

Staff Report to Council

Parks, Recreation and Culture

FILE: 01-0340-50/20

REPORT DATE: November 24, 2020 **MEETING DATE:** December 08, 2020

TO: Mayor and Council

FROM: Carleen McDowell, Manager of Recreation and Culture

SUBJECT: Policy Amendments: C079 Public Events where Alcohol is Permitted – City Properties, C081 Facility Rental Fee Waivers, C083 – Programs and Admission Fee Subsidization, C089 – Sport Field Closure

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S): THAT Council:

- A. Approve the amendments to Council Policy C079 'Public Events where Alcohol is Permitted – City Properties'; AND
 - B. Approve the amendments to Council Policy C081 'Facility Rental Fee Waivers'; AND
 - C. Approve the amendments to Council Policy C083 'Program and Admission Fee Subsidization'; AND
 - D. Approve the amendments to Council Policy C089 'Sport Field Closures'; AND
 - E. Rescind Policy C082 'Facility Rental Fee Waiver – Registration Subsidy Rebate' and C080 'Fees and Charges for City facilities used to raise money for approved city projects' as they are now incorporated into C081; OR
 - F. Other.
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PURPOSE

To present Council with proposed amendments to Council Policy C079 (Public Events where Alcohol is Permitted – City Properties), Council Policy C081 (Facility Fee Waivers), Council Policy C083 (Program and Admission Fee Subsidization) and C089 (Sport Field Closures) for their consideration and approval.

☐ Information Report

☒ Decision Report

☐ Direction Report

DISCUSSION

Background:

Council Policies C079, C081, C083, and C089 were listed in the 2020 Business Plan and identified for review as part of the overall city wide policy review process. These particular policies establish guidelines and define processes to ensure facility users & rental groups are treated in a fair and equitable manner.

Analysis:

C079 Public Events where Alcohol is permitted – City Properties

This policy was amended to:

- update the format to the new Council Policy template;
- update terminology to align with current Regulation Branch (i.e. Special Occasions Licence is now called Special Event Permit and the Liquor Control Licensing Branch is now called Liquor and Cannabis Regulation Branch)
- include a prohibition around selling, providing or using Cannabis at events in City Facilities.

There are no other substantive changes to the content or intent of the Policy.

C081 Facility Rental Fee Waivers

Currently there are 3 separate policies that discuss the topic of fee waivers these include:

C080 Fees and Charges for City facilities used to raise money for approved city projects

C081 Facility Rental Fee Waivers

C082 Facility Rental Fee Waiver – Registration Subsidy Rebate

As the general purpose of the three policies were similar in nature, Policy C081 was re-written to incorporate the other 2 policies. This provides one location for groups that may be interested in offering events that comply with these guidelines.

This policy was re-written to:

- update the format to the new Council Policy template;
- simplify and improve the layout of content to make it more reader-friendly;
- consolidate three similar policies into one;
- create a clear listing of what type of rentals will be considered;
- clarify roles and responsibilities of user groups, staff and council.

There are no other substantive changes to the content or intent of the Policy.

Council Policy C083 – Programs and Admission Fee Subsidization

This policy was amended to:

- update the format to the new Council Policy template;
- update language to align with current Canada Revenue Agency notice assessment documentation;
- update low income thresholds to align with current Statistics Canada documentation;
- include some additional criteria ensuring the policy supports local residents as it was intended (i.e. exclusion of temporary residents/visitors, immigrants classified as business class, an investor or entrepreneurs).

After approval of this policy the application form will be updated and used to screen & approve future applicants.

There are no other substantive changes to the content or intent of the Policy.

Council Policy C089 – Sport Field Closure

The Current policy is entitled Sport Field Closure/Damage Deposits. This policy was originally established under the Joint Leisure Services Agreement. At that time Damage Deposits were collected and retained by the City of Maple Ridge on behalf of both cities. In an effort to educate users of our Field Closure policy and to ensure damage is paid for in a timely manner staff recommend the following changes.

This policy was amended to:

- update the format to the new Council Policy template;
- simplify and improve the layout of content to make it more reader-friendly;
- update information to users on how sports fields will be monitored, closed and what notifications are provided to the user groups;
- change references from Damage Deposits to withdrawal of booking privileges until repairs for damages have been paid.

There are no other substantive changes to the content or intent of the Policy.

