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Report

City Council

Date: February 17, 2010

File: C16

Subject: **Community Group Affiliation Policy Revisions and Brampton Cricket Association update**

Contact: Don Doan, Manager – Program Support
Community Services, 905-874-2310

BRAMPTON CITY COUNCIL

DATE: MAR 10 2010

Overview

- The City of Brampton's goal is to provide recreation, either through direct programming or partnerships, to as many residents as possible so they can participate in healthy active lifestyles.
- To support this goal, staff submitted a report in November 2009, entitled *Update on Outdoor Facility Rental Pilot Project*. This prompted Council to direct staff to review the Community Group Affiliation Policy.
- Staff proposes that revisions be made to the Policy to better meet our diverse community's program and facility requirements.
- Highlights of the revised policy include:
 - Revised Protection Clause (Addendum 'A')
 - New Outdoor Sports Facility Allocation Policy (Addendum 'B')
 - Community Group Volunteer Register
- The Brampton Sports Alliance fully supports the proposed revisions.
- The review also showed that a uniformed approach for access to City outdoor facilities needs to be applied to all sports fields to meet diverse needs. A prime example is the increased demand for Cricket fields.
- The review of the Community Group Affiliation Policy also prompted, by necessity, a review of the Brampton Cricket Association (BCA). The BCA was created and approved by Council in 2004 to be the voice of cricket in the City of Brampton and to have jurisdiction over the scheduling coordination of all cricket matches in Brampton.
- However, the roles of the BCA and another group, the Brampton Etobicoke District Cricket League (BEDCL), have become intertwined and the BCA is being operated by the BEDCL.
- To ensure the city's cricket community has a united voice for the sport, one that is in keeping with the City's Group Affiliation Policy, this report also recommends enhancements to the City's current cricket model.
- The cricket groups and the BCA fully support the proposed changes.

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RECOMMENDATIONS:

1. That the report from D. Doan, Manager – Program Support, Community Services, dated February 17, 2010, to the Council Meeting of March 10, 2010 re: **Community Group Affiliation Policy Revisions** (File C16) be received; and
2. That Council approve the proposed new Community Group Affiliation Policy attached as Addendum “A”; and
3. That Council approve the proposed new Outdoor Sports Facility Allocation Policy attached as Addendum “B”; and
4. That Council approve the proposed cricket field allocation process change; and further
5. That Council endorse dissolving the Brampton Cricket Association and replace it with the formation of the new Brampton Cricket Advisory Committee.

BACKGROUND:

The City of Brampton has provided support through an affiliation process for organized sports groups for more than 30 years. As well, volunteer community groups have provided the citizens of Brampton exceptional community recreation opportunities as an extension of the Community Services Department.

The Community Group Affiliation Policy (the Policy) continues to identify the various Brampton-based volunteer groups who provide leisure, social and other special interest opportunities to the community. It also recognizes, rewards and supports those groups that deliver services through a network of community volunteers who effectively “build our community.”

The Policy provides the mechanisms to assist staff in the allocation of resources to affiliated community groups. These resources may include, but are not limited to:

- Provision of facilities
- Staff liaison hours and expertise
- Promotion
- Subsidies

A Committee of Council report dated, November 18, 2009, entitled “Update on Outdoor Facility Rental Pilot Project” from Don Doan, Manager – Program Support, demonstrated that the implementation of the “Outdoor Facility Rental Pilot Project” was a tremendous success. The Pilot provided better access to the City’s outdoor facilities and generated greater

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revenue and a higher level of participation by Bramptonians. Based upon the findings in that report, staff was directed to conduct a review and update of the Community Group Affiliation Policy as part of Recreation's 2009/10 work plan.

Through this review, it also became clear that the City should implement a uniformed and consistent field allocation policy for all sports to better meet this city's diverse community program and facility requirements. One prime example of this is the growing demand for cricket fields.

In 2004, Council created the Brampton Cricket Association (BCA) to serve as both an advisory body and the field allocation representative. In 2004, there were 13 cricket teams; there are now 77 teams, and counting. In reviewing the Policy, and the City's approach in allocating sports field, it became evident that the City needed, by extension and by necessity, to evaluate the role of the Brampton Cricket Association (BCA) to ensure its compatibility with the City's Group Affiliation Policy.

CURRENT SITUATION:

Staff has conducted a thorough review of the City's Group Affiliation Policy. This includes a review of other affiliation policies in the GTA. It is essential that the Policy reflect the goals, objectives and philosophy of the City of Brampton to ensure the best service delivery model for our diverse community.

