the time is not required to pay for the time. If the time cannot be re-sold by the City, then the organization returning the time must pay 100% for the returned time. This is a shared risk approach and encourages organizations to manage their initial request in a more precise manner.
18. The percentage of fee retained varies from municipality to municipality, however this has been summarized in a table below for ice time as an example:

<b>Municipality</b>	<b>Seasonal Ice Return Deadline</b>	<b>Percent of Fee Retained</b>
Barrie (current)	N/A	30 days – 0% 29 days - 8 days – 50% 7 days – 100%
Barrie (proposed)	August 15 <sup>th</sup>	100% for ice unable to be re-sold.
Bradford	September 15 <sup>th</sup>	25%
Georgina	September 30 <sup>th</sup>	100% for ice unable to be re-sold.
King	August 30 <sup>th</sup> October 30 <sup>th</sup>	20% 35%
Kingston	October 15 <sup>th</sup>	10-25%
Markham	Labour Day	100% for ice unable to be re-sold.
Richmond Hill	September 15 <sup>th</sup>	50%
Innisfil	August 15 <sup>th</sup>	45 days - 50% 30 days -100%

19. Given the significant levels of demand and the opportunity for organizations to work with the City to resell the ice, staff are proposing that any ice returned after August 15 be charged to the organizer at full cost, unless together the organizer and the City are able to re-sell the ice.
20. A deadline of August 15 is proposed because the organizations have confirmed their team rosters and have ice schedules that are substantially complete. Ice returned after this date can be fairly and equitably re-allocated to those lower in the hierarchy such as casual users. This approach maximizes the fair and equitable access to the ice in a timelier fashion rather than the current in season ice returns with the 30-day requirement for returned ice.
21. While other municipalities have later dates or allow for an automatic refund of a certain percentage, given the size of blocks and the short notice, there would still be larger blocks that are underused at a cost to the City and its taxpayers.
22. Theatre venues have previously operated within an operations manual but not a formal policy. Theatres are being included within this policy framework with an associated procedure that details the allocation of Theatre space to ensure fair and equitable access for cultural organizations.

23. The Theatre Allocation Procedure includes a provision for the peak theatre months of May, June, October, and November, whereby renters will be limited to booking 2 consecutive weeks or less. Previously there was no limit on the number of consecutive bookings and staff were advised this prevented other organizations from hosting productions during the peak season when large blocks of time were held pending any revision. Submissions for extended bookings over two weeks can be submitted for review once other users have secured their bookings.

### **ENVIRONMENTAL AND CLIMATE CHANGE IMPACT MATTERS**

24. There are no environmental and/or climate change impact matters related to the recommendation.

### **ALTERNATIVES**

25. The following alternatives are available for consideration by General Committee:

#### **Alternative #1**

General Committee could maintain the existing policy with respect to the allocation of facility space within City of Barrie facilities.

This alternative is not recommended as it exposes the city to financial risk (lost revenue and decreased staff efficiency) and fails to properly address the prioritization of affiliated non-profit community organizations in the allocation priority tables.

#### **Alternative #2**

General Committee could maintain the status quo and not have an affiliation policy.

This alternative is not recommended as the affiliation policy is intended to prioritize City programs and not-for-profit organizations over commercial entities and provides clear criteria that respects Barrie taxpayer users as priority.

### **FINANCIAL**

26. There are no direct financial implications for the Corporation resulting from the proposed recommendation. It is anticipated that there will be fewer blocks of underutilized ice/diamonds and there will be a better opportunity to find paying replacement users resulting in lower lost revenues.


### **LINKAGE TO 2022-2026 STRATEGIC PLAN**

27. The recommendation(s) included in this Staff Report support the following goals identified in the 2022-2026 Strategic Plan:

Thriving Communities

28. Ensuring that residents and prospective facility rental clients have a fair and equitable means of securing facility rentals with the City of Barrie addresses the goal of having an active and engaged community participating in recreation activities. The policy changes enable and empower staff to accommodate as many facility rental clients as possible, promote high utilization rates, and minimize down-time during prime time in Recreation facilities, which is currently primarily driven by returned and cancelled rental permits.

APPENDIX "A"

 Recreation & Culture Services Department	<b>FACILITY ALLOCATION &amp; AFFILIATION POLICY</b>
<b>Created:</b> <b>Approved:</b> <b>Revised:</b> August 2024	<b>SUBJECT:</b> Policy governing the equitable assignment and management of facility time within Municipally Owned Indoor/Outdoor Facilities.

**1.0 POLICY STATEMENT**

The Corporation of the City of Barrie is committed to providing access within municipally owned and operated facilities, giving priority to City of Barrie residents, clubs and affiliates, patrons, and visitors, without prejudice, in a fair and equitable manner.

**2.0 PURPOSE**

The City of Barrie has been identified as a growth centre within the provincial document "Places to Grow – Simcoe Area: A Strategic Vision for Growth". As a result, the City of Barrie is projected to experience significant population growth and change over the next decade.

With our increasingly diverse demographics and growing demand for facility access, City Council and staff are committed to the effective management, allocation, and distribution of facility access within our municipally owned facilities.

This policy will serve as a guide for the facility allocation and affiliation process. It will guide all facility allocations outside of Council approved agreements.

The goal of this policy is to promote and encourage participation in municipal facilities to the overall benefit of the community. The policy will establish guidelines for the allocation and management of all facilities (ice rinks, pools, gymnasiums, sports fields & courts, meeting rooms, halls, and theatres) under the ownership and operation of the City of Barrie. This includes the annual allocation of seasonal rental permits, School Board permits, tournaments, special events and single use rental requests.

The Facility Allocation and Affiliation Policy establishes and clarifies the City's responsibility relative to allocation, administration, and its commitment to the management of:

1. Fiscally responsible facility operations.
2. Fair and equitable facility allocation.
3. Consideration of the needs of Barrie residents before residents of other communities.
4. Facilitate scheduling that will support proper and sufficient maintenance and repair of sports facilities, thereby facilitating long term quality and health of the facilities.
5. Balance the needs of facility users and the City as a whole.
6. Ensure the City's facilities are used for the benefit of the entire community.

7. Enhancement of the quality of life for all citizens.
8. Safe and accessible services for all.

NOTE: Sections of this facility allocation policy may not apply to organizations which have established separate facility use agreements with the City of Barrie approved by Council defining their annual facility allocation (i.e., including but not limited to - Barrie Baycats, Mariposa, Rotary, Barrie Colts, RVH Cardiac Care).

### 3.0 GUIDING PRINCIPLES

The Facility Allocation and Affiliation Policy is based on the following principles which should be considered when implementing and/or interpreting the Policy's statements:

- a) **Access and Equity:** to ensure fair and equitable access to municipal facilities.
- b) **Efficiency:** to ensure the effective and efficient use and maximization of facilities, both in terms of time and space.
- c) **Diversity:** to provide for a wide range of opportunities.
- d) **Demand:** facility allocation will consider both the demand for and supply of facilities.
- e) **Partnership:** to recognize the importance of partnerships with recreation, culture, and sport organizations, as well as commercial operations in the delivery of programs and activities.

### 4.0 SCOPE

This policy applies to all groups or individuals renting or booking facility time for the purpose of recreational, cultural, educational, athletic, or social activities.

### 5.0 PRIORITY RANKING

The City of Barrie will allocate facilities utilizing the following user priority ranking:

- a) City of Barrie (Recreational Programs, Events and Activities)
- b) Affiliated Youth Organization
- c) Affiliated Adult Organizations
- d) Boards of Education
- e) Resident/Private Casual Users (occasional)
- f) Non-Affiliated Commercial and Non-Resident Users

### 6.0 DEFINITIONS OF USERS

#### 6.1 City of Barrie Recreational Programs

The City of Barrie ensures resident access to indoor and outdoor recreation and culture facility opportunities through municipal recreation and culture programs initiated by and directly, or indirectly, operated by the Recreation & Culture Services Department. Programs are open to the public (although in some cases, may be targeted at a subset of the public (i.e., seniors, adults, youth).

#### 6.2 Affiliated Youth Organization

A City of Barrie Affiliated Youth Organization is defined as follows:

- a) A non-profit youth sport organization with a minimum of eighty percent (80%) of the registered players being residents of Barrie.



- b) Will be established providers of quality recreational programs, primarily for youth offering individuals recreational, athletic, and structured social activities.
- c) When the organization is the main provider of its activity in the City of Barrie, the residency requirement may be waived.
- d) Participants must be 18 years of age or under prior to December 31 of that year's season and/or in the age categories as outlined by the provincial or national governing body. Some partner groups may have limited adult membership (excluding coaches).
- e) Programs offered by an affiliated youth organization intended for youth, will be charged a youth rate. Mixed age competitive time will be charged an adult rate. If complete teams within an organization consist of players over the age of 20 years, those teams will be considered separately as an adult division of the organization and prioritized separately and will be subject to adult rates.
- f) Must be a member in good standing of a Canadian national and provincial sport organization governing body (PSO, NSO), such as but not limited to; Ontario Minor Hockey Association, Ontario Women's' Hockey Association, Rugby Ontario, Baseball Ontario, Ontario Lacrosse Association).

\* Refer to section 12 for affiliation requirements.

### 6.3 Affiliated Adult Organizations

A City of Barrie affiliated Adult Organization is defined as:

- a) A not-for-profit sports organization with (active) members comprised of 80% Barrie residents.
- b) The primary purpose of the organization is to offer, and involve, individuals in recreational, athletic, or social activities.
- c) Age of the participant is greater than that which qualifies it as a youth sport organization.  
(i.e. men's/ladies' hockey leagues)

\* Refer to section 12 for affiliation requirements.

### 6.4 Boards of Education

A publicly funded school or a "non-profit" school recognized by the Province of Ontario as an educational institution, located in the City of Barrie.

School bookings will be administered on a first-come-first-served basis through the Recreation & Culture Services Department.

The City of Barrie fees and charges by-law applies to all board of education permits. Where a separate reciprocal agreement with the school board exists, the rates identified in the agreement will apply.

