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CITY OF KELOWNA

MEMORANDUM

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**Date:** October 15, 2008  
**File No.:** 7900-00  
**To:** City Manager  
**From:** Development Manager, Recreation Parks and Cultural Services  
**Subject:** **Aquatic Facilities Allocation Policy for Aquatic Sports Clubs**

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**RECOMMENDATION:**

**THAT** Council approve the Aquatic Facilities Allocation Policy for Aquatic Sports Clubs as attached to the report from the Development Manager dated October 15, 2008;

**AND THAT** the fees and charges attached to this policy be incorporated into the Recreation Fees and Charges Bylaw 9609 for 2009.

**BACKGROUND:**

The introduction of the 50m competition swimming pool at Mission Recreation Park provides for a new opportunity, as well as a greater focus & interest for the development of aquatic sports in Kelowna. With the increase in availability of pool time for the development of aquatic sports, it is necessary to develop a policy to define capacity and to establish a fair and equitable distribution between aquatic sports clubs as well as the 3 aquatic facilities; Parkinson Recreation Centre Pool, Kelowna Family Y – Athans Pool and the new Aquatic Centre in Mission Recreation Park.

Key components of this policy include;

- Based on established principles,
- Lays out the annual timeline for application and confirmation dates,
- Includes definitions and describes the allocation processes,
- Establishes a Aquatic Facility Advisory Committee,
- Provides for an appeal process,
- Effective date is November 1, 2008, in order to be in place for the December 1, 2008 application deadline for 2009 allocations.

Capacity and Distribution of rental times;

There is evidence that the availability and capacity in the existing swimming pools has been very limited in the past several years for rental to aquatic sports clubs, and therefore limiting the development of aquatic sports in Kelowna. In order to establish a new availability and capacity with the introduction of the new MRP Aquatic Centre, a formula was created;

- 2008 rental patterns were clearly calculated based on the actual rental of 'lane hours' in each facility, thereby establishing the current capacity at 6500 lane hours per year at existing pools,
- The capacity was increased by 50% to a total of 9750 lane hours per year,
- The new capacity of 9750 lane hours per year will be allocated based on following:
  - MRP Aquatic Centre = ~ 50% or 4875 lane hours
  - Kelowna Family Y = ~ 30% or 2925 lane hours (725 lane hours shall be reserved for Kelowna Family Y Master Swim program)
  - Parkinson Recreation Centre = ~ 20% or 1950 lane hours



- There is a provision for the capacity to be adjusted in 2010 and 2011, based on aquatic club use patterns and in consultation with the Aquatic Advisory Committee.

**INTERNAL CIRCULATION TO:**

Sport and Recreation Manager

**LEGAL/STATUTORY PROCEDURAL REQUIREMENTS**

Recreation Fees and Charges Bylaw 9609 will be amended to include the information in this policy.

**EXISTING POLICY:**

Allocation policies are currently in effect for Sportsfields & Stadiums, Arenas, Apple Bowl and Elk Stadiums.

**FINANCIAL/BUDGETARY CONSIDERATIONS:**

Revenues generated from the rental of swimming pool spaces to aquatic sports clubs are directly reflected in the operational budgets of each of the aquatic facilities.

**EXTERNAL AGENCY/PUBLIC COMMENTS:**

This Allocation policy has been developed through a collaborative process with aquatic sports clubs in Kelowna;

- A public meeting was held April 16<sup>th</sup>, 2008 at the Ramada Lodge. 23 representatives from various aquatic sports groups attended. An outline work plan to develop an allocation policy was presented, and an interim advisory committee was formed comprised of 12 members, including staff from the City and the YMCA-YWCA,
- The interim advisory committee held a total of 10 meetings between May - October and the allocation Policy was drafted. Representation on the committee consisted of a variety of different aquatic sports clubs from youth and adults organizations. This policy document has been circulated and reviewed by all aquatic sports clubs, and substantial support for the policy has been achieved.

