

**Consolidated Clause in Economic Development and Parks Committee Report 6, which was considered by City Council on September 28, 29, 30 and October 1, 2004.**

**3****Harmonized Permit Allocation Policy  
and Permit Rates Framework (All Wards)**

*City Council on September 28, 29, 30 and October 1, 2004, adopted this Clause without amendment.*

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**The Economic Development and Parks Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (August 24, 2004) from the Commissioner of Economic Development, Culture and Tourism, subject to adding:**

- (1) penalty options for non attendance be put in place, such as forfeiture of permit;**
- (2) each soccer club that use the City soccer fields on a permanent basis be directed to file a schedule of dates, including ‘away’ dates to allow the usage of the soccer fields by other clubs; and**
- (3) access and equity issues be included as a specific criteria in Step 3 of the Permit Allocation Policy Appeals Process.**

Action Taken by Committee:

The Economic Development and Parks Committee requested the Commissioner of Economic Development, Culture and Tourism to report to the Economic Development and Parks Committee on:

- (1) third party insurance requirements; and
- (2) the issue of “needy neighbourhoods”, including how these neighbourhoods affect rates.

**The Economic Development and Parks Committee submits the report (August 24, 2004) from the Commissioner of Economic Development, Culture and Tourism:**

Purpose:

The purpose of this report is to respond to the request for further information on the Permit Allocation Policy, as requested by the Economic Development and Parks Committee at its meeting of February 2, 2004. The report also outlines a set of proposed principles and a framework for the development of a permit rate policy that will provide options for harmonized permit fees across the City.

### Financial Implications and Impact Statement :

There are no financial implications resulting from the adoption of this report at this time. However, depending on the direction of Committee, there may be financial implications, which will be brought forward in future reports.

### Recommendations :

It is recommended that:

- (1) the Permit Allocation Policy, as outlined in Attachment 1, be adopted;
- (2) the Phase-in Process of the Permit Allocation Policy, as outlined in Attachment 2, be adopted;
- (3) the Permit Allocation Policy Appeals Process, as outlined in Attachment 3, be adopted;
- (4) the guiding principles of consistency, clarity, gradual transition, rates gauged to facility types and quality, access and equity, and reflective of Council and City priorities to guide the development of harmonized permit rates, be approved;
- (5) the proposed permit rate framework based on a revenue neutral scenario, be approved;
- (6) the Commissioner of Economic Development, Culture and Tourism be directed to report to the Economic Development and Parks Committee, at its meeting on November 15, 2004, on options for specific rates for each category of facility usage, financial implications of the proposed rate structures, and associated implementation timelines and strategies; and
- (7) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

### Background :

At its meeting of February 2, 2004, the Economic Development and Parks Committee considered a report titled "Harmonized Permit Allocation Policy", which outlined a new permit allocation policy for indoor and outdoor Parks and Recreation facilities to community and private groups.

The report described the current situation whereby permits are allocated according to legacy policies and practices of former municipalities prior to amalgamation. The Committee agreed that a harmonized allocation policy for all Parks and Recreation indoor and outdoor facilities is required, so that when demand for permits is greater than the supply of facilities, permits are allocated in a fair and equitable manner and that the distribution is appropriate and timely. The Committee also requested staff to investigate and report back on several areas. At the same time, extensive community consultation conducted as part of Parks and Recreation's organizational review, ReActivate TO! has provided further input on the refinement of the Permit Allocation Policy and Permit Rate Framework.

## Need for a New Permit Allocation Policy

Community organizations are an important partner to Parks and Recreation in accomplishing its mission of promoting physical activity, encouraging healthy lifestyles and enhancing general wellness among the public. One significant component of this partnership is the permitting of indoor and outdoor Parks and Recreation facilities to thousands of community organizations that deliver a wide range of community-based sport and recreation programs.

The existing permit allocation process reflects the policies of seven former municipalities. It gives priority to historically held permits and does not provide opportunities to accommodate new, developing and/or diverse community organizations. The existing process also fails to address demand changes, such as the recent rise in permit requests as a result of increased permit fees for Toronto District School Board facilities.

The new permit policy must meet a number of critical criteria. The distribution of permit time, when demand exceeds availability, as is the case for most sports fields, ball diamonds and gymnasiums, must be fair and equitable. The policy must also recognize the increased diversity of the population in the City of Toronto. It must be able to accommodate the growing interest in sport and recreation by developing groups such as girls' and women's soccer, sport for persons with a disability and activities for different cultural groups.

