

## CITY OF CAMPBELL RIVER COUNCIL PARKS AND RECREATION POLICY

Adopted: September 12, 2000

Council Resolution No. 00-762

**Amended: October 18-04; Sept.22-05, Nov 18-14, Jan 9-17, Apr 10-17**

### 3. PARKS AND RECREATION

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### 3.1 DRIVING OF PROGRAM PARTICIPANTS

#### 3.1.1 DRIVING PROHIBITED

Except in an emergency employees or volunteers are only allowed to use their personal vehicle to transport participants while conducting a City activity under the following conditions:

- i) The employee or registered volunteer must produce a clear driving record;
- ii) The employee or registered volunteer must sign a waiver certifying that their vehicle is in good working condition;
- iii) The employee or registered volunteer has business class insurance with \$10,000,000 liability. The City will pay the difference between to and from work with \$1,000,000 liability.

City employees and volunteers transporting participants in City vehicles must produce a clear driving record and where required by the size of the vehicle, hold a Class 4 license.

#### 3.1.2 LEISURE LINK VOLUNTEERS

Leisure Link volunteers are not subject to this policy as the City merely facilitates a Leisure Link match between two individuals. The City accepts no responsibility for the activities these two individuals engage in which may involve transportation in a motor vehicle

### 3.2 LEGACY LANDMARKS

#### 3.2.1 MEMORIALS AT PARK SITES

##### 3.2.1.1 CAIRNS

- i) Memorial cairns for groups and organizations (but not individuals) will be considered by Council on a request by request basis.
- ii) Approved sites may involve public parks but no more than one cairn will be allowed per park.
- iii) Cairns shall be limited to a 5 foot by 5 foot area.
- iv) Siting of cairns within the park shall be referred to the Public Works Manager and the Parks and Recreation Manager to ensure that the recreational and maintenance programming of the park will not be compromised.

##### 3.2.1.2 PLAQUES

When land has been voluntarily donated to the City for park purposes, memorial plaques for individuals may be approved. Plaques shall be no greater than 12" x 18".

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Siting of the plaque shall be determined by the Public Works Manager and the Parks and Recreation Manager.

*New Nov 18-14 Res. #14-0482*

- 3.2.1.3 PARK FURNITURE DONATION PROGRAM
- i) Individuals, groups or organizations may submit an application to donate a new park bench or picnic table to be placed in a City park or greenspace.
  - ii) Applications will be reviewed by City staff and a suitable location will be agreed upon between the applicant and City staff.
  - iii) The fee, is for a fifteen (15) year term. The fee includes the purchase of the furniture item, plaque, installation and maintenance.
  - iv) The City will maintain the bench/table for the fifteen (15) year term.
  - v) The City will replace the bench/table, once in fifteen (15) years, if the item is damaged beyond repair.
  - vi) At the end of the fifteen (15) year term, the applicant will have the option to renew for an additional ten (10) years for a maintenance fee as prescribed in the in the Policy Guidelines
  - vii) At the end of the term of fifteen (15) or twenty-five (25) years if renewed, the bench/table space will be made available for renewal for the cost of a new donation with the first right of refusal given to the original donor.
  - viii) Participation in the Park Furniture Donation Program in no way constitutes ownership of the item, the land upon which it is situated or the surrounding lands. The donated item becomes public property and benches/tables must be kept free of memorial items such as flowers, toys and other mementoes.
  - ix) The City of Campbell River retains the right to relocate the item if necessary and the right to use lands adjacent to these donated items as it deems appropriate.
  - x) The donor is responsible for keeping the City updated with current contact information.
  - xi) The City will make every attempt to contact the donor at the end of the 15 year term. If the donor does not respond the space will be made available to a new program applicant.
  - xii) At the donor's request, the plaque will be returned at the end of the 15 or 25 year term. Also, where reasonably practicable, the donated item will be returned to the donor.

### 3.3 CITY OR SCHOOL PLAYING FIELDS - **(DELETED)**

*Deleted 3.3 Oct 18-04 Res #ic04-0220*

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### 3.4 RISK MANAGEMENT – (*DELETED*)

*Deleted 3.4 Oct 18-04 Res #ic04-0220*

### 3.5 SPECIAL OCCASION LICENCES – (*DELETED*)

*Deleted 3.5 Oct 18-04 Res #ic04-0220*

*New Mar 8-04 Res. # 04-0353*

### 3.6 INTEGRATED PEST MANAGEMENT

#### 3.6.1 POLICY STATEMENT

The City of Campbell River will manage vegetation and pests using Integrated Pest Management principles and practices that:

- Minimize the risk to human health and the environment.
- Utilize site-specific information to determine appropriate pest management decisions.
- Use preventative measures wherever possible to prevent the establishment of pests (e.g. site design, optimal selection of plant material, proper planting and cultural practices).
- Consider the use of natural controls and alternatives to the use of pesticides, and emphasize prevention.
- Minimize the use of chemical controls.