Staff has proposed a number of revisions to the overall Policy that are outlined in Addendum A and B of this report. Revisions to the Policy have been made in the following areas:

- Revised 'Protection Clause'
- New Outdoor Sports Facility Allocation Policy
- Community Group Volunteer Register

Revised Protection Clause

The current 'Protection Clause' does not allow the Department to rent city-operated facilities to any youth group which is formed for the same purpose as an existing youth affiliated group(s), unless the youth affiliated group(s) is in agreement or cannot meet the overall demand for services as determined by the Department.

Staff is proposing that the current 'Protection Clause' be amended to allow more youth organizations/groups to rent facilities in the City of Brampton. The revised 'Protection Clause' is highlighted in Addendum A and can be found on page four (4) of the Affiliated Youth Group section. The proposed amendment was tested in the summer of 2009 through the 'Outdoor Facility Rental Pilot Project' and met with tremendous success.

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Should the 'Protection Clause' be amended, it will continue to afford the necessary protection for our youth affiliates. Non-affiliated youth groups will have no priority for facilities in subsequent years. Facility allocation will be in accordance with the guidelines contained within the applicable Facility Allocation Policy.

A revised 'Protection Clause' demonstrates the City's commitment to engaging as many residents as possible. This community-centric approach is the cornerstone for service delivery in the renewed Recreation Division, and demonstrates fiscal responsibility. This proposed change is more flexible, inclusive and consistent with the vision of Community Services.

Outdoor Sports Facility Allocation Policy

The booking criterion for outdoor facilities was originally contained within the body of the Community Group Affiliation Policy. A new Outdoor Sports Facility Allocation Policy has been developed (attached as Addendum B). The proposed Outdoor Sports Facility Allocation Policy is a truer reflection of current business practices as it relates to allocating outdoor facilities, and is similar in structure to the current Ice Allocation Policy and Indoor Fieldhouse Allocation Policy.

The Outdoor Sports Facility Allocation Policy:

- Identifies specific groups (youth, adult, commercial, etc.)
- Outlines the requirements each group must meet
- Establishes booking priority

Community Group Volunteer Register (Formerly known as Category "C")

The Community Group Affiliation Policy currently contains a section labelled Category "C" – All Other Community Groups. Staff is proposing that this section be removed and a new addendum entitled 'Community Group Volunteer Register' be developed. The Community Group Volunteer Register will focus on all other organizations not currently eligible for affiliation (i.e. annual special event groups), but do want to develop an ongoing relationship with the City of Brampton. Staff will provide Council with a report regarding the Community Group Volunteer Register later in 2010.

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Adult Affiliation

The City of Brampton is responsible for allocating and scheduling all City-owned and operated facilities. The current practice of allocating facilities is to accommodate affiliated youth groups, adults groups and then previous years' users.

This allocation process applies to all user groups except for three cricket groups' agreements. As a result of the Outdoor Facility Rental Pilot Project approved in 2009, recreation staff resumed the allocation of cricket fields. Currently, there is a facility agreement with the Brampton Sport & Cultural Club, Heart Lake Cricket Club and Trinity Cricket Club to provide these clubs with dedicated cricket facilities until the end of the 2011 cricket season.

Recognizing that the sport of cricket needs a united voice, and that the City's Group Affiliation Policy, under the Adult Affiliation category, could assist in this manner, staff hosted a meeting in October 2009 with all Brampton cricket groups. The goal was to solicit input on the future growth of cricket, facility allocation and the overall coordination of the cricket community in the City of Brampton.

Staff hosted two meetings with the BCA's president to understand what was working well, what areas needed improvement and potential changes for the betterment of cricket in the City of Brampton.

It was eventually agreed to dissolve the BCA and create the Brampton Cricket Advisory Committee (BCAC). The BCAC's purpose will be to:

- provide leadership and a voice for cricket in the community;
- encourage, promote and foster the growth and development of cricket in Brampton; and
- promote a solid base of communication between the various cricket clubs.

The BCAC and the various departments of the City of Brampton will coordinate efforts to provide technical and other expert advice into the development of new cricket facilities or the repair and upgrading of existing cricket facilities.

The BCAC membership will be comprised of representatives from all Brampton-based cricket clubs that have a minimum of 80% residents of the City of Brampton. BCAC members, in good standing, shall have one vote upon matters to be voted upon at any such meeting and there will be a maximum of two votes per cricket club, assuming two representatives from

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one club are present. This model is in line with the Brampton Senior Citizens Council constitution.

DISCUSSION:

At the November 3, 2009 Brampton Sport Alliance (BSA) meeting, staff reviewed the overall proposed Policy revisions, including allocation of fields. The discussion was fully inclusive and generated many positive comments. The proposed revisions to the Protection Clause, Outdoor Sports Facility Allocation Policy, and Community Group Volunteer Register have the full support of the BSA.

The portion of this overall review that affects Brampton's cricket community was discussed with the BCA on November 9 and December 18, 2009 and January 13 2010. The discussion and input are reflected in the recommendations found within this report. These recommendations are supported by the BCA, and the cricket community.

