
Section: Oliver & District Recreation
Title: Recreation Facility Allocation Policy

POLICY STATEMENT

This document intends to provide clear direction to Council, Staff, and Facility Users on the guidelines for the use of recreational facilities and parks for private and public purposes. Staff involved in the allocation of recreation facilities on behalf of Oliver & District Recreation must comply with the guidelines set out in this policy.

1.0 PURPOSE

The purpose of this policy is to help manage the use of municipally operated recreation facilities by fostering an understanding among users that facility allocation guidelines simplify the booking and rental process; establishing reasonable allocation guidelines for the public while providing staff with clear direction; and creating a framework that is fair to all users of the Recreation Facilities.

2.0 DEFINITIONS

“Recreation Facilities” refers to the parks and recreation facilities and the associated spaces for use within the Oliver & District Recreation service. This includes the Oliver & District Arena, Oliver Community Hall, Oliver Community Pool, Oliver Community Park, Lion’s Park, Rotary Park, and Kinsmen Park. The “Clubhouse” building owned by the Town is also defined as a recreation facility in this policy.

“Town” means the Town of Oliver.

3.0 CATEGORY CLASSIFICATIONS

For facility allocation, the following category classifications are defined:

- 3.1 Recreation Program: A public program, activity, or event sponsored or hosted by Oliver & District Recreation, whether independently or in conjunction with a partner organization. Examples include, but are not limited to, public swimming lessons, fitness programs, children’s day camps, and community events.
- 3.2 Tourism: A special event, festival, and/or regional, provincial, or national sporting event with visitors/competitors from outside the Oliver & District region.

- 3.3 Adult Non-Profit User Group:** refers to a registered non-profit or not-for-profit organization whose primary purpose is to provide a community service where adults in the local community are the beneficiary. This meets the requirement for Non-Profit rates.
- 3.4 Youth Non-Profit User Group:** refers to a registered non-profit or not-for-profit organization whose primary purpose is providing a community service where the youth in the local community are the beneficiary. 80% of the membership must be 18 years of age and under to qualify for youth status. User groups not meeting the 80% membership under the age of 18 would qualify for adult non-profit status. This meets the requirements for Non-Profit rates. For youth sports groups, affiliation with a Provincial Sports Organization (PSO) is required to qualify for non-profit status.
- 3.5 School Group:** For this policy, school groups will be separated into two (2) categories:
- i) School Group Local
 - a. District #53 - Oliver students (K to Grade 12) covered under the Joint Use Agreement between the Town of Oliver and School District #53
 - b) Senpaq'cin Elementary School students
 - ii) School Group Non-Local – remaining SD53 schools, private or home school groups within the district.
- 3.6 Local Private Group:** refers to an individual or organization requesting the use of a public facility for a private function where no profit is being generated by that group. The individual must reside, or the organization must be based within the boundaries of the Town of Oliver, Regional District of Okanagan-Similkameen Area "C", and the Osoyoos Indian Band.
- 3.7 Non-Resident Group:** refers to an individual, organization, or company, requesting use of a facility for any purpose, that does not reside/operate within the boundaries of the Town of Oliver, Regional District of Okanagan-Similkameen Area "C", and the Osoyoos Indian Band.
- 3.8 Commercial Group:** refers to an organization or company requesting use of a facility for its own profit or generating revenue.

4.0 ALLOCATION PRIORITY

4.1 Oliver & District Arena (Ice)

Ice time at the Oliver & District Arena will be allocated per the following prioritization of Category Classifications:

1. Town of Oliver/Oliver & District Recreation sponsored programs, services, and events (including Tourism-based activities supported by the Town), and Council/RDOS endorsed activities
2. Youth Non-Profit
3. Adult Non-Profit
4. School Group Local (Monday-Friday during school hours)
5. Local Private
6. Tourism

7. Non-Resident
8. School Group Non-Local (Monday-Friday during school hours)
9. Commercial

Applicants must meet the allocation application deadlines outlined in Section 6.0 of this document. Should an applicant miss the deadline, they will forfeit all priority and only be considered on a first-come, first-served basis once all other applications have been addressed.

4.2 Recreation Facilities (Non-Ice)

Use of recreation facilities will be allocated per the following prioritization of Category Classifications:

1. Town of Oliver/Oliver & District Recreation sponsored programs, services, and events (including tourism-based activity supported by the Town), and Council/RDOS endorsed activities
2. Youth Non-Profit
3. Adult Non-Profit
4. Local Private
5. Tourism
6. School Group Local (Monday-Friday during school hours)
7. Non-Resident
8. Commercial
9. School Group Non-Local (Monday-Friday during school hours)

All applicants must meet the allocation application deadlines outlined in Section 6.0 of this document. Should an applicant miss the deadline, they will forfeit all priority and only be considered on a first-come, first-served basis once all other applications have been addressed.

5.0 ALLOCATION CONSIDERATIONS

Although this policy provides a framework for allocation, staff will conduct the allocation process to ensure a balance of quality activities and opportunities available to residents while maximizing the use of all facilities.

5.1 Where there are overlapping user group requests for facility allocation, the following factors will be considered:

1. Activities are consistent with Oliver & District Recreation's strategic goals and objectives
2. Requests with Provincial or Federal government significance
3. Number of Oliver, Area "C", and OIB residents served by the request
4. Equity, Diversity, and Inclusion to ensure equal opportunities and universal access
5. Activities/services offered by the applicant that are a duplication of, or in conflict with, another user group's offerings or Oliver & District Recreation programs
6. Historical use and allocation
7. Good financial standing with the Town
8. Past conduct within the facility and adherence to contract requirements
9. Other Council approved formal agreements that exist outside the allocation process

5.2 Facility applications for special events, including but not limited to those of a tourism/sport tourism nature, will be evaluated individually and will take into consideration the following factors:

1. Cost recovery for facility operations and overall economic benefit to the community.
2. Level of competition or significance (i.e., Regional, Provincial, National)
3. Duration and frequency of disruption to current facility users/bookings

Given the nature of event hosting, major special events and sports events falling in this category are exempt from the application process dates as outlined in item 6.0. Applications will be accepted on a rolling basis.

6.0 PROCESS

Groups and individuals requesting facility space may contact the Recreation Facilities Clerk or the Town website for a Facility Use Application form. Completed forms should be submitted by the deadlines outlined below for consideration according to the above-mentioned Allocation Priority in Section 4.0:

Application Deadlines

Facility Type	Spring/Summer	Notification provided by:	Fall/Winter	Notification provided by:
Fields/Outdoor Playing Surfaces	February 15	April 1	June 30	August 1
Arena Ice	N/A	N/A	June 30	August 1
Community Hall, Meeting Rooms, Clubhouse, and Community Kitchen	February 15	April 1	June 30	August 1
Pool (School swim program)	March 15	May 1	N/A	N/A

Should an applicant miss the deadline, they will forfeit all priority and only be considered on a first-come, first-served basis once all other applications have been addressed.

Following receipt of application and user group consultation with staff, contracts are issued for approved bookings, which must be returned with the appropriate officers' signature(s) before the first booking, along with event liability insurance and full payment.

7.0 APPEAL PROCEDURE

7.1 A group or individual wishing to appeal an allocation decision should do so within two weeks of notification and address their appeal in writing to:

Carol Sheridan
 Director of Recreation
 250-498-4985 EXT 601
 csheridan@oliver.ca

All appeals will be reviewed by the Director of Recreation and/or their designate, and a written response will be generated within two weeks of receipt of the appeal.