### Community Consultation:

To develop the new, harmonized permit allocation policy, the Parks and Recreation Division undertook an extensive community consultation process in 2003. The Division held four community meetings, one in each district, and invited representatives from permit groups, community organizations, access and equity groups and community residents to attend. Each of the four meetings was well attended and a total of more than 400 people participated in these sessions. In addition, the Division held five focus groups on the topics of specialized facilities, such as bocce, pools, tennis courts, outdoor sports fields, ball diamonds, indoor facilities and girls' and women's sport and recreation. Approximately 150 people participated in the five focus groups held in various locations across the City. Finally, the Division accepted written briefs from any interested group or individual. Forty submissions were received.

### Scope of Proposed Policy

The proposed permit allocation policy applies to all indoor and outdoor permitted Parks and Recreation facilities, including pools, outdoor artificial ice rinks, recreation and community centre meeting and program rooms, sports fields and sports courts. The proposed allocation policy will not include picnic permits, wedding photography, hall rentals and garden plots. These will continue to be allocated on a first come first serve basis. The policy will also not affect indoor arena ice allocation, as Council has already approved a separate allocation process for arena ice.

### Comments:

At its meeting on February 2, 2004, the Economic Development and Parks Committee received deputations and requested the Commissioner of Economic Development, Culture and Tourism to report back with further information on four areas related to the Permit Allocation Policy:

- (1) phase-in process;
- (2) appeal process;
- (3) historical factors; and
- (4) permit fees and charges.

A revised Permit Allocation Policy, incorporating comments made by Committee members and consultation feedback, is outlined in Attachment 1. Further explanation on each of the four areas follow.

- (1) Phase-in process:

A three-year phase-in process is proposed for the implementation of the harmonized Permit Allocation Policy. Detailed timelines are outlined in Attachment 2. This timeline takes into consideration all the steps that are required for an orderly transition as well as the different timing of seasonal permits. There will be extensive support in training and continuous communication with permit groups throughout the three-year period.

- (2) Appeal process:

There will be a transparent, fair and prompt process for any appeals by applicants. Details are outlined in Attachment 3. An appeal by any organization for a permit allocation for a specific facility will trigger an investigation based on a clear set of review areas. Department staff, including local Recreation and Facilities Supervisors, Customer Service Supervisors and the District Director, as well as two community based representatives will be involved. The result of the appeals and the investigation reports will be communicated to the respective local Councillors.

- (3) Historical factors:

At its meeting on February 2, 2004, certain members of the Economic Development and Parks Committee directed staff to give consideration to historical permit holders so that they would not be unduly disadvantaged with the proposed Permit Allocation Policy.

Toronto Parks and Recreation values the ongoing contribution of organizations that have historically supported Parks and Recreation and provided a wide range of services and programs in local communities throughout the City. The needs of these historical permit holders, however, must be balanced against changing and increasing demand for recreation facility permits from other sources. These new demands may be the result of new and emerging organizations that reflect the changing face of our communities. Changing demographics and community profiles may also lead to changing interests in different types of activities.

To balance between the interests of historical and new users, the proposed Permit Allocation Policy will be phased in over an extensive period. Historical users will be considered as qualified groups under the proposed criteria of the policy and will have an extensive time period to adjust to the potential of shifting facilities or permit times at the end of the phase-in period.

The new City-wide Permit Allocation Policy will be phased in over three years, accompanied by extensive communications and training to all current and new organizations. Upon approval of the Permit Allocation Policy, all current permit holders will be notified of the new policy, be offered training on the policy requirements through Parks and Recreation and advised of how their allocation may be affected by the new policy. There will not be any change to their permit allocation. During year two, existing permit groups will experience partial implementation of the new allocation policy with no permit group losing more than 25 percent of their previous allocation. Finally, in year three, groups will experience full implementation of the new permit allocation policy.

#### (4) Permit Fees and Charges

At its meeting on February 2, 2004, the Economic Development and Parks Committee identified the need to move towards a City-wide and harmonized permit rate system for all Parks and Recreation facilities, and requested the Commissioner of Economic Development, Culture and Tourism to report back on a proposed harmonized permit rate structure.