#### 3.6.2 PURPOSE

The purpose of this policy is to develop pest management approaches that eliminate the non-essential use of pesticides on public lands within the City of Campbell River.

Integrated Pest Management means a decision making process that uses a combination of techniques to suppress pests and that must include, but is not limited to, the following elements:

- a) Planning and managing ecosystems to prevent organisms from becoming pests.
- b) Identifying potential pest problems.
- c) Monitoring populations of pests and beneficial organisms, pest damage and environmental conditions.
- d) Using IPM injury thresholds in making treatment decisions.
- e) Reducing pest populations to acceptable levels using strategies that may include a combination of biological, physical, cultural, mechanical, behavioral and chemical controls.
- f) Evaluating the effectiveness of treatments.

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### 3.6.3 NEED FOR POLICY

- The City recognizes its unique location and environment and acknowledges the need to safeguard its waterways, ecological habitats and urban heritage.
- The City recognizes that there is increased public awareness and concern about the type, amounts and locations of pesticide applications and associated health and environmental impacts.
- The City recognizes that an IPM policy is an important component in environmental stewardship and protection of all public lands and facilities.

### 3.6.4 APPLICATION OF POLICY

- This policy shall apply to all City properties, facilities and highways held by the City or under the jurisdiction of the City and all the land owned by the City including lands leased to other parties.
- All departments within the City of Campbell River directly involved with managing vegetation and pests will implement and evaluate IPM programs in accordance with the requirements of this policy.
- To ensure environmental protection, this IPM policy shall be followed by all City departments and contractors who directly or indirectly manage weeds or pests, or plan, design, renovate or construct landscapes or facilities.
- City departments must give preference to available non-pesticide alternatives when considering the use of pesticides on City property. All pest control within the public jurisdiction of the City (including City departments and City contractors) must be conducted through an Integrated Pest Management (IPM) approach.
- All departments within the City of Campbell River involved with the development, review and implementation of landscape and facility designs will implement and evaluate IPM programs in accordance with the requirements of this policy. These programs shall include:
  - a) Landscape and facility design and construction criteria and standards that promote cost-effective and ecologically sound management of landscape vegetation and pests.
  - b) Timetable, strategy and costs of the IPM component of the landscape and facility design.

A position of IPM coordinator may be appointed to manage the program.

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### 3.6.2 COMPONENTS OF THE INTEGRATED PEST MANAGEMENT PROGRAM

#### 3.6.2.1 DETERMINING ACTION AND INJURY LEVELS

**Action level** is the level of development of a weed or pest population at a specific site when action must be taken to prevent the population from reaching the injury level.

**Injury level** is the point in growth of a weed or pest problem where it will cause an unacceptable impact upon: Public safety, recreation or health; natural and/or manageable ecosystems; economic injury to desirable plants; or the integrity, function or service life of facilities.

#### 3.6.2.2 SELECTION OF OPTIMAL STRATEGIES

Least disruptive of natural controls

Least hazardous to human health

Minimize negative impacts to non-target organisms

Least damaging to the general environment

Best preserves natural or managed ecosystems

Most likely to produce long-term reductions in pest control requirements

Effective implementation is operationally feasible

Cost efficient in the short and long term

#### 3.6.2.3 TIMING

Applying a treatment action during the most vulnerable time in the life cycle of the vegetation or pest with the least impact on natural predators and/or other non-target organisms.

#### 3.6.2.4 MONITORING

The regular surveying of sites and/or features to understand and identify the location and extent of potential pest management problems.

#### 3.6.2.5 RECORD KEEPING

Maintaining written records of specific pest management factors observed during monitoring, including information on labor and materials used in implementation of the IPM program, as well as documentation of the target pest, alternative methods that were assessed and /or implemented, type and quantity of pesticide used, site and area of application.

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### 3.6.2.6 EVALUATION

Analysis of treatment strategies and pest management plans to determine the effectiveness of the control program, including IPM implementation timetables, strategy and costs. These records are helpful in developing future pest management plans.

### 3.6.2.7 TRAINING

Education and training of City staff.

### 3.6.3 REGULATORY CONTEXT

The City of Campbell River, including all of its departments and contractors, shall comply with all laws, regulations, bylaws and policies that are directly or indirectly related to weed and pest management operations.

### 3.6.4 CITY CONTRACTS

As of May 1, 2004 when any City department enters into a new contract or extends the term of an existing landscape maintenance contract where a pesticide may be used, the contractor shall comply with this policy.

