

Corporate Policy

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Section:	Parks Administration	12
Sub-Section:	Fields	5920
Title:	Field Allocation	2022-01

Related Policies

Number	Title
15-7710-01	Gender Equity and Cultural Diversity
18-7810-2018-01	Sustainable Events
EDMS#243461	City / SD43 Master Joint Use Agreement
BL2894-C	Parks and Community Facilities Rules and Regulations Bylaw

Approvals

Approval Date: July 12, 2022	Resolution #: <u>RC22/227</u>
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Field Allocation

Policy

The purpose of the policy is to ensure fair and equitable allocation of City fields to all current and potential users. Council has delegated City of Port Moody staff to evaluate and prioritize all requests to ensure the public good is maximized and to provide a fair, equitable, transparent, and consistent distribution of Port Moody fields to the community.

Specific objectives will include:

- establish Priority of Use criteria;
- identify Allocation Criteria; and
- identify user group requirements of use and allocation process details.

Users must comply with all applicable City bylaws and Federal and Provincial legislation, including the BC Human Rights Code, which prohibits discriminatory conduct.

Definitions

Facility Seasonal Definitions

There are two primary seasons. Each season will be assigned fields as follows:

- Spring/Summer: April 1 to August 31; and
- Fall/Winter: September 1 to March 31.

Priority of use for fields will be as follows:

City of Port Moody: City sponsored programs, special events, and services. This includes school rentals which occur weekdays from 9am-5pm and are included in the Joint Use Agreement with School District #43.

Port Moody Child/Youth Community/Sport Group: A not-for-profit, non-discriminatory membership group or organization, based in Port Moody, for youth and children 18 years of age and under. There is no residency requirement for this category. The organizations' activities must be consistent with the goals, objectives, and standards of the City of Port Moody. If the majority (greater than 50%) of players on a team within an organization consist of players 19 years of age and older, they will be considered to be an adult team and prioritized accordingly.

Port Moody Mixed Resident Minor Community/Sport group: A not-for-profit, non-discriminatory membership group or organization, not based in Port Moody, consisting of youth and children 18 years of age and under who meet the Port Moody residency requirement of 75% Port Moody, Anmore, and Belcarra residents. Community groups who do not meet the residency requirements should not be competing for space with a Port Moody group in the same sport, age group, and gender.

Port Moody Adult Community/Sport Group: A not-for-profit, non-discriminatory membership group or organization, based in Port Moody, who consist of players 19 years of age and older. There is no residency requirement for this category.

Port Moody Mixed Resident Adult Community/Sport Group: A not-for-profit, non-discriminatory membership group or organization, not based in Port Moody, whose group is composed of no fewer than 75% of Port Moody, Anmore, and Belcarra residents. The majority of the players are aged 19 years and older.

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Private Group: Any individual or organization which does not meet the requirements of the Community Organization or Commercial definitions.

Regional Minor Community/Sport group: A not-for-profit, non-discriminatory membership group or organization, not based in Port Moody, consisting of youth and children 18 years of age and under who do not meet the Port Moody residency requirement of 75% Port Moody, Anmore, and Belcarra residents. Community groups who do not meet the residency requirements should not be competing for space with a Port Moody group in the same sport, age group, and gender.

Regional Adult Community/Sport Group: A not-for-profit, non-discriminatory membership group or organization, not based in Port Moody, whose group is composed of fewer than 75% of Port Moody, Anmore, and Belcarra residents. The majority of the players are aged 19 years and older.

New Sport Groups: Newly designated Port Moody community groups' allocation will be discussed with existing user groups to negotiate space. The 75% residency requirement may be waived by the City when there are insufficient local residents to make a worthwhile activity viable and the group has had to recruit more than 25% of its participants from outside Port Moody. Allocation will be discussed with existing user groups to negotiate space for the new organization and may be prioritized according to the total number of Port Moody residents.

Commercial: Any individual, company, or organization engaged in the pursuit of business for profit through the use of the recreation facilities.

Procedures

The prioritization of various users and uses of fields will influence the amount of time allocated to a group. The field usage priority levels will also be applied when assigning allocations to the schedule.

To optimize the use of facilities and ensure the economic sustainability of City resources, several strategies may be implemented, which include:

- increased sharing of premium amenities – to be determined through the agreed Standards of Play for sport user groups;
- increased sharing of amenities that may be less desirable to users, but appropriate for the intended use;
- a percentage of the time allocated to Regular Groups may be non-prime, with the percentage per season based on the ratio of supply and demand; and
- the right to refuse use of parks, fields, and public open spaces in order to protect them from degradation, provide time for natural areas to recover from repetitive use, and/or to ensure public safety.