Policy P125 was also identified to be reviewed in 2020 and is referenced in C089. This policy is still being followed by City of Pitt Meadows and City of Maple Ridge. Sports Field allocation is still performed jointly between the 2 cities. Staff's recommendation is to review P125 as part of, or at the conclusion of PRC Masterplan.

Relevant Policy, Bylaw or Legislation:

Relevant Policies to these amendments are Fees and Charges Policy C070, Facility Allocation – Regular Use C082 and Seasonal Sports Field Allocation P125 (PLS Commission Policy) and those mentioned within this staff report.

Also relevant is the Bylaw for Fee Setting – Parks & Leisure Services No 2010

COUNCIL STRATEGIC PLAN ALIGNMENT

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

FINANCIAL IMPLICATIONS

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

There are no financial implications associated with this report.

PUBLIC PARTICIPATION

- ☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower
-

KATZIE FIRST NATION CONSIDERATIONS

- Referral ☐ Yes ☒ No
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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 amendment – Council Policy C079 Public Events where Alcohol is Permitted – City Properties
- B. DRAFT amendment – Council Policy C081 Facility Rental Fee Waivers
- C. DRAFT amendment – Council Policy C083 – Programs and Admission Fee Subsidization
- D. Programs and Admission Fee Subsidization application form
- E. DRAFT amendment – Council Policy C089 – Sport Field Closure

COUNCIL POLICY C079

15 - Recreation & Cultural Services

PUBLIC EVENTS WHERE ALCOHOL IS PERMITTED - CITY PROPERTIES

Effective Date: November 1, 2016

Revised Date: November 24, 2020

1. Policy Statement

To encourage an environment that supports healthy lifestyles, and ensures that healthy choices are available to people attending city facilities for events where alcohol is provided and to reduce the safety risk associated with consumption of liquor at community events and facilities.

2. Purpose

The purpose of this policy is to provide consistent operation procedures for those holding events at city owned and operated facilities where alcohol use is permitted. This will ensure events held at city owned facilities are safe and well managed and support compliance with BC Liquor and Cannabis Regulation Branch.

To provide a balance of “wet” and “dry” facilities and events to ensure that all community members have access to safe and enjoyable recreation and social activities.

3. Scope

Applies to all City owned facilities where alcohol may be approved for consumption. To support those who host events where alcohol use is permitted in the planning of properly, licensed, supervised and operated events.

4. Exclusions

Events not eligible for alcohol use:

- i. All youth events and all minor sports events, including banquets which are designated as events not suitable for alcohol use;

- ii. Consideration will be given to the proximity of youth to facilities and fields eligible for alcohol use when booking the event.

5. Policy

The consumption of alcohol at a city owned and operated facility is only permitted with a valid liquor license to sell or serve alcohol. There are two types of Special Event Permits (SEP) one for private special events and one for public special events.

A Special Event Server (SES) certificate is required for all events under 500 guests and a Serving it Right (SIR) certificate is required for events over 500.

5.2 Roles and Responsibilities

A) Rental contract holder responsibilities:

- (i) The rental contract holder and/or designate must provide evidence of the appropriate Special Event Permit (SEP) from the Liquor and Cannabis Regulation Branch.
- (ii) The rental contract holder and/or designate must provide proof of liability insurance (\$5 million minimum) to the city representative at least 14 days before the event.
- (iii) The rental contract holder and/or designate must agree to attend the event and be responsible for making decisions about the operation of the event based requirements of the Liquor and Cannabis Regulation Branch.
- (iv) The rental contract holder must demonstrate that he/she understands the requirements of the Liquor and Cannabis Regulation Branch, their obligation as the license holder and that they intend to comply with the Liquor and Cannabis Regulation Branch regulations. Failure to do so may result in the application, or future applications, being denied, even if a Special Event Permit has been obtained from the Liquor and Cannabis Regulation Branch.

5.3 Prohibitions

Although the process to receive a Special Event Permit is governed by the Liquor and Cannabis Regulation Branch at this time there is no permission to sell, provide or use Cannabis at Events held in City facilities.

5.4 Procedures and Guidelines

- i. All individuals hosting or serving liquor at an SEP event are required to take an Responsible Beverage Service training program such as Serving it Right and Special Event Service Course. Event hosts and managers with less than 500 guests must complete the Special Event Server Course. Event hosts and managers with 500 or more guests attending must complete Serving It Right.
- ii. Events held in public facilities serving alcohol are required to have a facility host in attendance and the fee is added to the rental contract to be covered by the user.
- iii. Where liquor is being served the event must follow the current Gatherings and Events Order from the Provincial Health Officer.