The following section outlines a set of principles that guided the development of the proposed permit rate framework. The framework encompasses permit rates for gymnasiums, sports fields, meeting and program rooms at community centres, outdoor artificial ice rinks, dry pads (indoor or outdoor rinks that are used for other purposes than ice use) and speciality facilities. Other Parks and Recreation facilities are not covered by the proposed rate framework as Council has already previously approved permit rates for indoor ice arenas, pools, picnic permits, garden allotments and photography.

Once Council adopts the guiding principles and framework, staff will conduct more precise analysis to develop options for specific rates for each category of facility usage. These options will be reported back to the Economic Development and Parks Committee, together with the financial implications of the proposed rate structures, and associated implementation timelines and strategies, at the November 15, 2004 Economic Development and Parks Committee meeting.

#### Current Permit Rates

In 2003, Parks and Recreation issued permits for a total of 743,893 hours of use of 1,374 different facilities, including gymnasiums, rooms and common areas, kitchens, tennis courts, dry pads and children's use of sport fields. Permit users encompass a variety of groups, ranging from individual residents permitting space for special occasions, to community groups permitting space for meetings, house leagues permitting space for t-ball and for-profit organizations permitting space for corporate or private events. Attachment 4 provides a summary of the hours of permit usage in 2003 based on type of facility and standard category.

In 1999, Council approved a harmonized rental rates practice for indoor pools and ice facilities. As part of the 2002 and 2003 Operating Budget process, permit rates for the use of picnic facilities, garden allotments and wedding permits were harmonized and are fully implemented. However, rates for the use of other Parks and Recreation facilities, including gymnasiums, rooms and common areas, kitchens, dry pads and children's use of sport fields, are not harmonized across the City of Toronto. Rates vary and are inconsistent across the City, based on the legacy permit rates of former municipalities prior to amalgamation. Attachment 5 provides an overview of the current permit fee policies and rates, based on former municipalities.

## Permit Rate Harmonization Consultation

In the summer of 2003, permit holders were invited to attend one of four community consultation sessions that were held regarding the harmonization of permit rates. Evening sessions were held in each district. Invitations from the General Manager of Parks and Recreation were sent to all permit holders in our client database. Flyers were also distributed and posted in our community centres, arenas and pools, inviting anyone who was interested to attend. Written comments via email, fax or mail were also accepted. Approximately 130 people attended the sessions and seven written submissions were received. Participants were asked the following questions:

- (1) What should the City take into consideration when establishing fees for permit groups?
- (2) What types of facilities or functions should have cost-recovery permit fees as opposed to subsidized fees?
- (3) How much advance notice do groups require to budget effectively for changes in fees?

The main messages that were received from these sessions are attached as Attachment 6.

## Re-Activate TO! Consultations

In Spring 2004, Parks and Recreation embarked on an organizational review -- ReActivate TO! Eight public consultation sessions were held with over 600 participants. Input was also received from comment cards and surveys. Throughout these sessions, a frequent theme was the value of consistent services, including the harmonization of permit rates. Other themes that relate to permit fees include the need for equity and access, the desire to focus on children and youth and the consideration of reasonable or no fees for recreation programs and services, particularly those for children and youth.

The results of these sessions and the Parks and Recreation strategic plan entitled "Our Common Grounds", was presented to the Economic Development and Parks Committee at the July 5, 2004 meeting, and subsequently adopted by Council at its meeting on July 20-22, 2004. One specific recommendation from the Strategic Plan included a request to report on options for free programs for children and youth (Recommendation 42).

## Guiding Principles for a Harmonized Permit Rate Structure

Based on comments and recommendations heard from the permit rate harmonization community consultation sessions and ReActivate TO!, the Division is proposing a set of principles that will guide the framework for a harmonized Parks and Recreation Permit Rate Structure. Changes to these proposed principles will change the framework and subsequent rate structure options.

It is proposed that the following principles guide the permit rate structure framework:

- (1) Consistency: the proposed rate structure should be harmonized and consistent among facilities, usage categories and user groups and applicable across the entire City of Toronto.
- (2) Clarity: The rates must be clearly laid out for each category of use and easily understood by both permit users and staff.

- (3) Gradual transition: Any upward pressure on rates must be phased in over a minimum period of one year in order to provide groups adequate time to adjust to changes in rates, gauge impact on their particular groups and communicate these issues to their members and users.
- (4) Rates gauged to facility types and quality: Rates charged for specific facilities must be reflective of the amenities that are available; therefore, facilities with more amenities and services would charge a higher fee than those facilities with minimal amenities and services.
- (5) Access and equity: There must be a specific access policy which will allow priority groups who may not be able to afford significant fees to permit and use facilities. Clear guidelines on situations where fees can be discounted or waived must be included.
- (6) Reflective of Council and City priorities: The Mayor and City Council have identified nine priorities for their term of office as well as specific priorities for Parks and Recreation, as expressed in its Strategic Plan. The plan called for setting priorities for specific target groups in order to stimulate participation in physical activity. These priorities should be reflected in the proposed rate structure.

