



City of Maple Ridge
Parks, Recreation and Culture Advisory Committee (PRCC)
AGENDA
Wednesday, January 5, 2022 at 4:00 pm
Held via Zoom Teleconference

Meeting Access Information

To practice social distancing during the COVID-19 pandemic we will be holding the Parks, Recreation and Culture Advisory Committee (PRCC) meeting via Zoom teleconference. Members of the PRCC and the public are asked to join the meeting from home using the following access information:

Join the meeting from your computer, tablet or smartphone

<https://mapleridge-ca.zoom.us/j/89760494267?pwd=TGxpVjNxNG90L1J6eWEwUtlQVVPdz09>

Or join the meeting using your phone

Dial: 1-778-907-2071 Meeting ID: 897 6049 4267 Passcode: 244089

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **ADOPTION OF MINUTES** – November 24, 2021
4. **DELEGATIONS** – NIL
5. **NEW AND UNFINISHED BUSINESS**
 - 5.1 Welcome/Member Introductions
 - 5.2 Committee Orientation
 - 5.3 2022 Meeting Schedule
 - 5.4 Chair and Vice Chair Selection
 - 5.5 Park and Facility Allocation Policy
 - 5.6 Albion Community Centre Update – Russ Brummer, Manager of Business Operations
 - 5.7 Neighbourhood Development Framework – Tony Cotroneo, Manager of Community Engagement
 - 5.8 Firefighters Park – Skate Area Donation Update – Chad Neufeld, Manager of Parks Planning & Development
6. **LIAISON UPDATES**
 - 6.1 Staff Liaison
 - 6.2 Council Liaison
7. **QUESTIONS FROM THE PUBLIC**
8. **ROUNDTABLE**
9. **ADJOURNMENT**

Next Meeting: March 30, 2022

Agenda Items Submission Deadline: March 16, 2022

QUESTION PERIOD

Question Period provides the public with the opportunity to ask questions or make comments on subjects that are of concern to them. Each person will be given 2 minutes to speak.
Up to ten minutes in total is allotted for Question Period.



City of Maple Ridge
Parks, Recreation and Culture Advisory Committee (PRCC)
MEETING MINUTES
Wednesday, November 24, 2021

The Minutes of the Regular Meeting of the Parks, Recreation and Culture Advisory Committee (PRCC) held via Zoom teleconference on November 24, 2021 at 4:00 pm.

COMMITTEE MEMBERS PRESENT

Councillor Ryan Svendsen, Chair	Council Liaison
Carolyn Gosling	Member at Large
Clayton Maitland	Member at Large
Mike Murray	School District No. 42 Board Trustee

STAFF PRESENT

Danielle Pope	Director of Recreation & Community Engagement/Staff Liaison
Valoree Richmond	Director of Parks & Facilities/Staff Liaison
Chad Neufeld	Manager of Parks Planning & Development
Mark Halpin	Manager of Transportation
Mike McLean	Committee Clerk

COMMITTEE MEMBERS ABSENT

Cass MacLeod, Vice Chair	Member at Large
Karlo Tamondong	Member at Large
Stephen Von Sychowski	Member at Large

1. CALL TO ORDER- 4:01 p.m.
2. APPROVAL OF THE AGENDA

R/2021-015

It was moved and seconded

That the agenda for the November 24, 2021 Parks, Recreation and Culture Advisory Committee meeting be approved as circulated.

CARRIED

3. ADOPTION OF THE MINUTES

R/2021-016

It was moved and seconded

That the minutes of the Maple Ridge Parks, Recreation and Culture Advisory Committee meeting dated September 22, 2021 be adopted.

CARRIED

4. DELEGATIONS

4.1 Strategic Transportation Plan Overview

Mark Halpin, Manager of Transportation, provided an overview of the City of Maple Ridge's Strategic Transportation Plan, including results of public engagement initiatives and the draft vision statement.

Note: M. Halpin left the meeting at 4:30 p.m.

5. NEW AND UNFINISHED BUSINESS

5.1 Albion Park Playground Design Update

Chad Neufeld, Manager of Parks Planning & Development provided an update on the Albion Park Playground Design, including consultation efforts and the concept plan.

Note: C. Neufeld left the meeting at 4:46 p.m.

5.2 Master Plan Update

Danielle Pope provided an overview of the Parks, Recreation and Culture Master Plan.