CONCLUSION:

The fundamental goal of Recreation is to engage and encourage as many residents as possible to participate in healthy active lifestyles. The proposed revisions to the Community Group Affiliation Policy and the Brampton Cricket Association demonstrate Recreation's commitment to building capacity to provide recreation either through direct programming or through partnerships.

Original Signed By

Concur: _____
Donna-Lynn Rosa /
Director of Recreation

Original Signed By

Concur: _____
Jamie Lowery
Commissioner of Community Services

Report Authored By: Jason Klomp
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ADDENDUM A

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CITY OF BRAMPTON

COMMUNITY SERVICES DEPARTMENT

COMMUNITY GROUP

AFFILIATION POLICY



Revised: February 3, 2010

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Addendum A – Community Group Ice Allocation Policy

Addendum B – Community Group Outdoor Sports Facility Allocation Policy

Addendum C – Community Group Indoor Fieldhouse Allocation Policy

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PURPOSE

The Community Group Affiliation Policy (The Policy) is designed to officially identify Brampton-based not-for-profit community volunteer groups that provide leisure, social and other special interest opportunities to the community. The Policy recognizes and rewards those groups delivering services through a network of community volunteers, which effectively “builds our community”.

The Policy provides the mechanisms necessary to assist staff in the allocation of resources and assistance to affiliated community groups and their programs. These resources may include the provision of facilities, staff, publicity and subsidies, among other benefits.

Any collection, use and disclosure of information under this Policy will be undertaken in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

POLICY OBJECTIVES

- To encourage residents to become involved in the community decision making process pertaining to the quality of their leisure, social or special interest opportunities. In so doing they foster a healthy lifestyle, community involvement and shared management and ownership of these opportunities.
- To encourage community youth and adult recreation groups to identify the expressed recreation needs of the community. To subsequently provide the best quality of recreation activities for the residents and ratepayers of the City of Brampton through positive, healthy lifestyle recreation alternatives.
- To encourage all groups to take complete responsibility for their programs, with the goal of becoming self-sufficient.
- To identify and provide the necessary Recreation Division support to volunteer not-for-profit recreation and / or special interest groups through The Policy.
- To foster volunteer leadership opportunities that assist in building a strong, healthy community.
- To build capacity by providing recreation either through direct programming or through partnerships.

CITY'S ROLE

Once a group is affiliated, the City of Brampton will support the community group by providing those services outlined in The Policy. Staff liaisons will continually monitor affiliated groups to ensure groups are in compliance with The Policy.

The City of Brampton's relationship with volunteer community groups receiving assistance under The Policy is one of 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

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review body for any such group, except to the extent that the actions of a group put the group in contravention of The Policy (for example if the group was not adhering to the democratic process as outlined in its constitution).

POLICY DEFINITIONS

For the purposes of The Policy the following groups are defined as:

| | |
|---------------------------------------|---|
| Recreation Programs | All general community programs and other initiatives that are organized by the Recreation Division on behalf of the municipality. |
| Affiliated Youth Groups | Brampton volunteer-based, not-for-profit community user groups that provide services to Brampton residents (100% residency required) under 19 years of age and officially “recognized” under The Policy. |
| Affiliated Adult Groups | Brampton volunteer-based, not-for-profit user groups that provide services to Brampton residents (80% residency required) over 19 years of age and officially “recognized” under The Policy. |
| Non-Affiliated Groups | Brampton volunteer-based, not-for-profit community groups that provide services to Brampton residents (80% residency required) that are not recognized affiliated groups under The Policy. |
| Commercial Groups/ Rentals | Brampton-based organizations or individuals that book facilities with the intent of generating positive net income (profit). Also includes Brampton businesses providing recreational opportunities for its employees. |
| Non-Resident Groups | Youth or adult user groups that are primarily comprised of non-Brampton residents. |
| Family | A group comprised of both youth and adult group members and shall be classified under The Policy as an adult group. |
| Resident | Anyone who lives permanently in Brampton, or pays property or business taxes in the City of Brampton. A student who is currently registered in an accredited educational institutional in Brampton AND who lives and attends school in Brampton for at least 8 months during the calendar year is also considered a resident. |

REQUIRED CRITERION FOR AFFILIATED STATUS

To qualify as a recognized affiliated group and receive the applicable “support service benefits” listed in The Policy, groups must meet all of the following criterion:

- i. Volunteer / Amateur Non-Profit Group:
 - A group must be a volunteer/amateur not-for-profit Brampton-based community group that provides a recognized service to the community and whose primary objective or function meets the objectives of The Policy.

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- ii. **Financially Capable of Supporting its Operations:**
 - A group must show that it is capable of carrying out its objectives and meeting its financial obligations.
 - Annual financial statements must be presented to the membership at each group's respective AGM and submitted to the Recreation Division.