#### Permit Rate Framework

The proposed Permit Rate Framework provides different permit rates for different facility types, based on the amenities of the facility, and for different user group categories (see Attachment 7).

All Parks and Recreation facilities have been inventoried and classified into four categories-Premiere, A, B or C. Based on the proposed guiding principles, user groups would pay higher rates for higher rated facilities.

The proposed permit fee framework encompasses five levels of permit rates, as detailed in Attachment 7:

- “0” Non recovery rates -- minimal fees. May include a permit or application fee and a minimal contribution to the operating costs.
- “\*” Marginal recovery rates -- fees associated with a recovery of 0 to 50 percent of operating costs.
- “\*\*” Partial recovery rates -- fees associated with a recovery of 50 percent to 100 percent of operating costs.
- “\*\*\*” Full recovery rates -- fees that would be market based with at least 100 percent recovery of operating costs.
- “\*\*\*\*” Market rates -- fees that would be at market rate.

Additional fees that would apply to permit holders, such as charges for storage space, set-up costs and after hours fees are not included in the above classifications. These additional charges will be applicable regardless of the user group or facility classification, as is the current practice.

#### Further Work to Report on Regarding Rate Options

Once Council approves the guiding principles and permit rate framework, staff will proceed to prepare specific permit rate models, their associated financial implications, as well as implementation strategies and timeline. These models will be reported back to the Economic Development and Parks Committee on November 15, 2004.

Accessibility to programs and services is an important value for the Parks and Recreation Division, which is evident in the existing subsidy policies for program user fees of Priority Centres and the Welcome Policy. Further work regarding an accessibility policy for permit rates will be brought forward with the proposed rates.

Staff have gathered information and reviewed permit rates for facility usage at other cities, such as Mississauga and Vaughan, as well as permit rates charged by the Toronto District School Board.

#### Conclusions:

This report proposes a fair and equitable Permit Allocation Policy that includes a transparent appeals process, a comprehensive implementation timeline with a three-year phase-in approach that balances between the interests of historical groups versus new and developing sports and users.

Community groups that permit City facilities provide an important role in promoting physical activity, enhancing active lifestyles and promoting community wellness. The proposed guiding principles and permit rate framework will enable Parks and Recreation to consolidate its partnership with community groups and advance Council and Committee's priority on children and youth. A harmonized permit rate structure for Parks and Recreation facilities will ensure equitable, accessible and consistent permit rates for recreation facilities across the City. Staff will begin development of specific rates for different facilities and user groups, based on the proposed framework. Further financial details and specific rate proposals will be reported back to the Economic Development and Parks Committee at its meeting on November 15, 2004.

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Attachment 1  
Permit Allocation Policy

<p>Background</p>	<p>The City of Toronto is made up of people from diverse communities and under-represented 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.</p> <p>To reduce barriers to access, the Parks and Recreation Division will undertake planned, monitored and co-ordinated activities aimed at enabling diverse communities to participate fully in their services, programs and decision-making.</p>
<p>Policy Statement</p>	<p>The Parks and Recreation Division will endeavor to provide fair and equitable access to its facilities to organizations and individuals across the City of Toronto.</p> <p>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.</p>
<p>Policy Framework</p>	<p>When the demand for permits for Parks and Recreation facilities exceeds the available space, this policy will be used for permit allocation in all facilities in all wards of the City of Toronto.</p> <p>Permits are allocated to organizations and/or individuals so that recreational services are available to diverse communities throughout the City of Toronto. As such, these guidelines do not, and cannot, cover all situations. Therefore, the Parks and Recreation Division will endeavor to ensure that the intended outcome of the policy is achieved.</p> <p>Any permit applicant that wishes to appeal their final allocation status may do so through the Parks and Recreation Division.</p>
<p>Priority Use by Participant Category</p>	<p>Parks and Recreation Division programs and services such as registered classes, drop-in programs and events will be allocated permits prior to all other groups.</p> <p>Permit allocation will be applied on a facility specific basis. The Parks and Recreation Division will use the following Participant Categories in priority when assessing permit applications and determining permit issuance:</p>

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 Children and Youth  
(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 under-represented groups\*. If demand still exceeds supply, girls and female youth will be the priority.

