

The Corporation of the Township of Whitewater
Region By-law Number 18-06-1082

A by-law to establish an Ice & Facility Allocation Policy


Whereas, Section 11 of the *Municipal Act*, 2001 allows the Township to provide any service or thing that the municipality considers necessary or desirable for the public and confers broad spheres of jurisdiction to a lower-tier municipality in the area of culture, parks and recreation and heritage; and

Whereas, the Council of the Township of Whitewater Region deems it expedient and necessary to establish an Ice & Facility Allocation Policy;

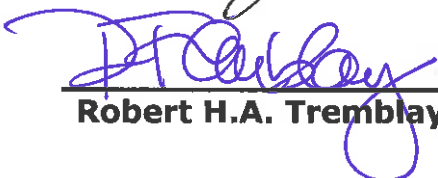
Now therefore Council of the Corporation of the Township of Whitewater Region enacts as follows:

1. That the Ice & Facility Allocation Policy is hereby established.
2. That the corporate policy attached shall form a part of this by-law.
3. That any other by-law inconsistent with the provisions contained in this by-law are hereby repealed.
4. This by-law shall come into force and take effect upon the date of the final passing thereof.

Read a first, second and third time and finally passed this 20th day of June, 2018.



Hal Johnson, Mayor



Robert H.A. Tremblay, Clerk



Corporate Policy

Policy: Ice and Facility Allocation Policy
Main Contact: Manager of Community Services
Last Revision: May 2018

[Policy Statement](#)

[Purpose](#)

[Definitions](#)

[Policy Requirements](#)

[Monitoring](#)

[Authority](#)

[Contact](#)

[Change History](#)

Policy Statement

The Township of Whitewater Region makes recreational facilities available for booking by user groups in exchange for fees.

Purpose

This policy provides guidance for facility users. It outlines a framework to ensure the following:

- General Terms and Condition for users of our facilities
- A scheduling and cancelation process.

Definitions

“Allocation” means an amount or portion of facility including but not limited to ice and ball diamond scheduling.

“Facility” means a building or structure owned by the Township of Whitewater Region, or a room or part of a facility.

“Park” means a parcel of land owned by the Township of Whitewater Region other than a road allowance or public street that is maintained by the Township for use by the public for recreational purposes.

“Township” means the Township of Whitewater Region.

Policy Requirements

Principles

1. The following criteria shall apply to user groups booking our facilities:
 - a. Person must be eighteen years of age or older.
 - b. Standing accounts for facility use must be paid within 30 days of invoice date and 1.25% per month will be charged on the unpaid balance.
 - c. All casual/single rentals must be paid a minimum of 1 business day in advance of the rental.
 - d. User will abide by all rules, regulations, policies, procedures, and by-laws approved by the Township of Whitewater Region.
 - e. Facility bookings will not be exchanged between user groups without the release or consent from the Township.
 - f. The Township reserves the right to alter, or cancel any bookings due to special events, playoffs, or unforeseen circumstances.

Consent

2. The consent of the use of Township facilities shall be obtained through a user group agreement.
3. User will agree to the terms of this policy and complete a user group agreement.

Process

4. The following process shall generally be followed, but may involve a different course of action when decided by Council or the CAO:
 - a. Request or acknowledgment of booking: All requests and acknowledgements for facility bookings shall be done through designated staff.
 - b. Facility Bookings: The designated staff will review the facility booking schedule and book the facility upon availability.
 - c. User groups with multiple bookings will only be required to agree to the terms once.
 - d. Facility bookings will be listed and attached to the agreement.



Corporate Policy

Monitoring

The Manager of Community Services shall be responsible for receiving complaints and/or concerns related to this policy.

Authority

Section 11 of the *Municipal Act, 2001* allows the Township to provide any service or thing that the municipality considers necessary or desirable for the public and confers broad spheres of jurisdiction to a lower-tier municipality in the areas of culture, parks, recreation and heritage.

Section 224 of the *Municipal Act, 2001* states the role of Council includes ensuring that administrative policies, practices and procedures are in place to implement the decisions of Council.

Contact

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Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Ice & Facility Allocation	June 2018	New policy	18-06-1082