



Council Policy #C39

RECREATIONAL FACILITY ALLOCATION POLICY

1. PURPOSE:

To establish the process for allocating and administering recreational spaces owned and maintained by the City of Beaumont (City). To ensure City facilities are utilized to their fullest extent and provide recreation access for all ages.

2. POLICY STATEMENT:

The City will ensure there are fair opportunities for accessing facilities for all residents in Beaumont and will recognize the unique needs of all groups accessing space while also considering equitable provision of opportunities for different groups. The City will be responsive to community need while also providing opportunities for new and underrepresented groups in Beaumont.

3. DEFINITIONS:

- 3.1 "Active Living": Activities in which physical, social, mental, emotional are integrated into daily living.
- 3.2 "Adult": Refers to a user or user groups with majority (70%+) membership at age 18 or over on December 31 of the current year.
- 3.3 "CVO": Refers to Community Volunteer Organizations, which are the local not-for-profit organizations registered with the City of Beaumont.
- 3.4 "Historical Use": 70% of the previous year's allocation and usage will be used as a baseline to allocate the current seasons facilities.
- 3.5 "In-Season": Where primary season and league play is played during the applicable part of the year.
- 3.6 "Local": Refers to a user or user group with seventy percent (70%) or more of their membership comprised of Beaumont residents or are within the Leduc County catchment area.
- 3.7 "Local Event": An event not hosted by the City of Beaumont. Local events are subject to additional approval based on the nature of the event and the facility requested.
- 3.8 "New Entrants": Organized group that was not included in the allocation process the previous year.
- 3.9 "Non-Local": Refers to a user or user group with less than seventy percent (70%) who are residents of Beaumont.
- 3.10 "Off-Season": A time of reduced activity, or no structured games and league play.

3.11 "Prime Time Hours":

Facility	Prime Time Monday - Friday	Prime Time Saturday and Sunday
Ice Surface	4:00pm - 10:00pm	8:00am - 10:00pm
Gymnasium	4:00pm - 10:00pm	8:00am - 10:00pm
Field House	4:00pm - 10:00pm	8:00am - 10:00pm
Fields	4:00pm - 9:00pm	8:00am - 9:00pm
Diamonds	4:00pm - 9:00pm	8:00am - 9:00pm
Multipurpose Rooms	4:00pm - 10:00pm	8:00am - 10:00pm
Swimming Pool Lanes	9:00am - 2:30pm 4:00pm - 7:30pm	9:00am - 3:00pm Saturday 12:00pm - 9:00pm Sunday

3.12 "Priority Groups":

- City of Beaumont Events and Programs
- Local Public Events
- Local Minor Non-Profit and Local Schools, Church Youth Group
- Local Adult Non-Profit and Churches
- Local Minor (For profit)
- Local Adult (For profit)
- Non-Local Minor (For profit or not for profit)
- Non-Local Adult (For profit or not for profit)

3.13 "Spontaneous Recreational Use": Activities with minimal organized structure.

3.14 "Youth": Refers to a user or user groups with a majority (70%) membership at age 17 or under on December 31 of the current year.

4. SCOPE/APPLICATION:

4.1 This policy applies to any one person or group that will be booking facility spaces on a seasonal or annual basis.

4.2 Facilities included in this policy:

Beaumont Sport and Recreation Centre

- Ice surface
- Pool lanes
- Fieldhouse
- Gymnasium
- Multipurpose rooms

Ken Nichol Regional Recreation Centre

- Ice surfaces
- Off-season dry ice pad
- Multipurpose room

Beaumont Community Centre

- Halls (non-prime time)
- Multipurpose rooms

Beaumont Sport Fields

- Ball diamonds
- Soccer fields
- Football fields

4.3 **Priorities:**

4.3.1 Scheduling the use and access to the City of Beaumont facilities will be done according to the following criteria in the following order:

1. Priority will be given to user groups in the order in which they are listed in Section 3.12
2. In-Season activities.
3. Historical Use will be a baseline for each allocation season.
4. A minimum of five percent (5%) of all available Prime Time Hours will be reserved for Spontaneous Recreation Use at each specific facility.
5. Up to ten percent (10%) of all available Prime Time hours will be reserved for Adult use to ensure recreational use is available for Active Living.
6. To allow for New Entrants and growth for all groups using Beaumont facilities, percentages of available space will be divided between the Priority Groups using the following criteria.
 - a. requirements or standards of play from league or provincial governing body or sport requirements
 - b. registration increases from previous year
 - c. recreation facilities being used for what they were intended
 - d. Off-Season activities

4.4 **Timelines:**

4.4.1 Allocation for the winter season for indoor facilities (September 1 – March 31) will be completed by June annually.

4.4.2 Allocation for the summer season for indoor facilities (April 1 – August 31) will be completed by February annually.

4.4.3 Allocation for sport fields (May 1 – September 30) will be completed before end of February annually. Season start dates are subject to change based on weather and field condition. Request for field and diamond use prior to May 1 will be determined on weather, and field and diamond condition.

4.4.4 All non-local events requesting time in advance of allocation timelines will be determined on a case-by-case basis and may be subject to Director Approval.

4.5 **General Guidelines:**

4.5.1 User groups and CVO's are required to provide to provide the following documentation with their allocation request:

- declare if their activity is In-Season or Off-Season;
- registration numbers from previous year with percentage of increase or decrease;
- residency percentage of their members;
- request for special events within the allocation season;
- liability insurance naming City of Beaumont as additional insured; and
- names, positions, and contact information of two contacts that represent and speak on behalf of the organization.

- 4.5.2 All groups must provide their practice and game schedule seven days in advance, this is used for tracking use and maintenance. Leniency may be used for preseason, tiering and playoff schedules.
- 4.5.3 All groups must notify the City if their allocated space is not used including inclement weather cancellations within ninety-six (96) hours.
- 4.5.4 Rental fees will be approved annually by Council according to the Fees and Charges Bylaw, as amended or replaced from time to time.
- 4.5.5 Cancellation of allocated space must be done fourteen (14) calendar days in advance.
- 4.5.6 Cancellations by the City will not result in the user group being charged. The City will rebook the affected user group(s) in as soon as possible.
- 4.5.7 Conflict between groups on, or at a rented space can be mitigated through Guest Services at the Beaumont Sport and Recreation Centre. The schedule Guest Services has will stand as the correct schedule.
- 4.5.8 Play-off and provincial use may be cancelled without charge if a team is eliminated from play; Administration must receive written request to cancel the space due to elimination within ninety-six (96) hours of team elimination.
- 4.5.9 All groups are responsible for related fees such as insurance and Entandem licensing fees for their activities.

5. AUTHORITY/RESPONSIBILITY TO IMPLEMENT:

- 5.1 Director, Recreation, or a designate shall be responsible for ensuring the effective administration of this Policy.
- 5.2 A review of this policy will occur on the earliest of the following:
 - at the request of Council;
 - as recommended by the Recreation and Culture Advisory Committee; or
 - on a three (3) year annual term.

Policy Record

Adopted by Council: June 24, 2025

Council Resolution: 22/11/07

Cross Reference: City of Beaumont Fees & Charges Bylaw, *Municipal Government Act* Section 153(b)

Administrative Responsibility: Director, Community Services

Next Review Date: November 2028