

Recreation Facilities Allocation Policy Sub-Committee

Minutes

Wednesday, May 19, 2021

Electronic Meeting at 5:00pm

Attendance:

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

Guests:

Jim Richardson, Chair – Recreation Master Plan Advisory Committee

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

Tim Dowd moved to remove item 9.3 Discussion – Tournaments and Special Events from the agenda.

CARRIED

4. Motion to approve the agenda

Moved by: Tim Dowd

That the May 19, 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:

That the May 4, 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 Review of Allocation Layers

L. Mambella presented an update presentation to the Recreation Facilities Allocation Policy Sub-Committee focusing on the layers discussed at the previous meeting including the: allocation priorities, allotment, and the scoring matrix.

b. 9.2 Review of Policy Purpose and Glossary of Terms

L. Mambella reviewed the Glossary of Terms with the sub-committee and sought feedback for the terms and definitions included in the glossary.

The sub-committee reviewed each item and made amendments to the following items:

- **RFAP Purpose:** To assist the Corporation of the City of St. Catharines in the process of booking and allocating all municipally owned, managed and operated recreation facilities in an objective, fair, and consistent approach.
- **Allocation:** The distribution of facility booking amongst users to provide fair access to City recreational facilities. Refers to the City's facility rental process for all recreational facilities.

- Historical Precedence: The number of consecutive years which an individual/organization have been active and the corresponding recreational facility usage history.
- Rolling Average: Data based on the last three consecutive years of uninterrupted scheduling and use by an organization at a facility, date and time.
- Non-Prime Time (based on operating hours) – Monday to Friday (6:00 a.m. to 5:00 p.m.), Saturday and Sunday (6:00 a.m. to 7:00 a.m.) and daily (11:00 p.m. to 12:00 a.m.).
 - The sub-committee would like to revisit whether Stat holidays should be considered as Prime.
 - The sub-committee asked staff to see how these hours may apply to other facilities aside from arenas.
- Non-Resident: Individual whose primary residence is outside of the City of St. Catharines.
 - The sub-committee would like to revisit a definition to capture organizations whose home base is outside of St. Catharines.
- Prime Time: Monday to Friday (5:00 p.p. to 11:00 p.m.) and Saturday and Sunday (7:00 a.m. to 11:00 p.m.). All ice rentals in July and August are considered prime Time.
 - The sub-committee asked staff to see how these hours may apply to other facilities aside from arenas.
- Proof of Residency: Identification which includes the individual's primary home address (government issued preferred), student card or current utilities bill.
 - The sub-committee would like to revisit the student card component.
- Public Programming: Recreational programming which is open to the general public.
- Recreational Facilities: Recreational facilities owned, operated and managed by the City of St. Catharines. Referred to as the 'facility' or

‘facilities’. Includes any building, structure, amenity, or green space. These spaces may include but are not limited to parks, sports fields, arenas, gymnasiums, pools, multi-use community meeting rooms, beaches, and pavilions.

The sub-committee identified the following terms to be revisited at a later date: Competitive, For Profit, Not-For-Profit, Recreational, Special Events

The sub-committee identified the following terms as additions to the glossary: Force Majeure and Regular Season Play.

The sub-committee then reviewed the additional terms that require a definition.

P. Cristi noted that language should be included in the policy around an appeals process, respect, and integrity.

c. 9.4 Next Steps

The sub-committee agreed that they would review the list of terms that require a definition before the next committee meeting.

10. Date of next meeting

Wednesday, June 09, 2021

11. Motion to Adjourn

Moved by: Shannon Sullivan

That the Recreation Facilities Allocation Policy Sub-Committee meeting be adjourned at 6:34pm.

CARRIED