- iii. **Constitution and By-Laws:**
 - A group must operate in an open and democratic manner through the holding of annual membership meetings and the election of an executive from the general membership.
 - Annual General Meetings (AGM) must be advertised to the group's membership no less than 30 days prior to the meeting.
 - Written notification must be provided to the Recreation Division staff liaison one month in advance of any "annual" or "special" general membership meetings.
 - All members must be eligible to vote. In the case of children's or youth programs, adults representing those under the age of 18 years must be eligible to vote.
 - Groups must adhere to the Ontario Human Rights Code.
 - Constitutions must include a by-law confirmed by two-thirds of its general membership, that, upon dissolution its assets shall be distributed or disposed of first to the City of Brampton, or with the City's agreement, to a recognized Brampton charitable organization.
 - A constitution must be initially submitted to the Recreation Division. Any changes to this constitution must be re-submitted to the Recreation Division.

- iv. **Brampton-Based Participant/Player Membership:**
 - Membership in the group must be open to all residents or ratepayers of the City of Brampton.
 - Membership in the group must be on a first-come first-served basis.
 - Membership cannot be closed if non-residents make up any portion of the membership.

- v. **Brampton-Based Executive:**
 - The majority of voting members on an executive/board must be residents or ratepayers of the City of Brampton.

- vi. **Activity Schedules:**
 - Groups must submit a copy of all activity schedules/dates (if applicable) to their Recreation Division Staff Liaison by the dates outlined in the affiliation contract. These activity schedules/program dates must provide accurate information pertaining to each group's specific utilization of all facilities by all of its teams/groups (i.e. for games, instructional sessions, patches, activities, programs, etc).
 - Affiliated youth groups must maintain a viable and active House League base with a minimum of four (4) house league teams per division.

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AFFILIATED YOUTH GROUPS

This designation is given to a volunteer/amateur not-for-profit Brampton-based community group whose primary objective or function is the provision of recreation services. A group's aims and objectives must be compatible with those of the Recreation Division, and the group must be prepared to maintain a direct liaison with the Recreation Division. This type of group facilitates organized recreational opportunities for the residents and ratepayers of Brampton to use their leisure time in formal or informal activities. Recreation services that the group provides are in the areas of cultural, arts, sports and fitness.

The Recreation Division will not affiliate with any other youth sports groups which are formed for essentially the same purpose, unless the existing youth affiliate is in agreement or cannot meet the overall demand for its services, as determined by the Recreation Division. Affiliated youth sport groups should not duplicate the services of other affiliated youth sport groups.

The minimum recognized age for a member of a youth group is 4, as of December 31st of the current year, provided the group is offering full instructional-based programming that includes 4 and 5 year olds. Youth groups must apply in advance to the Recreation Division through the submission of an actual written program and receive permission for full instructional-based programming status that includes 4 and 5 year olds.

Should the group not offer instructional-based programming for 4 and 5 year olds, then the minimum age for a member of a youth group is 6, as of December 31st of the current year.

The maximum registered age for a member of a youth group is 19, as of December 31st of the current year. It is acknowledged that the maximum age could vary from one youth group to another, as defined by the individual group's governing body, and this would be considered by the Recreation Division at the time of application. Should the majority of members in an age division of a youth group be 19 years of age or older, then the applicable "community" rate for the facility rental will be applied.

AFFILIATED ADULT GROUPS

This designation is given to a volunteer/amateur not-for-profit Brampton-based community group whose primary objective or function is the provision of recreation services for adult (over 19 years of age) or family (all ages) groups. A group's goals and objectives must be compatible with those of the Recreation Division, and the group must be prepared to maintain a direct liaison with the Recreation Division.

The Recreation Division does not recognize any affiliation between a youth group and an adult group. An affiliated youth group and an adult group can develop a working agreement, provided the adult group has its own budget and executive, and books all facilities necessary for its operation directly with Recreation and pays the applicable "community adult" rate.

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PRIORITY STATUS FOR FACILITY ALLOCATION

Booking priority for facility allocation is as follows:

1. Recreation Programs (operated by the Recreation Division)
2. Affiliated Youth Groups
3. Affiliated Adult Groups
4. Non-Affiliated Groups
5. Commercial/Rentals Groups
6. Non-Resident Groups

The priority status is regularly updated and reviewed through a formal process. Non-Affiliated Youth Group facility applications will be considered at a time determined acceptable by the Recreation Division, and only after Recreation Programs (operated by the Recreation Division) and Affiliated Youth/Adult group facility allocation has been completed.

For more information regarding facility allocation for city arenas, fieldhouses or outdoor facilities, please refer to the appropriate Facility Allocation Policy.

