CITY OF PITT MEADOWS
PARKS AND COMMUNITY FACILITIES REGULATIONS BYLAW
BYLAW NO. 2651, 2014

A Bylaw of the City of Pitt Meadows to establish regulations governing the use of Parks and Community Facilities on property owned or held by the City of Pitt Meadows for recreation or community uses.

WHEREAS, the Council of the City of Pitt Meadows is authorized to enact a bylaw pursuant to Section 8 of the Community Charter, provides that Council may, by bylaw, do one or more of the following;

a) acquire, hold, manage and impose requirements, improvements, personal property or other property and any interest of right in or with respect to that property;

b) establish any terms and condition it considers appropriate;

c) delegates it powers, duties and functions to its officers and employees.

AND WHEREAS; Council deems it necessary and desirable that it exercise the authority granted to it by Section 8(3)(a) (municipal services) and (b) (public places) of the Community Charter to establish regulations governing the management of property intended for recreation and community uses and to delegate certain powers to staff regarding the use of Parks and Community Facilities and conduct therein; AND

NOW THEREFORE, the Council of the City of Pitt Meadows in open meeting assembled, ENACTS AS FOLLOWS:

PART I – INTERPRETATION

Citation/Title

1. This Bylaw may be cited as the **"City of Pitt Meadows Parks and Community Facilities Regulations Bylaw No. 2651, 2014".**

Definitions

2. In this bylaw:

   The following words will have the meanings ascribed to them in this section:

   a) **"City"** means the City of Pitt Meadows;

   b) **"Community Facilities"** means a building, recreation facility or other land improvement, including, but not limited to, recreation centres, pools, arenas, sports fields, ball diamonds, gymnasium, and other recreation facilities located in a Park or on any other land which the City owns or controls by

means of a lease, license or other legal instrument, that is intended for athletic, social or recreational use by members of the community;

c) **"Contaminant"** means any substance, whether gaseous, liquid or solid, whether dissolved or suspended, that;

i. injures or is capable of injuring the health or safety of a person, or
ii. injuries or is capable of injuring property or any life form, or
iii. causes or is capable of causing material physical discomfort to a person, or
iv. damages or is capable of damaging the environment.

d) **"Council"** means the duly elected Mayor and Council members of the City;

e) **"Director of Parks and Facilities"** means a representative of the City that has been assigned responsibility for the management and operation of City Parks and Community Facilities, or his designate, as appointed from time to time;

f) **"Director of Recreation"** means a representative of the City that has been assigned responsibility for the management of the recreation department, or his designate, as appointed from time to time;

g) **"Loitering"** stand or wait around in or about or near the vicinity of a Community Facility without apparent purpose or reason;

h) **"Natural Park Feature"** means a tree, shrub, herb, flower, grass, turf or plant of any kind and all soil, sand, silt, gravel, rock, mineral, wood, fallen timber or other natural material within a Park;

i) **"On-Site Refuse"** means all refuse, garbage, food remains and other waste generated by persons using a Park or Community Facility while they are within the Park or Community Facility;

j) **"Organized Activity"** means any activity which is pre-planned, involves a group larger than a single family unit and which limits general public access to a portion of the Park or Community Facility or any activity that involves instruction or training;

k) **"Organized Sport"** means any game or sport which is played by three or more persons who play and/or practice together regularly as a team in a league or association;

l) **"Park"** includes public Parks, playgrounds, driveways, boulevards, beaches, swimming pools, community centres, play fields, linear Parks,

dykes, including hiking, biking and riding Trails, buildings, and other land owned, leased, licensed or otherwise controlled by the City.

m) **"Police Officer"** means a constable or person having the powers of a constable and includes any member of the local detachment of the RCMP;

n) **"Posted Notice"** means a sign or written notice which has been posted or affixed to a wall, post or notice board in a Park or Community Facility or which has been set out in a brochure or map relating to the Park or Community Facility;

o) **"Special Event"** means any event or activity conducted within a Park or Community Facility which attracts or is intended to attract participants or spectators and, without limiting that definition, includes any Organized Sport, festival, sports event, competition or tournament, group picnic, dog show or other animal event;

p) **"Special Event Permit"** means a license issued for the use of Parks or Community Facilities or portion thereof;

q) **"Trail"** means any footpath, pathway, Trail or pedestrian access route in a City Park or on City land;

PART II – REGULATING PARKS AND COMMUNITY FACILITIES

1. DELEGATION OF POWERS

1) The Director of Parks and Facilities or designate and Director of Recreation or designate are hereby authorized to grant or refuse any request for a Special Events Permit for the conduct of any Organized Sport, organized activity, or any other activity which under the provisions of the bylaw requires a Special Events Permit.

