

Subject Area:	Recreation Department	Policy #	11.16
Policy Title:	Facility Allocation Policy		
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	Administrative	<input type="checkbox"/>	Review Date: 2025-01-01
Issued By:	Lori Bowie Director of Recreation	Issue Date:	2019-11-13
		Distributed By:	Email Copy to User Groups

Purpose:

The purpose of this policy is to provide a framework for the allocation of the City of Port Coquitlam’s parks, sports fields and facilities including, but not limited to: parks, park shelters, arenas, tennis courts, pools, athletic fields, community and recreation centres, multi-purpose rooms and gymnasiums. The priority of users and allocation guidelines outlined in this policy are intended to enable City staff to conduct a fair and equitable allocation process to ensure a variety of activities and opportunities are available to all Port Coquitlam residents.

Policy:

1. Introduction

As parks, sports fields and facilities continue to be developed, the inventory available for allocation to individuals, groups, organizations and businesses increases. This policy consolidates previous policies for outdoor athletic field and ice allocations to consistently govern the use of all City-managed parks, sports fields and facilities, and provides a framework for consistent, fair and equitable allocation decisions. Further, it is intended to serve as a guide to a consensus decision-making process with key stakeholders around priority allocations. The City, as the owner and operator of the parks, sports fields and facilities, must carefully evaluate and prioritize all demands to maximize the public good; this policy provides direction to that end.

2. User Groups

The following user groups are identified as eligible to reserve parks, sports fields and facilities in accordance with this policy.

City of Port Coquitlam: The City for its events, maintenance purposes and for use by the general public on a “first-come, first-served” basis

Port Coquitlam Sports Alliance Society (PCSA) Member: A youth or adult sport group which is a member in good standing with the PCSA

Local School Group: A public or private school recognized as an education institution and located within the City of Port Coquitlam or part of School District #43

Local Not-for-Profit Group: A non-sporting group or organization with either registered not-for-profit or charitable society status with at least 75% of active members being residents of Port Coquitlam

Local Private Group: A group or organization other than a Local Not-For-Profit Group with at least 75% of active members being residents of Port Coquitlam

Regional Sport Group: A sporting group or organization having a registered not-for-profit or charitable status if fewer than 75% of active members are Port Coquitlam residents

Port Coquitlam Individual: A person with a permanent residence or owning a business located in Port Coquitlam

Other Individual: A person with a permanent residence not located in Port Coquitlam

Other Group: A commercial, political, institutional or other organization not defined as a User Group by this policy.

3. Priority Allocation of Parks, Sports Fields and Facilities

3.1. Priority of User Groups: Allocations will be in accordance with Table 3.1.

Table 3.1: Priority of User Groups

1 st Priority	Programs, services and events sponsored by the City of Port Coquitlam. City sponsored ice programs are subject to a maximum allocation of 15% of prime time hours ¹ .
2 nd Priority	PCSA Members in the following priority order: <ul style="list-style-type: none"> • Youth have higher priority than adults for allocation of artificial turf fields (including the turf warm-up box) • Youth have prioritized use until 8:00 p.m. weekdays and 4:00 p.m. weekends • Adults have higher priority after 8:00 p.m. weekdays and 4:00 p.m. weekends
3 rd Priority	Local School Group, weekdays during the school year between 8:00 a.m. and 5:00 p.m.
4 th Priority	Local User Group hosting a major special event such as a tournament, championship, ceremony or trade show
5 th Priority	Local Not-for-Profit Group
6 th Priority	Local Private Group
7 th Priority	Port Coquitlam Individual
8 th Priority	Regional Sport Group

9 th Priority	User Group offering a sport skill development program during prime time hours ¹ for which participants pay a fee additional to their sport registration fee
10 th Priority	Other Group or Other Individual

¹ Prime time hours are defined as the hours between 4:00 p.m. and 10:00 p.m. Monday to Friday and 8:00 a.m. to 10:00 p.m. Saturday and Sunday

3.2. 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 Coquitlam 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.
- f) Activity does not duplicate or conflict with City programs or with another User Group’s offerings (what is the facility being used for).
- g) Achieving the minimal allotment hours required to keep the User Group viable per the recommendations of a relevant governing body (e.g., Pacific Coast Amateur Hockey Association, Skate Canada).
- h) If other formal agreements exist outside the allocation process for the use group or activity and for which there is Council approval.