Considerations that were not applicable to this report:

Legal/Statutory Authority

Personnel Implications

Technical Requirements

Communications Considerations:

Alternate Recommendation:

Submitted by:



JWR Oddleifson

Development Manager, Recreation Parks and Cultural Services

Approved for Inclusion



Cc: Director of Recreation Parks and Cultural Services  
Sport and Recreation Manager  
Central Okanagan YMCA-YWCA  
Central Okanagan Aquatic Society

Attachment

# **CITY OF KELOWNA**

## **AQUATIC FACILITIES ALLOCATION POLICY FOR AQUATIC SPORTS CLUBS**

**Effective November 1, 2008**

October 2008

# CITY OF KELOWNA AQUATIC FACILITIES ALLOCATION POLICY FOR AQUATIC SPORTS CLUBS

The intent of this policy is to establish the general use and allocation  
of time and space of aquatic facilities to Aquatic Sports Clubs by the City of Kelowna

<b>1. GENERAL POLICY: RULES GOVERNING RENTAL USE OF POOLS</b>
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*Parkinson Recreation Centre  
1800 Parkinson Way  
Parkinson Pool*

*Kelowna Family Y  
375 Hartman Rd.  
Athans Pool*

*Mission Rec. Park Aquatic Centre  
4105 Gordon Dr.*

- 1.1 The criteria used for the allocation of facilities are outlined in the Principles & Policy statements in sections 6.1 and 6.8.
- 1.2 The City and its operators reserves the right to schedule both routine and special maintenance on all pools, which may require the closure of pools for the appropriate amount of time based on the maintenance application.
- 1.3 No Smoking in these buildings.
- 1.4 Consumption of alcoholic beverages is strictly forbidden.
- 1.5 The renter shall strictly adhere to the Fire Inspectors regulations.
- 1.6 The renter shall not allow more people in the facility than specified as per building code
- 1.7 First Aid is the responsibility of the Aquatic facility staff; all injuries and incidences must be reported to staff
- 1.9 All renters must adhere to the Terms & Conditions as set out in the Facility Use Agreement(s).
- 1.10 No renter may sub-rent the facility.
- 1.11 All Special Events use of electrical connections must be approved by Facility staff. Any additional connection requirements must be made by the Special Event organizer and all costs become the renter's responsibility.
- 1.12 The renter shall be liable for any damage to the building occurring as a result of their use during the renter's contract time.
- 1.13 No posters shall be posted without prior approval of the operator.
- 1.14 Any renter of this facility will be responsible to ensure that no person violates the laws of the Province of B.C. and/or the Statutes of Canada. Failure to comply will result in refusal of future rental privileges of any City facility.
- 1.15 Failure to comply with rental rules and regulations as set out by the City and/or its operator may result in a suspension of rental privilege for one year.
- 1.16 Any renter or user group using a City Facility not obeying the rules set out by the City of Kelowna and/or the operator will be denied usage for a minimum of one year.
- 1.17 Any renter using the facility for merchandising must have a local business license and an affiliation with a local firm. Exceptions may be permitted for non-profit sales such as club promotions, apparel, subject to approval by the Facility Operator, as detailed in the Facility Use Agreement(s).

## **2. PAYMENT OF POOL FEES & CHARGES**

### **2.1 APPLICABLE TO ALL GROUPS, SWIM CLUBS AND ASSOCIATIONS:**

Swim Clubs are to pay monthly in advance of use. Payment of fees shall be due 7 days in advance of the first date of renter use in each month. Note: As groups become organized during the first month of operations arrangements can be made for first month's payment to be made at the end of the month.

Special events throughout the season, such as Swim Meets etc. will be contracted separately from their regular booking contract through a separate Facility Rental Contract.

### **2.2 MAJOR SWIM MEETS / SPECIAL EVENTS**

Charges for major meets or other special events during the regular season must be paid on the basis of:

25% (non-refundable) of the total rental fee upon confirmation by the City on the allocation of the pool for the event, **FOR FIRST TIME RENTERS**

10% (non-refundable) of the total rental fee upon confirmation by the City on the allocation of the pool for the event, **FOR ESTABLISHED RENTERS**

Balance of rental fee paid seven (7) days in advance of the first date of use.

Security (damage) deposits as detailed in the Facility Use Agreement(s) must be paid by cash, cheque, Visa, MasterCard or bank debit card, seven (7) days prior to event.