6. Related Policies/Bylaws

Other related policies include:

- (a) Liquor License Application - Policy C023
- (b) Tobacco Sales and Smoking in Public Places Regulation – Bylaw No. 2358



COUNCIL POLICY C081

15 - Recreation & Cultural Services

FACILITY RENTAL FEE WAIVERS

Effective Date: November 1, 2016
Revised Date: October 18, 2016
Revised Date: December 8, 2020

1. Policy Statement

Facility rental fee waivers provide in-kind support to local non-profit or government agencies who utilize city owned facilities to enhance public safety, support youth or conduct local fundraising.

2. Purpose

The purpose of the facility rental fee waiver is to reduce financial barriers for non-profit and government agencies in the planning of programs and events that provide support to the community.

3. Scope

The City of Pitt Meadows has a variety of Facilities that are used by community groups to offer many types of programs and events. Within the context of this policy these facilities may be utilized on an as-available basis for events requesting Fee waivers.

This policy applies to the following type of events :

Public Safety

Includes community wide training events that promote emergency preparedness, emergency social service training, RCMP or fire safety, first aid training and safety fairs.

Support for Youth

Includes community wide fundraising events where 100% of the proceeds are dedicated to local non-profit groups for the development/upgrading of youth orientated facilities, the purchase or replacement of significant equipment or the sponsorship of youth activities.



Local Fundraising

Includes community wide fundraising events where 100% of the proceeds raised are dedicated to local projects that provide a broad community benefit in Pitt Meadows. Additional consideration will be provided to events where the proceeds of which will be utilized for approved city projects.

Programs offering Registration Subsidy

Includes a Rental Fee waiver permitted for a portion of rental fees to local non-profit groups that provide reduced registration fees to residents with low income who would not otherwise be able to participate. Eligibility is determined under Council Policy C083 Program & Admission Fee Subsidization.

4. Exclusions

All organizations granted a fee waiver will still be required to enter into a standard rental contraction, provide the appropriate insurance coverage (at their own expense), pay all additional fees and taxes that may be required and pay for any additional services provided beyond the basic level of service generally provided to facility renters.

The fee waiver does not include the cost of extra cleaning, facility hosts or damages to the facility.

5. Policy

The Facility Rental Fee Waiver provides local non-profit or government agencies free use of city owned facilities when hosting an event that supports and enhances public safety or conducts local fundraising where 100% of the proceed support a local project.

When a group has received endorsement from Council for a city approved project, Parks, Recreation and Culture staff have the authority to waive the rental fee for fundraising activities when using a city owned facility.

5.1 Definitions

In this policy,

- (a) **Fee waiver** means the rental fees as established in the fees and charges policy are reduced to zero, therefore providing free use of a city owned facility



- (b) **Non-profit groups** means any organization registered as such under the Societies Act.
- (c) **Local Non-profit groups** means any organization registered as such under the Societies Act and has majority of their membership from City of Pitt Meadows.
- (d) **Local government agencies** means the City of Pitt Meadows and School District No. 42.

5.2 Roles and Responsibilities

- i. Community group or organization wishing to access the Facility Fee Waiver
 - 1- Make request to City Staff outlining the event and how it meets the criteria for fee waiver
 - 2- Follow all current booking procedures as outlined in this policy and as current health regulations apply
- ii. Council
 - 1- Delegate authority to City Staff to allow for the Facility Fee Waivers as outlined in this Policy
- iii. Staff
 - 1- Provide policy information to users during the Annual allocation process
 - 2- Receive, and review requests for fee waiver
 - 3- Authorized staff will approve those that are eligible.

Related Policies

Other related policies include:

- (a) Fees and Charges Policy C070
- (b) Facility Allocation – Regular Use C082
- (c) Program & Admission Fee Subsidization C083

COUNCIL POLICY C083

15 - Recreation & Cultural Services

PROGRAM AND ADMISSION FEE SUBSIDIZATION

Effective Date:	November 1, 2016
Revised Date:	October 18, 2016
Revised Date:	November 2020

1. Policy Statement

Access to Parks, Recreation and Culture (PRC) programs and services in city owned facilities will be subsidized within the established guidelines for local residents who cannot financially afford to participate.