### 6.5 Resident/Private Casual User (occasional)

Groups in this category do not meet the criteria of affiliated youth or adult users. Groups are further defined as organizations and/or individuals that may use recreation facility time occasionally. Groups utilizing facility amenities for the purposes of youth will be charged the applicable youth rate and adult use will be charged the applicable adult rate.



There is no guarantee that permit time allocated in the current season will be available for the next season based on allocation needs of those higher in the allocation hierarchy.

### 6.6 Non-Affiliated Commercial and Non-Resident User

Groups in this category do not meet the criteria of an affiliated youth or adult organization. Groups are defined as organizations and/or individuals that use time occasionally and/or with the intent of generating positive net income or are not in compliance as a registered not-for-profit.

There is no guarantee that permit time allocated in the current season will be available for the next season based on allocation needs of those higher in the allocation hierarchy.

### 7.0 RESIDENCY REQUIREMENTS

- a) The City of Barrie recognizes the tax-based contribution provided by its residents toward the development and operation of recreation facilities, whereby residents will always receive priority over non-residents in the allocation of facility time.
- b) On an annual basis, registration data from the prior season of play must accompany allocation requests if requested by the City. Registration information must be supplied, in an approved format, by all affiliated Youth and Adult user groups to the Recreation & Culture Services Department on/or before **February 1** of each year. Registration data must include each registrant's full name and complete address including postal code.
- c) Information collected by the City of Barrie shall be in accordance with the Municipal Freedom of Information and Protection of Privacy Act and shall be used for the sole purpose of determining and assigning eligible facility time to users.
- d) The Recreation & Culture Services Department may apply the data to the facility allocation benchmark formula which will determine the total number of weekly hours each user shall be assigned and the distribution of those hours to different age and skill level groupings.
- e) The City will accommodate the regular use of recreation facilities by commercial and non-residents after resident demand is satisfied and under special circumstances such as a reciprocal agreement. Non-residents will not achieve historical status regarding permit allocation on a year-to-year basis. Non-resident use will be reviewed on a case-by-case basis.

### 8.0 LOSS OF PRIVILEGES (Facilities, Venues & Playing Surfaces)

8.1 The following loss of privileges may apply for any permit infraction including but not limited to:

- a) Revocation of permit.
- b) Loss of allocated facility time.
- c) Refusal of future applications.
- d) Increase to the amount of security deposit (a damage deposit may be applied to permits).

8.2 Loss of privileges for any infraction of this policy and procedures appended thereto will consider:

- i. The circumstances and severity of the infraction, the damage to the facility or playing surface and the impact to other users of the facility.
- ii. The general previous conduct and cooperation of the permit holder at City facilities as documented in City files.

- iii. Previous infractions by the permit holder as documented in City files.
- iv. The level of cooperation and understanding by the permit holder in resolving the issues around the infraction.
- v. Late payment and/or no payment.

8.3 Discipline may range from, but is not excluded to, verbal warnings, written warnings, loss of damage deposit, cost of repair to the facility or playing surface and/or loss of facility use. It is understood several disciplinary measures can be used in combination with each other and discipline measures will generally be progressive in nature.

8.4 When a permit holder is found to have used a facility or playing surface that is officially closed; sub-leased a facility without permission; or have used a facility or playing surface not permitted to them, they could forfeit the right to permit and use a facility or playing surface for the remainder of their operating season (shows, events, tournaments, and play-offs included).

8.5 In addition, any repair costs to the facility or playing surface associated with the infraction will be levied against the offending permit holder(s).

8.6 When a permit holder books a facility or playing surface and does not use it and fails to return the time to the City within the proper cancellation time frames; the permit holder may face loss of privileges for current and/or future access. This includes reserving tournament time where all or a portion of the allocated facilities are turned back and unused.

8.7 Any permit holder assessed a loss of privilege under this policy must remit all fines/damage repair costs within 60 days. Failure to meet this obligation may result in further action.

8.8 Schedules for facilities, venues and playing surfaces – the City may request this information to efficiently schedule maintenance, staffing levels and facility preparation, and reserves the right to adjust the schedule to the City's needs and resource levels. Failure to provide schedules could result in discontinuation and the cancellation of all or some of the permitted time for the remainder of the season/schedule. Seasonal schedules are due at least 10 business days prior to the commencement of the first use of the permit holder.

## 9.0 NEW ORGANIZATIONS REQUESTING REGULAR FACILITY TIME

- a) If a new organization requests regular facility allocation time and an existing organization is meeting similar needs in the community, the Department will direct the new group to the existing organization.
- b) A new organization requesting regular facility time must meet an identified need in the community, which is not being provided by any of the existing organizations. Identified need and appropriate use of a facility will be evaluated by the Department.
- c) Organizations, groups, or individuals requesting regular facility time for the first time must submit a request in writing to the Manager of Facilities no later than October 1 for the following winter season, and by August 1 for the following summer season.
- d) Recognition and allocation will occur once the conditions and criteria outlined in the Allocation Policy are met and if existing users will not be adversely affected. The City will use unallocated time first to meet the needs of a new applicant but reserves the right to reasonably reallocate hours from existing users, if warranted.

## 10.0 ALLOCATION TIME AMENDMENTS AND CANCELLATION PENALTIES

### 10.1 Tournament Permit Amendments and Cancellations

The City will effectively manage any client requests for tournaments and special event permit amendments or cancellations with the goal of minimizing administrative, revenue and operational impacts. When changes or cancellations are requested, the guidelines outlined in the relevant Allocation Procedure will be applied.

### 10.2 Permit Amendments and Cancellations

- a) The Recreation & Culture Services Department has the right to control all facility allocation and use of City-owned and operated facilities for the duration of the permit. Controls must be in place to minimize the negative impacts that unused, returned, amended, and cancelled time can have on the facility and its clients. As such, the Recreation & Culture Services Department will apply all guidelines outlined in the Allocation Procedure to manage unused time or changing needs once permits have been issued reasonably and responsibly.
- b) Unused season permit time blocks must be returned to the City. An organization is not permitted to book a facility and let it sit vacant for any reason; this may result in loss of privileges. If facilities are not being used as requested, then permits may be revoked.
- c) Permit time requested for seasonal play and tournaments may be reduced or declined based on historical use. If a group requests facility time where all or a portion of time is returned and unused; the facility time may not be allocated in the following season if requested.

### 10.3 Cancellation Penalty Timeframes

#### 10.3.1 ICE:

- a) Winter seasonal and tournament ice that is not required must be returned to the City by August 15<sup>th</sup>.
- b) Summer seasonal and tournament ice that is not required must be returned to the City by May 31<sup>st</sup>.
- c) Casual and Commercial clients must make payment at the time of booking and no returns are permitted.

#### 10.3.2 OUTDOOR:

- a) Seasonal and tournament time that is not required must be returned to the City by April 15.
- b) Casual and Commercial clients must make payment at the time of booking and no returns are permitted.

#### 10.3.3 POOL, GYMNASIUM, MEETING ROOMS

- a) Seasonal and tournament time cannot be returned once a permit has been signed by the requestor.
- b) Casual and Commercial clients must make payment at the time of booking and no returns are permitted.

#### 10.3.4 THEATRES

Please refer to Appendix 3, Theatre Allocation Procedure, for details regarding holds, retainer fees and penalty timeframes for time returned for theatre allocation booked through Eproval.

### 10.3.5 RESALE OF PERMIT TIME

- a) The City must be notified by permit holders if the time that has been permitted cannot be used and time must be returned by the dates noted above.
- b) The City will maintain a Buy and Sell list for the purpose of selling unwanted time on behalf of the permit holder. The City will endeavour to find a buyer for the returned time, should one not be found the contract holder is responsible to pay the full cost for all unsold hours.

### 10.4 Playoff Cancellations

Organizations, acting reasonably, may return time not required for a playoff round ending early due to elimination. A written request is to be submitted to the Department for consideration to waive fees associated with the time returned. The City, acting reasonably, will review the request and respond within 2 business days.

### 10.5 Added Time (Temporary or Permanent)

All permit hours added to an existing contract will be final on the date issued and accepted. No further changes will be considered.

### 10.6 Transfer, Trade, Sublet or Sub-Lease of Allocated Time Prohibited

- a) The City of Barrie is the sole permit authority for all facility allocation times. The City must be aware of and be able to control the intended use of all allocated time permitted within its facilities.
- b) It is recognized that last-minute changes to the intended use of the facility may occur under infrequent and unforeseen circumstances; however, the Recreation & Culture Services Department must be notified by the permit holder, even after the occurrence.
- c) Failure to notify the Recreation & Culture Services Department may result in termination of the permit and cancellation of future bookings.
- d) No person, organization, association, sports group shall transfer or sublet/sub-lease or permit to be transferred or sublet/sub-lease, any facility allocation or part thereof, for value or otherwise.
- e) If any person, organization, association or sports group transfers or sublets/sub-leases, or permits such transfer or sublet/sub-lease, of any facility time allocation or part thereof, their facility rental contract shall be terminated without notice and the City shall refund the permit fee on a prorated basis.

### 10.7 Payment

- a) Payment of contracted facility time for affiliated youth organizations, affiliated adult organizations, and school boards (as defined) shall be made no later than 30 days in advance of facility use.
- b) All other permits for casual, commercial and non-resident users must be paid for in advance, at the time of booking, at Barrie City Hall, Recreation & Culture Services 8<sup>th</sup> floor, 70 Collier Street. Accepted payments are credit card or debit. Permits are not approved until payment is received in full.
- c) **NSF Cheque(s)** - A service charge of \$50.00 will be applied for payments made by the permit holder that are returned to the City of Barrie.
- d) All **seasonal permits** must pay by postdated cheques or by utilizing our pre-authorized credit card payment option. Cheques must be postdated on the 15<sup>th</sup> day of the previous month. These cheques must accompany the signed permits.
- e) Checks that fail to clear are considered non-payment and loss of privileges may apply if this is a common occurrence. Permits are considered tentative until payment has been received and the time allocated may be reassigned due to non-payment and future permits will not be issued until the account is in good standing.