Security/damage deposit accounts shall be settled and under normal conditions, any refund due to the renter shall be posted within 21 days from the last day of the event.

## **3. DEFINITIONS For the purposes of this Policy, the following definitions will be used:**

Minor Sport Organization - a recognized Kelowna Minor Sport Association or an association whose primary purpose is for activities for children and youth (aged 19 & under), and who are registered non-profit societies, and that are volunteer based.

Adult Sport Organization - a recognized Kelowna Adult Sport Association or an association whose primary purpose is for activities for adults (aged 19 & older), and who are registered non-profit societies, and that are volunteer based.

Commercial Organization - THIS POLICY IS NOT INTENDED TO APPLY TO COMMERCIAL RENTALS. Commercial renters will be required to negotiate time and space with facility operators.

Swim Meet - an event held at one site over one or more days, which does not constitute a part of the regular season schedule and creates a disruption to the schedule.

Club Meet - an event held during an aquatic club's regular scheduled pool time and requires additional facility equipment and further impacts the facility and may include time trials.

## **4. DEFINITIONS For the purposes of this Policy, the following definitions will be used:**

The City and its operators shall ensure that weekend public swimming (Saturday/Sunday) is available in at least one city pool when public swimming sessions may be cancelled for special events or swim meets at the other pools.

## 5. FUTURE CAPACITY INCREASE AND DISTRIBUTION

As a result of the new Aquatic Facility which includes the 50m competitive pool for aquatic sports, commencing in 2009 the City of Kelowna shall:

- 5.1 Increase the total number of annual lane hours available by 50% from 6500 lane hours per year to 9750 lane hours per year for aquatic sports clubs regular practice and training schedules (includes KFY Masters Swim program lane hours).
- 5.2 Allocate the lane hours to the aquatic facilities based on following approximate percentages:
  - 5.2.1 MRP Aquatic Centre = ~ 50% or 4875 lane hours
  - 5.2.2 Kelowna Family Y = ~ 30% or 2925 lane hours (725 lane hours shall be reserved for KFY Master Swim program)
  - 5.2.3 Parkinson Recreation Centre = ~ 20% or 1950 lane hours
- 5.3 For the purpose of this policy the annual allocation of "Lane Hours per Year" shall be calculated from September 1 to August 31.
- 5.4 Adjust the total number of lane hours per year in 2010 and 2011 based on the patterns of use and the growth of aquatic sports clubs in consultation with the Aquatic Advisory Committee and its operators.

## 6. SPECIFIC PRINCIPLES & POLICIES

PRINCIPLE	POLICY
<p>6.1 It is important to maintain a process that maximizes overall use of aquatic facilities while balancing user group needs and program opportunities.</p> <p><i>Efficient time allocation in order to maximize scheduling and programming opportunities. To accomplish this, the City of Kelowna, Family Y and the user groups must remain cooperative when involved with the scheduling process.</i></p>	<p>All groups must submit request forms in the format provided so that information is consistent for necessary comparisons. Groups requesting both regular training time as well as competition time must submit request on two separate forms.</p> <p>Annual requests for regular practice/training time will be accepted through two separate application periods;</p> <p>April 30<sup>th</sup> – September through March December 1<sup>st</sup> – April through August</p> <p>Competition requests will be accepted annually as part of the April 30<sup>th</sup> request period however, the reconfirmation period applies for competitions as well.</p> <p>It is understood requesting annual use prior to registration periods may have an impact on final program needs. With this in mind a <u>reconfirmation</u> date is set for each program period where a group is able to release time or increase request without penalty. All groups will be financially responsible for all time kept after the reconfirmation date.</p> <p>Reconfirmation dates:</p> <p>September to December period: No reconfirmation period January to March period: October 1<sup>st</sup> April to June period: No reconfirmation period July to August period: April 1<sup>st</sup></p>