While it is recognized that many people do not have the ability to pay the full fee for programs and services, all participants are required to pay a portion of the fee.

2. Purpose

The purpose of this policy is to recognize that all residents of Pitt Meadows have an equal right of access to PRC programs and services and to provide assistance and support to ensure that all individuals have equal access to participate.

3. Scope

This policy applies to Pitt Meadows residents who meet the eligibility for low income cut-offs (LICOs) as established by the Federal government. LICOs are income thresholds below which a family will likely devote a larger share of its income on the necessities of food, shelter and clothing than the average family.

4. Exclusions

The following are excluded from accessing these services outlined in the policy this includes:

- Temporary residents (visitors), including those on a study or work permit
- Immigrants classified as business class, an investor or entrepreneur

5. Policy

All residents of Pitt Meadows should have equal access to participate in PRC programs and services. This policy provides an opportunity for individuals and families with limited income to participate in a variety of community activities through reduced program and admission fees.

Residents who meet the eligibility for low income cut-offs (LICOs) as established by Federal government can apply for fee subsidy. Applicants must provide documentation that they are a local resident and that they meet the LICO threshold. That documentation must also show a minimum of \$5,000 of income to ensure they are reporting income in Canada.

Once approved individuals will be provided a discounted rate on programs and admission fees for a period of one year and may reapply each year providing the same documentation to ensure they continue to meet the qualifications of the program.

5.1 Definitions

In this policy,

(a) ***Admission Fee Subsidization*** means approval for partial subsidy of admission fees

(b) ***Program Fee Subsidization*** means approval for partial subsidy of program fees

(c) ***Resident*** means anyone whose primary residence is within the City of Pitt Meadows.

6. Related Policies

Other related policies include:

(a) Fees and Charges Policy C070



SUBSIDY APPLICATION

The Subsidy Program offers reduced admission and program fees to Pitt Meadows residents who meet the eligibility requirements.

Description:

The Subsidy Program provides an opportunity for individuals and families with limited income to participate in a variety of Parks, Recreation and Culture activities through reduced program and admission fees.

Once qualified you will receive 50% off admissions, including 1 and 3 month passes as well as 50% off one registered program per season to a maximum of \$50.00. Some exceptions may apply, that will require approval by a supervisor.

Size of Family Unit	Total Gross Income
1 persons	\$25,921
2 persons	\$32,270
3 persons	\$39,672
4 persons	\$48,167
5 persons	\$54,630
6 persons	\$61,613
7 persons	\$68,598
If more than 7 persons, for each additional, add	\$6,985

Please note – to qualify, applicants must be a resident of Pitt Meadows and provide income documentation

- Eligibility is based on total household income.
- A minimum of \$5,000 income claim is required.

How to Apply:

Step 1 - Fill out application

Step 2 - Bring your completed application form, proof of address and annual income documentation to the Pitt Meadows Recreation Centre at 12027 Harris Road, Pitt Meadows, BC V3Y 2B5

Step 3 - Once approved you will receive a photo ID membership card.

Subsidy Program Application:

Applicants Name:	
Address:	
City:	Postal Code:
Cell Phone:	Email:
Home Phone:	Date of Birth:

Please PRINT names of family members living in applicant's home including partner and dependants under 19 years of age.

Name of Partner and Dependants		Date of Birth			Gender	
First	Last	mm	dd	yyyy	M	F
Did you receive Subsidy Program Benefits last year					Yes	No
Are you a permanent resident of Pitt Meadows					Yes	No

List all household income received on a yearly basis. You will need to provide proof of all Gross Income (before taxes) for each adult, attach to the application – Copies Only. All copies will be destroyed upon review.

	Requirement	Yearly \$ Amount
Total Combined Yearly Family Income line 23600 of your Notice of Assessment(s) must be less then the number allowable for your family size, see table on previous page. This is employment income before deductions	See table	
Household's Pre-Tax Income from Line 15000 on your Notice of Assessment	>\$5,000	\$
Household's combined amount from your T1 line 12100 – Interest/Investment Income	<\$ 500	
Household's combined amount from your T1 line 20800 – RRSP Deduction	<\$2,000	
Household's combined amount from your T1 line 25400 – Capital Gains Deduction	<\$2,000	
Social Assistance		\$
Disability Benefits		\$
Employment Insurance		\$
Other Income (eg. child support, child tax, etc)		\$
Total GROSS Yearly Income For Household		\$

"I declare that the above information accurately reflects the true size of my family and the combined income of the household."