2) The Director of Parks and Facilities and Director of Recreation are hereby authorized to establish rules for behaviour and conduct in Parks and Community Facilities, provided that such rules are not inconsistent with this bylaw or other regulations and to establish and enforce the consequences of violating said rules of behaviour.

2. COMMUNITY FACILITIES CLOSED TO FREE USE

1) All existing Community Facilities and Community Facilities constructed hereafter for which user fees are established are hereby closed to free use by the public except as otherwise indicated by each Community Facility.

2) No person shall be admitted to or shall use any Community Facility unless such person pays the admission fee or the rental charge for the use of such facility as set by bylaw from year to year.

3. HOURS OF PUBLIC USE OF PARKS

1) No person shall enter upon or remain within a Park for any purpose whatsoever during the hours when the Park is closed as indicated by sign or Posted Notice or where no hours are posted, between 10:00 p.m. and 6:00 a.m. except:

   a) a person who has a concession or lease granted by the City for a specified purpose;

   b) the private house guests of a resident-caretaker employed by the City;

   c) authorized City personnel;

   d) a person that has prior express written authorization by the Director of Parks and Facilities or Director of Recreation;

   e) emergency services such as fire, ambulance and RCMP.

4. SPECIAL EVENT PERMIT

1) No person or group shall use a Park or any portion of a Park for a purpose other than a general public use nor shall any person conduct or hold an Organized Sport, organized activity, Special Event, or any other activity within a Park or Community Facility unless that person has obtained a valid Special Event Permit authorizing them to do so.

2) Special Event Permit shall be in a form as set from time to time by the City;

3) The Special Event Permit may:

   a) place restrictions and limits on the Organized Sport, organized activity, Special Event or ancillary activity authorized by the Special Event Permit as deemed necessary or desirable;

b) require the person or group to whom the Special Event Permit is issued to acquire and maintain insurance in an amount and form satisfactory to the City.

4) The City is not obligated to issue a Special Event Permit and, without in any way limiting the generality of the forgoing, may amend, suspend, revoke or refuse to issue a Special Event Permit to any person or group who has contravened the provisions of any previous Special Event Permit issued to that person or group or contravened the provisions of this bylaw or any other enactment.

5. PRESERVATION OF NATURAL FEATURES

1) No person shall cut down or prune any vegetation in a Park without the express prior authorization of the Director of Parks and Recreation and then only in strict accordance with such authorization.

2) No person shall remove, destroy, damage, deface, break or tamper with any natural Park feature, or any building, structure, fence, bench, sign, road, Trail or any facility, equipment, material or thing within a Park or Community Facility without the express prior authorization of the Director of Parks and Recreation and then only in strict accordance with such authorization.

3) No person shall foul or pollute or otherwise introduce any Contaminant on the land or into any natural stream, creek, ditch or pond, or any man-made water feature, fountain or pond within a Park or Community Facility.

6. ANIMALS

1) No person shall ride or walk a horse on any part of a Park or Community Facility except on Trails and other areas specifically designated for horse riding by signs or a Posted Notice.

2) No dogs allowed on playing fields, sport surfaces or play grounds.

3) No dogs allowed within 3 metres of a playing field, sport surface or playground.

4) A dog must be held on a leash secured to its owner in all Parks.

5) A dog is not required to be on leash in a designated off leash Park.

7. FIREWORKS AND FIRES

1) No person shall discharge any fireworks in a Park or Community Facility without a valid permit issued in strict accordance with requirements established by the Pitt Meadows Fire Works Bylaw 2246.

2) No person shall burn wood in a Park or Community Facility, only cooking fires contained within a barbecue or fire pit having a surface area not greater than (1) metre in diameter using natural gas/propane or charcoal or within a manufactured gas/propane, electric/charcoal barbecue are permitted.

8. LITTER

1) No person shall deposit refuse anywhere within a Park or Community Facility except in waste receptacles provided for such purposes by the City.

2) Except for On-Site Refuse, no person shall carry, transport or deposit refuse on any kind whatsoever into, or upon, a Park or Community Facility, nor deposit the same into waste receptacles provided by the City for On-Site Refuse.