2. Res Resident Community Seniors (Age 60 Years +) and Adult  
(Age 19 to 59 Years)

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 under-represented 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 under-represented 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 under-represented groups \*. If demand still exceeds supply, females will be the priority.

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

<p>Facility Classifications</p>	<p>In recognizing the unique nature of each facility, the Parks and Recreation Division has classified each facility as being either Premier, A, B or C. These classifications are largely based on the amenities at each facility and the level of sports field turf maintenance. Clarification of facility classification is available by request to the Parks and Recreation Division.</p> <ul style="list-style-type: none"><li>- EDCT has special facilities within its inventory that are designed for specific purpose (e.g., theatre, pottery, tennis, etc.). Priority will be given to groups whose activities are in line with the activities for which the facility/space was designed.</li><li>- Health, safety and asset protection will also determine access to facilities (e.g., no full-team adult games on mini-soccer fields, no basketball in heritage facilities, etc.)</li></ul> <p>Premier Facilities</p> <p>Premier facilities have dedicated staff, additional amenities and high maintenance standards. Premier facilities are considered those facilities that host City-wide programs/events and are designated as City-wide in terms of allocation.</p> <p>The Parks and Recreation Director responsible for the facility (in each respective District) is required to approve a percentage of space to be allocated at each Premier Facility for each Participant Category prior to the issuance of permits. The percentage designated to all categories will equal 100 percent after the Toronto Parks and Recreation direct programming allocation. Resident Community Children and Youth is designated the majority of time, followed by Resident Community Senior and Adult. A maximum of 30 percent of available time may be designated to Community Groups, Private and Commercial Groups and Individuals.</p> <p>A, B, and C Facilities</p> <p>The Parks and Recreation Director in each District is required to approve a percentage of space to be allocated at each A, B and C facility on a facility specific basis for each Participant Category prior to the issuance of permits. The percentage designated to all categories will equal 100 percent. Resident Community Children and Youth is designated the majority of time, followed by Resident Community Senior and Adult. A maximum of 10 percent of available time may be designated to Community Groups (as identified in category 4), Private and Commercial groups and Individuals.</p>
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	<p>At A, B and C Facilities, priority will be given to groups who have a high membership within a 5 kilometre radius of the facility within the City of Toronto boundaries.</p>
<p>Equity Allocation</p>	<p>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.</p> <p>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.</p>
<p>Deadline for Permit Applications</p>	<p>Deadlines for the submission of permit applications for Parks and Recreation facilities are set well in advance of the due date.</p> <p>Applications received after the permit application deadline are considered ineligible and will not be considered until all eligible permit applications are reviewed and processed.</p> <p>Permit application deadlines are set according to the type of facility. Some deadlines are seasonal and others are yearly.</p>
<p>Fees</p>	<p>Permit fees will be applied as approved by Council.</p>
<p>* Definitions</p>	<p>Not-For-Profit Organization</p> <p>A not-for-profit organization provides services, programs and opportunities for residents which support the principle of community building.</p> <p>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</p> <p>Proof of Not-for-Profit status must be provided:</p> <ol style="list-style-type: none"> <li>1. Where the organization's annual budget exceeds \$5,000.00 the group must have:             <ol style="list-style-type: none"> <li>i. A volunteer executive elected at an Annual General Meeting;</li> <li>ii. A constitution, by-laws and/or letters patent; and</li> <li>iii. Financial statements (Note: The City reserves the right to request and audited financial statement)</li> </ol> </li> </ol>

	<p>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.</p> <p>Recreational Activities</p> <p>ESPrograms 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 lifeskills.</p> <p>Residency</p> <p>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.</p> <p>Under-Represented Groups</p> <p>Under-represented groups refer to those identified by the City of Toronto Access and Equity Task Force as being under-represented based on their percentage of the population. Groups include: females; Aboriginal; disabled; lesbian, gay, bisexual, transgendered; and racial.</p> <p>An application form to assist with the identification of these criteria has been developed. Please see Appendix 1.</p>
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Appendix 1  
 Permit Application

Organization Information:

Organization Name			Group Activity
Address	City	Province	Postal Code
Contact Name	Position		Phone Number
Contact Name	Position		Phone Number
Contact Name	Position		Phone Number

The information provided in this permit application process is subject to Municipal Freedom of Information and Protection of Privacy Act. The personal information provided on these application forms will be used solely for the allocation process for Parks and Recreation.