Signature: _____ **Date:** _____

Additional Community Funders

Kidsport is a community-based funding program that provides grants to eligible families to help cover the costs of registration fees for children 4 to 18 years of age. Applications are on-line at www.kidsportcanada.ca.

Canadian Tire Jumpstart is a charitable program that financially supports eligible children and youth interested in participating in active organized sport and /or recreational opportunities. Funding is available to Pitt Meadows children and youth aged 4 to 18 years old who meet the funding criteria. Applications for Jumpstart funding are available at the Pitt Meadows Recreation Centre or on-line at www.pmparksandrec.ca

For more information: contact 604 465 2452

OFFICE USE ONLY

Date Received:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Processed: Resident of Pitt Meadows <input type="checkbox"/> Financial Verification <input type="checkbox"/> Intelligenz Account Updated <input type="checkbox"/>	
Staff Signature:	Date Approved:
Additional Office Information / Notes:	

COUNCIL POLICY CO89

12 - Parks Administration

SPORT FIELD CLOSURE

Effective Date: December 13, 2016
Revised Date:

1. Policy Statement

To facilitate safe and sustainable usage of sports fields within the City of Pitt Meadows, they will be monitored regularly and when conditions require fields will be closed from usage.

2. Purpose

The purpose of this policy is to ensure maximum use of the playing fields with minimum maintenance downtime, reducing costs to taxpayers and involving field users in the decision making and accountability for responsible field use.

3. Scope

This policy applies to all sports fields in Pitt Meadows.

4. Policy

Sports fields will be monitored regularly by Parks staff or the contractor responsible for sports fields, and when conditions require, they will close the field. Field closures will be posted on the website & notification will be sent to subscribing field users. When fields have not been closed by staff, user groups will be responsible to decide on game days whether fields are playable (user discretion).

Any play causing damage beyond fair wear will result in fines and suspensions as determined by the Director responsible for sports fields or their designate, and withdrawal booking privileges for the following season until damage repairs have been paid.



4.1 Definitions

In this policy,

- (a) **Field Open** means the field has been inspected by parks staff and is considered to be in a safe and playable condition. Should weather conditions deteriorate and the field becomes soggy or has evidence of standing water on the surface, the game should be postponed or cancelled by the coach, club representative or referee.
- (b) **User Discretion** means the field has been inspected by Parks staff who consider the field to be safe and useable on the day of the inspection, however they have some concerns that the weather conditions may change prior to game day, and that games played during inclement weather conditions may be detrimental to the field for the balance of the season. This will provide the coaches with an opportunity to make a judgment call on the day of the game to allow the games to be played if the field condition is good, and ensure that games are not played if there is evidence of standing water on the field, frost, snow, or if there is heavy rain on the day of the game.
- (c) **Field Closed** means the field has been inspected and Parks staff have determined that there may be safety issues or damage could result if games are played, or have closed the field due to extreme weather conditions, excessive wear, repairs, to provide a rest period for the field, or until they have suitable weather conditions to carry out the required repairs on the field. A field that has been closed may only be reopened by a Parks representative.
- (d) **Field Condition Reports** means it is the responsibility of the coaches and club representatives to check the email status updates to determine if the field they have been assigned is open for play, and for any special conditions that they need to be aware of regarding the playability of the field.
 - i. Fields will be monitored regularly by parks staff: damage beyond fair wear will be assessed by the Director responsible for sports fields and the sport organization or independent group responsible will be billed for the repairs.
 - ii. Any team who violates this policy repeatedly, may have their play and practice privileges suspended for a period of



time to be determined at the discretion of the Director overseeing sports fields.

- iii. Should any club feel they have been treated unfairly they may appeal the decision in an appeal to the Director.

4.2 Roles and Responsibilities

- i. *Staff or the Contractor Responsible for Sports Fields* - To assess fields for conditions that would result in unreasonable damage to the fields and post accordingly.
- ii. *User Groups* - When fields have not been closed by staff or the contractor responsible, user groups are responsible to decide on game days whether fields are playable without causing unreasonable damage.

5. Related Policies

- 7. Other related policies include:
 - (a) Seasonal Sports Field Allocation, P125 (PLS Commission Policy)