RESIDENCY RULES

Affiliated Youth Groups:

House league/all-star/intra-city teams and instructional based programs must be comprised of 100 per cent residents or ratepayers of the City of Brampton. Consideration will be given to allow players living in communities bordering Brampton to participate on a “case by case” basis, provided a similar association does not exist in their community. Participants will be subject to the applicable non-resident fee.

Provided the group can satisfy that sufficient effort has been put forth to recruit City residents and ratepayers, the executive of a group may request consideration from the Recreation Division to register non-residents in accordance with the following criterion:

- A non-resident player would only be allowed to try out for the “top level” representative team (i.e. the highest caliber team in an age group, such as “AAA”). In instances where a resident and a non-resident are of the equal caliber, the coach must select the resident over the non-resident. A non-resident player being released from the “top level” representative team in Brampton would be allowed to finish the season with the “B” level rep team if he/she had no other team to play for, and providing there was an opening and his/her registration did not displace a resident.
- For team oriented sports (i.e. hockey) groups may be allowed to register non-residents in an amount up to 1% of the total number of participants registered in the group. For individual oriented sports (i.e. figure skating) groups may be allowed to register non-residents in an amount up to 2% of the total number of participants registered in the group.

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- Consideration of a percentage of non-residents in excess of the percentage allowance will be given on a “case by case” basis to all existing groups that offer a specialized program for a larger geographic area than just the City of Brampton.
- Groups must assure the City that residents are not being displaced by non-residents, and that the registration of non-residents is only permitted subject to facility availability and in total compliance with The Policy.
- Groups have the ability to place a number of non-residents on a team, provided the allowable percentage guideline is not exceeded. The executive will ensure that all coaches obtain the executive’s written approval before signing any non-residents to their respective rosters. The executive will ensure the number of non-residents does not exceed the percentage allowance. The executive will work directly with all parent disputes arising from a resident’s child being displaced by a non-resident. The executive will do so in writing, providing a clear explanation of the reasons for their decisions.
- All non-residents are required to pay a surcharge equivalent to an additional 50% of the group’s base registration fee to a maximum of \$100/registrant. This surcharge would be paid directly to the group at the time of the player’s registration. In the event that there is a large group of non-residents approved to play from the same geographic area, the surcharge may take the form of the provision of actual facilities from the applicable municipality to the City of Brampton.
- Groups are required to submit a “Declared Non-Resident List” and the applicable surcharge to the appropriate staff liaison. The “Declared Non-Resident List” must accurately identify the applicable surcharge for each non-resident, participant's name, address, phone number, the specific team (if applicable) that this non-resident is playing on (i.e. Representative Pee Wee AAA).
- In the event that the Recreation Division is made aware of a non-resident in a group who was not registered in accordance with the aforementioned guidelines, then the City shall notify the group which shall have 30 calendar days to remove the “illegal” registrant from the registration list and from any further participation in the group. Failure of the group to comply with the removal of an “illegal” registrant will result in the immediate loss of its status with the Recreation Division, and henceforth from that day on, lose all support service benefits of The Policy.

The City will consider requests from affiliated youth groups for deviations to The Policy in accordance with the following guidelines:

- Must be made prior to accepting registrations from non-residents;
- Must state the circumstances surrounding the request;
- Must state that the group’s executive is in support of the exception;
- Must be signed by the President or designate; and
- Requests must be submitted to the Recreation Division staff liaison on the group’s letterhead prior to the consideration being entertained.

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Requests for deviation which do not meet the criterion listed above will be referred back to the group's executive.

The Recreation Division staff liaison will evaluate all requests and make a recommendation to the Director of Recreation. Approvals for a deviation are at the sole discretion of the Director of Recreation.

Approvals for a deviation are granted for a one year period only – the request for a deviation must be resubmitted on an annual basis, prior to registration. Upon approval of the request for a deviation, the group may accept registrations from non-residents.

Affiliated Adult Groups:

At least 80 per cent of adult group members must be Brampton residents, as defined above, with the following exception:

- A group providing a service which does not otherwise exist within the City of Brampton may be eligible if at least 51 per cent of the members cannot function without its non-resident members. Such groups are required to submit a plan of action to increase the percentage of Brampton residents to a minimum of 80 per cent within a time considered reasonable by the City, before approval will be granted.

AFFILIATED GROUP SUPPORT SERVICE BENEFITS

The Policy is designed to provide support and assistance to groups in delivering their services to the community. The following “support service benefits” are available to all affiliated groups unless otherwise noted:

1. Facility Rate:

- Affiliated groups will receive the use of recreation facilities for their programs and/or events at the applicable Council approved rate.