Organization Membership:

Information	Comments
Is your Organization legally incorporated as Not-for-Profit? Please attach a list identifying your Executive	
Do you have an operating budget of more than \$5,000.00 per year? Please attach a financial statement	
Are you Volunteer based?	
Who is eligible for membership in your organization?	
Annual General Meeting Please attach meeting minutes and date held	
Is the majority of your membership live within 5 km of the space you wish to permit?	
What is the target population, or the main groups that you serve. (For example, Pre-school or Youth, Asian Seniors)	
Does your organization target Marginalized groups such as, women, people with disabilities, ethno-cultural and racial minorities, immigrants and refugees, faith groups, the poor, Aboriginal peoples, lesbian, gay, bisexual and transgendered people? If so, how?	
Please attach a list of your membership, including names and addresses.	

Organization Membership Information: Toronto Associated Group (Please check one)

Type	Female		Male		Type	Description
	Resident	Non Resident	Resident	Non Resident		
Preschool						T.A.G. Approved – Has own Insurance
Children/ Youth						T.A.G. Approved – Activity Does not Require Insurance
Adult						T.A.G. Approved – \$25.00 Administration fee
Older Adult						Non-TAG- Activity does not require Insurance
Totals						Non-TAG – Activity Requires Insurance

Attachment 2  
Phase-in Process of Permit Allocation Policy

Application Timelines	Type	Seasons	Description
December 2004	Outdoor Sports Field	Summer 2005 (May to October)	<ul style="list-style-type: none"> <li>- Notify Clients of the new approved allocation policy</li> <li>- Application will be reviewed based on new criteria - No Change to allocation</li> <li>- We will notify groups what their allocation would be using the criteria in the new Policy</li> <li>- Notify groups that there will be a partial implementation for 2006 season</li> <li>- Inform groups of new fees for 2006 Season</li> <li>- Staff training</li> <li>- Community Workshops regarding Permit Policy Criteria.</li> </ul>
Winter/Spring 2005	Facilities (Not Indoor Rinks)	Summer 2005 (June, July, and August)	<ul style="list-style-type: none"> <li>- Notify Clients of the new approved allocation policy</li> <li>- Application will be reviewed based on new criteria - No Change to allocation</li> <li>- We will notify groups what their allocation would be using the criteria in the new Policy</li> <li>- Notify groups that there will be a partial implementation for 2006 season</li> <li>- Inform groups of new fees for 2006 Season</li> <li>- Staff training</li> <li>- Community Workshops regarding Permit Policy Criteria.</li> </ul>
Spring 2005	Facilities (Not Indoor Rinks)	September 2005 to May 2006	<ul style="list-style-type: none"> <li>- Notify Clients of the new approved allocation policy</li> <li>- Application will be reviewed based on new criteria - No Change to allocation</li> <li>- We will notify groups what their allocation would be using the criteria in the new Policy</li> </ul>

Application Timelines	Type	Seasons	Description
			<ul style="list-style-type: none"> <li>- Notify groups that there will be a partial implementation for 2006 season</li> <li>- Inform groups of new fees for 2006\07 Season</li> <li>- Community Workshops regarding Permit Policy Criteria.</li> </ul>
September to November 2005 Review	All Permits	All	<ul style="list-style-type: none"> <li>- Internal review of Permit allocation process.</li> </ul>
December 2005	Outdoor Sports Field	Summer 2006 (May to October)	<ul style="list-style-type: none"> <li>- Send out new applications forms with the required information to be returned</li> <li>- Reiterate that this upcoming season will be a partial implementation where no group will gain or lose 25 percent of their previous allocation</li> <li>- Remind customers that 2007 Season will be full implementation</li> </ul>
Winter/Spring 2006	Facilities (Not Indoor Rinks)	Summer 2006 (June, July, and August)	<ul style="list-style-type: none"> <li>- Send out new applications forms with the required information to be returned</li> <li>- Reiterate that this upcoming season will be a partial implementation where no group will gain or lose 25 percent of their previous allocation</li> <li>- Remind customers that 2007 Season will be full implementation</li> </ul>
Spring 2006	Facilities (Not Indoor Rinks)	September 2006 to May 2007	<ul style="list-style-type: none"> <li>- Send out new applications forms with the required information to be returned</li> <li>- Reiterate that this upcoming season will be a partial implementation where no group will gain or lose 25 percent of their previous allocation</li> <li>- Remind customers that 2007 Season will be full implementation</li> </ul>