9. MOTOR VEHICLE AND MOTORIZED TRAFFIC

1) The Director of Parks and Facilities or designate, City Bylaw Officer or a Police Officer, may remove, or cause to be removed; any unauthorized motor vehicles, devices or machinery from any Park. The cost of the removal shall be charged to the owner thereof.

10. COMMERCIAL SERVICES AND ACTIVITIES

1) No person shall sell, exchange or barter, or expose or display for sale, any food, refreshments, goods, materials or services whatsoever, nor shall any person conduct any business or commercial activity in a Park or Community Facility unless that person has a valid permit.

2) No permit shall be issued to any business or commercial activity in a Park or Community Facility unless the Director of Parks and Facilities or Director of Recreation has determined that the business or commercial activity is an ancillary activity.

3) No person shall post, affix, deliver, paint, publish or distribute any notice, advertisement, sign, placard or handouts of any kind whatsoever in a Park or Community Facility except on information boards provided expressly for

that purpose unless that person has the prior express written authorization of the Director of Parks and Facilities.

4) No person shall operate or station any motor vehicle displaying advertising or equipped with a public address system in a Park or Community Facility for the purpose of advertising, promoting, demonstrating or attracting attention unless such activities are specifically authorized by a valid Special Event Permit.

11. BEHAVIOUR AND CONDUCT

1) Every person within a Park of Community Facility shall observe and obey all Federal and Provincial statues, City bylaws, regulations, enactments and policies including, without limitation, all signs and Posted Notices.

2) No person shall act in a disorderly, dangerous or offensive manner in a Park or Community Facility.

3) No person shall possess or consume liquor or alcoholic beverages within a Park or Community Facility without valid and legally required permits.

4) No person shall engage in activities involving high speed projectiles, including golf, war games, radio controlled aircraft or cars in a Park or Community Facility unless such activities are specifically authorized by a Special Event s Permit.

5) No person shall camp in a Park or Community Facility with or without a tent or other shelter of whatsoever kind, including a motor vehicle, unless such activities are specifically authorized by a valid Special Event Permit and then only in accordance with the Special Event Permit.

6) No person shall build or cause to be built any structure or any kind in a Park or Community Facility unless such activities are specifically authorized by a resolution of Council and comply with all City bylaws, permits, requirements and regulations.

7) Aside from authorized City staff, no person shall obstruct the free use or enjoyment of the Park or Community Facility by any other person.

8) No person shall enter or bathe in any pool, stream or other water designated for bathing without bathing attire.

9) No person shall use any device in any Park or Community Facility which, in the opinion of the Director of Parks and Facilities and Director of Recreation

or their designate, constitutes a hazard to any person using the Park or Community Facility.

10) No person shall interfere with or obstruct any employee of the City in the performance of his duty.

11) No person shall use or operate any device in such a manner as to disturb the enjoyment of the Park by other persons.

12) No person shall loiter in or around a Community Facility without lawful excuse, the proof of which lies upon him/her.

13) No person shall ignite any substance for the purpose of smoking or burning within a distance of 10 metres of a playing field; sports field/court or children's play ground.

12. LOSS OF ACCESS RIGHTS

1) Where the Director of Parks and Facilities and Director of Recreation their designate, or a Police Officer is of the opinion that a person or group within a Park or Community Facility is contravening any provision of this bylaw that person or group:

   a) provide their names and addresses and produce identification if requested to do so by the Director of Parks and Facilities, Director of Recreation, their designate or a Police Officer;

   b) may be required by to leave the Park or Community Facility;

   c) upon receiving a banning notice forfeit their right to access Parks for the period of time stipulated in the notice; and

   d) be required to comply with conditions related to that person's or group's future use of Park.

2) A person who is directed to leave a Park or Community Facility by the Director of Parks and Facilities or Director of Recreation their designate, or Police Officer:

   a) must immediately leave the Park, and;

   b) must not enter on the Park again except with prior approval.

13. OFFENCES AND PENALTY

Every person who contravenes a provision of this bylaw is guilty of an offence and is liable on summary conviction to a fine of not less than $100.00 and not more than the maximum penalty provided by the Offence Act and, where the offence is continuing, each day that offences continued will constitute a separate offence.

14. EFFECTIVE DATE

This bylaw shall come into force and effect as of the date of adoption.

15. SEVERABILITY

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

Repeal

1. City of Pitt Meadows Parks Regulation Bylaw No. 765, 1979 is hereby repealed in its entirety and this Bylaw substituted therefore.

