

## POLICY MANUAL

<b>Title:</b> Allocation Policy		<b>Policy No.:</b> 4.25
		<b>Supersedes:</b>
<b>Authority:</b>	<input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Operational	<b>Effective Date:</b> January 25, 2022
<b>Approval:</b>	<input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	<b>Review Date:</b> January 25, 2023
<p><b>Policy Statement:</b></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><b>Purpose:</b></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 &amp; 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 &amp; 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><b>Definitions:</b></p> <p><b>User Group:</b> Any or all users with a Rental Agreement with the City of Maple Ridge to use City managed Parks and Facilities.</p> <p><b>Youth Local Non-Profit:</b> 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:

- 1<sup>st</sup> Priority: Maple Ridge Parks, Recreation & Culture programs, events, and services
- 2<sup>nd</sup> 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
- 3<sup>rd</sup> Priority: Youth Local Non-Profit and Regional Groups
- 4<sup>th</sup> Priority: Adult Local Non-Profit and Regional Groups
- 5<sup>th</sup> Priority: Local Private Groups
- 6<sup>th</sup> Priority: Local Commercial Groups
- 7<sup>th</sup> Priority: Non-Resident

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

- 1<sup>st</sup> Priority: Community Special Events
- 2<sup>nd</sup> Priority: Sanctioned Tournaments
- 3<sup>rd</sup> Priority: Community League Play
- 4<sup>th</sup> Priority: Community Practice & Development
- 5<sup>th</sup> Priority: Skill Development Programs for Non-Profit Fundraising
- 6<sup>th</sup> 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
<ul style="list-style-type: none"> <li>Allocation submission deadline communicated to user groups and public.</li> </ul>	City Staff
<ul style="list-style-type: none"> <li>Work collaboratively with the City of Pitt Meadows to facilitate field and arena allocation for regional clubs.</li> </ul>	City Staff
<ul style="list-style-type: none"> <li>Submission of completed allocation request prior to the application deadline.</li> </ul>	User Group