



Allocation of Community Use Time and Space Policy

POLICY NUMBER: VA - 06 - 01

SUBJECT: Allocation of Community Use Time and Space

FOUNDING PRINCIPLES

The allocation of space and time for Community Use (see Definitions) in the Save-On-Foods Memorial Centre is based on the principle of striking a balance between publicly accessible programs and rentals to groups and organizations while meeting the financial goals for the City Victoria. The Community Use time is a secondary purpose to the facility's role as a major sports and entertainment facility.

Annual rental demand for the Save-On-Foods Memorial Centre may exceed availability. Accordingly, this policy will provide a basis for evaluation and prioritization to ensure equitable access for the community.

Specifically, this policy aims to provide:

- Accessible scheduling and programming services to the community;
- Safe use of the facility by the Residents and the Region;
- A basis for allocating use of the facility by age and activity groups;
- A balance between organized sports activities and general recreational use;
- Achievement of financial targets;
- Recognition for the Regional contributions.

Through implementation of this policy, the City will assist in the provision and development of sports and recreation activities.

The use of the Save-On-Foods Memorial Centre by commercial entities is, by agreement, the function and purpose of RG Facilities; accordingly, this policy does not provide for the needs or requirements of commercial entities. Should commercial entities be referred to the City by RG Facilities, the priority for the commercial entity's interests would follow all community organizations and groups.

APPLICATION ALLOCATION PRIORITIES

(i) Community Use Time and Additional City Use Time (Ice and Dry Floor)

1. City Programs
2. Minor Resident Organizations
3. Adult Resident Organizations
4. Minor Organizations
5. Adult Organizations

(ii) Community Meeting Room

1. City Programs
2. Not-For-Profit Minor or Adult Organizations
3. Not-For-Profit Community Organizations

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ALLOCATION PROCEDURE

Applications will require that:

- each Adult Organization provides three (3) desired weekly time slots of a minimum of one hour (1.0 hr.) and a maximum of one hour and thirty minutes (1.5 hrs.), excluding surface maintenance time (when applicable) and ranked in order of preference;
- each Minor Organization provides one (1) desired weekly time slot of a minimum of one hour (1.0 hr.) and a maximum of one hour and thirty minutes (1.5 hrs.), excluding surface maintenance time (when applicable), for every fifteen (15) participants in the Youth Organization;
- if organizations are applying as a League, the League provides six (6) desired weekly time slots of a minimum of one hour (1.0 hr.) and a maximum of one hour and thirty minutes (1.5 hrs.), excluding surface maintenance time (when applicable) and ranked in order of preference;
- each organization categorize their dominant demographic.

Allocation will be based on the following sequence:

1. Recognition of the applicant as an Adult organization, Minor organization or League. Any League application will receive no more than two (2) time allocations of no more than three (3) hours per week.
2. Identification of Residency Rate and recognition of the applicant as a Resident or non-Resident organization.
3. Identification of applicant's demographic category.
4. Allocation/confirmation of requested hours per week based on the statistical formula contained in this policy.
5. Reallocation of Previously Allocated Time:
 - a. Any applicant receiving an allocation of time during the previous respective allocation cycle (ice or dry floor) and has ranked their weekly time slot as allocated during the previous allocation cycle as their first order of preference shall retain their previously allocated time for the current application cycle, provided the applicant meets the Residency Rate. If Residency Rate is not met by the applicant, their application will follow the Allocation of Additional Time by Demographic, then Residency Rate process as outlined in point 6.
 - b. Any applicant receiving an allocation of time during the previous respective allocation cycle (ice or dry floor) and has **not** ranked their weekly time slot as allocated during the previous allocation cycle as their first order of preference shall continue in the allocation process under point 6.
 - c. Applicants that have met the criteria outlined in point 5.a. shall have their weekly time slot awarded at the same rate category (Community Use or City Preferred) that they received during the previous respective allocation cycle. Any available Community Use time shall be awarded based on highest Residency Rate to organizations that have met the criteria outlined in point 5.a.
6. All applicants that have not received an allocation of space and time through the above process shall be divided in to Resident or Non-Resident groups, the sorted by their identified demographic category. The number of hours allocated to this point shall be cited as the number of hours that each Resident and Non-Resident demographic group has received. At this point, this process will work to ensure that all demographic groups are represented as equally as possible, and that Resident organizations have priority over Non-Resident organizations. The process is as follows:



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- a. Resident applicants in the demographic category that is least represented based on the allocated hours to this point shall receive highest priority for all remaining time. Resident organizations within this demographic category will be allocated time based on the applicant’s Residency Rate, with the organization having the highest Residency Rate receiving the first allocation of time in this stage of the process, and so forth.
- b. Time will be allocated to the least represented demographic category until:
 - i. this demographic category reaches the allocation of hours equivalent to that of the highest represented demographic category as judged by hours allocated;
 - ii. the Resident Organizations applying in this demographic category are exhausted.
- c. This process shall continue for the demographic category that is second-to-least represented, followed by third-to-least represented, and so forth.

Once all Resident applicants have received an allocation, the process outlined in section 6 (above) shall be repeated for non-Resident applicants.

The City will make every reasonable effort to encourage and facilitate the creation and implementation of sports and/or recreational activities that are not currently offered within the City of Victoria. In certain circumstances, the Residency requirement may be waived by the City of Victoria if it can be demonstrated that there are insufficient local residents to make a worthwhile activity viable and a locally based group has had to recruit its participants from outside the City of Victoria in order to make the activity viable for the local participants.

