



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee **Date:** November 22, 2019

From: Elizabeth Ayers, Director, Recreation and Sport Services **File:** 11-7000-10-01/2019-Vol 01

Re: **Outdoor Sports Fields and Amenities Allocation Policy**

Staff Recommendation

That Council Policy 8500 *Park Playing Fields – Allocation* be rescinded and the proposed *Outdoor Sport Facilities and Amenities Policy*, as detailed in Attachment 2 of the staff report titled “Outdoor Sports Fields and Amenities Allocation Policy,” dated November 22, 2019, from the Director, Recreation and Sport Services be adopted.

Elizabeth Ayers
 Director, Recreation and Sport Services
 (604-247-4669)

Att. 3

REPORT CONCURRENCE		
ROUTED TO: Parks Services	CONCURRENCE <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: CJ	APPROVED BY CAO

Staff Report

Origin

At the June 26, 2018, Parks, Recreation and Cultural Services Committee meeting, staff received the following referral:

(1) That staff be directed to work with The Richmond Sports Council and the sports community to update the City of Richmond's sport field allocation policy and procedures, and that the updated policy and procedures meet the needs of Richmond's various sport organizations to ensure that Richmond's sports fields are used in a sustainable way into the future; and

(2) That staff examine the residency requirements for allocation of sporting fields in Richmond.

The purpose of this report is to address the above referrals and seek Council's approval to replace the existing Council Policy 8500 *Parks Playing Fields – Allocation* (the "Policy 8500"), dated March 28, 1978 (Attachment 1), with the proposed *Outdoor Sport Facilities and Amenities Allocation Policy* (Attachment 2) that was developed in consultation with the Richmond Sports Council and its various sports groups.

This report supports Council's Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.

4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.

4.2 Ensure infrastructure meets changing community needs, current trends and best practices.

This report supports the following focus area from the City of Richmond Wellness Strategy 2018-2023:

Focus Area #1: Foster healthy, active and involved lifestyles for all Richmond residents with an emphasis on physical activity, healthy eating and mental wellness.

This report supports the following action from the City of Richmond Recreation and Sport Strategy 2019-2024, Focus Area #4 Active People and Vibrant Places:

Key Action 2: Review and update Facility and Field Allocation Policies to ensure effective and efficient use of City resources.

Analysis

Background

The existing Policy 8500 *Park Playing Fields – Allocation* is from 1978 and has been used by staff for the past 40 years to allocate Richmond's sports playing fields. Policy 8500 does not account for how sports participation has evolved in Richmond since 1978, or for upgrades to various sports fields and amenities.

Review Process

Staff completed a review of neighbouring municipalities' field sport policies which included Surrey, Vancouver, Burnaby and Coquitlam. A review was also completed of the current City of Richmond sport field and amenities registration procedures to ensure that identified issues would be addressed by the new policy.

Staff worked with representatives from the Richmond Sports Council to develop content for a proposed policy that meets the needs of Richmond's various field sport organizations and groups.

The proposed *Outdoor Sport Facilities and Amenities Allocation Policy* is attached (Attachment 2).

Over multiple meetings, staff worked with the Richmond Sports Council to develop specific details related to the policy that will be contained in an administrative procedure that will accompany the policy.

Highlights of the Proposed Policy

The proposed policy ensures that the City of Richmond's existing sport fields and amenities will be used effectively and efficiently for the betterment of all Richmond field and court sport participants. The policy includes clear expectations for users to make sure Richmond's outdoor sports facilities and amenities are managed with the goal of maintaining a fair and sustainable allocation of facilities. Key aspect of the proposed policy includes:

- **Accountability** – That Richmond sport organizations be aligned with relevant City policies and strategies as well as relevant sport plans. In addition, sport organizations must be in good standing with the City of Richmond and the BC Societies Act where applicable.
- **Allocation Order of Priority** – Staff currently follow the order of allocation process that is included in the proposed policy which gives City of Richmond programs and events first priority, Richmond School District No. 38 programs and events second priority, special events or tournaments third priority, followed by Richmond based not-for-profit youth and adult groups and then non-residents or commercial users. The Policy also accounts for allocation by season of sport.
- **Fair and Equitable** – Gender equity, accessibility, inclusion and emerging sports will be given consideration under the policy.