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## 11.0 INSURANCE REQUIREMENTS

- a) Organizations/groups shall, at all times during which they are allocated facility/venue time in the City of Barrie municipally owned facilities, arrange, pay for and keep in force and in effect Comprehensive General Liability Insurance on an “occurrence” basis including personal injury, bodily injury and property damage protecting the Corporation of the City of Barrie, its elected Members of Council, its employees, agents and contractors (hereinafter referred to as “Released Persons”) and the organization against all claims for damage or injury including death to any person or persons, and for damage to any property of the Released Persons or any public or private property, howsoever caused including damage or loss by theft, breaking or malicious damage, or any other loss for which the Released Persons or the organization may become liable resulting from the organization’s use of field time in City of Barrie municipally-owned facility.
- b) Such policy shall be written with an inclusive limit of not less than the amount stipulated by the City of Barrie’s policy on insurance limits (currently at Two Million Dollars or \$2,000,000 with \$5,000,000 being preferred), shall contain a cross-liability clause, a severability of interest clause, and shall be primary without calling into contribution any other insurance available to the Released Persons as additional insured parties.
- c) The Corporation of the City of Barrie must be named as additional insured.
- d) The organization (for itself and its insurers) shall release each of the Released Persons and waives any rights, including rights of subrogation it may have against them for compensation for any loss or damage occasioned by organization or loss of use of property of the Purchaser.
- e) The organization shall provide certificates of insurance evidencing the coverage as required above to the Recreation & Culture Services Department upon facility time confirmation by the City, which certificates shall include the obligation on the part of the issuer of the certificates to endeavour to provide thirty (30) days written notice of cancellation to the certificate holders. Upon expiry, documents of renewed coverage are again to be provided, and the organization will make policies available to the City for review from time to time and in the event of a claim.

## 12.0 COMMUNITY GROUP AFFILIATION

### 12.1 Policy Statement

The City of Barrie values community groups and organizations who deliver sport, arts, and cultural programs, events and services that benefit Barrie residents. Supporting our community groups and organizations in the delivery of such programs through access to resources, capacity building and allocation of municipal space is one of the primary roles of the Recreation and Culture Services Department.

### 12.2 Scope

- a) The Community Group Affiliation Policy (the Policy) will help to strengthen organizations at a community level, building on their capacity and sustainability as well as connecting groups across Barrie.
- b) Capacity building is the process by which we strengthen an organization’s ability to fulfill its mission. This

process includes providing organizations with access to space, resources, best practices, and guidance. It is important to note that the City is not responsible for the actions or decisions of any community groups or their membership.

- c) The Recreation and Culture Services Department uses a community development approach to build the capacity of community groups, engage local volunteers, and sustain programs that the Recreation and Culture Services Department does not have the resources to implement. Department staff support community groups on an ongoing basis and cultivate relationships to respond to the unique needs of new and established organizations.

### **12.3 Purpose**

The Community Group Affiliation Policy (the Policy) is designed to identify, and support established, new and emerging Barrie-based registered not-for-profit and community volunteer groups in the delivery of their programs and services. The Policy is established to enhance leadership, communication, and engagement of community groups. The Policy provides a mechanism to assist staff in determining what resources are available and how the resources should be allocated to the benefit of Barrie residents.

### **12.4 Community Group Service Definitions**

Arts and cultural organizations are defined as not-for-profit community groups that deliver organized visual and performing arts programs. As examples, these groups would include not-for-profit theatre and organizations dedicated to the visual arts or music.

Sport organizations are defined as community groups that deliver organized, structured, competitive or recreational sport programs.

### **12.5 Community Group Affiliation Program Supports:**

The full list of supports outlined below varies based on the availability of facility space, availability of staff, status of affiliation applicants, and available department resources:

- a) Staff liaison(s) to assist the organizations' Executive in an advisory capacity.
- b) Information on provincial and federal funding resources and local opportunities including accessing City of Barrie grant funding.
- c) Access to priority booking of City ice, pools, arena floor, gymnasiums, outdoor sport fields and theatres in accordance with the Council-approved 'Facility Allocation and Affiliation' policy and procedures.

### **12.6 Opportunities Specific to Incorporated Groups:**

Incorporated groups are recognized by the City as valuable partners in meeting community needs for organized programs, events and activities. To reflect the responsibility and commitment required to run an incorporated not-for-profit organization, the support listed below will help groups foster their sport, recreation and/or cultural mandate.

- a) Staff liaison(s) to assist the organizations' executive/board in an advisory capacity.
- b) Information on Canadian municipal, provincial and federal funding resources.
- c) Access to priority booking of City ice, pools, arena floor, outdoor sport fields and culture venues in accordance with the Council approved 'Facility Allocation and Affiliation Policy and the relevant facility Allocation Procedure document.
- d) Opportunity to partner with the Recreation and Culture Services Department to establish new service

delivery arrangements to facilitate program development (for programs not currently offered by the department or established affiliates).

### **12.8 Eligibility Criteria for City of Barrie Community Group Affiliate Status:**

To be designated a City of Barrie Community Group Affiliate, the group must meet the following criteria:

- a) Have a primary mandate to provide a sport, recreation, cultural and/or leisure programming, event or service that meets community needs that are not currently being met at the time of application, with membership/participation open to Barrie residents.
- b) Have a documented mission and/or mandate statement.
- c) For incorporated groups, Articles of Incorporation confirming the organization's status as a not-for-profit or registered charitable organization, and confirmation of being a member of a Canadian Provincial/National/International not-for-profit organization. As it relates to sport, a Canadian provincial or national sport organization (NSO, PSO) is required. The group must be in good standing on requirements for not-for-profit status.
- d) Have a governance structure in place in the form of a volunteer Board of Directors and/or Executive Committee.
- e) Have a written constitution and by-laws and/or operating procedures establishing the framework of the organization's operations.
- f) Have financial records that are in accordance with Canadian Generally Accepted Accounting Principles, and where practical, annual financial statements.
- g) Comprehensive General Liability Insurance, certificate of insurance naming the City as additional insured, proof of which may be requested by the City.

### **12.9 Barrie Residency Requirements:**

- a) Community Group Affiliates must adhere to a minimum of 80% residency. A resident is defined as an individual who permanently resides in Barrie a minimum of six (6) months during the calendar year.
- b) When the organization is the main provider of its activity in the City of Barrie, the residency requirement may be waived.

### **12.10 Groups that are Ineligible for Affiliation:**

- a) National or provincial groups or organizations such as governing bodies.
- b) Commercial groups or organizations.
- c) Groups that duplicate the services of other community groups, unless it can be shown that an existing Community Group Affiliate cannot meet the needs of residents and additional facilities/locations/groups are required.
- d) A group may be deemed ineligible or have their status and associated benefits changed if Barrie resident membership in the organization declines or comprises less than 80% of the group's total membership.

### **12.11 Application for Community Group Affiliate Designation:**

To be considered for the Community Group Affiliation Program, applications must be submitted with the following documentation:



- a) Mission statement and/or mandate of the organization.
- b) Where applicable, confirmation of Articles of Incorporation (Not-for-Profit) or Registration Letter verifying charitable status and charter membership of a Canadian Provincial/National/not-for-profit organization; in good standing. As it relates to sport, a Canadian provincial or national sport organization (PSO, NSO) document showing an affiliated relationship/membership.
- c) List of Board of Directors/Executive including names, addresses and telephone numbers (submitted to City after each Annual General Meeting).
- d) Contact telephone number/website/email address for public inquiries.
- e) A percentage breakdown of the group's membership by residency, signed by two authorized officers (rosters may be requested to be provided to the City to demonstrate residency).
- f) Certificate of Insurance.
- g) Schedule of programs, events and services the group currently provides or is planning on providing.
- h) Letter(s) of Agreement documents confirming the right to operate the program from a Canadian Provincial or National Governing body (as applicable). As it relates to sport, a Canadian provincial or national sport organization (PSA, NSO).
- i) A complete financial statement of the previous operating year's expenditures and revenues, and a budget for the next operating year, signed by two authorized officers.
- j) Other information as required by the Recreation and Culture Services Department.

#### 12.12 Approval of Affiliated Status:

Applications for Community Group Affiliation will be approved by the Director of Recreation and Culture or their designate. Upon approval, all affiliated groups are required to sign an affiliation contract with the City. This contract requires each group to adhere to the requirements and stipulations outlined in the Policy and any changes deemed necessary.

- a. Approvals for affiliation status are granted for a maximum of two years from the date of approval. Affiliated groups must re-apply to renew their status – approval is not guaranteed in subsequent years.
- b. As a condition of approval, all outstanding debts to the City must be paid in full or an agreement regarding retirement of the debt must be in place.
- c. New groups and existing affiliated groups that require additional support in successfully adhering to the requirements of this policy may be offered Affiliated Group status on a probationary period. The staff liaison may attend the Board of Directors/Executive Board meetings of affiliated groups under probation in a non-voting capacity.

#### 12.13 Priority Status for Facility Use

Booking priority for facility usage is as follows for seasonal usage, as per the Facility Allocation and Affiliation Policy:

- a) City of Barrie (Recreational Programs, Events and Activities)
- b) Affiliated Youth Organization
- c) Affiliated Adult Organizations
- d) Boards of Education
- e) Resident/Private Casual Users (occasional)
- f) Non-Affiliated Commercial and Non-Resident Users

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**12.14 Affiliated Organization Responsibilities:**

- a) Strictly adhere to the guidelines outlined in the Policy.
- b) Ensure all members/participants adhere to the City's policies and procedures outlined in the rental permit's Terms and Conditions (located on the back page of the permit).
- c) Provide immediate notice to the Recreation and Culture Services Department staff liaison of any changes in the group's executive/board or constitution.
- d) Maintain up-to-date membership lists.
- e) Provide the City with an updated insurance certificate prior to policy expiration date, where applicable.
- f) Respect the intent of the City of Barrie Facility Allocation and Affiliation Policy and comply with the booking and cancellation requirements and deadlines.
- g) Submit an application to renew affiliation before the end of the two-year term.
- h) Promote and build the sport, recreation and culture environment of Barrie in a climate of mutual respect, transparency, fairness and open communication.
- i) Provide notice to the City of the organization's Annual General Meeting (AGM).

