



# Facility Allocation Policy

**Policy Number:** REC-001

**Date in Effect:** May 27, 2025

## POLICY STATEMENT

- 1 The Town is committed to the principle and practice of fair and equitable allocation of resources and opportunities to all sports, leisure, social and cultural organizations, both new and historic.

## PURPOSE

- 2 This policy sets out the criteria administration must follow when allocating access to Recreation Facilities.

## DEFINITIONS

- 3 In this policy:
  - a) "Adult Group" means a non-Commercial Group that includes 50% or more of participants aged 18+ years (for example, Canmore No-Hit Hockey or Bow Valley Ultimate).  
153-2025
  - b) "Commercial Group" means any individual, company, or organization engaged in the pursuit of business for profit using Town facilities.  
153-2025
  - c) "Community Event" means an activity approved by the Community Events Committee.
  - d) "In Season" means activities that take place during generally accepted sport seasons (ex. Soccer Season: May – October).
  - e) "Interest Holder Group" means a non-Commercial Group who is requesting consistent use of a facility over an extended period (ex. Seasonally).  
153-2025
  - f) "Non-Resident Group" means any group that includes less than 50% Canmore, Minî Thnî, MD of Bighorn, Banff, and/or ID 9 residents  
XXX-2025
  - g) "Out of Season" means activities that take place contrary to generally accepted sport seasons (ex. Arena Use: April – August).
  - h) "Participant List" means a complete list of current program participants indicating age, residency, and program level.  
153-2025
  - i) "Recreation Facilities" means arenas/ice surfaces, pools, gymnasiums/fitness spaces, sport fields/courts/parks, ball diamonds, multi-purpose rooms, climbing facilities, and common spaces within the Canmore Recreation Centre and Elevation Place.

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- j) "Regional Group" means any group that includes 50% or more Canmore, Mîni Thnî, MD of Bighorn, Banff, and/or ID 9 residents. 153-2025
- k) "Resident Group" means any group that includes 50% or more Canmore, Mîni Thnî, and/or MD of Bighorn residents. 153-2025
- l) "Town Program" means a program or event which is organized and administered by the Town (ex. Drop-in Public Skate or Adult Learn to Swim). 153-2025

#### ALLOCATION CRITERIA

- 4 Administration will reference the following criteria areas and priorities to guide the allocation of Recreation Facility access:

##### a) User Profile



- i) 1st Priority: Town Programs and Community Events 153-2025
- ii) 2nd Priority: Youth Interest Holder Groups - In Season 153-2025
- iii) 3rd Priority: Adult Interest Holder Groups - In Season 153-2025
- iv) 4th Priority: Youth Groups - In Season
- v) 5th Priority: Adult Groups - In Season
- vi) 6th Priority: Youth and Adult Groups - Out of Season
- vii) 7th Priority: Commercial Groups

##### b) Residency

- i) 1st Priority: Resident Groups
- ii) 2nd Priority: Regional Groups
- iii) 3rd Priority: Non-Resident Groups

##### c) Function Profile

- i) 1st Priority: Town Programs and Community Events 153-2025
- ii) 2nd Priority: Regional Tournaments/Competition/Events 153-2025
- iii) 3rd Priority: Games/Practices
- iv) 4th Priority: National Tournaments/Competition/Events

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- v) 5<sup>th</sup> Priority: Provincial Tournaments/Competition/Events

**d) Past Performance (rated on a scale ranging from (1) Very Good to (5) Very Poor)**

- i) Timely submission of full rental payments to the Town.
- ii) Provision of complete and accurate Participation Lists.
- iii) Efficient use/scheduling of allocated facilities.
- iv) Equitable treatment of any person or group.
- v) Adherence to the conditions of use as identified in the Facility Rental Permit Terms and Conditions.

153-2025

**e) Economic Benefit to the Town (rated on a scale ranging from (1) Very Good to (5) Very Poor)**

- i) The economic benefit criteria are considered more heavily outside of regular season periods (ex. Arena: April - August).
- ii) Net revenue to the Town.
- iii) Economic gain to the community.

- 5 Allocation Process requires a fair and equitable approach that promotes multi-use and effective utilization of facilities, while maximizing community benefit.

153-2025

- a) Administration will solicit facility booking requests on a seasonal basis for indoor and outdoor facilities (ex. Indoor ice, sport fields/ball diamonds, courts, multi-purpose rooms).

153-2025

- b) Administration will assess all requests utilizing the allocation criteria outlined in this policy.

153-2025

- c) Any individual or group that has applied for Recreation Facility access will receive written justification for their allocated space upon request.

153-2025

**RESPONSIBILITIES**

- 6 The Manager of Recreation Services is responsible for:

- a) Ensuring that Town staff making allocation decisions are aware of, and act in accordance with this policy.
- b) Providing the final decision on any Recreation Facility user appeals.

**POLICY REVIEW**

- 7 This policy will be reviewed at least once in every term of Council.

Policy approved by:

**RELATED DOCUMENTS**

Recreation Services Policy REC-004  
Community Events Policy AE-002

**ATTACHMENTS**

None.

**REPEALS POLICY:** Facility Allocation Policy 209-2007

**AUTHORIZATION:**



Sean Krausert  
Mayor



Cheryl Hyde  
Manager, Municipal Clerk's Office

**REVISION HISTORY**

Action	Date	Council Motion	Notes
Approved	2007-04-17	209-2007	Facility Allocation
Repealed	2021-07-06	176-2021	
Approved	2021-07-06	176-2021	Facility Allocation REC-001
Amended	2025-05-27	153-2025	Replacing Stakeholders for Interest Holders, and Mîni Thnî for Morely, and other formatting and housekeeping revisions.

Policy approved by:

