

# Adoption of Facility Allocation Policy

## **RECOMMENDATION:**

That Council:

- Approve Facility Allocation Policy No. 11.16, effective January 1, 2020; and
- Rescind Ice Allocation Policy No. 11.04 and Outdoor Athletic Field Allocation Policy No. 11.07.

## **PREVIOUS COUNCIL/COMMITTEE ACTION**

At the November 26, 2015, Council meeting a Memorandum of Understanding with the Port Coquitlam Sports Alliance Society (PCSA) was approved.

At the April 11, 2018, Healthy Community Committee meeting staff were asked to review the Department's allocation policies to ensure their relevance to the current practice.

## **REPORT SUMMARY**

This report recommends that Council approve a new Facility Allocation Policy (Attachment 1) addressing allocation of parks, sport fields and recreation facilities with the implementation of the policy to be effective January 1, 2020. The report also provides an overview of the process followed by staff to consult community groups and incorporate their feedback.

## **BACKGROUND**

The City has operated under separate Ice and Outdoor Athletic Field Allocation policies since 1998 and 2000, respectively (Attachments 3 and 4). Since the two current policies were adopted, there has been a steady increase in the diversity of individuals and organizations looking to reserve City parks, sport fields and facilities. In addition, since the inception of the PCSA, the organization has been advocating for their members, in good standing, to have a higher allocation priority over sport organizations that choose not to join the PCSA. In 2015, a Memorandum of Understanding with PCSA (Attachment 2) was signed to endorse this priority.

## **DISCUSSION**

The City owns, operates and schedules a variety of facilities (parks, sports fields, arenas, pools and other civic buildings) used for recreation, sport and cultural activities. These facilities are public assets; therefore it is vital that the City provide clear allocation guidelines and promote access for the benefit of the entire community. Staff continually monitor user trends and assess community needs in order to determine existing, and forecast future allocation requirements. Over the past 20 years demands have consistently exceeded capacity for some facilities, such as



Report To: Council  
Department: Recreation  
Approved by: L. Bowie  
Meeting Date: November 12, 2019

## Adoption of Facility Allocation Policy

arenas and artificial turf fields; there is also increasing pressure to meet the demands for access to public facilities during prime times (primarily afterschool hours and weekends).

The intent of the proposed Facility Allocation Policy No.11.16 is to provide a clearly defined, systematic allocation process to effectively resolve any conflicting requests when a consensus among the specific users impacted cannot be achieved. The key challenge this policy will address is the increased demand for facility space during prime time hours, while continuing to recognize the overall importance of City sponsored programs, services and events in the allocation priority list. To this end, user group priority is redefined and guiding principles are outlined, as the defined set of criteria used to establish equitable and transparent priorities for each user group category booking public facilities.

The proposed policy incorporates both a review of evolving best practices from surrounding communities and the feedback obtained through an iterative user group consultation process. Through the consultative revision process key user groups and partners reviewed several drafts of the new policy, and staff gained a greater understanding of key issues and considerations for the policy effectiveness from a user perspective. Some diversity of opinion about how users should be prioritized and what the best approach to facility allocation would be, was expressed. Participating in the process enabled user groups, partners and staff to better understand and acknowledge the challenge of reconciling different perspectives and balancing the diverse needs of the various user groups, established recreation programs and general community access. The proposed policy incorporates user feedback, redefines the user group priority and outlines sequential guiding allocation principles used to establish equitable and transparent priorities of users. The recommendation that this policy take effect on January 1, 2020 will ensure user groups and partners are notified of changes prior to booking facilities for their 2020-21 seasons.

The following list itemizes what is different in the proposed policy, as compared to the two prior policies to be replaced:

- Includes all City parks, sports fields and facilities under one policy;
- Clearly defines user groups (Section 2);
- Adds clarification that a maximum 15% of prime time is allocated to City programs for ice programs (Subsection 3.1);
- Recognizes the user group, Port Coquitlam Sports Alliance Society members in good standing, as the 2<sup>nd</sup> priority in allocations (Subsection 3.1);
- Moves local user groups hosting major special events to 4<sup>th</sup> priority from previous 3<sup>rd</sup> priority (Subsection 3.1);
- Redefines the Allocation Guidelines (Subsection 3.2);
- Adds conditions to allocation (Subsection 3.3);
- Adjusts the application and completion dates for allocation of fields and outdoor playing surfaces (Subsection 4.3);
- Establishes a seasonal schedule for ice and dry floor (Subsection 4.6); and

## Adoption of Facility Allocation Policy

- Clearly defines the process to appeal a decision (Section 5).

Staff appreciate the contributions from all partners, user group representatives and the PCSA through the consultation process. Furthermore, staff believe that this proposed policy will effectively resolve conflicting user group requests, in the unusual occurrence that a consensus between the groups involved cannot be achieved. Council approval of Facility Allocation Policy No.11.16 with the effective date of the policy to be January 1, 2020, is recommended.

### **FINANCIAL IMPLICATIONS**

None.

### **OPTIONS** (✓ = Staff Recommendation)

	#	Description
	1	Approve the Facility Allocation Policy No.11.16 with the effective date of January 1, 2020.
	2	Refer the proposed policy back to staff for further information (e.g., additional consultation) or request that the policy be amended to address specified concerns.
	3	Continue with the existing policy.

### **ATTACHMENTS**

- Attachment #1: Proposed Facility Allocation Policy No. 11.16  
Attachment #2: Memorandum of Understanding with PCSA  
Attachment #3: Ice Allocation Policy No. 11.04  
Attachment #4: Outdoor Athletic Field Allocation Policy No. 11.07