**12.15 City Responsibilities:**

- a) The City of Barrie reserves the right to request additional information at any time, be present at the Annual General Meeting and monthly meetings if required at the direction of the Director of the Recreation and Culture Services Department and allocate facilities according to the Facility Allocation and Affiliation Policy.
- b) The City of Barrie's relationship with volunteer community groups receiving support under the Community Group Affiliation Program is based on support and guidance. The City is not responsible for the decisions and/or actions of any group or its members. Accordingly, the City will not act as a review body for any such group, except to the extent that the actions of a group put the group in contravention of the Policy.
- c) Applications are assessed in accordance with the criteria established by this Policy. Notification of acceptance or ineligibility will be sent in writing. The City will review applications and respond to the applicant group within 15 business days of receiving the complete application.

**12.16 Termination of Affiliation Status:**

Status may be rescinded by the Director of Recreation and Culture Services and future requests for assistance may be denied if the group:

- a) Fails to operate in a financially responsible manner; or
  - a. Revokes its constitution, by-laws or operating guidelines; or
  - b. Acts in contravention of the group's constitution, by-laws or operating guidelines; or
  - c. Acts in contravention of this Policy; or
  - d. Abuses the services and privileges offered to the group as an affiliate of the City; or
  - e. The group's activities violate municipal by-law or provincial or federal legislation; or
  - f. Fails to abide by a ruling from the Ontario Human Rights Commission regarding the group's actions.
- b) The Recreation and Culture Services Department reserves the right to review documents including but not limited to financial records, participant/membership lists, meeting minutes, promotional material, policies and procedures at any time. Failure to provide requested documentation may result in the Community Group Affiliation status being revoked.

- c) Groups may terminate affiliation status at any time. Requests to terminate affiliation must be made in writing to the staff liaison and must be signed by 51% of the group's executive members.

**13.0 PROMOTION OF THE POLICY & PROCEDURES**

- a) The Facility Allocation and Affiliation Policy and accompanying Procedures will be identified and be accessible electronically via the City of Barrie webpage.
- b) The Facility Allocation and Affiliation Policy and Procedures will be incorporated into the Recreation & Culture Services Department Municipal Policies & Procedures Manual.
- c) All relevant City of Barrie Recreation & Culture Services staff will be made aware of and provided access to a copy of the Facility Allocation Policy and Procedure as a component of orientation.

**14.0 MONITOR AND REVIEW OF THE POLICY & PROCEDURES**

The Facility Allocation and Affiliation Policy and Procedures shall be reviewed within a 5-year period by Departmental Staff.

The Recreation & Culture Services Department has the authority to adjust procedural items related to timing, process, etc., as appropriate and to respond to Council directions related to revenue achievement, goals, and strategic business approaches.

**APPENDICIES:**

- Appendix 1 – Indoor Recreation Facility Allocation Procedure
- Appendix 2 – Outdoor Recreation Facility Allocation Procedure
- Appendix 3 – Theatre Allocation Procedure

 <p>Recreation &amp; Culture Services Department</p>	<p><b>INDOOR RECREATION FACILITY ALLOCATION PROCEDURE</b></p>
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<b>Created:</b> <b>Approved:</b> <b>Revised:</b> August 2024	<b>SUBJECT:</b> Procedure governing the equitable assignment and management of indoor recreation facility time within municipally owned facilities.
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### **INDOOR RECREATION FACILITY ALLOCATION RESPONSIBILITY**

The City of Barrie’s Recreation & Culture Services Department – Facilities Branch has the responsibility to manage the allocation and distribution of indoor recreation facility use on an annual basis to reflect population, registration, utilization, and participation patterns, in addition to applying municipal, provincial, and federal directives where required. The Recreation & Culture Services Department is responsible for implementation of the policy and procedure as outlined.

### **INDOOR RECREATION FACILITY OPERATIONS**

The City of Barrie will responsibly manage indoor recreation facility resources to ensure optimum usage and programming, to reflect municipal directives and to minimize risk and operational issues, as well as enhance fiscal health to allow for timely and effective infrastructure updates.

On an annual basis, municipal staff will organize a meeting with key stakeholders and users to review, define or confirm the City’s indoor recreation facility seasons, hours of operation, ice pad, dry floor, gymnasium, and meeting room uses and restrictions, facility closures, holiday operating hours, prime and non-prime time hour definitions.

The results of this meeting will enable municipal staff to update annual arena operations calendars, ice management schedules, critical dates, tournament/special event, and regular indoor recreation facility allocation schedules.

### **INDOOR RECREATION FACILITIES**

This procedure applies to the following facilities:

- Allandale Recreation Centre
- East Bayfield Community Centre
- Eastview Arena
- Peggy Hill Team Community Centre
- Sadlon Arena

The amenities within the facilities for which this procedure applies are as follows:

Ice pads, arena floor, pools, gymnasiums, and meeting rooms.

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**SECTION 1 ALLOCATION AND DISTRIBUTION PHILOSOPHY**

On an annual basis the Recreation & Culture Services Department – Indoor Recreation Facility Allocation Committee (IRFAC) comprised of staff, will circulate to user groups, a Timetable Schedule outlining key milestone dates for submission of requests and confirmation dates.

Through this process the IRFAC will develop an indoor recreation facility allocation schedule that best reflects the expressed needs of the users and application of this policy’s principles, directives, definitions, and guidelines. The process will identify ice installation and removal timeframes and consider other maintenance and rejuvenation projects that may impact use and access to all amenities within the recreation facility.

The City of Barrie reserves the right, at its discretion, to reassign indoor recreation facility time annually as required and redistribute unassigned time.

The City reserves the right to change the indoor recreation facility allocated to user groups when facility closures or restrictions negatively impact the 80% youth requirement for ice allocation.

**SECTION 2 DEFINITION OF ICE SEASON OF PLAY**

The City of Barrie Recreation and Culture Services Department has adopted the following Season of Play:

- 1) **Summer Ice Season** shall be defined as June 1 through to August 31 inclusive.
- 2) **Regular Ice Season** shall be defined as September 1 through to May 31 inclusive.

The opening of arena facilities when they are normally closed, or beyond established operating hours (as defined by the Ice Allocation Policy), will be considered only if the applicant agrees to pay for the full operational costs for such an opening and pending the availability of staff.

For further clarification the City reserves the right at its sole discretion to determine the length of the operational season on a per ice surface basis (i.e., not all ice surfaces must be open for the entirety of the defined Regular Ice Season).

- All reasonable requests to add ice earlier than planned or extend it beyond the planned removal date will be reviewed and responded to within 10 business days.
- Application does not guarantee approval.

**SECTION 3 DESIGNATION OF ICE TIME CATEGORIES**

Ice allocation hours shall be designated and categorized as prime-time and non-prime time by the Recreation & Culture Services Department based on user demand and ice time availability.

**Winter Prime Time:**

Monday – Friday	6:00am-8:00am
Monday – Friday	5:00pm-11:00pm
Saturday & Sunday	6:00am-12:00am Midnight

**Summer Prime Time:**

Monday – Friday	6:00am-12:00am Midnight
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**Winter Non-Prime Time:**

Monday - Friday	8:00am-5:00pm
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**Summer Non-Prime Time:**

Saturday & Sunday	6:00am-12:00am Midnight
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Summer ice shall be made available by the Recreation and Culture Services Department based on an expressed need by user groups, balanced with the department’s annual business plan.

**SECTION 4 ALLOCATION OF INDOOR RECREATION FACILITY TIME**

The City Recreation & Culture Services Department shall develop and implement procedures for the allocation requests in accordance with the Guiding Principle, Distribution Philosophy, User Priority Ranking and definitions in this procedure.

**4.1 Allocation Procedures:**

- a) The supply of available indoor recreation facility time will determine the total number of weekly hours each permit holder is entitled to and the distribution of those hours to different age and skill levels. The City will communicate this entitlement to permit holders shortly after the application data has been reviewed and time has been allocated.
- b) Ice time allocations will be divided into Prime Time and Non-Prime Time. Supply of ice time is the total amount of time available for permitting in both Prime Time and Non-Prime Time.
- c) If more hours are needed beyond what is available, then each Permit holder must justify this need in writing well in advance of the seasonal application process. Requests will be satisfied pending availability and demand.
- d) Demand for facility time by permit holders will consider the priority status of the permit holder and the proportionate number of participants in a group requesting time.
- e) The City, at its discretion, may place a cap on the proportion of the total available Prime Time that adult permit holders may access to ensure that youth have most of the Prime Time allocated to them.
- f) Once time has been allocated by the City, each permit holder is responsible for distributing its allocation amongst its various subgroups in accordance with established rules of its organization and in keeping with the principles of this policy.

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#### 4.2 Deficit Ice Pads & Recreation Facility Amenities:

A deficit of ice pads and recreation facility amenities occurs when the total Prime Time demand exceeds supply. When this occurs, there are methods available to manage the allocation. The following is a list of allocation options that may be applied:

- a) During allocation deficit periods, the total number of hours may be pro-rated so that all permit holders will receive an equitable deficit allocation adjustment.
- b) To ensure a fair and equitable distribution of time, the City may at its discretion and acting reasonably, schedule a portion of a permit holder's time at Non-Prime times.
- c) Where multiple ice pads or facilities are requested, a permit holder must ensure they book and utilize the full block of time before being granted additional time on additional ice pads/facilities.
- d) In the case of a deficit of ice time at City of Barrie facilities, it is recommended that all organizations which are assigned ice time by the allocation formula, should book a minimum of 15% of their ice time at facilities other than those operated by the City of Barrie. This percentage is subject to change.

#### 4.3 Tournaments & Special Events:

The City of Barrie supports tournaments and special events. These programs provide revenue generating opportunities to both the program organizers and the Corporation of the City of Barrie as well as positive economic impact to the community at large.

