
TO: GENERAL COMMITTEE

SUBJECT: ICE ALLOCATION POLICY – 5 YEAR REVIEW

WARD: ALL

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SUBMITTED BY: R. BELL, DIRECTOR RECREATION AND CULTURE SERVICES

GENERAL MANAGER APPROVAL: D. MCALPINE, GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

CHIEF ADMINISTRATIVE OFFICER APPROVAL: M. PROWSE, CHIEF ADMINISTRATIVE OFFICER

RECOMMENDED MOTION

1. That the revised Ice Allocation Policy attached as Appendix “A” to Staff Report REC001-22, governing the equitable assignment and management of indoor ice within City of Barrie owned facilities, be approved and implemented for the 2022/2023 ice allocation season commencing on September 1, 2022.

PURPOSE & BACKGROUND

2. The purpose of this staff report is to recommend an updated ice allocation policy for City-owned facilities.
3. The ice allocation policy was approved and adopted by Council in June 2016. The policy was applied starting with the 2017/2018 ice allocations.
4. The ice allocation policy is reviewed within a five (5) year period by staff, as outlined in Section 19 – Monitor and Review of the Policy. The policy has reached the fifth year and is subject to review.

ANALYSIS

Policy Overview

5. The City of Barrie is committed to providing ice time usage within municipally owned and operated facilities without prejudice in a fair and equitable manner.
6. The Recreation and Culture Services Department has the responsibility to manage the allocation and distribution of ice on an annual basis to reflect population, registration, utilization, and participation patterns. The department is also responsible for the administration of the policy.
7. On an annual basis, municipal staff meet with key ice stakeholders and users, to review the organizations and City of Barrie requirements.
8. The 5 guiding principles of the policy are:
 - i) Access and Equity

- ii) Efficiency
- iii) Diversity
- iv) Youth and Recreation Development
- v) Partnerships

Policy Review

9. In April of 2021, an evaluation team of Recreation and Culture Services staff completed a comprehensive review of the current ice allocation policy with the objective of reviewing how the policy has performed over the past 5 years.
10. The review included engaging our key stakeholders (youth partner organizations and adult seasonal clients) to gather their insight and collaborate in the review process. Staff met virtually with the stakeholders on April 30, 2021, to begin this portion of the review. There were several follow up meetings with the stakeholders and the review was finalized in November of 2021.
11. The review process identified the following area for revision:
 - a) Section 13 – Annual Ice Time Allocation – suggested allocation guideline chart. The chart was updated to reflect the new naming convention. Historically, the age groups were identified as (novice, atom, peewee) and this has changed to reflect age (U9, U10, U11)
 - b) Updates to reflect the current name of the department.
12. The final draft of the reviewed policy was distributed to our youth partner groups, and adult seasonal clients and no further revisions were requested or noted, aside from the revisions noted above.

Financial Considerations

13. All revisions to the final draft of the reviewed policy are not deemed to have a material impact on overall revenues. Increased or decreased ice revenue will be monitored through normal budget management, alongside all facility rental revenues.

Implementation

14. The Recreation and Culture Services Department recommends implementation of the revised ice allocation policy for the 2022/2023 regular ice season that begins September 1, 2022.

ENVIROMENTAL AND CLIMATE CHANGE IMPACT MATTERS

15. There are no environmental or climate change impact matters directly related to the recommendation.

ALTERNATIVES

16. The following alternatives are available for consideration by General Committee:

Alternative #1 General Committee could maintain the existing policy with respect to the ice allocation. (i.e., Status Quo)

This alternative is not recommended as it would not address the revisions identified during the review process as they pertain to customer service delivery expectation, facility operations and allocation procedures.

FINANCIAL

17. There are no direct financial implications as a result of the amended Ice Allocation Policy.

LINKAGE TO 2014-2018 STRATEGIC PLAN

18. The recommendation(s) included in this Staff Report support the following goals identified in the 2018-2022 Strategic Plan:

- Fostering a Safe and Healthy City
- Offering Innovative and Citizen Driven Services

APPENDIX "A"

ICE ALLOCATION POLICY

SUBJECT

Policy governing the equitable assignment and management of indoor ice time within Municipally Owned Arena Facilities.

POLICY STATEMENT

The Corporation of the City of Barrie is committed to providing ice time usage within municipally owned and operated facilities, giving priority to City of Barrie residents, clubs and affiliates, patrons, and visitors to our facilities, without prejudice, in a fair and equitable manner.

ICE ALLOCATION RESPONSIBILITY

The City of Barrie's Recreation and Culture Services Department – Facilities Division (RS) has the responsibility to manage the allocation and distribution of ice on an annual basis to reflect population, registration, utilization, and participation patterns, in addition to applying municipal, provincial, and federal directives where required. The Recreation and Culture Services Department is responsible for implementation of the policy as outlined.

ICE FACILITY OPERATIONS

The City of Barrie will responsibly manage ice resources to ensure optimum usage and programming, to reflect municipal directives and to minimize risk and operational issues, as well as enhance fiscal health to allow for timely and effective infrastructure updates.

On an annual basis, municipal staff will organize a meeting with key ice facility stakeholders and users to review, define or confirm the City's ice seasons, hours of operation, ice pad uses and restrictions, facility closures, holiday operating hours, prime and non-prime time hour definitions.