6. LIAISON UPDATES

6.1 Staff Liaison

The Staff Liaisons provided an update on the following items:

- Silver Valley Gathering Place
- Playground renovations for 2022
- Thornhills Trails proposed trail plan
- Skate spot sponsorship offered through the Park Gift Program
- Celebrate the Night event held on October 22, 2021

6.2 Council Liaison

The Council Liaison provided an update on the following items:

- Status of committee/commission work plans
- Economic Development strategic plan
- Building Permit Function Review
- The start of GLOW Maple Ridge
- Recognition of outgoing Member at Large Clayton Maitland for his contributions to the Committee

7. QUESTION PERIOD FROM THE PUBLIC

Helen Homer inquired about the maintenance of recognition plaques on park benches sponsored through the Park Gift Program. Valoree Richmond noted that City staff would not remove gifted benches and/or recognition plaques following the expiration of ten-year maintenance commitments unless safety issues arise.

8. ROUNDTABLE

Committee members shared information on relevant events and activities.

9. ADJOURNMENT – 5:27 p.m.

The next regular meeting of the Parks, Recreation and Culture Advisory Committee will be held on Wednesday, January 5, 2022 at 4:00 p.m.

Councillor R. Svendsen, Chair

/mm

Parks, Recreation and Culture Committee Terms of Reference

Mandate

The Parks, Recreation and Culture Committee (PRCC) will advise Council on the enhancement of parks, recreation and culture to deliver services and programs that best meet the needs of present and future citizens of Maple Ridge.

The Committee will:

1. Provide a community perspective and input on emerging needs that would enhance parks, recreation and culture in the community;
2. Make recommendations during the development of Parks, Recreation and Culture department's strategic planning initiatives;
3. Review and provide feedback on Parks, Recreation and Culture policies under consideration by staff;
4. Advise on matters referred to the Committee by Council.

Membership Composition

The Committee will be comprised of the following 7 voting members:

- One Council liaison (or alternate)
- One School District No. 42 Board Trustee (or alternate)
- Five Members at Large appointed by Council, with the goal of representation from youth, senior, and business communities and interest in parks, recreation and culture

Quorum

- Majority of voting members (4)

Meetings

- Committee meets quarterly
- Last Wednesday of the month at 4:00 pm in the Blaney Room, City Hall

Subcommittees

- N/A

Tentative Meeting Dates - 4:00 pm via Zoom (subject to change)

Wednesday, January 5, 2022
Wednesday, March 30, 2022

Wednesday, June 29, 2022
Wednesday, October 26, 2022

January

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November

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December

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**Parks, Recreation and Culture
Advisory Committee (PRCC)**

TO: Committee Members
FROM: Committee Clerk
SUBJECT: Chair and Vice Chair Selection

MEETING: January 5, 2022

BACKGROUND:

The goal of the Chairperson is to ensure that the Committee functions properly, that there is full participation during meetings, that all relevant matters are discussed, and that effective decisions are made and carried out.

There are three main spheres that the Chairperson has to manage:

- Assisting with the planning of meetings
- Running the meetings
- Ensuring that the Committee is achieving its goals

The previous Chair or Council Liaison will chair the meeting as the Acting Chair until a new Chair is appointed or for the duration of the meeting. During the meeting, the floor will be opened for Committee members to nominate fellow members for the position of Chair and Vice Chair. In order for their name to stand, an individual must accept the nomination.

If there are multiple nominations (and nominees are willing to serve), voting will be done virtually via Zoom. Each member will send a private Zoom chat message to the Committee Clerk with their vote. The Committee Clerk will compile all the votes and submit the results to the Acting Chair.

The Acting Chair will then ask if any member would like to put forward a motion that the selected individual be appointed as Chair or Vice Chair for 2022. Once the Chair and Vice Chair have been appointed, the meeting can be turned over or the previous Chair or Council Liaison can continue as the Acting Chair for the remainder of the meeting with approval from the newly elected Chair.

RECOMMENDATION(S):

That _____ be appointed as Chair of the Parks, Recreation and Culture Advisory Committee for 2022.