Schedules

Schedule A – Banning Notice

Schedule B – Special Event Permit

READ a FIRST and SECOND time the 22nd day of July, 2014.

READ a THIRD time the 22nd day of July, 2014.

ADOPTED the 25th day of November, 2014.

``Original signed by John Becker``	``Original signed by Kelly Kenney``
Mayor	Corporate Officer

Schedule A

Date Notice Served: _____

Witness Name: _____
(Please print name)

Witness Signature: _____

Date

Municipal File #

RCMP File #

ATTENTION:

Dear:

RE:

Please be advised that your recent inappropriate behaviour and unprovoked altercations with facility staff at the Maple Ridge Leisure Centre on *DATE* is unacceptable. *Describe Behaviour* against staff or patrons and as such contravenes the Maple Ridge Parks Regulation Bylaw No. 7085-2014 which regulates acceptable behaviour in all parks and public facilities.

Section 8.1.14 of the bylaw states:

"NO PERSON SHALL use any blasphemous, obscene or vulgar language nor conduct himself in a disorderly or offensive manner or molest or injure any other person or loiter or obstruct for free use and enjoyment of the park by any other person."

Paragraph 11 in Pitt Meadows Parks Regulation Bylaw No. 2651-2014 states:

"No person shall use any obscene or vulgar language nor conduct himself in a disorderly or offensive manner, or molest or injure another person, or loiter or take up a temporary abode over night on any portion of any park, or obstruct the free use and enjoyment of any park by any other person, or violate any bylaw, rule, regulation or command of the Municipality, the Director of Operations or any other person in control of or maintaining, superintending or supervising any park or other property of or under the control custody and management of the Municipality; and any person conducting himself as aforesaid may be removed or otherwise dealt with as in this bylaw provided. (Amending Bylaw No. 1593)"

The bylaw further restricts any activity which may cause damage to a park or other public facility.

Describe incidents and any attempts to redirect behaviour

Please be advised you are no longer welcome to utilize any Maple Ridge or Pitt Meadows Parks and Leisure Services or Facilities for a period of 1 year. Should there be any violations of this order we reserve the right to extend the period of expulsion for an appropriate length of time and to expand the facilities to which it applies. Before we review when you will be allowed back on municipal property we require you to complete the following list below:

- *List any requirements before returning to facilities/programs*

The facilities and areas to which this order applies are listed below:

In the Maple Ridge Area:

• MR Municipal Tower/Library	• Municipal Hall /Memorial Peace Park	• Leisure Centre/MR Arts Centre
• Greg Moore Youth Centre	• Surrounding Parking Areas	• Haney Bus Exchange -Edge St.

In the Pitt Meadows Area:

• PM Family Recreation Centre	• PM Skateboard Park	• PM Library
• PM Municipal Hall	• Surrounding Parking Areas	• PM Recreation Hall

If you are found within the confines of these areas the Police will be notified immediately, and a ticket in the amount of $250.00 will be issued. We would appreciate your compliance with regards to the above guidelines.

For your own reference we are willing to reconsider our position only when there is appropriate action taken on your part to deal with your behaviour. Should you have any questions or require further information, please do not hesitate to contact the undersigned at *telephone number*.

Sincerely,

_____

Name
Title

Schedule B

Maple Ridge and Pitt Meadows
SPECIAL EVENTS APPLICATION

This application is to be completed, signed **at least 60 days prior to the first day of the event** and forwarded to:

Pitt Meadows Events:
Pitt Meadows City Hall, Bylaws department
12007 Harris Road, Pitt Meadows, BC 604-465-2445
Email: lelchuk@pittmeadows.bc.ca

Maple Ridge Events:
Maple Ridge Leisure Centre, Festival and Volunteer Office
11995 Haney Place, Maple Ridge, BC 604-467-7325
Email: kbaird@mapleridge.ca

Organizers are encouraged to not advertise the event until preliminary approval is obtained from the District of Maple Ridge and/or City of Pitt Meadows.

It is the responsibility of the applicant to provide any and all permits, licenses and certificates that are required for this special event to the appropriate address provided above.