2. Priority Booking of Facilities:

- Outdoor Sports Facilities – please see the attached City of Brampton Community Services Department Community Group “Outdoor Sports Facilities Allocation Policy”, attached hereto as ADDENDUM “A”
- Ice Surfaces – please see the attached City of Brampton Community Services Department Community Group “Ice Allocation Policy”, attached hereto as ADDENDUM “B”
- Field House – please see the attached City of Brampton Community Services Department Community Group “Fieldhouse Allocation Policy”, attached hereto as ADDENDUM “C”

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3. Staff Liaison Services:

- Assistance in a resource and advisory capacity.
- Assistance to groups in times of crisis to maintain their service.
- Assistance in the start-up of new groups (i.e. constitution development).
- Assistance in safe-guarding or disposing of the group's assets if the group disbands.

4. *Liability Insurance:

- In the event that a group does NOT have existing liability insurance in place, or does NOT have coverage for its members available to them from membership in a provincial or national governing body for their particular sport or activity, the City will arrange and pay for general liability insurance to cover the group's operations.
- The primary purpose of *General Liability Insurance* is to protect against lawsuits from individuals alleging that the affiliated group and/or one of its members or volunteers negligently caused 'bodily injury' to an individual or damaged their property. Coverage extends to all executive, members, volunteers workers, coaches, managers and officials, but ONLY for acts resulting from work performed within the scope of duties on behalf of the group. This coverage does NOT provide personal accident insurance for participants or members, nor does it provide directors and officers liability insurance for wrongful acts.
- The final decision as to whether the City can provide liability insurance is subject to the approval of the City's Investments, Insurance and Risk Management Branch on an annual basis.
- For those groups that have existing insurance coverage or are afforded coverage through their provincial or national governing body, proof of such insurance, in the form of a certificate of insurance showing the City of Brampton as an additional insured, must be submitted when using municipal fields or facilities.

5. Provision of Meeting Rooms:

- On a space available basis, meeting room facilities will be provided free of charge to all groups for defined booking periods for up to one (1) monthly executive/board meeting dealing with the business of the group only, one (1) annual meeting and one (1) registration date per session. Bookings must be made through the Rentals Unit.

6. Publicity:

- Provide, where possible, to all groups, assistance with publicity through normal Recreation Division methods such as brochures (a fee may be charged), news releases and special events calendars.

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- Distribute a group's advertising through the established Recreation Division courier system to various recreation facilities for posting on their bulletin boards.

7. Printing Services:

- Printing services are available to all groups. Please allow five (5) business days for printing to be returned. Printing will be provided free of charge on regular bond paper only (to a maximum amount acceptable by Recreation) for constitutions, executive and annual meeting minutes, schedules, score sheets, registration forms and financial statements.
- *Printing of up to four (4) sheets of additional material per registered member per year will also be provided free of charge. All additional printing will be done at the rate of cost of the Recreation Division and charged to the group.

8. Equipment Storage/Office Space:

- *The Recreation Division will endeavour to co-ordinate the provision of suitable equipment storage or office space (if available) for affiliated sports groups on a yearly basis, where required and upon request. Groups are required to pay the applicable square footage costs (as determined by Real Property Services).

**Youth/Senior Affiliates Only*

APPLICATION FOR AFFILIATED STATUS

Groups must contact the Recreation Division to obtain an affiliation application package. All applicants for affiliated status shall provide the following information:

- A statement of the group's purpose, goals, and objectives.
- A schedule of events, programs and services that the group intends to provide during the first year of its affiliation.
- A copy of the group's constitution and by-laws.
- Submit a membership list, signed by two authorized officers, confirming that the group meets the membership and residency requirements (the Recreation Division has the right to review the membership list to confirm residency requirements)
- The names, addresses and telephone numbers of the group's Board of Directors and contact persons.
- 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. All groups seeking renewal of their status must submit an audited financial statement if their expenditures exceed \$100,000.
- If insurance coverage is being requested, the group must complete an insurance questionnaire and submit it with the application.

All information requested in the affiliation application package, including signatures, must be returned to the Recreation Division. The staff liaison will review all applications and answer any questions related to the application process.

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APPROVAL OF AFFILIATED STATUS

Applications for affiliated status may be approved by the Director of Recreation or designate. Upon approval, all affiliated groups are required to sign an affiliation group contract with the Recreation Division. This contract requires each group to adhere to the requirements and stipulations outlined in The Policy or to any changes deemed necessary on an annual basis.

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.

As a condition of approval, all outstanding debts to the City must be paid in full or agreement reached regarding retirement of the debt.

AFFILIATED GROUP RESPONSIBILITIES

- Strictly adhere to the guidelines outlined in The Policy.
- Act as a disciplinary body for participants and/or groups under the group's jurisdiction.
- Provide immediate notice to the Recreation Division staff liaison of any changes in the group's executive/board or constitution.
- Maintain up-to-date membership lists with addresses.
- Respect the intent of the City of Brampton Rental Policy and comply with the booking and cancellation requirements of facility booking policies.
- Submit an application to renew affiliation before the end of the term.