Application Timelines	Type	Seasons	Description
December 2006	Outdoor Sports Field	Summer 2007 (May to October)	<ul style="list-style-type: none"> <li>– Send out new applications forms with the required information to be returned</li> <li>– Notify groups that this season is full implementation</li> <li>– Allocate space based on new approved policy</li> </ul>
Winter/Spring 2007	Facilities	Summer 2007 (June, July, and August)	<ul style="list-style-type: none"> <li>– End out new applications forms with the required information to be returned</li> <li>– Notify groups that this season is full implementation</li> <li>– Allocate space based on new approved policy</li> </ul>
Spring 2007	Facilities	September 2007 to May 2008	<ul style="list-style-type: none"> <li>– End out new applications forms with the required information to be returned</li> <li>– Notify groups that this season is full implementation</li> <li>– Allocate space based on new approved policy</li> </ul>
September to November 2007 Review	All Permits	All	<ul style="list-style-type: none"> <li>– Internal review of Permit allocation process.</li> </ul>

Attachment 3  
Permit Allocation Policy Appeals Process

- Step 1 Organization requests in writing an Appeal at the location where the permit was issued.
- 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 based on consideration of the following:
- Main group(s) that the organization serves
  - Impact on other community groups
  - Organization participant growth/decline projections
  - Space permitted to 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.

#### Attachment 5 Permit Rates of Former Municipalities

Basic premise of permit rate policies in former municipalities, that still exist today. There may be an anomaly at some specialty facilities.

Former Municipality	Gyms	Rooms	Kitchens	Dry Pads	Tennis Courts	Sport Fields
East York	Charged	Charged	Free	Charged	Free	Charged
Etobicoke	Charged	Charged	Charged	Charged	Free	Charged
Metro	Charged	Charged	Charged	Charged	Charged	Charged
North York	Charged for Adults and Free for Youth	Free	Free	Charged	Free	Charged for Adults Free for Children/Youth
Scarborough	Charged	Free	Free	Charged	Free	Charged for Adults Free for Children/Youth
Toronto	Free	Free	Free	Free	Free	Free
York	N/A	N/A	N/A	Charged	N/A	Charged for Adults Free for Children/Youth

Note: In 2002, the South District (former City of Toronto) implemented interim permit rates, that charged for facilities such as gymnasiums and rooms, that were free prior to 2002.

#### Attachment 6

##### Key Messages from Permit Rate Community Consultation

Question 1 - What should the City take into consideration when establishing fees for permit groups?

The following issues were identified as key criteria that should be considered when establishing permit rates:

- accessibility for groups than cannot afford to pay;
- equity of rates across the City;
- the type of facility that is being permitted (different rates based on quality of facility);

- the type of group or individual that is permitting the facility (for-profit groups should pay more than not-for-profit); and
- partnerships with the City should be taken into consideration when establishing fees.

Question 2 - What types of facilities or functions should have cost-recovery permit fees as opposed to subsidized fees?

- profit functions were identified as special occasion permits (birthday parties, weddings), commercial permits (meetings, business functions);
- cost recovery functions were identified as permits to the Toronto District School Board;
- subsidized functions were identified as community groups, children and youth groups, social services and seniors; and
- facility rankings were identified as being inconsistent (depending on quality of facility or amenity), but to ensure access to these facilities/amenities.

Question 3 - How much advance notice do groups require to budget effectively for changes in fees?

- most groups identified that at least one full year would be required in order to notify members and amend financial plans; and
- there was a desire for as much time as possible and suggestions for a one to three year phase-in period.

(Copies of Attachment 4, entitled “2003 Usage by Facility and User Category” and Attachment 7, entitled “Proposed Framework for Rate Development”, referred to in the foregoing report, were forwarded to all Members of Council with the September 13, 2004 agenda of the Economic Development and Parks Committee, and copies thereof are also on file in the office of the City Clerk.)

The following persons appeared before the Economic Development and Parks Committee:

- Joe Couto, Etobicoke Youth Soccer Club; and
- Kevin Cato, North York Touch Football.

Councillor Janet Davis, Ward 31 Beaches-East York, appeared before the Economic Development and Parks Committee.