



CORPORATE POLICY
Community Services Division
Pool Allocation Procedure

SECTION OF MANUAL: Operational	EFFECTIVE DATE:						
SUBJECT: Community Services Pool Allocation Procedure	POLICY NUMBER: CS-xx						
<p>OBJECTIVE:</p> <p>The Town of Huntsville’s goal is to promote and encourage participation in pool sports to the overall benefit of the community.</p>							
<p>CATEGORIES OF USE:</p> <p>Priority #1: Community Program Use: TOWN OPERATED PROGRAMS & COURSES</p> <p style="margin-left: 40px;">a. <u>Community Based Programs Designed, Organized And Staffed By The Town Of Huntsville</u></p> <p>These programs are designed to ensure that aquatic programs are available to the community at an affordable rate. The Town of Huntsville recognizes the importance of learn to swim programs in Huntsville. Programs include learn to swim programs for infants, toddlers, preschoolers, school age children, developing swimmer and advanced lifesaving.</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">Prime Hours:</td> <td>Monday through Friday 7:00 am – 1:00 pm, 4:00 – 7:00 pm = 45 hours</td> </tr> <tr> <td></td> <td>Saturday morning 9:30 am - 12:00 noon = 2.5 hours per week</td> </tr> <tr> <td>Non-Prime Hours:</td> <td>Monday through Friday 7:00 pm – 9:00 pm = 10 hours per week</td> </tr> </table> <p style="margin-left: 40px;">b. <u>Community Based Programs Sponsored Directly By The Town Of Huntsville And Designed For General Use By The Public</u></p> <p style="margin-left: 80px;">Examples include: public swim, parent and tot, adult swim, early bird, family swims & senior swims.</p> <p style="margin-left: 40px;">Leisure Swim - (Public) = 6.5 hours per week (Wed & Fri. Night and Saturday/Sunday afternoon)</p> <p style="margin-left: 40px;">Parent and Tot Swim = 5 hours per week small pool only (Monday to Friday at noon)</p> <p style="margin-left: 40px;">Lap Swim = 15 hours per week (Monday to Friday 7 - 9 am and 12 – 1 pm)</p> <p style="margin-left: 40px;">Adult/Senior Swim = 2.5 hours per week</p> <p style="margin-left: 40px;">Family Swim = 2.5 hours per week</p> <p style="margin-left: 40px;">c. <u>The Town of Huntsville is committed to offer programs that directly support the training and</u></p>		Prime Hours:	Monday through Friday 7:00 am – 1:00 pm, 4:00 – 7:00 pm = 45 hours		Saturday morning 9:30 am - 12:00 noon = 2.5 hours per week	Non-Prime Hours:	Monday through Friday 7:00 pm – 9:00 pm = 10 hours per week
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development of people who want to be trained in advanced lifesaving & instructional programs.

- d. The Town of Huntsville is committed to offer programs that directly support the “Health and Wellness” of our residents.

Examples include: Aquacise, Joint Effort and Adult Swim Fitness

Priority #2:

SCHOOL BOARD(S);

The Town of Huntsville shall continue to work with local School Boards to ensure that all youth residing within the Town of Huntsville have the opportunity to learn how to swim, stay safe and survive around water. The Huntsville Centennial Pool is available to them between the hours of 1:00 pm to 3:00 p.m.

Resident: represents elementary and secondary schools renting the pool for students within the boundaries of the Town of Huntsville.

Non-resident: represents elementary and secondary schools renting the pool for students from outside of the boundaries of the Town of Huntsville. Fees for these schools would be slightly higher.

Priority #3:

COMPETITIVE USE, RESIDENT:

Registered non-profit organizations operated by volunteers, which are competitive in nature and represent Huntsville youth versus youth from other competitive clubs. These organizations are registered with a provincial or federal sport governing body and whose membership is comprised of youth 17 years and under with a minimum residency component of 75 % Town of Huntsville registrants.

