

Staff Report to Council

Parks, Recreation and Culture

FILE: 15-7710-01/22

REPORT DATE: February 28, 2022 **MEETING DATE:** March 08, 2022
TO: Mayor and Council
FROM: Carleen McDowell, Manager of Recreation and Culture
SUBJECT: Park and Facility Allocation Policy

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S):

THAT Council:

- A. Approve the amendments to the C088 Park and Facility Allocation Policy as presented at the March 8th, 2022 meeting of Council; OR
 - B. Other.
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PURPOSE

To present Council with a policy that guides allocation of City spaces in a fair and equitable manner.

☐ Information Report ☒ Decision Report ☐ Direction Report

DISCUSSION

Background:

Council Policy C088 Facility Allocation Regular Use was identified for review as part of the overall city wide policy review process. This policy was established in November 2016 based on a similar policy within the Joint Leisure Services Agreement (JLSA) framework. Since the dissolution of JLSA, staff have maintained a collaborative process for Sport Field and Ice allocations with the City of Maple Ridge. Under JLSA there were separate Allocation Policies for Sport Fields and Ice,

although they are obsolete, staff have been following these policies to ensure fair and equitable access remains in place. The proposed amendments to C088 now incorporates the Sports Fields, Ice, and Parks and Facility Allocations into one policy. The creation of one policy for all Allocations was something that the sports groups identified as an improvement during the Master Plan engagement sessions.

The City of Maple Ridge recently underwent a review and consolidation of the same allocation policies earlier this year.

Combining these policies aligns with Parks, Recreation and Culture Masterplans recommendation Service Delivery Strategy #6 to develop a new comprehensive facility allocation policy. This policy encompasses all bookable space owned by the city. Further to that recommendation, staff will also review the Fees and Charges policy, and review historical use agreements later this year.

Analysis:

Policy C088 has been renamed to be C088 – Park and Facility Allocation and is intended to:

- Consolidate three similar policies into one to align practices across all facilities;
- Provide definition for various groups including Regional which includes sports associations with members from both Pitt Meadows and Maple Ridge.
- Extend youth age category to 21 years as was the age bracket used during PHO restrictions which aligns with participants in higher level competitive sports (i.e. Junior Hockey)
- Clarify roles and responsibilities of user groups, staff and council; and
- Update the format to the new Council Policy template.

If Council wishes to review the current policy before amendments, it can be reviewed online at https://www.pittmeadows.ca/sites/default/files/uploads/policies/c088_facility_allocation_-_regular_use.pdf

COUNCIL STRATEGIC PLAN ALIGNMENT

- ☒ Principled Governance ☐ Balanced Economic Prosperity ☐ Corporate Excellence
☒ Community Spirit & Wellbeing ☐ Transportation & Infrastructure Initiatives
☐ Not Applicable
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FINANCIAL IMPLICATIONS

- ☒ None ☐ Budget Previously Approved ☐ Referral to Business Planning
☐ Other
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PUBLIC PARTICIPATION

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No

SIGN-OFFS**Written by:**

Carleen McDowell,
Manager of Recreation and Culture

Reviewed by:

Diane Chamberlain,
Director of Parks, Recreation and Culture

ATTACHMENT(S):

- A. DRAFT C088 Park and Facility Allocation Policy