Generally, tournaments and special events are competitions hosted by recognized City of Barrie affiliated youth organizations. They may include events of regional, provincial, or national significance.

Tournaments may also be hosted by adult seasonal clients such as men's or ladies' hockey leagues.

Special events may not be limited to competitions and may include events such as trade shows and exhibitions for dry floor uses.

Tournaments and special events will be prioritized in accordance with the priority level set above in Section 5 of the Facility Allocation & Affiliation Policy and will be further prioritized as follows:

- a) Sanctioned National Championships
- b) Sanctioned Provincial Championships
- c) Qualifier Events that feed Provincial and National Championships
- d) League/Organization Tournaments
- e) Charity, Invitational or Open Events

Typically, tournaments and special events are allocated in addition to a group's regular seasonal allocation and will be examined annually to minimize any negative impact on regular programs scheduled and City of Barrie programming.

A maximum of two tournaments or special events per organization per Fall Regular Season (September to December) and per Winter Regular Season (January to March) will be considered. The City reserves the right to limit the number of tournaments to maximize allocation equity and access.



Allocations for tournaments are dependent upon available resources and may be modified to provide required resources for City programming. Tournaments that are multiple days will have priority over single day tournaments.

#### 4.4 Definition of Ice Time Hour

- a) The City of Barrie Recreation and Culture Services Department has adopted the following one-hour block of ice time definition (not applicable to dry floor use):
- b) A one (1) hour block of ice time shall be defined as fifty (50) minutes of ice time play. The remaining ten (10) minutes of time shall be utilized by facility operations staff for ice maintenance purposes.
- c) Where there exists only one ice pad within a given municipal arena facility (Sadlon Arena, Eastview Arena), all rentals shall commence on the hour mark.
- d) Where there are two or more ice pads within the same municipal arena facility complex:
  - All rentals for First Ice Surface (1) shall commence on the hour mark.
  - All rentals for Second Ice Surface (2) shall be offset by 30 minutes, commencing on the ½ hour mark to allow appropriate time for ice maintenance.
- e) To maintain the efficient scheduling of maintenance staff, ice resurfacing, and to ensure the accurate communication of ice surface and room assignments to participants, the city requires that **all groups** supply ice use schedules and ice resurfacing requirements to the city one month prior to the commencement of the season.
- f) Failure to comply could result in the cancellation of all or some of the permit for the remainder of the ice season.
- g) The City reserves the right to accept or modify ice resurfacing requests to ensure the achievement of operational efficiencies and ice surface condition.

#### 4.5 Rental Agreement

An ice/floor rental permit(s) will be issued for all contracted ice/floor use within City of Barrie facilities. The permit will be accompanied by the guiding rules and regulations (which may be amended from time to time) that will dictate the governance of conduct both on the ice/floor and in the facility. Failure to adhere to these regulations may result in permit cancellation.

### SECTION 5 CLASSIFICATIONS OF INDOOR FACILITY ALLOCATION REQUESTS

For ice/floor, gymnasium, pool and meeting room allocation, requests for ice/floor time from organizations and groups will be classified as “existing”, “existing program expansion” or “new”. These terms are defined as follows:

- a) Existing Programs – organization/group was allocated regular time in the previous comparable season (i.e., organization was allocated time in previous fall/winter or spring/summer season and requests ice/floor time again in the upcoming season).
- b) Existing organization or group program expansion of core/primary/basic services – requests by an existing organization/group to expand programming due to higher program registrations, and/or changes to governing sports affiliation rules and regulations, which requires additional time, or more time than the ice/floor entitlement.
- c) New Programs - organization/group not allocated regular ice time in the previous comparable season, whose program or services meet a previously unmet need at the approval of the City.

**Table 5.1 – Ice Request Timelines**

Tournament	Request Date	City Confirmation Date	Season Date Range
Winter Request	October 1 for following season	January 1	Sept 1 – March 31
Summer Request	June 1 for following season	August 1	June 1 – Aug 31
Regular Season	Request Date	Confirmation Date	Season Date Range
Winter Request	December 1 for following season	April 30	Sept 1 – March 31
Summer season	August 1 for following season	October 1	June 1 – Aug 31

**Table 5.2 Dry Floor Timelines**

Tournament	Request Date	Confirmation Date	Season Date Range
Spring/Summer	November 1 for following season	February 1	April 1 – Aug 15
Regular Season	Request Date	Confirmation Date	Season Date Range
Spring/Summer	November 1 for following season	February 1	April 1 – Aug 15

**Table 5.3 Gymnasium, Pool and Meeting Room Timelines**

All Uses	Request Date	Confirmation Date	Season Date Range
Spring	December 1 for following season	February 1	Spring Apr 5 – Jun 15
Summer			Summer Jul 1 – Aug 31
Fall			Fall Sep 1 – Dec 31
Winter			Winter Jan 1 – Apr 4

**SECTION 6 PRINCIPLES APPLIED TO ICE & FLOOR ALLOCATION PROCESS**

**6.1 Ice/Floor Time Allocation Guidelines for Youth Sport Organizations**

Ice time guidelines are formulas used by municipalities to allocate the ice time required to meet the basic requirements for a sport and are expressed through a ratio of ice time per team or number of skaters and differ based on a sport’s activity requirement and caliber/level of play.

**Ice time guidelines apply only to youth sport organizations and should not be considered a guarantee. (Please refer to Section 6.4 )**

**6.2 Principles Applied in the Indoor Recreation Facility Allocation Process**

- a) Organizations/groups to which the ice/floor allocation guideline does not apply will be allocated time based on the Allocation Schedule in the City’s ACTIVE Net system, availability and user group registrations.
- b) Ice/floor, pool, gym and meeting room time will be made available to

- organizations/groups based on the availability of space.
- c) Organizations are responsible for the distribution of ice/floor time to their teams or members.
- d) Allocated hours must be used by the organization/group to which they are assigned, unless otherwise approved by the Department.
- e) No tournaments, special events or expansions to existing programs may be implemented without the prior written approval of the Department.
- f) School Boards/Colleges/Universities will be allocated ice/floor time to comply with existing reciprocal use agreements where applicable.

**6.3 Weekly Hours of Ice Assigned and Distribution for Youth Partner Groups**

- a) The number of weekly hours allocated to a Youth Partner Group will be based on justified need.
- b) On an annual basis, registration data from the prior season of play must be supplied if requested, in an approved format, by the Youth Partner Group to Recreation & Culture Services Department within 10 business days from the time of request. A Registration Data Form template will be provided by Recreation & Culture Services to clearly illustrate the information data to be provided.
- c) Information collected by the City of Barrie shall be in accordance with the Municipal Freedom of Information and Protection of Privacy Act and shall be used for the sole purpose of determining and assigning eligible time to users.
- d) The Recreation & Culture Services Department will apply the data to the ice allocation benchmark formula which will determine the total number of weekly hours each user shall be assigned and the distribution of those hours to different age and skill level groupings.

**6.4 ANNUAL ICE TIME ALLOCATION GUIDELINE BY SPORT**

Sport	Suggested Allocation Guidelines	Definition
<b>Minor Hockey &amp; Minor Lacrosse</b>		
U7	1.00 hour per week per team	Team defined as 14 to 17 players registered with the Ontario Minor Hockey Association/ Ontario Women's Hockey Association/ Barrie Christian Hockey Association/Ontario Lacrosse Association
U8	1.00 hour per week per team	
U9	1.50 hours per week per team	
U10	1.50 hours per week per team	
U11	1.50 hours per week per team	
U12	1.50 hours per week per team	
U13	1.50 hours per week per team	
U14	1.50 hours per week per team	
U15	1.50 hours per week per team	
U16	1.50 hours per week per team	
U17	1.50 hours per week per team	
U18	1.50 hours per week per team	
18+	1.50 hours per week per team	
Adult	0.75 hours per week per team	
<b>AAA Hockey</b>		
U7 to U10	2.00 hours per week per team	
U11 to U13	2.50 hours per week per team	
U14 to U18	2.75 hours per week per team	
<b>Men's/Women's Adult Hockey</b>	0.75 hours per week per team	

<b>Figure Skating</b>	1.00 hour per week per 14 to 18 skaters	Skaters registered with Skate Canada
<b>Ringette</b>		
U7	1.00 hour per week per team	Team defined as 11 to 14 players registered with the Ontario Ringette Association
U8	1.00 hour per week per team	
U9	1.50 hours per week per team	
U10	1.50 hours per week per team	
U12	1.50 hours per week per team	
U14	1.50 hours per week per team	
U16	1.50 hours per week per team	
U19	1.50 hours per week per team	
18+ (Open)	1.50 hours per week per team	
<b>Speed Skating</b>	1.00 hour per week per 4-5 skaters	Skaters registered with the Ontario Speed Skating Association


**6.5 Sadlon Arena Allocation**

Sadlon Arena is a special event centre and provides access for concerts, trade shows, and other special events as well as being home to the Barrie Colts of the OHL. These uses may be prioritized over other uses of the arena floor/ice. Facility time allocated to users of Sadlon Arena is subject to change. The City, acting reasonably, will provide as much notice as possible for cancellation, rescheduling, or relocation to another facility if available.

**7.0 Banners & Signage**

Banners from Youth Partner Groups will be permitted for consideration by City staff. The following stipulations will apply:

- It must be a championship banner at a provincial or higher level.
- Submission requests will be made by June 1.
- It must be made of a fire-retardant and mold resistant material.
- It will be displayed in a place selected by the City.
- The number of banners will be at the discretion of the City.
- The maximum time a banner may be displayed is 5 years after which it will be returned to the appropriate organization.
- Existing banners will be granted a 7-year term based on their year of award (i.e., a banner won in 2010 will hang until 2017).
- This section does not apply to organizations which have established separate agreements with the City as approved by Council.

 Recreation & Culture Services Department	<b>OUTDOOR RECREATION FACILITY ALLOCATION PROCEDURE</b>
<b>Created:</b> <b>Approved:</b> <b>Revised:</b> August 2024	<b>SUBJECT:</b> Procedures governing the equitable assignment and management of outdoor facility time within municipally owned facilities

**OUTDOOR RECREATION FACILITY ALLOCATION RESPONSIBILITY**

The City of Barrie’s Recreation & Culture Services Department Facilities Branch has the responsibility to manage the allocation and distribution of outdoor facilities on an annual basis to reflect population, registration, utilization, and participation patterns, in addition to applying municipal, provincial, and federal directives where required. The Recreation & Culture Services Department is responsible for implementation of the policy and procedure as outlined.

**OUTDOOR RECREATION FACILITY OPERATIONS**

The City of Barrie will responsibly manage outdoor recreation facility resources to ensure optimum usage and programming, to reflect municipal directives and to minimize risk and operational issues, as well as enhance fiscal health to allow for timely and effective infrastructure updates.

On an annual basis, municipal staff will organize a meeting with key outdoor facility stakeholders and users to review, define or confirm the City’s outdoor facility season, hours of operation, outdoor facility uses and restrictions, field closures, holiday operating hours, and prime and non-prime time hour definitions.

The results of this meeting will enable municipal staff to update annual outdoor facility operations calendars, field management schedules, milestones, critical dates, tournament/special events and outdoor facility allocation schedules.

**OUTDOOR RECREATION FACILITIES**

This procedure applies to the following outdoor facilities where a user agreement is not already in place (i.e. Barrie Community Tennis Club, Barrie Baycats of the IBL):

- Sports Fields (baseball diamonds, fields, pitches)
- Tennis and Pickleball Courts
- Beach Volleyball Courts

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**SECTION 1 OUTDOOR FACILITY ALLOCATION AND DISTRIBUTION PHILOSOPHY**

On an annual basis the Recreation & Culture Services Department – Outdoor Recreation Facility Allocation Committee (ORFAC) comprised of staff will circulate to user groups, a Timetable Schedule outlining key milestone dates for submission of requests and confirmation dates.

Through this process the ORFAC will develop an Outdoor Facility Distribution Schedule that best reflects the expressed needs of the users and application of this policy’s principles, directives, definitions, and guidelines. The allocation of facility time will also strike a balance between permit vs drop-in time for facilities that allow drop-in play at tennis, pickleball and volleyball courts.

Certain outdoor facilities are not available to permit to maintain community access for drop-in purposes. These facilities may be permitted at the discretion of the City based on the merit of the request if the use fulfills a community need (i.e. - outdoor basketball courts, outdoor rinks).

The City of Barrie reserves the right, at its discretion, to reassign outdoor facilities annually as required and redistribute unassigned outdoor facility time.

The City reserves the right to change the outdoor facility(s) allocated to user groups when facility closures or restrictions negatively impact youth requirements for outdoor facility allocation.

**SECTION 2 DEFINITION OF SEASON OF PLAY**

The City of Barrie Recreation & Culture Services Department has adopted the following Season of Play:

**Regular Season** shall be defined as **May 1 through to September 30 inclusive**, weather permitting.

The opening of outdoor facilities when they are normally closed, or beyond established operating hours (as defined by Section 3 of the Outdoor Recreation Facility Allocation Procedure), will be considered at the discretion of Staff.

For further clarification the City reserves the right at its sole discretion to determine the length of the operational season on a per facility basis (i.e., not all facilities must be open for the entirety of the defined season).

- All reasonable requests will be reviewed and responded to.
- Application does not guarantee approval.

**SECTION 3 DESIGNATION OF OUTDOOR FACILITY TIME CATEGORIES**

Outdoor facility usage patterns determine prime and non-prime times, as referenced in the table below.

Prime time is when a facility is permitted and used on a consistent basis as it relates to the day of the week and time of day.

Non-prime is when a facility is consistently not permitted for use as it relates to the day of the week and time of day.

**Prime Time:**

Monday – Friday	6:00 p.m. – 11:00 p.m.
Saturday & Sunday	8:00 a.m. – 11:00 p.m.

**Non-Prime Time:**

Monday – Friday	8:00 a.m. – 6:00 p.m.
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**SECTION 4 ALLOCATION OF OUTDOOR FACILITY TIME**

The City Recreation & Culture Services Department shall develop and implement procedures for the allocation of outdoor facility time requests in accordance with the Guiding Principle, Distribution Philosophy, User Priority Ranking and definitions in this procedure.

**4.1 Allocation Procedures:**

- a) The supply of available outdoor facility time will determine the total number of weekly hours each permit holder is entitled to and the distribution of those hours to different age and skill levels. The City will communicate this entitlement to permit holders shortly after the application data has been reviewed and time has been allocated.
- b) Permits will not be issued for drop in use.
- c) Outdoor facility allocations will be divided into Prime Time and Non-Prime Time. Supply of outdoor facility time is the total amount of time available for permitting in both Prime Time and Non-Prime Time.
- d) If more hours are needed beyond what is available, then each Permit holder must justify this need in writing well in advance of the seasonal application process. Requests will be satisfied pending availability and demand.
- e) Demand for outdoor facility time by permit holders will consider the priority status of the permit holder and the proportionate number of participants in a group requesting time.
- f) Permits will be issued for outdoor facility use based on the overall condition of the outdoor facility and the ability of the outdoor facility to withstand the impact of the related sport.
- g) Permits will be issued based on the proper size of field of play for the age and skill level of the participants.
- h) The City, at its discretion, may place a cap on the proportion of the total available Prime Time that adult permit holders may access to ensure that youth have most of the Prime Time allocated to them.
- i) The City, at its discretion, may prioritize the use of outdoor facilities for games over practices.
- j) Once time has been allocated by the City, each permit holder is responsible for distributing its allocation amongst its various subgroups in accordance with established rules of its organization and in keeping with the principles of this policy.



- k) Generally, the City will determine the maximum number of games and practices per week for each outdoor facility based on rest and regeneration requirements, including tournaments.

#### 4.2 Deficit Facilities:

A deficit of facilities occurs when the total Prime Time demand for fields and courts exceeds supply. When this occurs, there are methods available to manage the allocation of time. The following is a list of method options that may be applied:

- a) During allocation deficit periods, the total number of hours may be pro-rated so that all permit holders will receive an equitable deficit allocation adjustment.
- b) To ensure a fair and equitable distribution of outdoor facility rental time, the City may at its discretion and acting reasonably, schedule a portion of a permit holder's time at Non-Prime times.
- c) Where multiple fields are requested, a permit holder must ensure they book and utilize the full block of time before being granted additional time on additional fields.
- d) When a field deficit exists, all Youth and Seasonal permit holders using multiple fields must commit to permitting and using existing fields for a minimum of 5 days per week (chosen from any 5 days from Sunday to Saturday) for the period between Victoria Day in May to the end of August. Exceptions to the 5 day per week commitment may be made when the City is unable to supply the required fields, for disruptions to regular permit time due to events and emergency closures and on a case-by-case basis, as requested in writing by the applicant.

#### 4.3 Tournaments:

- a) All general rules and reservation procedures as specified in this policy are applicable during tournaments.
- b) With some exceptions tournaments generally occur on weekends. Staff will allocate and restrict tournament play primarily to weekends except for championship, national or international tournaments. Seasonal Permit holders may be impacted and will be advised of any potential exceptions at the time their permit is issued.
- c) Outdoor facility allocations for tournaments are dependent upon available resources and may be modified to provide required resources for regular season games and drop-in play.
- d) Tournaments that are multiple days will have priority over single day tournaments.
- e) Tournament play will end at 4pm on Sundays at the Barrie Community Sports Complex to ensure maintenance and preparation (lining/bases) time for league play at 5pm unless an extension has been approved by the city and the affected league starting at 5pm.
- f) All tournament bookings are to be made in writing to the City prior to the allocation of seasonal permits. Tournaments are not allowed on outdoor facilities until May 1st unless approved by the City. A tournament/special event request form must be submitted no later than October 1 for all tournaments to be conducted in the following calendar year.

#### 4.4 Outdoor Facility Rental Agreement

A rental permit(s) will be issued for all contracted time within City of Barrie outdoor facilities. The permit will be accompanied by the guiding rules and regulations (which may be amended from time to time) that will dictate the governance of conduct on sport fields, courts, and adjacent City property. Failure to adhere to these regulations may result in permit cancellation.

**SECTION 5 CLASSIFICATIONS OF OUTDOOR FACILITY ALLOCATION REQUESTS**

For outdoor facility allocation, requests for outdoor facilities from organizations and groups will be classified as “existing”, “existing program expansion” or “new”. These terms are defined as follows:

- d) Existing Programs – organization/group was allocated regular time in the previous comparable season (i.e., organization was allocated time in previous season and requests the same time again in the upcoming season).
- e) Existing organization or group program expansion of core/primary/basic services – requests by an existing organization/group to expand programming due to higher program registrations, and/or changes to governing sports affiliation rules and regulations, which requires additional time, or more time than the field/court entitlement (refer to Section 6.4).
- f) New Programs - organization/group not allocated regular time in the previous comparable season, whose program or services meet a previously unmet need at the approval of the City.

**Table 5.1 – Outdoor Facility Request Timelines**

<b>Tournaments</b>	<b>Request Date</b>	<b>Confirmation Date</b>	<b>Season Date Range</b>
Spring/Summer	October 1 for following season	November 15	May 1 – Sep 30
<b>Regular Season</b>	<b>Request Date</b>	<b>Confirmation Date</b>	<b>Season Date Range</b>
Spring/Summer	November 1 for following season	February 15	May 1 – Sep 30

**SECTION 6 PRINCIPLES APPLIED TO OUTDOOR FACILITY TIME ALLOCATION PROCESS**

**6.1 Outdoor Facility Time Allocation Guidelines for Outdoor Facilities Organizations**

Outdoor facility time guidelines are used by municipalities to allocate the outdoor facility time required to meet the basic requirements for a sport and are expressed through a ratio of outdoor facility time per team or number of participants and differ based on a sport’s activity requirement and caliber/level of play.