SPECIAL EVENT INFORMATION

Event Name: _____

Event Date(s): _____ Time(s): _____

Event Type: ☐ Parade ☐ Festival ☐ Athletic Event ☐ Fundraiser
☐ Beer Garden ☐ Fair or Exhibit ☐ Fireworks ☐ Music/Concert
☐ Other (please specify) _____

Event Location: _____

Event to take place in: ☐ Pitt Meadows ☐ Maple Ridge

Facilities to be used: ☐ Park ☐ Street ☐ Sidewalk ☐ Indoor Facility

Purpose of Event: _____

Event Crowd Size: Participants:_____ Spectators:_____ Volunteers/staff_____

Has the event been produced previously: Yes ☐ No ☐

Any changes from previous events? Yes ☐ (please list changes) No ☐

_____

APPLICANT'S INFORMATION:

Organization Name: _____

Mailing Address:_____

Applicants Name: _____

Phone Number:_____ Email: _____

ACTIVITY PERMITS AND ADDITIONAL INFORMATION:

Food Service:

If you plan on selling or serving any food or beverages to the public at your event, please contact Fraser Health Authority at 604-476-7000 for a temporary food permit.

Beer Garden:

If you plan to have a beer garden at your event, a Special Occasion License application form must be completed, reviewed and approved by the RCMP and Liquor Control. Forms are available by visiting the BC Liquor Store nearest you.

Fireworks:

Contact Maple Ridge Fire Department at 604-476-3053 and/or City of Pitt Meadows Fire Department at 604-465-2401.

Portable Washrooms:

Event organizers must make arrangements for portable washroom facilities, if required. Event organizers should not rely solely on any adjacent washroom facilities.

Electricity and Water Requirements:

Please list any activities requiring electrical power and water: _____

_____

_____

Public Relations:

Have local neighbourhood groups/businesses approved of your event concept? Yes □ No □

Parade/March/Run/Walk/Cycle/Gathering/Festival

Event hosted on public space (street or sidewalk), a Highway Use Permit is required. Provide a site map showing how you propose to manage the event and control the traffic. Contact the Engineering Department for a Highway Use Permit application.

Additional Information:

Site Map:

A site map is required for event approval. Please attach a site or route map with the following indicated:

- North, indicated by directional arrow
- Names of surrounding streets
- Number and placement of traffic control personnel and barricades
- Location of first aid station
- Parking for participants and spectators
- Activities, including food vendors, stage entertainment, arts and crafts, children's activities, inflatables, carnival rides, animal displays, activities with open flame, and any other details that will assist with the approval process.

Public Safety:

What are your plans for security/event monitors/crowd & traffic control? Please attach your safety plan.

Insurance Information:

As a condition of being granted permission to hold a special event, applicants are required to show proof of liability insurance coverage, which meets the following requirements:

- Minimum limit of $5,000,000 against third party bodily injury and property damage losses;
- Additionally named insured: The District of Maple Ridge, The City of Pitt Meadows, School District #42, Maple Ridge Pitt Meadows Parks and Leisure Services.
- Events involving the sale or consumption of liquor also require host liquor liability insurance coverage. A copy of your "Certificate of Insurance" is required 14 days in advance of the planned event.

Litter and Recycling Plan:

Please attach your litter and recycling plan for the event. This is to include your waste control and disposal plan during and after your event.

Fees and Proceeds:

Admission Fee: Yes □ If yes, how much:_____ No □
Vending Sales: Yes □ No □

Indemnification:

On behalf of the above-named event organization, I hereby agree to indemnify and save harmless the City of Pitt Meadows, the District of Maple Ridge, School District # 42 and the Maple Ridge-Pitt Meadows Parks and Leisure Services Commission from and against claims or demands arising from the event described in this application and I agree to obtain liability insurance that is satisfactory to the District of Maple Ridge and/or City of Pitt Meadows.

_____	_____	_____
Applicants Signature	Print Applicant's Name	Today's Date

Pre-Approved by: _____

Pre-Approval Date: _____

Event Approved by: _____

Event Approval Date: _____

NOTICE: Personal information requested on this Special Events Application is collected under the authority of the Freedom of Information and Privacy Act, R.S.B.C. 1996, c. 165, as amended. Unless otherwise specified, the information gathered will be used by Maple Ridge and Pitt Meadows Parks and Leisure Services for processing the event approval. Questions about the collection, use, and disclosure of this information should be directed to the FOI Head, Clerks Department, District of Maple Ridge, 11995 Haney Place, Maple Ridge, BC V2X 6A9, 604-467-7482 or to the City of Pitt Meadows, 12007 Harris Road, Pitt Meadows, BC, V3Y 2B5, 604-465-2433.