

Recreation Facilities Allocation Policy Sub-Committee

Minutes

Wednesday, June 09, 2021

Electronic Meeting at 5:00pm

Attendance:

Bill Fenwick, Chair
Trish O'Neill
Tim Dowd
Shannon Sullivan

Absent:

Cathy Hesch

Staff Liaison:

Phil Cristi, Director of Community, Recreation and Culture Services
Lori Mambella, Manager of Programs and Culture Services
Eric Lamothe, Manager of Strategic and Business Services
Kaylea Cassano, Community Strategy and Policy Coordinator

1. Call meeting to order (Chair)

Bill Fenwick called the meeting to order at 5:00pm.

2. Recognition of Traditional Territories

Bill Fenwick acknowledged that the land on which the Recreation Facilities Allocation Policy Sub-Committee meets today is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Metis, and Inuit Peoples. Acknowledging this is a reminder that our great standard of living is directly related to the resources and friendship of Indigenous people.

3. Amendments to the Agenda

There were none.

4. Motion to approve the agenda

Moved by: Tim Dowd

That the June 9, 2021 amended agenda of the Recreation Facilities Allocation Policy Sub-Committee meeting be approved.

CARRIED

5. Motion to adopt the minutes of the previous meeting

Moved by: Tim Dowd

That the May 4, 2021 minutes of the Recreation Facilities Allocation Policy Sub-Committee meeting be approved.

CARRIED

Moved by: Trish O'Neill

That the May 19, 2021 minutes of the Recreation Facilities Allocation Policy Sub-Committee meeting be approved.

CARRIED

6. Declarations of Interest

None were declared.

7. Presentations (invited guests)

There were none.

8. Business arising from the minutes

There was none.

9. Business

a. 9.1 Glossary of Terms Review

L. Mambella presented the revised Glossary of Terms to the sub-committee.

The sub-committee then reviewed the terms that required further discussion.

- Allotment: The amount of facility time allocated per user group.
- Appeals: a process a group can use to question, clarify, or request a change in their facility allotment.
- Appeals Process: An application to the Allocation Appeals Committee to dispute allotment.
- Contracts: A written agreement between the City and the event person/organization wishing to rent facility time.

- Lease Agreement: A contract between the City and another organization for the use of a City facility for a specific period of time for a specific purpose.
- Management Agreement: An agreement between the City and an individual/organization to manage a City owned facility on behalf of the City.
- Permit: A legally binding venue use agreement.
- Venue Use Agreement: An agreement between the City and another organization for use of a facility by the City.
- Primary: Elementary schools refer to preschools, childcare and junior kindergarten to grade 8.
- Secondary: High schools refers to grades 9 to 12.
- Post-Secondary: refers to technical/vocational/trade schools, colleges, and universities.
- Inclusive Organization: Organizations and/or programs which promote accessibility, diversity, and the inclusion of marginalized populations.
- Family: Adults and children of an immediate family, living in the same household.
- Recreation: A level of play where the focus is participation, skills and drills, and no head-to-head competition outside of the home organization. Includes house league play.
- Competitive: A level of play where head-to-head competition between persons/teams from outside of the home organization. May include travel teams.

- City-Owned Facility: A facility which is owned by the City of St. Catharines.
- Resident: Individual that is a primary resident of the City of St. Catharines, or a company/organization, whose primary location, head office and mailing address is in the City of St. Catharines
- Proof of Residency: Identification which includes the individuals primary home address (government issued preferred), proof of registration and/or attendance at a secondary or post-secondary institution in St. Catharines, or current utilities bill.
- Regular Season Play: Practices and games played within the corresponding season for that sport.
- Scoring Matrix: A tool used by City staff to settle allocation disputes. A scoring mechanism which tallies eight different allocation priorities.
- Stakeholder: An individual, company or organization with an interest or concern in something, especially an individual/organization engaged in a recreation pursuit.
- Primary Organizer: The prominent individual, company or organization which organizes an activity, tournament, or special event.
- Three-Year Historical Rolling Average: Actual usage averaged over 3 continuous years or uninterrupted seasons. Data from the oldest season removed as each new seasons data added.

The sub-committee will revisit the following terms once further guidance has been provided: For Profit, Not-for-Profit, Intergenerational Programming, Sponsor, and Supporter.

Moved by: Trish O'Neill

That the Recreation Facilities Allocation Policy Sub-Committee approve the Glossary of Terms as reviewed by the sub-committee.

CARRIED

b. 9.2 Tournaments and Special Events Discussion

L. Mambella provided a brief presentation focused on Tournaments and Special Events.

T. O'Neill commented that booking facilities 12 months in advance would be helpful for recreation organizations.

T. Dowd asked about the impact of turn backs, and if any time returned would be utilized. L. Mambella noted that 90 days' notice is reasonable from a staff perspective. T. O'Neill agreed that the 90 days is appropriate from an organizer's perspective.

c. 9.3 Next Steps

The sub-committee agreed that they would revisit the Tournament and Special Events discussion at the next meeting,

10. Date of next meeting

June 23, 2021 at 5:00pm

11. Motion to Adjourn

Moved by: Shannon Sullivan

That the Recreation Facilities Allocation Policy Sub-Committee meeting be adjourned at 6:16pm.

CARRIED