

RECREATION FACILITY ALLOCATION POLICY
Council Policy No. 117/19

PURPOSE:

The purpose of this policy is to ensure the City of Fort St John can coordinate, schedule and operate recreation facilities to maximize optimum usage and programming while being fiscally responsible. Recreation facility allocation is based on a fair and equitable distribution of available space for facility user groups and casual users.

The City of Fort St John works responsibly to manage its recreation spaces in an equitable manner to meet current and future demands for both organized and casual users. In doing so, it is important to consider the needs of diverse populations, groups, and individuals while recognizing the tax-based contribution provided by citizens toward the development and operation of community recreation assets.

SCOPE:

Facilities that are covered in the policy are all those indoor and outdoor recreation facilities owned or operated by the City of Fort St John, including the North Peace Leisure Pool.

PRINCIPLES

City Council has adopted guiding principles for the Community Services Fees and Charges bylaw. These principles will be used as a framework to make equitable facility allocation decisions and align with the strategic directions of Council.

- Transparency
- Service Efficiency
- Public Engagement Principle
- Actual cost Principle
- Benefit Principle

POLICY AUTHORITY:

Allocation authority shall reside with the department Manager. Appeals may be forwarded to the Director of Recreation and Leisure Services for consideration.

METHOD OF ALLOCATION:

Every effort shall be made to accommodate all requests so that user groups can meet their anticipated requirements.

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The City recognizes the positive impacts that special events can provide to the community and is committed to achieving a balance between recreation and special event uses. The City will work to minimize disruption to programs and user groups when accommodating special events.

The recreation facilities shall be distributed based on the associated value of each user group referenced in the Community Services Fees and Charges bylaw by applying the benefit-based approach to the facility allocation. The prioritization to sustain use provides clear value association to allocation space according the user group activity.

ALLOCATION PERIODS

The allocation procedure has predetermined dates that are published on the City's website at <https://www.fortstjohn.ca/EN/main/parks-rec/bookings-rentals/rentals/allocation-process.html> The City reserves the right to change allocations dates to meet operational needs.

One (1) representative from each user group who is authorized to speak and sign on behalf of the organization, must attend the meeting to receive the requested times, and sign the Facility Use License Agreement.

New user groups that want to be part of the allocation can email reservations@fortstjohn.ca at any time. The group will be placed on the email list to be notified of allocation dates.

CONTRACTS/ RENTAL AGREEMENTS

The authorized user group designate must enter into a Facility Use License Agreement. The City will hold the authorized person of the user group responsible to the terms and conditions of the signed agreement.

FEES:

Fees and charges are established by City Council, Community Services Fees and Charges Bylaw.

CANCELLATIONS:

User Groups shall notify the Facility Allocations Clerk at the Pomeroy sport Centre or Administration Assistant at the North Peace Leisure Pool, fourteen (14) calendar days in advance in writing if they are

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unable to use the reserved time. Failing to notify within fourteen (14) calendar days means groups will be charged for the reservation at current rates if the space is not used.

CITY CANCELLATIONS AND DISRUPTIONS

In order to minimize user dissatisfaction and related negative impacts, the City will notify the user group of any cancellations as soon as possible (not withstanding unforeseen facility maintenance issues and acts of nature).

The City reserves the right to cancel or delay any booking(s) for the purpose of repairs, extended maintenance and/or when the condition(s) cause concern for health and safety. At no time is anyone allowed in the areas(s) during maintenance.

COMMUNICATION:

The authorized user group designate is required to communicate the process of allocation, code of conduct, cancellation criteria and current fees and charges bylaw to their membership and bring forward issues from their group. The authorized user group designate shall negotiate allocations on behalf of their organization.

CODE OF CONDUCT AT RECREATIONAL FACILITIES

Users of recreational facilities must adhere to the Recreation Facilities Code of Conduct Policy. The purpose of the “Code of Conduct” is to ensure users of recreation facilities in the City of Fort St. John understand the standards the City has established for efficient and courteous service to the community. The policy can be found on the City Website at <https://www.fortstjohn.ca/EN/main/local-gov/documents-library/council-policies.html>

The City of Fort St. John enforces zero tolerance toward using, possessing, consuming or being under the influence of drugs, alcohol, mood altering substances or misuse of medications. Absolutely no alcoholic beverages are allowed in City facilities unless the proper permits and deposits have been obtained through the Special Occasion Licence Policy. At no time is alcohol allowed in the building on a casual basis. Failure to comply will result in the RCMP being alerted and the discipline outlined in the Code of Policy. It may result in loss of rental privileges for the individual and/ or group.