**Outdoor facility time guidelines apply predominantly to youth sport organizations and should not be considered as guaranteed. (Please refer to Section 6.4)**

**6.2 Principles Applied in the Outdoor Facility Allocation Process**

- a) Organizations/groups to which the outdoor facility allocation guidelines do not apply will be allocated field time based on the Outdoor Facility Time Allocation Schedule in the City’s ACTIVENet system, availability of facilities and user group registrations.
- b) Organizations are responsible for the distribution of outdoor facility time to their teams or members.
- c) Allocated hours must be used by the organization/group to which they are assigned, unless otherwise approved by the Department.
- d) No tournaments, special events or expansions to existing programs may be implemented without the prior written approval of the Department.

- e) School Boards/Colleges/Universities will be allocated field time to comply with existing reciprocal use agreements where applicable.

**6.3 Weekly Hours Assigned and Distribution for Youth Partner/Affiliated Groups**

- a) The number of weekly hours allocated to an Affiliated Youth Organization will be based on justified need.
- b) Registration data from the prior season of play may be requested and subsequently supplied, in an approved format, by the Affiliated Youth Organization (as well as seasonal/adult clients) to Recreation & Culture Services Department within 10 business days of the request. A Registration Data Form template will be provided by department staff to clearly illustrate the information data to be provided.
- c) Information collected by the City of Barrie shall be in accordance with the Freedom of Information and Privacy Protection Act and shall be used for the sole purpose of determining and assigning eligible permit time to users.
- d) The Recreation & Culture Services Department will apply the data to the outdoor facility allocation benchmark formula which will determine the total number of weekly hours each user shall be assigned and the distribution of those hours to different age and skill level groupings.

**6.4 ANNUAL OUTDOOR FACILITY TIME ALLOCATION GUIDELINE BY SPORT**

Level of Participation	Age Qualifier	Max # per Team	Current Minimum Allocation Guideline per Week (hours)	Comments
Baseball – Developmental	4U Rally Cap	8	1.50	4 teams per field
	5U T-Ball	10	1.50	3 teams per field
	6U Coach Pitch, 7U Jr. Rookie Ball	12	2.00	
Baseball – House League /Recreational	8U-11U	13	2.00	
Softball	Minor Mite (up to 8), Mite, Squirt, Pee Wee	14	4.00	
	Bantam, Midget (17-21)	14	6.00	
	Adult	14	1.25	
Rep & Select Minor Baseball	8U-13U	13	5.50	
	14U-18U	14-15	7.00	
Rep Fastball	Mite to squirt (9-12)	15	4.00	
	Pee Wee to Midget (13-18)	15	6.00	
Soccer – Instructional	4 UNDER	80	1.00	
Soccer – House League/Recreational	8 UNDER	18	1.00	
	12 UNDER	18	1.25	
	18 UNDER	18	1.50	
	19 +	18	2.00	
Soccer - Rep	Select League (8-18)	18	3.00	

Rugby	Boys (10U), Girls (all ages)	22	1.75	
	Boys 11+	22	2.50	
	Senior Men & Women (19+)	22	3.00	
Football – House League/Recreational	Tyke, Atom, Pee Wee (6-15)	120	6.00	Per age div/field
Football – Rep Minor	Pee Wee OV (13-14)	50	4.50	Per age div/field
	Junior OV (15-17)	50	4.50	Per age div/field
	Senior OV (17-20)	50	4.50	Per age div/field
Ultimate Frisbee	Open	36	1.00	Divide fields
Lacrosse – Instructional	Boys & Girls	30	2.50	
Lacrosse – Rep	Boys & Girls	23	2.50	

**SECTION 7 CODE OF CONDUCT**

As a responsible user of the City’s outdoor facilities, all leagues/teams/individuals are expected to follow these guidelines:

1. No smoking on any City of Barrie outdoor facilities or in City owned Parks.
2. The consumption of alcohol is not permitted in any park or on any outdoor facility unless authorized. This includes adjacent facilities and parking areas.
3. Players, coaches, and team supporters must be courteous and respectful to the residents, other park users, caretakers, City staff and other agencies always.
4. Change clothing in public washrooms and change rooms only.
5. Obey all traffic signage, regulations, by-laws, and conditions.
6. Pick-up and remove all litter generated while using the park and deposit same in receptacles provided for such purpose.
7. Respect and protect public and private property.
8. Obey every by-law of the City and every provincial or Federal Act and related regulations.
9. Lighting of an outdoor facility is permitted until 11:00 p.m. and written authorization from the City is required for use beyond 11:00 p.m.
10. Outdoor facility access is limited to your assigned allocation times as noted on the permit. Permit holders are allowed onto their assigned area at their permit start time. All permit holders must leave the area by the end time of their permit.
11. No outdoor facility shall be used for any purpose other than as designated on the permit.
12. The permit holder will not allow any person, group or organization not named on the permit to use or occupy the outdoor facility.
13. No person shall sell or expose for sale any refreshments or any article or thing, or any service for a fee in any park unless authorized by the City.
14. Obtain permission from the property owner before retrieving any balls or equipment from private property.
15. Use good judgment and follow procedures in section 7 when assessing outdoor facility conditions and not use them when conditions are such that said use is likely to cause injury to participants or result in damage to playing surface or when deemed unplayable by the City.
16. Amplified sound is not permitted on any outdoor facility, unless authorized by the City and must be noted on the permit. Use of artificial noisemakers, horns, rattles, bells, or whistles by spectators are not allowed.
17. Keys to light boxes that have been distributed must be returned to the City before October 31<sup>st</sup> or the security deposit will not be returned.

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## SECTION 8 INCLEMENT WEATHER: POOR/WET OUTDOOR FACILITY CONDITIONS

To avoid damage to our outdoor facilities and injury to players, the following will apply:

Outdoor facilities in the City of Barrie will be considered **unplayable** if the following conditions exist:

1. Ponding of water on the surface of the outdoor facility/diamond.
2. Water sponging up around your feet when walking on the outdoor facility/diamond.
3. Weather conditions – lightning, severe weather.

If these conditions occur, the outdoor facility/diamond will be considered **unplayable** and the practice cancelled, or game rescheduled. The City shall have exclusive rights to cancel any game booked due to wet outdoor facility conditions.

If a group arrives at an outdoor facility and these conditions exist or if these conditions develop during a game, they are asked **NOT** to play on the outdoor facility. Several factors must be considered, including the safety of the participants, the possibility of liability through accidents or injury, and the unnecessary expense and time to complete outdoor facility/diamond repairs and maintenance.


If the group ignores the **unplayable** conditions:

1. the permit holder will forfeit the damage deposit and will be required to pay for all damages to the outdoor facility/diamond arising from abuse to the facility where he/she or group are deemed responsible.
2. the permit holder could be held liable and responsible for accidents, or injuries incurred because of unsafe conditions.
3. The permit holder may have their permit suspended or revoked for any future use of an outdoor facility/diamond.

If in doubt, visit the City website field status page to confirm the playability of the outdoor facility/ball diamond which you are scheduled to play on.

Outdoor facilities shall not be used if lightning is visible. Immediately move to a safe location – away from metal structures (backstops, fences), tall structures (light standards, trees) and out of the open outdoor facility.

If field time has been lost due to inclement weather, the organization can contact the City to inquire about booking available field time to make up for lost time. Field time is not permitted to be booked in advance in case of inclement weather.

 Recreation & Culture Services Department	<b>THEATRE ALLOCATION PROCEDURES</b>
<b>Created:</b> <b>Approved:</b> <b>Revised:</b> August 2024	<b>SUBJECT:</b> Procedure governing the equitable assignment and management of Theatre rental availability.

## INTRODUCTION

The Georgian Theatre and the Five Points Theatre are operated by the Corporation of the City of Barrie under management of the Recreation and Culture Services Department.

The theatres are available for use to all individuals, organizations and corporations based on the terms and conditions laid out in the Operating Procedures Manual and rental agreement. All renters and patrons will be responsible for compliance with all local, provincial, and federal laws and policies, by-laws, and regulations of the City of Barrie.

The material contained in this Allocation Procedure is intended to serve as an adjunct and integral part of all rental agreements for the use of the theatres and as a guide for staff and potential renters.

Management of the theatres may, by specific exception or amendment to the main body of the rental agreement, alter sections of the Allocation Procedures Manual to better suit the needs of specific events. However, in the absence of written changes, all policies stated in the manual will be in full force.

## BUILDING HOURS AND SCHEDULING

### 1.1 CALENDAR AND THEATRE BOOKINGS:

**1.1.1.** The theatre staff will maintain a calendar of activities and will accept event holds for tentative event dates from potential renters, for available dates within a 12-month period. All booking requests must be made in writing through the Venue Booking Coordinator. Dates can be held one year in advance starting the first day of the month for the corresponding month in the following year.

**1.1.2.** There is a dance lottery for all April, May and June bookings at the Georgian Theatre. On the first day of each month of the lottery, a booking form is published that allows renters to submit a request via an online booking request with space for a first, second and third choice of dates for the upcoming year (April 1<sup>st</sup> at 9:00AM, renters can submit a request via the online form for dates in April of the following year). Preference is given to local dance studios before large dance competitions.

**1.1.3.** The theatres rent space to local organizations and cultural entrepreneurs who book theatrical, musical, dance, other arts events, receptions, and workshops/conferences.

### Allocation will be based on the allocation rankings below:

- 1) Local Barrie-based theatrical organizations booking blocks of dates for their theatres season.
- 2) City of Barrie events
- 3) Historically booked events

4) Open calendar

Where two groups are interested in booking the same date, preference will be given to Barrie-based theatre groups, individuals, groups, schools, and businesses.

**1.1.4** To protect both renters, the same or similar productions will not be allowed to run within six (6) months of each other. The renter shall not, during the Lease Term, own, operate, maintain or control any productions similar to, or competing with the production to be conducted on the Leased Premises, and located within a radius of 100 km from the specified venue in the agreement, with the exception of any such production in operation by renter prior to the date of their agreement.

