

Burnaby Parks Recreation and Culture Interim Facility Allocation Policy

SOURCE:	Parks, Recreation and Culture		
APPROVED BY:	General Manager, Parks, Recreation and Culture		
EFFECTIVE DATE:	January 1 2024	REVISION DATE:	November 14, 2023

1.0 POLICY STATEMENT

The City of Burnaby will allocate parks and facilities to align the right activities with the right spaces in order to maximize user experience and make the most effective use of Parks, Recreation and Culture (PRC) infrastructure. The City values equitable access by all residents and having fair and transparent processes that promote the greatest public good. Burnaby parks and facilities are first and foremost for the benefit of Burnaby residents.

2.0 POLICY PURPOSE

The purpose of the Interim Facility Allocation Policy is to provide a framework to ensure fair and equitable allocation of the City of Burnaby's Parks, Recreation and Culture parks and facilities.

3.0 ALLOCATION POLICY

The City of Burnaby owns and operates many indoor and outdoor facilities that benefit and provide opportunities for community members to be involved in a variety of activities.

4.0 PRINCIPLES:

Activity Alignment: when applicable, the Allocation Policy will utilize standards based on leading practices to ensure groups are provided with the appropriate amount of time in spaces that best fit the activity needs.

Equity: Public parks, recreation and culture services and programs are meant to be accessible to all, regardless of income, ethnicity, gender, ability or age.

Accessibility: City programs value inclusion and strive to welcome and support all people to participate.

Space Efficiency: Recognizing that significant resources are required to develop and operate facilities, the City will ensure that existing space capacity is effectively utilized. The Allocation Policy will also help ensure future facility planning is based on a true understanding of supply and capacity.

Clarity: The Allocation Policy will provide clarity and transparency in how space is allocated.

Collaboration: The City provides parks, recreation and culture facilities because they provide public benefit. As such, optimizing how these spaces are used is a shared responsibility between the City and community groups.

Adaptability: Recognizing that trends and space needs are continuously evolving, the Allocation Policy needs to be adaptable and able to respond to the fluidity of parks, recreation and culture programs and activities.

Framework:

The following will be used as a framework within which the City can make fair and equitable facility allocation decisions:

1. The top priority for facility usage is City of Burnaby programs and services. The City reserves the right and first priority to any times in the schedule and to be able to recover any time period as required.
2. Groups who have participation of 60% or greater of Burnaby residents will be given priority over those groups who have less than 60% residency. Exceptions for residency are outlined below.
3. The City reserves the right to impose an 80% Burnaby residency requirement during times when demand exceeds supply (above the 60% requirement noted in #2).
4. In some circumstances, enhanced sport, recreation and culture opportunities may take priority if the City determines an athletic, social, culture or economic value to the community.
5. The City supports the Long-Term Athlete Development – Active for Life Model (Canadian Sport for Life).
6. The City recognizes the challenges facing girls and women to be involved in sports and may give priority to a sport group that is promoting the participation of girls and women.
7. The City reserves the right to waive residency to support participation of people with disabilities, historically underserved and emerging groups.
8. In-season use will be prioritized over out-of-season use: In-season is the generally accepted season for each sport.

Allocation Priorities:

1st Priority	a) City run programs/events. b) Existing contractual obligations for tenants, leases, licenses, agreements and special events including School District.
2nd Priority	Burnaby non-profit groups serving children and youth in-season.
3rd Priority	Burnaby non-profit groups serving adults and seniors, in season.
4th Priority	Casual Burnaby Users and Groups – in season.
5th Priority	Groups and users out of season, below residency requirements or extra practices above the allocation/standards of play or using non-traditional spaces.
6th Priority	Private and commercial users, including non-association/club/ skill development programs

5.0 OTHER CONSIDERATIONS

1. Allocation requests must be completed, with the Groups' most current membership statistics, to include; the number of active participants by: city of residence, gender, age group served, and division, if applicable. Proof of residency may be required in some situations.
2. The Group must be "In Good Standing" with the City.
3. Requests that are received after the deadline or that are incomplete will be processed outside of the interim process, based on a first come first served basis, according to facility availability.
4. It is expected that groups will use the facility for the purpose and intent, level of participation, type of activity, and age group stated on the application form/booking contract and/or the season schedule.
5. Sub-leasing facilities is not permitted.
6. It is expected that all community groups are efficient with the time allocated to them. It is understood that groups may occasionally find that a booking is unneeded due to unforeseen circumstances. However, habitual failure to report unneeded or unused time, or last minute cancellations, may result in penalties as outlined in the specific facility procedure document or the Fees and Charges Bylaw and a loss of "In Good Standing" status for the season.

7. All bookings, once confirmed, are subject to change deemed necessary by the City of Burnaby.