ALLOCATION FORMULA

The allocation of arena floor and ice space will be guided by a statistical formula based on criterion as outlined below:

$$\frac{\text{Participants of Organization}}{\text{Average Number of Participants Per Booking (Activity-Based Constant)}} \times \text{Recommended Hours Per Week (Activity-Based Constant)} = \text{Allocation of Hours Per Week}$$

The formula as outlined above will provide the numerical allocation of time per applicant organization on an hours per week basis. Activity-Based Constants will be determined by Recreation Services staff through research in to governing body recommendations, regional comparisons on usage and observations of facility usage.

For organizations with greater than 30 people, the allocated hours per week can be separated in to one time slot for every thirty organizational members. Time slots must be a minimum of sixty (60) minutes, excluding surface maintenance when applicable.

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CANCELLATION

Notice of Cancellation, in writing, must be provided to the City 30 days prior to the scheduled time. If notice is given less than 30 days but more than 15 days prior to booking, the User will be responsible to pay 50% of the rental rate of the scheduled time unless the City can re-allocate the cancelled time. If notice is provided equal to or less than 15 days prior to the scheduled time, the User will be fully responsible for the rental rate of the scheduled time unless the City can re-allocate the cancelled time. The City will make every reasonable effort to re-allocate ice times.

Any scheduled time that goes unused by the user and the City is not notified will be subject to 100% of the designated rental rate plus an administration fee of up to 30%.

DEFINITIONS

“City”	The Corporation of the City of Victoria.
“Resident”	Any person who is residing and has resided in the City of Victoria for a continuous period of at least thirty (30) days immediately prior to the date of application.
“Region”	The municipal partners who contributed funding for the construction of the Save-On-Foods Memorial Centre; namely, the municipalities of the District of Oak Bay, the District of Saanich and the District of View Royal.
“Regional Resident”	Any person who is residing and has resided in the Region for a continuous period of at least thirty (30) days immediately prior to the date of application.
“Programs”	Activities organized and provided by the City and its designees at the Save-On-Foods Memorial Centre including but not limited to public registered or drop-in activities, public skating and special events.
“Residency Rate”	is the percentage of registered members of a group or organization that are by definition Residents of the City or Regional Residents. For the purposes of this policy, residency shall be defined as any organization or group with a minimum of 15% Residents or 66% Residents and Regional Residents, with a minimum of 15 participants.
“Resident Organization”	Any group or party that meets the minimum Residency Rate and has a membership equal to or greater than 15 people.
“Minor Organization”	Groups or parties whose participants are: <ul style="list-style-type: none">• under the Age of Majority in the Province of British Columbia as of December 31 of the year of application;

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- an incorporated non-profit under the Societies Act of the Province of BC and/or the Canada Business Corporations Act;
- members in good standing with an affiliated or governing body;

and whose primary objective as stated in governing documents is to offer and involve individuals in recreational or social activities.

If groups within the organization consist of participants over the Age of Majority, those groups or parties may be considered separately as an Adult division of the organization and prioritized accordingly. If the percentage of participants over the Age of Majority is equal to or greater than 50% within this group or party, the group or party will be considered an Adult division of the organization for purposes of assigning fees and charges.

“Adult Organization”

Groups or parties whose participants are:

- at least the Age of Majority for the Province of British Columbia;

and whose primary objective in formal or informal governing documents is to provide individuals with sport, recreation and social activities.

“League”

A group of more than two (2) teams that regularly compete against or play one another.

“Community Organization”

Any group or party that is based at whole or in part in the City and whose primary objective as stated in governing documents is to provide programs, services or representation to Residents or Regional Residents.

“Demographic”

The dynamic balance of a population. For the purposes of this policy, the following population categories shall be considered:

- Youth Male (less than Age of Majority);
- Youth Female (less than Age of Majority);
- Adult Male (equal to or greater than Age of Majority, less than fifty (50) years of age);
- Adult Female (equal to or greater than Age of Majority, less than fifty (50) years of age);
- Adult Mature Male (equal to or greater than fifty (50) years of age);
- Adult Mature Female (equal to or greater than fifty (50) years of age).

“Prime Time”

Between the hours of 3:00 PM to 12:00 AM (midnight), Local Time, on weekdays (Monday through Friday);

And,

Between 8:00 AM and 12:00 AM (midnight) on weekends (Saturday, Sunday and all statutory holidays as defined by the Provincial Government of British Columbia)



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“Non-Prime Time”	Between the hours of 6:00 AM and 3:00 PM, Local Time, on weekdays (Monday through Friday); And, Between the hours of 6:00 AM and 8:00 AM on weekends (Saturday, Sunday and all statutory holidays as defined by the Provincial Government of British Columbia)
“Community Use Time”	The time for use of the Save-On-Foods Memorial Centre that is reserved for the City. This time includes Nine Hundred and Fifty (950) hours of Prime Time ice and Seven Hundred and Fifty (750) hours of Non-Prime Time ice in an ice season, and Three Hundred (300) hours of Prime Time dry floor hours, at the Community Use rate as set by the City.
“Additional City Use Time”	Facility use time that, provided there is no conflict, the City may on reasonable notice to RG Facilities reserve such additional time at the Save-On-Foods Memorial Centre, at the Preferred City Rate.
“Preferred City Rate”	A rate that is from time to time mutually agreed upon by the City and RG Facilities. This rate is negotiated annually by the parties but should not be more than 40% greater than the average of the rates charged for similar adult services provided at other recreational facilities in the Greater Victoria region.