

## Permit Allocation Policy

<b>Version Number:</b>	<b>2.0</b>
<b>Approved by:</b>	<b>City Council</b>
<b>Date Approved:</b>	<b>September 28, 2004</b>
<b>Revised:</b>	<b>Not applicable</b>

**Policy Statement:**

The Parks and Recreation Division will endeavour to provide fair and equitable access to its facilities to organizations and individuals across the City of Toronto.

This policy recognizes that the changing nature of the population of the City of Toronto and the emerging patterns of recreation participation affect the demand for access to Parks and Recreation Division facilities.

**Background:**

The City of Toronto is made up of people from Indigenous, Black and equity-deserving groups as defined in the City's Access and Equity Policy. In recognition and support of this diversity, and the Human Rights Code, Part I, the City will ensure that the users of a community facility will reflect, as closely as possible, the unique diversity and demographics of the relevant community, without discrimination or disadvantage.

To reduce barriers to access, the Parks and Recreation Division will undertake planned, monitored, and co-ordinated activities aimed at enabling Indigenous, Black and equity-deserving groups to participate fully in their services, programs and decision-making

**Policy Framework:**

When the demand for space in Parks and Recreation facilities exceeds the available space, this policy will be used for space allocation in all facilities in all wards of the City of Toronto.

Space is allocated to organizations and/or individuals so that recreational services are available to Indigenous, Black, and equity-deserving groups throughout the City of Toronto. As such, these guidelines do not, and cannot, cover all situations. Therefore, the Parks and Recreation Division will endeavour to ensure that the intended outcome of the policy is achieved.

Any applicant that wishes to appeal their final allocation status may do so through the Parks and Recreation Division.

**Priority Use by Participant Category:**

Parks and Recreation Division programs and services such as registered classes, drop-in programs and events will be provided space prior to all other groups. Allocation will be applied on a facility specific basis. The Parks and Recreation Division will use the following Participant Categories in priority when assessing applications:

Where organizations offer programs with a combination of age groups, priority category will be determined based on the category in which the majority of participants fall. Definitions for terms below identified by an asterisk\* will be defined at the end of the policy.

1. Resident Community Youth and Children (Age 0 to 18 years) Organizations or teams providing recreational\* children and youth activities that are not-for-profit\* organizations and that meet a 90 percent residency\* requirement. When demand exceeds supply, priority will be given to applications from Indigenous, Black, and equity-deserving groups\*. If demand still exceeds supply, girls and female youth will be the priority.

2. Resident Community Seniors (Age 60 yrs+) and Adult (Age 19 - 59 yrs) Organizations or teams providing recreational\* senior and adult activities that are not-for-profit\* organizations and that meet a 90 percent residency\* requirement. When demand exceeds supply, priority will be given to applications from Indigenous, Black, and equity-deserving groups \*. If demand still exceeds supply, senior and adult females will be the priority.

3. Community Group Organizations or teams that provide City of Toronto residents recreational\* activities that are not-for-profit\* organizations and do not meet the 90 percent residency\* requirement. Groups with higher residency will be given priority. When demand exceeds supply, priority will be given to applications from Indigenous, Black, and equity-deserving groups \*. If demand still exceeds supply, females will be the priority.\*

4. Private and Commercial Groups and Individuals Organizations, teams, religious organizations or individuals who do not meet the criteria to be defined as a "Community Group" or who operate on a for-profit basis. When demand exceeds supply, priority will be given to applications from Indigenous, Black, and equity-deserving groups \*. If demand still exceeds supply, females will be the priority.

A schedule for phasing in the harmonized policy has been identified. It will assist in the preparation of user groups to apply for space.

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**Equity/Allocation:**

Where demand for space from City of Toronto organizations exceeds available space, the applicant's total number of resident participants will determine their time allocation. Time allocated to each eligible applicant organization is calculated as the percentage of their total resident participants in relation to the total number of resident participants from all applicant organizations requesting the same space.

**Deadline for Permit Applications:**

Deadlines for the submission of space applications for Parks and Recreation facilities are set well in advance of the due date. Applications received after the application deadline are considered ineligible and will not be considered until all eligible applications are reviewed and processed. Application deadlines are set according to the type of facility. Some deadlines are seasonal, and others are yearly.

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**Fees:**

**Permit fees will be applied as approved by Council.**

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**Definitions:**

**Not-For-Profit Organization**

A not-for-profit organization provides services, programs and opportunities for residents which support the principle of community building. Volunteer trustees or a board of directors governs the organization and there is no personal financial gain for members, trustees or directors. Any excess of revenues over expenditures are turned back into the organization and funds can only be used for promoting its organizational purpose. Proof of Not-for-Profit status must be provided:

1. Where the organization's annual budget exceeds \$5,000.00, the group must have: i) a volunteer executive elected at an Annual General Meeting; ii) a constitution, by-laws and/or letters patent; and iii) financial statements (Note: The City reserves the right to request an audited financial statement.)
2. Where the organization's annual budget is less than \$5,000.00, the group must submit an application form, endorsed by a staff member, verifying not-for-profit status.

**Recreational Activities**

Programs and activities that are recreational, cultural or leisure focused such as, but not limited to, aquatics, arts, camps, crafts, festivals, heritage, hobbies, fitness and wellness, sports and life skills.

**Residency**

Residents are people who live in, own property in or own or operate a business in the City of Toronto. Residency can be verified through, for example, a current utility bill, assessment notice or telephone bill with a current address.

**Equity-Deserving Groups**

Communities that face significant collective challenges in participating in society because of institutional and societal barriers to equal access, opportunities, and resources due to disadvantage and discrimination. These groups are due social justice and reparation. This term replaces "equity-seeking groups".

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**Appeals Process:**

**Step 1:**

Organization requests in writing an Appeal at the location where the space was booked.

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**Step 2:**

Request for appeal is forwarded for investigation and response to the respective Customer Service Supervisor or Recreation and Facility Supervisor with the assistance of 2 community based representatives.

**Step 3:**

Supervisor investigates the Appeal, considering the following:

- Main group(s) that the organization serves
- Impact on other community groups
- Organization participant growth/decline projections
- Space booked by the organization at other local facilities
- Availability of space at other community facilities
- Other forms of grants from City of Toronto
- Extent of compliance with Permit Allocation Policy
- Additional service contributions to Toronto residents

**Step 4:**

Outcome of Appeal is communicated in writing to the appealing Organization by the Supervisor. Copies to the respective local Councillor, District Director, Regional Manager, Community representatives involved in appeal and all internal staff involved in the process

**Contact:**

Questions about this policy can be directed to:

Manager, Client Services, Client & Business Services Branch, Parks, Forestry and Recreation, City Hall, 100 Queen Street West, 4th floor, Toronto, ON M5H 2N2 or by telephone at 416-397-7470.