So that all users can trust that the most accurate and current statistics are consistently submitted, the City will conduct annual audits. Each year, City staff may randomly select one or more regular groups and request that their membership rosters be provided. The City will

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collect, use, retain, and disclose personal information in accordance with the *Freedom of Information and Protection of Privacy Act*.

User Group Priority Levels:

1st Priority:	<ul style="list-style-type: none">a) Programs, services, and events sponsored by the City of Port Moody, provided that there is not another non-profit user group organization providing the service; andb) Existing contractual obligations for tenants, leases, and special events.
2nd Priority: 5:00pm-8:00pm weekdays and 9:00am-4:00pm weekends	<ul style="list-style-type: none">a) Regularly scheduled games and practices, Port Moody Child/Youth Community Sports Groups in good standing, serving children and youth, in season;b) Skill development programs and extra practices and games, Port Moody Child/Youth Community/Sport groups in good standing, serving children and youth, in season;c) Regularly scheduled games and practices, Port Moody Mixed Resident Minor Community/Sport group serving children and youth, in good standing, in season; andd) Skill Development programs and extra practices and games, Port Moody Mixed Resident Minor Community/Sport serving children and youth, in good standing, in season.
3rd Priority: 5:00pm-8:00pm weekdays and 9:00am-4:00pm weekends	<ul style="list-style-type: none">a) Regularly scheduled games and practices, Port Moody Child/Youth Community/Sports Groups in good standing, serving children and youth, out of season;b) Skill development programs, Port Moody Child/Youth Community/Sports Groups in good standing, serving children and youth, out of season;c) Regularly scheduled games and practices, Port Moody Mixed Resident Minor Community/Sport serving children and youth, in good standing, out of season; andd) Skill development programs, Port Moody Mixed Resident Minor Community/Sport groups in good standing, serving children and youth, out of season.
4th Priority: After 8:00pm weekdays and 4:00pm weekends	<ul style="list-style-type: none">a) Regularly scheduled games and practices, Port Moody Adult Community/Sport Groups in good standing; andb) Regularly scheduled games and practices, Port Moody Mixed Resident Adult Community/Sport Groups in good standing.
5th Priority: 8:00am-5:00pm weekdays during the school year	<ul style="list-style-type: none">a) Port Moody schools, weekdays during the school year; andb) Other SD43 schools, weekdays during the school year.

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6th Priority:	Special events/tournaments: a) National tournaments/Special events; b) Provincial tournaments/Special events; and c) Local tournaments/Special events.
7th Priority:	a) Local Not-For-Profit Group; b) Local Private Group; and c) Port Moody Individual.
8th Priority 5:00pm-8:00pm weekdays and 9:00am-4:00pm weekends	a) Regularly scheduled games and practices, Regional Minor Community/Sport group serving children and youth, in good standing, in season; b) Skill Development programs and extra practices and games, Regional Community/Sport group serving children and youth, in good standing, in season; c) Regularly scheduled games and practices, Regional Minor Community/Sport serving children and youth, in good standing, out of season; and d) Skill development programs, Regional Minor Community/Sport groups in good standing, serving children and youth, out of season.
9th Priority: After 8:00pm weekdays and 4:00pm weekends	a) Regularly scheduled games and practices, Regional Adult Community/Sport Groups in good standing.
10th Priority:	a) New Sports Groups.
11th Priority:	a) Commercial users, including non-association/club-based skill development programs.

Allocation Guidelines

1. Overlapping Requests:

When an overlapping request for use of a facility occurs between User Groups, the following criteria will guide the allocation decision:

- a) higher number of Port Moody residents registered as players or athletes in the organization (excludes coaches/volunteers/executives);
- b) higher number of players or athletes to use the facility during the allocated time (density of use);
- c) achieving a balance in number of hours allocated to the User Groups (percentage of prime time and non-prime hours used historically and requested for current season);
- d) retention of historical allocations;
- e) activity is consistent with maximizing public good by ensuring a variety of sport options for residents, aligning with current trends and community demands, and promoting active living for all ages and abilities;

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- f) activity does not duplicate or conflict with City programs or with another User Group's offerings (what the facility is being used for); and
- g) achieving the minimal allotment hours required to keep the User Group viable per the recommendations of a relevant governing body.

The standards (hours/minutes of active play) for games, practice, and warm-up time for sport User Groups will use the established standards of their governing provincial or national sport organizations when available. When not available, the standards will be determined by staff in consultation with user groups.

2. Port Moody Residency:

Evaluation of a request from a Not-for-Profit or Community Group which advises that it is unable to attain 75% of its members as Port Moody residents will be made on a case-by-case basis if the group advises it is unable to achieve this percentage.