	<p>"Use" priorities will be made based on the following conditions/guidelines:</p> <ol style="list-style-type: none"> <li>1) Competitions</li> <li>2) Local minor sports practice/league time <ol style="list-style-type: none"> <li>i) Historical total hours of use</li> <li>ii) Requests requiring special facility requirements (i.e. depth)</li> <li>iii) New use (existing group and new group)</li> </ol> </li> <li>3) Local adult sports practice/league time <ol style="list-style-type: none"> <li>i) Historical total hours of use</li> <li>ii) Requests requiring special facility requirements (i.e. depth)</li> <li>iii) New use (existing group and new group)</li> </ol> </li> <li>4) Non local youth sports time</li> <li>5) Non local adult sports time</li> </ol> <p>The allocation principles will also follow:</p> <ul style="list-style-type: none"> <li>• Late afternoon – priority to youth</li> <li>• Early morning time – blended youth/adult</li> <li>• Evening – priority to adult</li> <li>• Weekend time - blended youth/adult</li> </ul> <p>It is the intent to provide use in all three City aquatic facilities. The scheduling process will strive to meet the distribution percentages as defined in article 5.</p> <p>Club Meet (as defined in article 3) – Renter must give 30 days advance notice to the facility operator</p> <p>The total number of annual lane hours available (capacity) will always be reset to the maximum capacity at each new allocation season as defined in article 5.</p> <p>The total number of hours available for the aquatic sports club training allocation does not include swim meet competition events.</p> <p>Non-local organizations cannot obtain any historical or traditional use status.</p>
6.1 Continued	<p><b>General:</b></p> <p>Applications that come in after the submission deadline will be treated as new requests.</p> <p>Allocated time that is not utilized in the best interest of meeting program and community needs will be raised with the Aquatic Advisory for reconsideration and redistribution.</p> <p>Regular times may be cancelled subject to 30 days written notice to the club due to the set up and hosting of competitions.</p> <p>The City reserves the right to negotiate with organizers of major events which have a significant impact City wide and make final decisions outside of this timeframe.</p>

	<p>The City will make final decision on applications but will not do so without input and collaboration from the Aquatic Advisory Committee.</p>
<p>6.2 It is important to remain flexible and open to scheduling changes in order to best develop use patterns.</p> <p><i>No traditional patterns will be allowed to establish in the first 3 years.</i></p> <p><i>After the first 3 years traditional patterns will be established. This will allow user groups more consistent annual and long term planning.</i></p>	<p><u>Regular Use</u>  Historical use for regular practice time will be based on the total number of hours <u>used</u> annually. Traditional patterns will also be considered when allocating time. Examples of traditional patterns include:</p> <ul style="list-style-type: none"> <li>- previous time slot and day of booking</li> <li>- previous booking location</li> </ul> <p><u>Competitions</u>  Historical use for competitions will be based on specific dates and times previously scheduled.</p> <p>Any existing competition which has been on-going for more than three years retains its historical position as long as it is booked annually as per submission deadline.</p> <p>Any request to change historical use with another group must be coordinated through the Scheduling Coordinator.</p> <p>Should a group not require its historical time for a competition in a given year may make special application to the Aquatic Advisory Committee for a one year absence and still maintain their historical status. This is reviewed on a case by case application.</p>
<p>6.3 It is important to maintain a systematic and fair process for existing user groups to access additional and/or new time in City owned facilities.</p> <p>It is anticipated that within the first three years changes will occur to the schedule as a result of new group development, the desire/need to expand based on registration, development of new competitions.</p> <p>A collaborative process where existing program growth requests are evaluated and through consensus top priorities are allocated.</p>	<p>Existing groups must make requests for additional time as per section 6.1.</p> <p>All requests will be considered based on:</p> <ul style="list-style-type: none"> <li>• Available time in relation to all the submitted requests.</li> <li>• Impact on historical use.</li> <li>• A plan, justification and rationale for increased time.</li> </ul> <p>New regular time provided will be considered historical and part of their annual allocation.</p>
<p>6.4 Through the use of the Advisory Committee structure, open communication will be maintained among City staff, facility operators, and user groups, to ensure the continuation of a collaborative approach to facility allocation and to problem solving on an ongoing basis.</p>	<p>Establishment of terms of reference for the committee with the primary mandate to provide input into the facility allocation process. TOR to be developed by January 1st, 2009.</p>