(2) Port Coquitlam Residency

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

3.3. Conditions of Allocation: The City reserves the right to deny approval of a rental permit or rescind a rental permit if the following circumstances apply to the User Group:

- a) Not in good financial standing with the City of Port Coquitlam
- b) Participants or spectators not observing posted guidelines (Code of Conduct)
- c) Damage or poor condition of parks, sports fields or facilities after use
- d) Failure to use and or report unneeded or unused time
- e) Membership has significantly decreased from previous seasons
- f) Membership data is not made available, is inaccurate or indicates User Group qualifications are not met
- g) Lack of adherence to the terms and conditions listed on the rental permit.

3.4. Major Special Events:

- (1) An application to use parks, sports fields or facilities for a major special event will be evaluated individually. A User Group shall provide one year’s advance notice for consideration of an application for a major special event.
- (2) Consideration of approval for a major special event will be based on an assessment of the following factors:
 - a) Duration and frequency of disruption to current park, sports fields or facility users
 - b) Level of competition (e.g., regional, provincial, western, national)
 - c) Hosted or supported by a local organization (City, sport or community group)
 - d) Value to the community
- (3) Given the nature of the bid process for major special events, applications for major special events are exempt from the application deadlines set by this policy.

4. Allocation Procedures

- 4.1.** All applicants must submit a completed allocation request form in the form provided by the Recreation Department. The form must be filled in with all information such as participant enrollment numbers, residency status of participants, organizational contacts, etc.
- 4.2.** Allocation requests for facilities other than the seasonally allocated facilities identified in Table 4.3 (e.g., rooms, gymnasiums) will be considered upon receipt of the request. Allocations will be determined based on availability, generally on a first come, first served basis.
- 4.3.** Allocation requests for seasonally allocated facilities must be submitted prior to the application deadline outlined in Table 4.3. Should a User Group miss the deadline, the group will forfeit their priority order and be considered on a first-come, first-served basis after all of the other applications have been addressed.

Table 4.3 – Application Deadlines

Seasonally Allocated Facilities	Requests in for Spring/Summer	Permits Issued	Requests in for Fall/Winter	Permits Issued
Fields & Outdoor Playing Surfaces	January 1 st	March 1 st	May 1 st	July 1 st
Outdoor Pool	January 15 th	March 15 th	N/A	N/A
Indoor Pool	January 15 th	March 15 th	June 15 th	August 15 th
Arena Ice	April 1 st	June 1 st	May 15 th	August 15 th
Arena Floor	November 1 st	March 15 th	N/A	N/A

- 4.4. User Group Allocation Meeting:** Staff will consult with User Groups in making the final allocation decision. The allocation process will include a User Group meeting at which User Groups meeting the requirements of this policy will be invited to attend.

- 4.5. Decision:** If there is a conflict in allocations and a consensus on allocation cannot be achieved during the User Group allocation meeting, a review panel including a Recreation Area Manager, a representative of the User Groups and the Executive Director of PCSA will make the allocation decision.
- 4.6.** The typical seasonal schedule for ice will be September 1st – Spring Break. There will be a transition period between ice and dry floor (approximately two weeks depending on required maintenance work). When the third arena is operating, staff will work with user group schedules to transition one arena earlier between ice and dry floor seasons.
- 5. Appeals:** A User Group wishing to appeal an allocation decision must do so within two weeks of notification of the decision. The appeal in writing should be submitted to:
Director of Recreation
Recreation Department
City of Port Coquitlam
2150 Wilson Avenue
Port Coquitlam, BC V3C 6J5

A decision on the appeal will be made by the Director of Recreation.

Associated Regulations, Policy Documents and Agreements

- Fees and Charges Bylaw
- Park and Facilities Bylaw
- Inappropriate User Conduct Policy
- Refund Policy
- Joint Use Maintenance Agreement for Outdoor Facilities and the Terry Fox Theatre
- Memorandum of Understanding with the Port Coquitlam Sports Alliance

Responsibility:

The Director of Recreation shall have the authority to administer this Policy.

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
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