### 3.6.5 EXEMPTIONS

This policy does not apply for the following purposes:

- In a public pool
- To purify water intended for the use of human beings or animals
- Inside a building
- To control or destroy animals or plants that constitute a danger to human beings
- To control or destroy structure-destroying insects.

### 3.6.6 DEFINITIONS

#### 3.6.6.1 NATURAL CONTROL

The use of living organisms (parasites, predators, and pathogens) that have been approved by the Pest Management Regulator Agency (PMRA) or Health Canada to manage pests.

#### 3.6.6.2 CHEMICAL CONTROL

The use of a synthetic chemical pesticide to suppress or control a pest.

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### 3.6.6.3 CULTURAL PRACTICES

Management practices that focus on the prevention of pests by maintaining healthy hosts through proper planting, pruning, mulching, irrigation, nutrient requirements and sanitation practices.

### 3.6.6.4 ECOLOGY

The study of relationships between living things, with each other and their environment.

### 3.6.6.5 ECOSYSTEM

A community of organisms and their physical environment.

### 3.6.6.6 INJURY THRESHOLDS

Set levels that a pest population must reach before treatment to control the pest can begin. May change with different stages of development, can vary from crop to crop. Economic threshold – the pest density at which some control should be exerted to prevent a pest population from increasing further and causing economic loss. Damage threshold – the maximum damage a crop can sustain without yield loss. Generally used for plant diseases. Aesthetic thresholds – the level at which a pest causes an undesirable change in the appearance of something, typically ornamental plants. Used by homeowners and in parks and other public places.

### 3.6.6.7 PEST

Any organism, including weeds, insects, diseases, rodents, etc., which by the location or size of its population, adversely interferes with the health, environmental, functional or economic goals of humans.

### 3.6.6.8 PESTICIDE

A micro-organism or material that is represented, sold, used or intended to be used to prevent, destroy, repel or mitigate a pest, and includes without limitation:

### 3.6.6.9 PREVENTATIVE MEASURES

Management practices that are directed towards preventing the establishment of pests (e.g. Site design, generic material, optimal site selection for plant material, proper planting and cultural practices, etc.).



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Apr 10-17 Res. #17-0096

### 3.7 RENTAL RATES

#### 3.7.1 DEFINITIONS:

**Direct Expense** Means those expenses that can be directly attributed to the cost of providing the services. In the specific case of rentals these expenses are Custodial Wages and benefits, fire Insurance, garbage collection, minor equipment repairs, laundry services, light, sewer, water, natural gas, cleaning supplies and communication.

**Down Time** When a renter would like to hold a space between the hours of 8:00a.m. and Midnight and do not need to use the space at that time.

**“Charitable Organization”** A non-profit organization whose primary function is to carry out charitable purposes. Refer to the Province of BC’s *Special Event Permit (Terms & Conditions)* for a detailed definition.

#### 3.7.2 GENERAL PRINCIPLES FOR RENTAL CHARGES

1. Fees, charges and rentals should supplement tax appropriations as a source of revenue for Parks and Recreation Department facilities and should not be the primary source of funds for their operation. The objective is to recover 100% of direct expenses of rentals for adults, 75% for children and 200% for commercial functions.
2. Administration costs are not considered a direct expense. However, the Cost of administering and collecting revenues should not be disproportionate to the actual revenue gained.
3. The extension of Parks and Recreation services should be based on the need and not on the income value of the services.
4. Department programs and rental allocations should be 50/50.
5. Parks and Recreation Facilities should be made available to volunteer and community groups for local fundraising events according to the City’s Grant-in-aid for Facility Rental Policy.
6. All fees will include G.S.T. unless otherwise specified.

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### 3.7.3 CALCULATION OF THE 100% RECOVERY RATE FOR ROOM RENTALS

Average Square feet of room type – Refer to Chart B

Average daily rental - Refer to Chart B

Cost per square foot = 38% of total direct expenses

Total square feet of rentable space

Annual cost per rental = Average Square feet of Room Type x cost per sq ft

Cost per hour = Annual cost per rental

Average daily Rental x 350 days per year

### 3.7.4 FACILITIES

#### Chart A

Facility	Room	Square Feet	Room Type/Category
<b>Sportsplex</b>			
	Gym	9900 square feet	Large Full Gym
	Room 1	1800 square feet	Large Room
	Room2/3	2120 square feet	Large Room
	Room 2	1060 square feet	Small Room
	Room 3	1060 square feet	Small Room
<b>Community Centre</b>			
	Gym	7500 square feet	Small Full Gym
	Lounge	2300 square feet	Specialized Room
	Craft Room	1700 square feet	Large Room
	Preschool Room	1700 square feet	Large Room
	Room 1	1000 square feet	Small Room
	Room 2	900 square feet	Small Room
<b>Centennial Pool</b>			

