

Park and Facility Allocation Policy

Effective Date: December 13, 2016

Revised Date: March 8, 2022

1. Policy Statement

The City of Pitt Meadows allocates space in a fair and equitable manner that maximizes appropriate use of public amenities for the benefit of citizen participation in a range of services and activities.

2. Purpose

The purpose of this policy is to provide a framework for allocation of City facilities in a manner that maximizes the use of these facilities with a range of appropriate services and activities, while following the Parks, Recreation & Culture Fees and Charges Policy. The framework for allocation strives to ensure fair access regardless of age, gender, race, physical ability or economic status. The City of Pitt Meadows is committed to broadening access, ensuring opportunity and equitably distributing resources for all participants. Citizens enjoy considerable benefits from participation in activities which take place in a variety of parks and facilities.

3. Scope

This policy consolidates previous policies for facility use, seasonal sport field and arena ice & dry floor to consistently govern the use of all City-managed parks and facilities including but not limited to sport fields, courts, indoor spaces, arenas, halls, multipurpose rooms and performance spaces.

4. Policy

This policy will guide the City in collaboration with user groups to administer allocation and manage priority allocation.

4.1 Definitions

In this policy,

- (a) ***User Group*** means any or all users with a Rental Agreement with the City of Pitt Meadows for the use of City managed Parks and Facilities.
- (b) ***Adult Local Non Profit*** means community and sport associations that serve persons 19+ with a majority membership comprised of Pitt Meadows residents.
- (c) ***Youth Local Non Profit*** means community and sport associations that serve persons 0-21 years of age with a majority membership comprised of Pitt Meadows residents.
- (d) ***Local Private Group*** means Pitt Meadows resident not associated with an established group, organization or business with the intention of using the park or facility for an activity or private event.
- (e) ***Local Commercial Group*** means a for profit organizations doing business in Pitt Meadows or with the goal of serving Pitt Meadows residents.
- (f) ***Non-Resident*** means a person or business residing or working outside of Pitt Meadows.
- (g) ***Prime and Non-Prime Time Hours*** unless otherwise stated, Prime Time is defined as 6pm to 10pm Monday to Friday and all day Saturday and Sunday. Non-Prime time is all other times.
- (h) ***Regional*** means a community or sport association with members from both Pitt Meadows and Maple Ridge communities.

4.2 Roles and Responsibilities

- i. Applicants responsibilities:
 - (a) Submission of completed allocation request prior to the application deadline.
- ii. City staff responsibilities:
 - (a) Communicate allocation submission deadline to user groups and public.
 - (b) Work collaboratively with the City of Maple Ridge to facilitate field and arena allocation for Regional Clubs.

4.3 Procedures and Guidelines

- i. Users wishing to enter into an agreement with the City for use of Parks and Facilities must:
 - (a) Be in good financial standings with the City and fulfill previous year's financial obligations.
 - (b) Adhere to all park and facility code of conduct, regulations and Bylaws.
 - (c) Demonstrate the ability to utilize the time provided.
- ii. When administering the process, City staff retain some discretion to adjust allocation for City priorities and to meet the needs of all user groups and casual users, including providing time for new and emerging sports sanctioned under a Provincial Sport Organization.

4.3.1 Allocation Procedures

- i. Sport Field and Ice Allocation is managed collaboratively by the City of Pitt Meadows and City of Maple Ridge annually based on season of play or operational needs. Submission timelines will be communicated to users groups through the City Facility Booking office. The submission process will include the following information:
 - (a) A completed allocation request form with dates and time of year requested and organizational contacts.
 - (b) A signed statutory declaration including the previous year's participant enrollment numbers, level of play, and residency status of participants.
 - (c) A Special Events request form if applicable.
- ii. All other city facilities are allocated independently of the City of Maple Ridge and these include: gymnasiums, meeting rooms, halls, courts, parks etc.

4.3.2 Allocation Application Deadlines

Seasonally Allocated Facilities	Requests in for Spring/Summer	Contract Issued	Requests in for Fall/Winter	Contract Issued
Sport Fields	November 30	March 1	April 1	June 30
Arena Ice			May 1	July 15
Arena Dry Floor	Currently managed by Arena Operator as per operating agreement			

Annual Allocation	Requests for Sep-Aug	Contract Issued
All Other Facilities	June 1	August 1

4.3.3 Allocation Guidelines

In the scenario when demand exceeds supply of available space and time, the City will consult with stakeholders under the following considerations.

- (a) The number of Pitt Meadows residents registered as participants, players, members or athletes in the organization.
- (b) Number of participants using the park or facility during the allocated time compared to the capacity of the space (density of use).
- (c) Appropriate time and location for specific age group, activity and level of activity.
- (d) Achieving an equitable balance of Prime and Non-Prime Time Hours.
- (e) Management of parks and facilities playable condition that maximizes use while minimizes the impacts and viability of the asset.
- (f) Meeting the minimum requirement of a Provincial Sport Organization.
- (g) Alignment with City priorities and maximizing public good by ensuring a variety of sport and physical activity options for residents of all ages and abilities.
- (h) Participant enrollment and activity supports inclusivity and equal access for all.

Priority of User Groups to establish the order of providing allocation.

1 st Priority	Pitt Meadows Parks, Recreation and Culture programs, events and services and other City of Pitt Meadows Departments.
2 nd Priority	School District 42 activities during the school day per the terms of the Tri-Party Master Agreement between SD42, City of Pitt Meadows and the City of Maple Ridge.
3 rd Priority	Youth Local Non Profit and Regional Groups
4 th Priority	Adult Local Non Profit and Regional Groups
5 th Priority	Local Private Groups
6 th Priority	Local Commercial Groups
7 th Priority	Non Resident

For Youth and Adult Local Non Profit sport users the following programming priority will be followed.

1 st Priority	Community Special Events
2 nd Priority	Sanctioned Tournaments
3 rd Priority	Community League Play
4 th Priority	Community Practice & Development
5 th Priority	Skill Development Programs for Non-Profit Fundraising
6 th Priority	For-Profit Skill Development Programs

4.3.4 Allocation Appeals

If a User Group is not satisfied with the allocation decision they can submit an appeal to the Director of Parks Recreation & Culture within two weeks of notification of the decision. The appeal in writing should be directed to:

Parks, Recreation and Culture Department
City of Pitt Meadows
12027 Harris Road, Pitt Meadows
V3Y 0B9

5. Related Policies

Other related policies include:

- (a) Fees and Charges Policy, C070
- (b) Heritage Hall Rental, C044
- (c) Facility Rental Fee Waivers, C081