**1.1.5** All rentals are considered holds until the rental has been formalized in an agreement (via a formal application being submitted and approved through the Eproval platform) that has been signed-off by both the renter and the theatres and a 10% retainer payment has been received.

The renter must agree and acknowledge, via the Eproval application, that they are only permitted to release up to 10% of the requested held time up to 6 months prior to the start of their held rental period. Any time dropped beyond the 10% limit, after 5 months and 29 days prior to the start of the booking, will be charged to the renter at the total pricing confirmed in the rental agreement.

**1.1.6** Rental holds will be scheduled and held up to 6 months prior to the start date of said hold, at which time an agreement must be signed and retainers must be paid OR until such time that there is a second request for use of the same time, at which time the individual or organization first requesting the date will be asked to make a deposit of 10% of the rental cost for the designated time of use. The organization that first requested the date will have 3 business days to make the retainer payment. If the first requesting party chooses not to pay the non-refundable retainer, the hold will be released to the second requesting party upon payment of a retainer of 10% (Not-for-Profit) or 50% (Commercial) of the rental cost. At that point, a rental agreement will be issued to the party that has made the retainer payment. At any time, additional payments may be requested by the City to cover the cost of expenses incurred on the renter's behalf.

**1.1.7** All renters must be in good financial standing with the City of Barrie for a new rental agreement to be created.

**1.1.8** During the peak theatre months of May, June, October, and November, renters will be limited to booking 2 consecutive weeks or less. Submissions for extended bookings over two weeks can be submitted for review once other users have secured their bookings.

## 1.2 CANCELLATION:

### 1.2.1 TICKETED EVENTS

If the renter cancels their rental agreement 60 days prior to start of the booking, in addition to the cancellation fees stipulated in 1.1.5 and 1.1.6, the following fees will apply:

- a) \$200.00 administration fee
- b) \$250.00 + HST cancellation fee
- c) \$75.00 ticket setup fee
- d) \$2.00 service fee on all ticket sales
- e) Credit card fees of 5.56% and printing fee of \$0.08 per printed ticket
- f) Forfeit the retainer amount as liquidated damages to the City unless the theatre can be rented to another Licensee for the duration of the cancelled agreement.



If the renter cancels their rental agreement 59 days or less prior to the start of their booking, in addition to the cancellation fees stipulated in 1.1.5 and 1.1.6, the following fees will apply:

- a) All the fees as stated above for ticketed rentals cancelled 60 days or more prior to the start of the rental contract.
- b) Forfeiting the retainer AND will be billed for the remaining balance due for the rental of the theatre, as liquidated damages to the City unless the theatre can be rented to another renter for the duration of the cancelled agreement.

### 1.2.2 NON-TICKETED EVENTS

If the renter cancels their rental agreement 60 days prior to start of the booking, the following fees will apply:

Forfeit the retainer amount as liquidated damages to the City unless the theatre can be rented to another Licensee for the duration of the cancelled agreement.

If the Licensee cancels this agreement 59 days or less prior to the start of the rental period, the renter will:

Forfeit the retainer AND will be billed for the remaining balance due for the rental of the theatre, as liquidated damages to the City unless the theatre can be rented to another renter for the duration of the cancelled agreement.

### 1.3 INSURANCE

The renter agrees to obtain appropriate general liability insurance for bodily injury or property damage arising from the use of the premises by the renter, including alcohol liability where applicable, in an amount not less than two million dollars (\$2,000,000.00) for each occurrence, and must name the city as an additional insured. the renter also agrees to provide proof of such insurance, when requested to do so by the theatre.

This insurance should provide satisfactory coverage for:

- a) Liability for the actions of members of the renter's group.
- b) Liability for any damage that may be sustained because of any equipment, or other materials brought into the theatre by the renter.
- c) Any damage or loss of personal property or equipment by the renter.
- d) Any damage to the theatre or its patrons, however caused by the renter.

In certain situations, the renter may be asked to sign a "letter of indemnity" for the city with regards to certain activities undertaken at the theatre. This letter may also require the renter to purchase additional insurance naming the city and the theatre as additional insured parties.

### 1.4 NON-REFUNDABLE RETAINER PAYMENTS

The theatres will secure a retainer amount from the renter when contracting the renter's use of the theatre as below:

Commercial renters at the Georgian theatre: 50% of rental agreement amount.

Commercial renters at the Five Points Theatre: 50% of rental agreement amount.

Not for profit renters at the Georgian theatre: 10% of rental agreement amount.

Not for profit renters at the Five Points Theatre: 10% of rental agreement amount.

This retainer amount will be credited toward the final invoice issued by the theatre to the renter.

For non-ticketed events, the full rental agreement balance must be paid before access will be granted to the facility that they have selected to rent. Payments can be made at any time leading up to the date of access as stipulated in the rental agreement.

For ticketed events, the balance due will be automatically deducted from ticket sales and sent to the City of Barrie upon settlement of the event. The theatre may require an additional deposit payment from the renter if the anticipated costs of the theatre rental are higher than the anticipated revenue from ticket sales at the theatre box office. Failure by the renter to pay the additional retainer payments may result in the cancellation of the license and the forfeiting of the initial deposit as liquidated damages.

### **1.5 SIGNED CONTRACT FOR ACT:**

**1.5.1** If applicable, the renter agrees to furnish the theatres, at the time of executing the rental agreement, a copy of the contract technical rider between the renter and the act to be presented (if applicable). This will ensure that performance requirements will be fulfilled, and that the theatres will be able to provide the best service possible to the performers.

If the technical rider is not received with adequate notice, the theatre cannot guarantee the ability to arrange for additional technical staff and equipment, if needed.

**1.5.2 PERFORMANCE CONTRACT** - At the request of the venue booking coordinator, the renter shall produce any contract that it may have with an artist regarding any question of copyright or other matter which the venue booking coordinator may deem necessary to determine that the renter has completed arrangements for the engagement.

### **1.6 OPENING HOURS FOR LOBBY**

The venue concierge staff will have the right to open the main lobby of the theatres at least sixty (60) minutes before the advertised commencement of the event and to permit patrons to be seated at least thirty (30) minutes in advance of the advertised commencement of the event. At that time, all technical preparations, lighting and sound checks, rehearsals and other activities will have been completed on the stage and in the theatres.

### **1.7 CURTAIN TIME**

The renter agrees to make every effort to begin the event within five minutes after the announced/advertised commencement time. The venue concierge staff, at their discretion or when unforeseen circumstances dictate, will delay the start of the performance for a reasonable period of time to allow most patrons to be seated.

### **1.8 RENTERS REPRESENTATIVE**

The renter will furnish to the theatres the name, email address and phone number of the renter's representative. This representative will be the sole person authorized to make decisions or to negotiate with staff of the theatres. This representative, who must be present at each performance, will then be the sole person authorized to resolve problems and conflicts or to negotiate any alterations in performance procedure with the staff of the theatres.

## 1.9 INTERMISSION

For all programs lasting ninety minutes or more, the renter will schedule and allow an intermission of not less than twenty (20) minutes, subject to modification by the venue bookings coordinator, venue concierge staff or their representative, when necessary due to unusual conditions.

## 1.10 OPEN REHEARSALS

Any rehearsal attended by more than ten (10) non-production personnel will be considered a performance and the venue booking coordinator is to be advised ten (10) days in advance to ensure adequate staffing is on site. The cost of these services (if any) will be borne by the renter.

## 1.11 THEATRE AS SUPPLIED

**1.11.1** The theatres will be made available to the renter with ordinary auditorium lighting, heating, and air conditioning, subject to equipment breakdown. The basic theatrical stage lighting system and stage sound system will also be available subject to equipment breakdown for the renter to use during their rental of the theatres at no additional charge. The theatre will also be responsible for temporary accommodation in the event of failure/breakdown of in-house equipment. Any additional equipment required by the renter for the engagement is to be approved by the venue technical coordinator and is strictly the responsibility of the renter to purchase. The venue technical coordinator can pursue additional technical rentals on behalf of the renter and the renter will be charged back for such rental in an amendment made to the rental agreement. If the equipment rental exceeds \$500, the renter will be required to pay the necessary rental fees up-front before the technical coordinator confirms the 3<sup>rd</sup> party rental.

**1.11.2 BUILDING CLEANLINESS** - The theatres will be supplied in a reasonable state of cleanliness at the beginning of the rental period. If the theatres are left in an unsatisfactory condition after the rental, in the sole opinion of the venue booking coordinator or their designate, the renter shall be responsible for all additional cleaning costs incurred.

**1.11.3 BUILDING ALTERATIONS** - There will be no alterations to the theatres without written approval of the venue technical coordinator.

**1.11.4 BUILDING DAMAGE** - Any damage to the theatre building or its equipment that is proven to have been caused by the renter will be paid for by the renter. All equipment brought into the theatres including stage sets, decorations, attachments in the premises and surrounding areas shall be subject to the approval of the venue technical coordinator or their designate. All sets must be treated with a fire retardant. All electrical equipment must be approved.

**1.11.5 BUILDING CLEANUP** - Renters shall remove all material and debris from the theatres and grounds at the end of their rental.

**1.11.6 BUILDING OVERTIME** – Hours of use over and above the renters' rental period is considered overtime. The rental period starts when the renter or his group enters the theatre or set up is started on the renter's behalf. The rental period ends when:

- a) all patrons have vacated the theatre.
- b) the renter's personnel and performers have vacated the theatre.
- c) a security check is completed, and the theatre is locked.

The renter is encouraged to remain and assist with the takedown of the show to keep staff and building overtime charges (if any) to a minimum. The rental period includes time taken for meals and times when the renter may not be in the building. The rental period is consecutive hours, no split time periods in a day.

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**1.12 FINANCIAL SETTLEMENT:**

Any money owed to the renter at the conclusion of the event will be calculated within 5 working days after the event. This money will be returned to the renter by Ticketpro with a full accounting of charges provided by the theatres. The theatres will endeavour to process this as quickly as possible and final settlement will usually be available no more than 2 weeks after the event.