<p>6.5 It is important to establish an appeal process for groups who feel their requests have not been reviewed and evaluated based on established allocation guidelines.</p> <p>A systematic process where groups can request a reconsideration of their pool time request.</p>	<p>An appeal will only to be considered if policies were not properly applied (as opposed to considering appeals if group is not satisfied with its allocation). No appeal after 15 days of entering into a contract for pool use.</p> <p>Appeals will be considered within 15 of receipt and formally responded to within 30 days.</p> <p>All Appeals will be reported to the Aquatic Advisory Committee.</p> <p>Appeals will be considered by a "Tribunal" made up of two impartial representatives from the Aquatic Advisory Committee and the appropriate City and Y staff representatives.</p> <p>In the event, that the Tribunal is unable to settle the appeal, the appeal shall be forwarded to the Aquatic Advisory Committee for further review and final decision.</p>
<p>6.6 Need to recognize large special events with broad community appeal which has significant social, cultural, financial and or tourism benefits.</p>	<p>Any organization pursuing a one-time competition and requiring new/additional pool time (outside of their normal use) must receive a letter of support from the Aquatic Advisory Committee or provision of pool time may not be guaranteed.</p> <p>The maximum number of competitions shall be limited to one per month per facility.</p>
<p>6.7 It is important to maintain an avenue and opportunity for new groups to access time that will support program success and growth.</p> <p>A systematic process where new groups are able to apply and be considered for pool time. (expected outcome)</p>	<p>New groups requesting pool time must apply in accordance with section 6.1.</p> <p>Applications are reviewed and evaluated with consideration given to the following criteria:</p> <ul style="list-style-type: none"> <li>• Status of the organization and its viability (i.e. existence of a PSO, provincial and national sport trends).</li> <li>• Impact on other sport groups (i.e. is there a positive impact or negative impact on existing groups).</li> <li>• Planned use (i.e. participation versus elite).</li> <li>• Equitable access (i.e. recognition of all the diversity of our community).</li> </ul>
<p>6.8 It is important to establish an appropriate balance between operational costs of facilities and operational costs of aquatic sports clubs.</p> <p>A fee schedule that is appropriate to the services received for each facility and in relationship to other facilities and other sport clubs.</p>	<p>See Schedule A attached</p>

# AQUATIC FACILITIES ALLOCATION POLICY

## FEES AND CHARGES - SCHEDULE A

### Objective:

The introduction of a 50m competition swimming pool provides for a new opportunity, focus and greater interest for the development of aquatic sports in Kelowna. This fee schedule was developed to not only introduce the new facility at rates that are developmental, but also to blend and merge existing facility fees over the introductory 3 year period.

### PRC

#### PRACTICE

Rate Per Lane			
2008	2009	2010	2011

Youth with Guard  
Adult with Guard  
Youth without Guard  
Adult without Guard  
Special O

\$6.88	\$6.50	\$7.50	\$8.50
\$13.76	\$9.75	\$11.25	\$12.75
\$4.19	N/A	N/A	N/A
\$8.38	N/A	N/A	N/A
\$4.19	\$4.50	\$5.00	\$6.50

### KELOWNA FAMILY Y

Youth

\$9.00	\$9.00	\$9.00	\$9.00
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\*KFY has final control on rates as per existing contract with the City of Kelowna

### MRP - AQUATIC CENTRE

#### **Youth**

25m/scheduled 50 m  
configuration

50m *non scheduled* configuration

#### **Adult**

25 m/scheduled 50 m  
configuration

50m non scheduled configuration

\$7.00	\$8.00	\$9.00
\$10.50	\$12.00	\$13.50
\$10.50	\$12.00	\$13.50
\$15.75	\$18.00	\$20.25

#### Rate Per Hour - Maximum 10 hours per day

#### SWIM MEET COMPETITION

2008	2009	2010	2011
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### PRC

Adult  
Youth

\$110.42	N/A	N/A	N/A
\$72.21	N/A	N/A	N/A

### KFY

Youth

\$125.00	\$125.00	\$125.00	\$125.00
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\*KFY has final control on rates as per existing contract with the City of Kelowna

### MISSION RECREATION PARK - AQUATIC CENTRE

#### **Youth**

50 meter Competition Section

#### **Adult**

50 meter Competition Section

Entire Facility

\$110.00	\$130.00	\$150.00
\$165.00	\$195.00	\$225.00

negotiated fee