TERMINATION OF AFFILIATED STATUS

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

- Fails to operate in a financially responsible manner
- Revokes its constitution, by-laws, or operating guidelines
- Acts in contravention of its constitution, by-laws, or operating guidelines
- Acts in contravention of The Policy
- Abuses the services and privileges provided
- Violates any provincial or federal legislation or municipal bylaw with respect to the activities of the group
- Fails to abide by a ruling from the Ontario Human Rights Commission regarding the group's actions.

Groups may terminate affiliated status at any time. Requests to terminate affiliation must be made in writing to the Recreation Division staff liaison, and must be signed by the group's executive members.

I 4-2-19

CONTRAVENTION OF THE POLICY

A group operating in contravention of The Policy will be sent a "notice of contravention" by registered mail and given thirty (30) days notice to correct such contravention. If, after thirty (30) days, the contravention has not been rectified, the group will lose its status with the City and henceforth from that day on lose all support service benefits of The Policy.

ADDENDUM B

I 4-2-20

CITY OF BRAMPTON
COMMUNITY SERVICES DEPARTMENT
COMMUNITY GROUP OUTDOOR SPORTS
FACILITY ALLOCATION POLICY

FLOWER CITY



BRAMPTON.CA

January 5, 2010

I 4-2-21

OUTDOOR FACILITY BOOKING GUIDELINES

A. BOOKING PERIOD

Outdoor facility allocation will be distributed according to the following booking periods:

Season: May – October (weather and field conditions permitting)

Deadline for Application: December 1st of the previous year

B. GENERAL INFORMATION

Instructional Programs:

- The minimum recognized age for a member of a youth group is 4, as of December 31st of the current year, provided the group is offering full instructional-based programming that includes 4 and 5 year olds. Youth groups must apply in advance to the Recreation Division through the submission of an actual written program and receive permission for full instructional-based programming status that includes 4 and 5 year olds.

Regular Programs:

- A booking block is equal to a two (2) hour booking period. Groups may not book for less than one block (a two (2) hour booking period).
- Should a group not offer instructional-based programming for 4 and 5 year olds, then the minimum age for a member of a youth group is 6, as of December 31st of the current year.
- Affiliated Youth Groups must maintain a viable and active House League base with a minimum of four (4) house league teams per division.
- Representative teams, which are defined to be those teams that normally travel outside of the community to play other towns and cities, may be formed. The Recreation Division will recognize one (1) representative team for the first four house league teams registered in a division. For additional representative teams groups must meet the following criteria:
 - a. If the registered membership in a single (1 year) age group of house league and representative is 120 players or more (for youth 9 - 12) or 90 players or more (for youth 13 and over), then a second representative team could be created.
 - b. If the registered membership in a single (1 year) age group of house league and representative is 300 players or more (for youth 9 - 12) or 250 players or more (for youth 13 and over), then a third representative team could be created.

I 4-2-22

Groups must maintain these registration membership numbers from season to season in order to continue to operate additional representative teams. All proposed teams and leagues must be recognized by the applicable Sport Group Governing Body.

- The maximum registered age for a member of a youth group is 19, as of December 31st of the current year. It is acknowledged that the maximum age could vary from one youth group to another, as defined by the individual group's governing body, and this would be considered by the Recreation Division at the time of application. Should the majority of members in an age division of a youth group be 19 years of age or older, then the applicable "community adult" rate for the facility rental will be applied.
- Allocation for Affiliated Youth Groups will be based upon the previous years' actual registration figures pertaining to numbers of teams and/or participants. Player/program rosters must be submitted with the application to support the previous years' actual figures. The Recreation Division will adjust and confirm initial allocations (based upon availability) after the conclusion of a group's registration in an effort to respond to the annual growth or reduction in a group.
- A "Junior" representative team is considered to be a "community adult" group, and as such, must have its own budget and sub-committee / executive. A "Junior" representative team must produce a letter of endorsement from an affiliated City of Brampton youth group. Groups may only endorse one "Junior" representative team.
- Non-affiliated youth group facility applications will only be considered after May 1st of the current year. Groups that receive the use of outdoor sport facilities for the current year through the issuance of a city permit will have no priority for these facilities in the following year. The Recreation Division reserves the right to, at any time retract facilities issued through a city permit to non-affiliated youth groups with two weeks written notice.
- Outdoor facility organizations with recognized representative teams that compete against non-resident groups are entitled to one "home" outdoor facility allocation per week.
- Schools (e.g. Peel District School Board) qualify for the Affiliated Youth Group Rate when activities are included in the course curriculum, or where school representation is required.