That _____ be appointed as Vice Chair of the Parks, Recreation and Culture Advisory Committee for 2022.



mapleridge.ca

POLICY MANUAL

Title: Park and Facility Allocation Policy		Policy No.: 4.25
		Supersedes:
Authority:	<input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Operational	Effective Date:
Approval:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Review Date:
<p>Policy Statement:</p> <p>The purpose of this policy is to allocate space fairly and equitably that maximizes public amenities for the benefit of citizen participation in a variety of opportunities.</p>		
<p>Purpose:</p> <p>The purpose of this policy is to provide a framework for allocation of the City of Maple Ridge 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 Maple Ridge is committed to broadening access, ensuring opportunity, and equitably distributing resources for all participants of sport and physical activity. Citizens enjoy considerable benefits from participation in activities that take place in a variety of parks and facilities.</p> <p>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, and performance spaces. This document will guide the City in collaboration with user groups to administer allocation and manage priority allocation.</p>		
<p>Definitions:</p> <p>User Group: Any or all users with a Rental Agreement with the City of Maple Ridge to use City managed Parks and Facilities.</p> <p>Youth Local Non-Profit: Community and sport associations that serve children 0-19 years of age with a majority membership comprised of Maple Ridge residents. Age range may vary based on Local Sport Organization bylaws and Provincial Sport Organization standards.</p>		

Adult Local Non-Profit: Community and sport associations that serve adults **20 years +** with a majority membership comprised of Maple Ridge residents.

Local Private Groups: Maple Ridge residents who are not associated with an established group, organization, or business using the park or facility for an activity or private event.

Local Commercial Groups: Organizations that are for-profit doing business in Maple Ridge, or with the goal of serving Maple Ridge residents.

Non-Resident: A person or business residing or working outside of Maple Ridge.

Prime and Non-Prime Time Hours: Unless otherwise stated, prime time hours are 6:00 pm to 10:00 pm, Monday to Friday, and all day Saturday and Sunday. Non-prime time hours are all other times.

Regional: Community and sport associations with members from both Maple Ridge and Pitt Meadows.

Allocation Priority:

Priority of user groups to establish the order of providing allocation:

- 1st Priority: Maple Ridge Parks, Recreation & Culture programs, events, and services
- 2nd Priority: School District No. 42 activities during the school day per the terms of the Tri-Party Master Agreement between School District No. 42, City of Pitt Meadows, and the City of Maple Ridge
- 3rd Priority: Youth Local Non-Profit and Regional Groups
- 4th Priority: Adult Local Non-Profit and Regional Groups
- 5th Priority: Local Private Groups
- 6th Priority: Local Commercial Groups
- 7th Priority: Non-Resident

For Youth and Adult Local Non-Profit sport users, the following programming priority will be followed*:

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

***Events and Tournaments for Ice and Dry Floor are determined annually following the Special Event request process and in cooperation with minor sport users, arena operator and the City.**

Allocation Conditions:

Users wishing to enter into an agreement with the City for the 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 codes of conduct and regulations, including the Parks Regulation Bylaw.
- C. Demonstrate the ability to utilize the time provided.

When administering the process, City staff retain some discretion to adjust the allocation for City priorities and meet the needs of all user groups and casual users, including providing time for new and emerging sports sanctioned under a Provincial Sport Organization.

Allocation Procedures:

Allocation is managed by the City annually based on season of play or operational needs. Submission timelines will be communicated to user 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.

Allocation Application Deadlines:

Seasonally Allocated Facilities	Requests in for Spring/Summer	Contract Issued	Requests in for Fall/Winter	Contract Issued
Fields & Outdoor Playing Surfaces	November 30	March 1	April 1	June 30
Arena Ice	N/A	N/A	May 1	July 15
Arena Floor	January 15	Feb 28	N/A	N/A

Annual Allocation	Requests for Sep-Aug	Contract Issued
Indoor Facilities	June 1	July 15

Allocation Guidelines:

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

- A. The number of Maple Ridge residents registered as participants, players, members, or athletes in the organization.
- B. The 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 that support inclusivity and equal access for all.

Allocation Appeals:

If a user group is not satisfied with the allocation decision, they can submit an appeal to the Director of Parks & Facilities for outdoor space, or to the Director of Recreation & Community Engagement for indoor space within two weeks of notification of the decision. The appeal in writing should be directed to:

Parks, Recreation & Culture Department
City of Maple Ridge
11995 Haney Place
Maple Ridge, BC V2X 6A9

Key Areas of Responsibility:

Action to Take	Responsibility
• Allocation submission deadline communicated to user groups and public.	City Staff
• Work collaboratively with the City of Pitt Meadows to facilitate field and arena allocation for regional clubs.	City Staff
• Submission of completed allocation request prior to the application deadline.	User Group