- Expectation of the Renter – The proposed Policy includes standards regarding payments, cancellations, returning of unused inventory, violations and the Field Sport Code of Conduct. The Policy also specifies that groups may be required to demonstrate rate of utilization of their field allocation when requested by the City; otherwise, they could potentially lose part of their field allocation.
- Residency Requirement – As per Council Policy 8701 *Parks and Leisure Services – Community Involvement* (Attachment 3), Richmond sport organizations must maintain 70 per cent Richmond residency to receive the community rate for sport field and amenity bookings. Staff will continue to work with sport organizations to ensure teams strive to have 70 per cent Richmond residency per team.
- Improvements – Improvements may be made to fields and amenities with prior permission from the City but do not result in exclusivity or priority of allocation.

Next Steps

Upon Council’s approval, the proposed *Outdoor Sport Facilities and Amenities Allocation Policy*, (Attachment 2), will be used to form the basis of an administrative procedure for the management of the City of Richmond’s sports fields and amenities. Furthermore, the rental application form for fields and amenities will be updated to reflect the proposed policy, and it will be shared with the Richmond Sports Council, Richmond sports groups and other impacted groups and organizations such as Richmond School District No. 38 upon completion.

Financial Impact

None.

Conclusion

The proposed *Outdoor Sports Facilities and Amenities Allocation Policy* developed in partnership with Richmond Sports Council and Richmond based field sport organizations and groups details how Richmond’s outdoor sport facilities and amenities are to be allocated. This proposed allocation policy will position Richmond as a leader in the planning and delivery of recreation and sport opportunities, which will inspire individuals and communities to be active, connected and healthy for a lifetime.



Gregg Wheeler
Manager, Sport and Community Events
(604-244-1274)

- Att. 1: Policy 8500 Park Playing Fields - Allocation
- 2: Proposed Policy Outdoor Sport Facilities and Amenities Allocation Policy
- 3: Policy 8701 Parks and Leisure Services – Community Involvement



Page 1 of 1	Park Playing Fields – Allocation	Policy 8500
Adopted by Council: March 28, 1978		

POLICY 8500:

It is Council policy that:

The allocation of all outdoor sports playing surfaces including soccer fields, ball diamonds, tracks, tennis courts, and lacrosse boxes, will be coordinated through the Community Services Division in order to:

1. Avoid conflicts of use, double bookings, and overuse;
2. Establish equitable allocation of playing surfaces and facilities to maximize benefits to all concerned.



Page 1 of 3	Outdoor Sport Facilities and Amenities Allocation Policy	Policy <policy no.>
	Adopted by Council: <date>	

POLICY <POLICY NO.> :

It is Council policy that:

The allocation of all outdoor sports facilities and amenities to sport organizations is coordinated through the Community Services Division. The following principles will be used as a framework to ensure the fair and equitable allocation, avoid conflicts of use and maximize benefits to all concerned:

1. RESIDENCY OF USERS

- 1.1 The needs of Richmond residents are considered before those of other communities.
- 1.2 Organizations must have at least 70 per cent Richmond residents as registered players to be considered Richmond-based (Policy 8701).
- 1.3 Richmond teams should strive to have 70 per cent Richmond residents per team.

2. ORGANIZATIONS

- 2.1 Sport organizations must be aligned with relevant City of Richmond policies and plans, the appropriate sport governing body, and Provincial Sport Organizations where applicable.
- 2.2 Sport organizations must be in good standing with the City of Richmond and the BC Societies Act, if applicable.
- 2.3 Sport organizations must provide the appropriate insurance as required by the City of Richmond.

3. CODE OF CONDUCT

- 3.1 Sport organizations must comply with the City of Richmond's Outdoor Sport Facility and Amenities Code of Conduct.

4. SPORT OPPORTUNITY

- 4.1 Consideration of gender equity, emerging sports and accessibility and inclusion will be given to ensure a balance of sport opportunities for Richmond residents.



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	Adopted by Council: <date>	

5. IMPROVEMENTS

5.1 With prior permission, improvements may be carried out on the City's behalf but will not result in exclusive or priority allocation.