Performance Expectations:

To be considered in good standing, groups must ():

- complete rental fee payments within required timelines per Port Moody rental policies;
- demonstrate consistent utilization of time allocated the previous season;
- ensure that there is equitable treatment and non-discrimination of any person or groups of persons;
- adherence to all conditions of facility use licence and policies;
- ensure satisfactory condition of field and field house following sport use;
- demonstrate positive behaviour/conduct of participants and spectators; and
- provide accurate membership data when requested.

Past season conduct will also be taken into consideration when allocating fields.

Failure to meet any of the performance expectations may affect the field allocation for the following season.

Artificial turf field:

- Local minor sport teams will have the highest priority from 5:00pm-8:00pm on weekdays and 9:00am-4:00pm on weekends and holidays followed by local adult sport teams;
- Local adult sport teams will have the highest priority after 8:00pm on weekdays and after 4:00pm on weekends and holidays;
- School District #43 school activities will have the highest priority between 8:00am and 5:00pm on weekdays; and
- With ample notice, the City reserves the right to close fields to schedule required maintenance, higher priority events, and City-sponsored community events.

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Allocation Process

Port Moody staff must ensure the Field Allocation Policy is administered in an objective and transparent manner to ensure that a balance of services is offered. Staff will use a combined priority and criteria-based evaluation process when determining fair and equal distribution of field allocations.

Field allocation forms for new requests and special event requests (i.e., tournaments) will be distributed to groups in December for the Spring/Summer season and in June for Fall/Winter.

Each Seasonal allocation process consists of the following steps:

- a) City programs, sponsored special events, and prescheduled major maintenance and improvement work will be inserted into the draft schedule.
- b) In June and December of each year, school groups will be required to submit their requirements for fields.
- c) Returning regular community sport groups will be sent field application forms for new requests and special events ONE MONTH prior to the due date. New requests will be slotted into the draft schedule and requests that cannot be accommodated will be reviewed using the User Group Priority Levels.
- d) Efforts will be made to provide a degree of consistency in scheduling (location and time) from season to season. While preference will be given to established non-profit organizations that have provided quality programming to Port Moody residents, historical allocation will be balanced against the needs of all user groups and maximizing field use.
- e) Staff will apply the User Group Priority Levels and the Allocation Criteria to assist in developing a fair and equitable field allocation schedule with input from all the User Groups. Previous year's usage shall provide a starting point for the initial development of each schedule. If enrollment and registration numbers significantly change, and actual need is determined to be more or less than originally determined, the City reserves the right to adjust the schedule based on such changes.
- f) The draft schedule will be presented, and suggestions or allocation exchanges will be communicated from the sport groups. Mutually agreeable field time trades may be negotiated with groups at the same User Group Priority Level. All swapped field time will then be reflected on the schedule and once more distributed to all users.
- g) Final schedule to be completed for Fall/Winter season by early August and Spring/Summer season by early March.
- h) If new requests for all groups exceeds the available field space, consultation with existing User Groups will be executed and either a percentage of available eligible hours will be assigned or a formula will be used to assign time to equal the maximum available time.
- i) It is expected that groups will use the facility for the purpose and intent, level of participation, type of activity, and age group stated on the application form/booking contract and/or the season schedule. Each season, Regular Groups may be asked to submit a sample schedule, showing a typical week.
- j) Sub-leasing facilities is not permitted.

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Other Considerations/Criteria necessary in the allocation process:

- actual total number of Port Moody registrants in the association;
- appropriate time allocated to specific age groups will be considered and an appropriate standard of field will be assigned, reflective to the sport activity;
- the potential maximum number of participants on the field will be a priority;
- team skill developmental use and special event use must be assigned within regular field booking times unless otherwise requested;
- allocated field time that is consistently vacant (3+) or regularly cancelled will be reabsorbed into the allocation process and distributed to the next prioritized user;
- groups can agree to exchange permanent booked time when they receive approval from booking staff; casual exchanges can only take place between groups that are eligible to receive the allocated time according to User Group Priority Level;
- once minimum field requirements are met and there is no additional time available, organizations will be asked to close their registrations. If any group wishes to take additional registrations, it is with the understanding that there is no additional field time;
- training camp participants must be registered through the minor sport association who holds the priority rights to the field, otherwise, contractor must book the field at the commercial rate; and
- sub-leasing of fields is prohibited.

After applying priority and criteria information, allocations may from time to time require some adjustments at the discretion of staff to best meet the needs of all User Groups.

Monitoring/Authority

This policy will be administered and monitored by the Community Services Department. Amendments to this policy require Council approval.