



Public Lands Policy on Mini Park Field Reservations

Implementation Date: Revision Date: Review Date(s):

Purpose: This policy establishes a clear and equitable system for reserving mini park fields while ensuring these spaces remain regularly available for informal community use during the reservation season. It is designed to address concerns about overuse in a timely manner while continuing to support reservation-based recreation that benefits the community.

Policy:

1. Field Availability:

- a. Mini park fields will remain available for reservation, subject to a cap. Mini parks with reservable fields currently include; Stratford Park, Laird Park, and Kay Rees Park.
- b. The cap ensures that fields are not over-reserved, providing availability for other non-organized groups and minimizing potential conflicts.

2. Reservation Cap for Mini Park Reservable Fields:

A reservation cap will be placed on mini park fields to ensure equitable access and prevent overuse. The cap is as follows:

- i. **Class A Fields:** No Changes (There are no Class A Fields currently in any mini parks)
- ii. **Class B Fields:**
 1. Maximum Group Size: 25 people per reservation.
 2. Maximum Reservation Days: Four (4) days per week.
- iii. **Class C Fields:**
 1. Maximum Group Size: 25 people per reservation.
 2. Maximum Reservation Days: Three (3) days per week.

3. Compliance:

- a. Park Rangers will support compliance with this policy by conducting routine visits to mini parks during the reservation season and by accessing the reservation system to confirm appropriate use, in coordination with the Special Events Manager, Parks Division staff, and the Public Lands Director. If it is determined that a reservation exceeds the established cap either by group size or days per week, Park Rangers will be authorized to investigate.

- b. In cases where the reservation is found to be in violation of the cap, Public Lands' Special Events Manager will collect fees for the unauthorized use and may modify or revoke the reservation.
- c. If a user is identified as being in violation of this policy, a verbal warning will be issued, followed by a written warning if the violation continues. Ongoing or repeated violations may result in revocation of the reservation and denial of future reservation requests.

4. Reservation Process:

- a. All reservations for mini park fields must be made through the Public Lands' reservation system. The applicant will be required to report the number of participants for reservation(s) and Public Lands will restrict mini parks from being reserved more than three days per week.
- b. Users are responsible for ensuring that their reservations comply with the cap on group size and days per week.

5. Ongoing Review:

- a. This policy will be reviewed periodically to ensure it continues to meet the stated purpose.
- b. Adjustments to the caps may be made based on future needs.

Effective Date: This policy will go into effect on March 1, 2026. All reservations made after this date will be subject to the new reservation cap for reservations within mini parks

Contact Information: For questions or concerns about this policy, please contact The Public Lands Special Events Manager.