C. OUTDOOR FACILITY CANCELLATION POLICY

- Organizations interested in canceling specific days or blocks of time within the booking period previously outlined must request such exceptions when submitting their applications.
- Additional cancellations requested for specific days or blocks of time (e.g. playoffs) must be received in writing by the applicable Recreation Division "Rental Unit" representative two weeks in advance of the date(s) being cancelled. Failure to do so will result in full payment.
- It is acknowledged that all user groups may experience cancellations to their weekly allocation over the course of their seasonal rental agreement due to Recreation Division-approved Special Events from other Community Groups.

I 4-2-23

OUTDOOR SPORTS FACILITY ALLOCATION FORMULA

1. AFFILIATED YOUTH GROUPS

Instructional/Development Program (ages 4 & 5):

- Allocation based on one 2-hour block/week/four teams. Teams are based upon a minimum of 10 players/team and 4-teams per field.

House League Program:

- Please refer to the General Information section for additional comments on the definition of a "Viable House League Base".
 - No House League "select" teams will be recognized for allocation purposes.
 - A game must involve two City of Brampton teams.
- i. Ages U6 and up
- Allocation based on a minimum of 12 players/team
 - Games – one 2-hour block/week/two teams
 - Practices – ½ 2-hour block/week/two teams

Representative Program:

- In accordance with the conditions of The Policy, no new representative team can be created without prior Recreation Division written approval.
 - The second representative team and each additional representative team must be accommodated in a manner that would not adversely affect facilities for house league teams.
- i. Ages U11 and up
- Allocation based on a minimum of 16 players/team
 - Games – one 2-hour block/week/team
 - Practices – one 2-hour block/week/team

2. AFFILIATED ADULT GROUPS

- Allocation based on a minimum of 12 players/team, and the league must meet the overall minimum 80% residency requirement.
- The maximum facility allocation for adult groups is the equivalent of one 2-hour block/week/two teams, provided the block involves two (2) City teams per facility (excluding representative teams where it is recognized that only one City team may be involved).

I 4-2-24

- This allocation helps ensure that all groups are treated as equitably as possible in terms of facility allocation and that the greatest number of participants can be accommodated. Additional allocations will be considered in designated non-prime time, if available and upon request. Other factors will also be taken into consideration, such as the actual length of a game or practice.

3. CITY OF BRAMPTON, NON-AFFILIATED, NOT-FOR-PROFIT COMMUNITY GROUPS

- The Recreation Division will consider the issuance of time on the basis of up to one 2-hr block/week/two teams provided the block involves two (2) City teams per facility, and provided such rental does not contravene the guidelines contained within The Policy pertaining to the booking priority provided for all affiliated youth groups operating under The Policy.
- Allocation based on a minimum of 12 players/team, and the league must meet the overall minimum of 80% residency requirement.
- Groups must provide the Recreation Division with up-to-date registrant information (e.g. not-for-profit status, Brampton-based participant/player membership list, constitution and by-laws).

4. CITY OF BRAMPTON COMMERCIAL BUSINESSES AND NON-RESIDENT GROUPS

- The Recreation Division will consider the issuance of time on the basis of up to one 2-hour block/week/two teams provided the block involves two (2) City teams per facility, and provided such rental does not contravene the guidelines contained within the Affiliation Policy pertaining to the booking priority provided for all affiliated youth sports groups operating under the Policy.

I 4-2-28

Addendum C: History of Organized Cricket in the City of Brampton

Prior to 2004, the City of Brampton had only three cricket facilities, and three community cricket clubs with exclusive facility use of these facilities; namely the Trinity Cricket Club, Heart Lake Sports and Cultural Club and Brampton Sports and Cultural Clubs. In 2007, a report to Council recommended that the exclusive use agreements between the aforementioned clubs be dissolved and that the clubs be given equal booking priority through the Brampton Cricket Association (BCA) agreement and use at no cost through to and including the 2011 season.

In the same Council report the BCA was officially recognized as the community representative for cricket. Council also approved the double soccer pitch/single cricket facility design as the standard for both short and long-term cricket facilities being developed within the City of Brampton.

The BCA was established to be the voice of cricket in the City of Brampton and to have jurisdiction over the scheduling coordination of all cricket matches in Brampton. This arrangement essentially has the BCA acting as an extension of the City of Brampton.

The president of the BCA from 2004-2009 has also been the president of the Brampton Etobicoke District Cricket League (BEDCL) for close to twenty years. The Etobicoke District Cricket League (EDCL) became the Brampton Etobicoke District Cricket League (BEDCL) in 2009 to recognize the large contingent of Brampton-based cricket teams. Serving in this dual capacity with the BCA and the BEDCL, the President was able to assist staff and grow cricket in Brampton at an astounding rate. The number of Brampton-based teams grew from 13 in 2004 to 77 in 2009.