Priority #4:

MINOR NON-PROFIT RECREATION BASED:

Minor non-profit organizations operated by volunteers whose membership is comprised of youth 17 years and under with a minimum residency component of 75 % Town of Huntsville registrants.

These organizations must be registered with a provincial or federal non-profit governing body.

Example: Camps Associations, Boy Scouts, Girl Guides, Church Groups and Youth Clubs.

Note: These groups do not book the pool on a regular basis - small demand. Usually book the facility in the evening on weekends.

Priority #5:

PRIVATE SECTOR/COMPETITIVE/ADULT, RESIDENT:

Organizations whose membership is primarily made up of individuals who are residents of the Town of Huntsville. Rentals are recreational in nature or for training or for profit. Example: Scuba, Kayak, Private Rental.

Priority #6:

COMPETITIVE USE, NON-RESIDENT:

Registered non-profit organizations operated by volunteers, which are competitive in nature and represent youth from a competitive club. These organizations are registered with a provincial or federal sport governing body and do not require a minimum residency component.

Priority #7:

MINOR NON-PROFIT, NON-RESIDENT:

Non-resident minor pool use. These organizations must be registered with a provincial or federal non-profit governing organization. Example: Camps Associations, Boy Scouts, Girl Guides, Church Groups, and Youth Clubs.

Note: These groups do not book the pool on a regular basis - small demand.

Priority #8:

PRIVATE SECTOR/COMPETITIVE/ADULT, NON-RESIDENT:

Organizations whose membership is primarily made up of individuals who do not reside in the Town of Huntsville. Rentals are recreational in nature or for training or for profit. Example: Scuba, Kayak, Private Rental.

GENERAL TERMS:

The pool allocation process will be completed annually by August 1st of each year.

Written submissions must be received by new associations (currently not established in the facility) seeking pool time or by existing customer groups wishing to expand their pool allocation by July 2nd of each year to be considered for the following seasons' allotment.

The Pool Allocation Procedure will be reviews on a regular basis, initiated by the Sales and Customer Service department. The Sales and Customer Service department has the authority to adjust procedural items related to timing, process, etc. as appropriate and to respond to Council directions related to revenue achievement and strategic business approaches.

Requests for tournaments and special events are to be submitted prior to the annual pool allocation process for consideration of scheduling.

The opening the Canada Summit Centre on statutory holidays or beyond the established operating hours, will be considered only if the applicant agrees to pay for the full operational cost for such an opening and pending the availability of staff. All reasonable requests will be reviewed and responded to. Application does not guarantee approval.

Pool rental agreement: all organizations leasing the pool from the Corporation of the Town of Huntsville must sign and complete a rental agreement and contract on an annual basis for regular contracted pool times and special events.

POOL ALLOCATION NOTE:

All calculations are based on a 55-minute hour. Pool preparation time will be taken out of the allocated time for all groups.

The Division And Its Management Reserve The Right And Authority To:

- a) Enforce the regulations listed below and refuse admission to any person or group of persons who do not conform to the regulations as outlined.
- b) Refuse the privilege of returning to the pool to any such person or group of persons without prejudice who do not respect the staff or the facility of the Town of Huntsville.
- c) The Community Service Division reserves the right to revise its schedule of rental fees at any time subject to reasonable notice being given by the Division to the applicant. Such revision of rates generally occurs at the beginning of the agreement period or at the beginning of the calendar year, as ratified by Town of Huntsville Fees and Charges Bylaw.

POLICIES AND LEGISLATION:

Strategic Plan 2017 & Beyond:

Health and Wellness

GOAL #3: Ensure Huntsville is seen as a safe, welcoming and inclusive community.

Sustainability

GOAL #2: Integrate sustainability principles into planning and development policies and processes.

Financial Management and Governance

GOAL #1 Apply a strategic approach to budgeting and resource allocation.

GOAL #3: Ensure Municipal operations are streamlined, efficient and effective.

Communications

GOAL #1: Improve access, quality and timeliness of Town communications.

GOAL #2: Engage the Community regularly to in order to build a culture of trust and openness within the Municipality.

APPENDICES:

none