6. PRIORITY OF ALLOCATION

6.1 In-season sports will be given priority consideration.

6.2 Games will be given priority over practices.

6.3 Allocation will occur in the following order of priority:

- (i) City of Richmond's sponsored programs, events and services.
- (ii) Richmond School District No. 38 programs and events during school hours.
- (iii) Special events and tournaments hosted by or in partnership with Richmond-based not-for-profit sport associations, organizations, and leagues that may provide significant economic benefit to the community.
- (iv) Richmond-based, not-for-profit youth sport associations.
- (v) Richmond-based, not-for-profit adult programs, teams, organizations and leagues.
- (vi) Richmond-based companies wanting to use outdoor sports facilities for its employees for company recreational use.
- (vii) Non-resident or commercial renters (for profit).

6.3 The previous season's allocation will be considered as the basis for the pending season's allocation.

6.4 Users are required to return unused fields to the City as soon as it is known that it will not be utilized.

6.5 Users may be required to demonstrate rate of utilization at the City's request.



Page 3 of 3	Outdoor Sport Facilities and Amenities Allocation Policy	Policy <policy no.>
	Adopted by Council: <date>	

7. VIOLATIONS

7.1 The following activities are not permitted and Users may lose their allocation if they are found engaging in any of the following activities:

- (i) Withholding fields or amenities by booking facilities when not required for play;
- (ii) Sub-licensing or allowing another sport organization to use allocated field(s) or amenities without prior approval from the City;
- (iii) Violating the Outdoor Sport Facility and Amenities Code of Conduct; or
- (iv) Using fields or amenities when not booked or closed.

8. PAYMENT

8.1 User fees may be charged.

9. CANCELLATION

9.1 Refunds for unused times may be issued at the City's discretion.

9.2 The City reserves the right to cancel, postpone or reschedule an allocation at any time.



Page 1 of 2	Parks and Leisure Services – Community Involvement	Policy 8701
Adopted by Council: March 28, 1978 Amended by Council: May 8, 2017		

POLICY 8701:

It is Council policy that:

Council encourages and supports community initiative, involvement, and decision making in programs of planning, acquisition, development, operation, and maintenance of parks and leisure services in Richmond.

It is the intent of Council to:

1. Encourage other groups, organizations and individuals to provide leisure programs, facilities and services in line with community need.
2. Encourage and incorporate the involvement of volunteers in the delivery of leisure services.
3. Support the formation, nurturing, and growth of parks and leisure services groups in the development and maintenance of the parks and leisure services delivery system.

Assistance may be given to:

1. Richmond Community Associations/Societies – Community associations/societies which include Community Services programs as a major part of their objectives.
2. Richmond Parks, Recreation, Culture and Community Social Development Organizations (non-sport) – Any not for profit Richmond based non-sport organization with membership of at least 60% Richmond residents, or as approved by Council, in developing and implementing its parks, recreation, cultural and community social development programs and services.
3. Richmond Sport Organizations – Any Richmond-based non-profit sport organization with membership of at least 70% Richmond residents.
4. Other Sport Organizations – For a maximum of three years, any non-profit sport organization which meets the following criteria: (i) has not previously accessed Richmond sport amenities and facilities; and (ii) represents a sport which is not currently using Richmond sport amenities and facilities (niche or emerging sports); and (iii) is actively working towards a membership of at least 70% Richmond residents.

The organizations, upon receiving assistance, will provide the Community Services Division with up-to-date records of the organization and its activities.

Encouragement and assistance may be given to the establishment of the community and neighbourhood associations and societies which include leisure services programs as a major part of their objectives. Wherever possible, neighbourhood organizations are encouraged to become affiliated with, or an integral part of, the larger community association serving the geographical area in which the neighbourhood is located. New community associations would

Community Services Division



Adopted by Council: March 28, 1978

Amended by Council: May 8, 2017

be formed when population densities, through infilling of residential areas, create a need for a logical sub-municipal identity and the development of major community recreational facilities in a new location.

Council is committed to providing facilitating and coordinating services to community groups and individuals involved in the provision of public leisure services. The Community Services Division accepts a leadership role in the coordination of leisure service programming and will endeavour to avoid undesirable duplication of services, or unreasonable variances in fees and charges to participants.