



Town of Whitby Policy

Policy Title:	Pool Allocation
Policy Number:	OPS 190
Reference:	Council Resolution #229-11
Date Originated:	June 27, 2011
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Review Date:	As required
Approval:	Council
Point of Contact:	Sr. Manager, Recreation

Policy Statement

The Town of Whitby strives to manage its resources in a fair and equitable manner and optimize usage and programming to reflect municipal directives and community need.

The Town of Whitby recognizes and promotes the value of an active and engaged community and encourages participation in aquatics activities to the benefit of the whole community. It is the policy of the Town of Whitby, based on the principles of fairness and equity, to develop and maintain a method of determining access to municipal facilities and to develop and maintain a realistic process of allocating the aquatic facilities for community use. The Community Services Department is responsible for the operation and management of the Town's aquatic facilities.

This pool allocation policy has been developed to respond to current demand, projected growth, changing utilization patterns, shifting demographics, market supply and the successful management of the Town's inventory of pools.

Purpose

The purpose of the Aquatic Facilities Pool Allocation Policy is to address the demand and supply of the Town of Whitby's aquatic facilities, the changing demographics, and the successful ongoing management of these resources. The objectives of this policy are to:

- establish a fair, transparent, consistent and equitable process for pool allocation, distribution and management in a fiscally responsible manner;
- ensure that the Town's aquatic facilities are used for the benefit of the entire community;
- recognize the need for flexibility to effectively respond to changing needs and demands for aquatic facilities and;

- balance the needs of the municipality, user groups and casual participants.

The following guiding principles will be considered when implementing and/or interpreting this policy:

- Efficiency: policy to ensure an effective, efficient and proper use of aquatic facilities;
- Demand: pool allocation will consider both the demand for and supply of aquatic facilities;
- Safety: safety issues will be considered when allocating and scheduling pool time to user groups and casual users;
- Functional requirements: the policy and the process for scheduling aquatic facilities will take into consideration the functional requirements of the users (such as the need for a deep end or adjoining fitness facilities);
- Diversity: consideration will be given to a wide range of aquatic uses and opportunities.

Scope

This policy applies to all groups or individuals renting or booking aquatic facilities for the purpose of recreational, educational, athletic or social activities. For the purpose of this policy, aquatic facilities include all municipally owned pools.

Index

Procedure	3
1 Allocation Priorities	3
2 Pool Allocation Process for Organizations	3
3 Supplementary Requests	3
4 Responsibilities	4

Procedure

1 Allocation Priorities

- 1.1** The pool allocation will be prioritized in the following order:
- a) General Municipal Programs (public, lane, parent and tot, senior swims)
 - b) Instructional Municipal Programs (Learn to Swim, Aquafit, Leadership)
 - c) Whitby community groups (not-for-profit community groups including Swim Teams, School Boards)
 - d) Non-resident community groups and private pool rentals
- 1.2** The Town of Whitby recognizes the tax based contributions of Whitby residents toward the development, operation and ongoing capital maintenance of the Town's aquatics facilities and as such Whitby residents have been identified with a higher priority for access to aquatic facilities. Non-residents will be permitted to register for municipal instructional and leadership programs one week after residents.

2 Pool Allocation Process for Organizations

- 2.1** The number of weekly hours of pool time permitted to each of the community organizations will be provided on the basis of a justified need.
- 2.2** Historical pool usage distribution patterns from the prior year will be used as a baseline for future allocation. Consideration will be given to the previous year's permit holder for the same pool time.
- 2.3** Annual pool permits will be effective from September to August of each given year, with requests for the following season being submitted to the Town of Whitby in April.

3 Supplementary Requests

- 3.1** As previously stated, the Town of Whitby will allocate pool time based on historical use. In this regard, the Town and the organizations can begin the early planning for subsequent seasons with the assurance of having similar access to pool times, unless otherwise notified. The Town of Whitby may adjust initial allocations after the organizations' requests are submitted in order to respond to annual growth or reductions.
- 3.2** The Town of Whitby recognizes that some pool user organizations may from time to time require additional pool time to offer extended programming or competitions. Organizations interested in obtaining additional pool time for new program initiatives or competitions must provide supplementary requests in writing to the Town, prior to accepting registration for the new program or prior to committing to hosting a competitive meet. If the requests require the cancellation of regularly scheduled programming, a minimum of six months advance notice is required.

- 3.3** Similarly, organizations wishing to alter their facility permits from the initial allocations may do so in consultation with the Town.
- 3.4** The Town of Whitby is the sole permit authority for the allocation of all pool time. The Town must be aware of and be able to control the intended use of all aquatics permits within its facilities at all times. The practice of occasionally transferring pool time, trading pool time or sub-leasing pool time between contract holders is strictly prohibited and may lead to future pool allocation reductions.
- 3.5** Pool user organizations are not permitted to book pool time that will go unused.

4 Responsibilities

- 4.1** It is the responsibility of the Community and Services Department to ensure that the policy is followed to the fullest extent and to administer the pool allocation and permits accordingly. It is the responsibility of the aquatics user organizations to adhere to the policy, provide registration and program information to the Town, provide approved representatives to attend meetings and permit facilities on behalf of their organizations.
- 4.2** The Community Services Department is responsible for the administration of this policy.
- 4.3** The Supervisor of Aquatics is responsible for implementing and overseeing the procedures identified in this policy.
- 4.4** It is the responsibility of the Director of Community Services to regularly monitor the effectiveness of this policy.

This Policy is hereby approved by Council Resolution #229-11 on this 27th day of June, 2011.