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	Meeting Room	1000 square feet	Small Room
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### Chart B

Room Type	Average Square Feet	Average Hours Rented
Large Full Gym	9900 sq ft	3
Small Full Gym	7500 sq ft	2.75
Specialized	2300 sq ft	1
Large Room	1800 sq ft	1.5
Small Room	1000 sq ft	1.25

- ½ a gym will be charged at ½ the rate + 30%
- A full day rate will be based on 13 hours
- Down time will be calculated at 66% of the Adult rate

### 3.7.5 CATEGORIES OF USE

- Adult            More than 25% of the participants are over the age of 18 years
- Child            75% or more of the participants are 18 years and younger
- Commercial    The event/program is for the purpose of generating a profit for a person or commercial organization.

*New Apr 10-17 Res. # 17-0096*

### 3.7.6 FEES WAIVED FOR CHARITABLE EVENTS

User fees for park facilities may be waived under authority of User Fees & Charges Bylaw No. 3271, 2006 by the General Manager of Parks, Recreation & Culture. In order to qualify for free use of parks facilities, the event being held must benefit a charitable organization and:

- 3.7.6.1 100% of tournament proceeds must be donated to a qualifying charitable organization;

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- 3.7.6.2 The donation being made from the tournament proceeds must be equivalent to at minimum 50% of the amount of fees waived by the City;
- 3.7.6.3 The donation from the tournament proceeds must be made to an external organization and not be issued to the host organization of the tournament;
- 3.7.6.4 Prior to the event the City must receive a deposit equal to the amount of fees being waived. This deposit cheque will not be cashed unless reporting requirements are not met;
- 3.7.6.5 Reporting requirements are as follows:
  - i) The City receives a full financial report on the event no later than 60 days after the event is held;
  - ii) A copy of the receipt from the charitable organization or a copy of the cancelled cheque must be provided with the financial report.

These guidelines will ensure that organizations requesting free use of City playing fields for fundraising purposes are indeed donating 100% of the proceeds from the event to a qualifying organization.

*New Jan 9-17 Res. # 17-0015*

### 3.8 NAMING OF PARKS & FACILITIES

#### 3.8.1 PURPOSE

The purpose of this policy is to:

- Benefit the community by affirming a sense of place and identity, strengthening connections between people and place, and celebrating the social, historical, cultural, and natural environment of our unique city (moved from third bullet)
- Enable the public to easily identify the Park or facility.
- Recognize the contribution or achievements of individuals or groups from the community.

#### 3.8.2 PROCESS

- 3.8.2.1 Parks and Facilities includes City parks, building playgrounds, or infrastructure not including City streets but including facilities built voluntarily by non-profit groups on City property.
- 3.8.2.2. The Parks, Recreation and Culture General Manager is responsible for administering this policy.

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- 3.8.2.3 A written application to name a facility or park will be submitted by any interested person or group to the Parks, Recreation and Culture General Manager.
- 3.8.2.4 The Parks, Recreation and Culture General Manager will submit a report, including the application, to the Community Services, Recreation and Culture Commission for consideration and if approved, recommendation to Council.
- 3.8.2.5 The Parks, Recreation and Culture Division may search for a name including seeking input from the public, First Nations, community groups and especially any group which significantly contributed to the facility.
- 3.8.2.6 City Council has final approval of the name for the facility.

### 3.8.3 GUIDELINES

- 3.8.3.1 Names shall be selected in compliance with the purposes set out in section 1 of this policy.
- 3.8.3.2 Names are encouraged which reflect the service, contribution, or achievements of individuals or groups within the community, including naming the facility after people or groups who are important or prominent in their field including art, sport, commerce, politics, and community service.
- 3.8.3.3 Names are encouraged which reflect the service, contribution, or achievement of any individual or group to the specific facility.
- 3.8.3.4 Local names of importance and significance which resonate with the residents of Campbell River are encouraged including names of people, groups, places, events, stories, local culture, history, and geography.
- 3.8.3.5 The City periodically considers the sponsorship potential of community assets including parks. At some point in the future this may result in a naming proposal for a particular park or related component.
- 3.8.3.6 If an individual or non-profit group has been responsible for the development or building of a facility, the choice of name submitted by the individual or non-profit group is to be given significant consideration and importance in the choice of name for the facility.
- 3.8.3.7 If a facility is to be named after an individual, group, or commercial entity, consent of that individual, group, or commercial entity must first be obtained. If the individual is

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deceased, consent must be obtained from his or her Executor, Administrator, heirs or family.

3.8.3.8 Contributions include the provision of benefit to the community or facility in any manner including service, labour, organization, management, creativity, financial or property donations or donations in kind.

3.8.3.9 No confusing, corrupt, discriminating, or derogatory names are permitted.



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