



MEETING TITLE 2022 FIELD ALLOCATION SEASON 2 – SEPT 1, 2022 – FEB 28, 2023

DATE WEDNESDAY AUGUST 31, 2022

TIME AND LOCATION 7:00PM – TANTALUS ROOM

IN ATTENDANCE: User Group Sign In Sheet
 Andy Dawson - DOS Operations;
 Devon Guest, Michelle Wilcox, Rosella Bianco - DOS Recreation & Culture; Andy Dawson, DOS Operations; Michelle Wilcox, Rosella Bianco, Devon Guest, DOS Recreation Services; Blake Mahovic, Axemen Rugby Club; James Butterworth, Squamish Youth Rugby; Michael Heinrich, Howe Sound Soccer League; Taurean McCarthy, Squamish Cricket Club; Kevin Read, Howe Sound Minor Ball; Ray Christensen, Michael Heinrich, Squamish Youth Soccer Association

FACILITATOR: Michelle Wilcox

RECORDER: Rosella Bianco

STATEMENT OF PURPOSE:

To discuss and set Field Use between User Groups for Season 2, Sept 1, 2022- Feb 28, 2023

ITEM	REQUIRED OUTCOME / ACTION	WHO
Welcome	Introductions Sign in Sheet	All
Review Action Items	From February 2, 2022 meeting	Andy
Account Information/Insurance	<ul style="list-style-type: none"> Updated contact info = all invoices, contracts, notifications will go to one email. Please indicate clearly on form “Clients on Account” section = who we can contact on short notice (ie. power outage, absent coach) Proof of Insurance = User Group’s responsibility to ensure a current copy on file with DOS. 	Michelle
Monthly Contracts	Beginning in October, contracts signed & payment received no less than 5 days before start of contract. <ul style="list-style-type: none"> Currently testing automated workflow which will email a warning if nearing cancellation date 	Michelle

	<ul style="list-style-type: none"> • Sign once • Amendments will not require contract resigning • Amendment fees for current month will be included with next month's payment 	
Thank You	For work done by Parks; Replacement of backstop of Laroy Watt Field	Kevin- HSMB
Review Calendars	Overview of Season 2 bookings. Monthly contracts for full Season will be emailed tomorrow.	Michelle
Wrap up	Confirm all Account Information forms collected Tentative Season 1 Meeting Date – Feb 2, 2023	Rosella

LAST MEETING ACTION ITEMS:

By whom	What	By when	Completed?
Operations	<ul style="list-style-type: none"> • Lining Requests • Backstop Budget 2022 • Timeline & budgeting for Artificial Turf 		Done

THIS MEETING OUTCOMES / DECISIONS:

Who	What
Kevin	Minor Ball – Very appreciative of Andy & his team's work on fields this summer. Lots of comments from members of how good fields are. Very appreciative of support they got for their first time with a summer league.

NEW ACTION ITEMS:

Who	What	By when
Carly	Follow up with Cricket – Wondering about field time for Sept 1, 6 & 8 as well as about Field 4, 6, H1 or H2 for Sept 11 th .	Sept 1
Carly	Follow up with Axemen – Field 1	Sept 1
Kim	Update Field Allocation procedure – Include need for instructions & due dates about Lining Requests to be part of each Season's communications leading up to submission deadlines.	Jan 15/23
Kim	How can user groups know what field spaces are available? How can they look that up online?	TBD

Staff	Investigate: Future policy change to allow for contract to be signed at start of month but payment be made at end of month	TBD
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	Transparency of how field weather closure decisions re. open/close status are made; timeline of how long until are opened again; sport closure equity – ie. fields not being closed to one particular sport’s adults, fields being closed to all sport’s adults: online info re. reasons for closures – ie. drainage issues for Field 8 area & what is being pursued as long-term solutions / growing season dates	TBD
	Fairness of fees: currently no refund for grass closures; equity of fees for Season 1 (unlikely to be weather closures) vs Season 2 (likely weather closures) – same fee yet different volume of access; why 2 tiers of payment – hourly vs per player – if was hourly then better equates to amount of use	TBD
	Dealing with goose feces, dog feces particularly after longer snow events	TBD