The results of this meeting will enable municipal staff to update annual arena operations calendars, ice management schedules, critical dates, tournament/special event, and regular ice allocation schedules.

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SECTION 1 PURPOSE

The City of Barrie has been identified as a growth centre within the provincial document “Places to Grow – Simcoe Area: A Strategic Vision for Growth”. As a result, the City of Barrie is projected to experience significant population growth and change over the next decade.

With our increasing population and demand for existing facilities; municipal Council and staff are committed to the effective management, allocation, and distribution of ice time within our municipally owned facilities.

This policy will serve as a guide for the ice allocation process. It will guide all ice allocation outside of Council approved agreements.

The goal of this policy is to promote and encourage participation in ice sports and activities to the overall benefit of the community.

The ice allocation policy establishes and clarifies the City’s responsibility for ice allocation, facility administration, and its commitment to the management of:

1. Fiscally responsible ice facility operations.
2. Fair and equitable ice allocation.
3. Processing of tournament, special event, and seasonal ice permits.
4. Special event ice management.
5. General administration requirements.
6. Enhancement of the quality of life for all citizens.
7. Safe and accessible services to all.

NOTE: Sections of this Ice Allocation Policy may not apply to organizations which have established separate agreements with the City of Barrie approved by Council defining their annual ice allocation (i.e., Barrie Colts Junior Hockey, Mariposa School of Skating).

SECTION 2 GUIDING PRINCIPLES

The Ice Allocation Policy is based on the following principles which should be considered when implementing and/or interpreting the Policy's statements:

1. **Access and Equity:** to ensure fair and equitable access to ice.
2. **Efficiency:** to ensure the effective and efficient use of facilities, both in terms of time and space.
3. **Diversity:** to provide for a wide range of opportunities.
4. **Youth Sport and Recreation Department:** in recognition of the role municipal arenas play in the development of youth sport and recreation, special consideration should be given to accommodating youth activities.
5. **Partnership:** to recognize the importance of partnerships with sport and recreation organizations, as well as commercial operations in the delivery of arena-based activities.

SECTION 3 ICE ALLOCATIONS AND DISTRIBUTION PHILOSOPHY

On an annual basis the Recreation & Culture Services Department (RCS) – Ice Time Allocation Committee (ITAC) comprising of staff, will circulate to user groups, a Timetable Schedule outlining key milestone dates for submission of requests and confirmation dates.

Through this process the RCS – ITAC will develop an Ice allocation schedule that best reflects the expressed needs of the users and application of this Policy's principles, directives, definitions, and guidelines.

The City of Barrie reserves the right, at its discretion, to reassign ice annually as required and redistribute unassigned ice.

The City reserves the right to change the ice allocated to these groups when facility closures or restrictions negatively impact the 80% youth requirement for ice allocation.

SECTION 4 ICE ALLOCATION USER PRIORITY RANKING

The City of Barrie will allocate ice time utilizing the following user priority ranking:

1. City of Barrie (Recreational Programs).
2. Youth Partner Groups (as defined below).
3. Tournaments & Special Events (primarily hosted by Partner Groups).
4. Seasonal Clients (regular seasonal contracts).
5. Boards of Education (Programs – high school hockey and curriculum/open skate school ice).
6. Occasional and Commercial Users.

SECTION 5 DEFINITIONS OF ICE USERS

1) City of Barrie Recreational Programs

The City of Barrie ensures resident access to recreational ice opportunities through municipal recreation programs initiated by and directly, or indirectly, operated by the Recreation & Culture Services Department. Programs are open to the public (although in some cases, may be targeted at a subset of the public (i.e., seniors, adults, youth)).

Opportunities include: Drop-in (no registration) skating or ice-related activities open to the general public (although in some cases, programs are targeted to a specific subset of the general public (e.g. senior/adult skates (SAS), youth skate, parent & tot skate, shinny hockey and learn to skate).

Programs provide low-cost access to recreational opportunities organized through the Recreation & Culture Services Department.

2) Youth Partner Organization

A City of Barrie Youth Partner Group is defined as follows:

1. Youth sport organization

- a) A non-profit youth sport organization with a minimum of Eighty percent (80%) of the registered players being residents of Barrie including the residents of surrounding municipality with a City of Barrie Council endorsed Residency Recognition Agreement. (Refer to Section 6 – Residency Requirement).
- b) Will be established providers of quality recreational programs, primarily for youth offering individuals recreational, athletic, and social activities.
- c) Will be the main provider of its activity in the City of Barrie (if c) is dominant then the residency requirement may be waived).
- d) Participants must be 18 years of age or under prior to December 31st of that year's season and/or in the age categories as outlined by the provincial or national governing body. Some partner groups may have limited adult membership (excluding coaches).
- e) Programs intended for youth, will be charged a youth rate. Mixed age competitive ice will be charged an adult rate. If complete teams within an organization consist of players over the age of 20 years, those teams will be considered separately as an adult division of the organization and prioritized separately and will be subject to adult rates.
- f) Must be a member in good standing of an affiliated or governing body. (i.e., Ontario Minor Hockey Association, Ontario Women's' Hockey Association, Ontario Ringette Association, Ontario Speed Skating Association, Skate Canada).

Youth Partner Organizations within sub-category 1 must:

- 1) Have a constitution.
- 2) Be incorporated.
- 3) Have an elected body of officers and hold an annual meeting of members.
- 4) May be required to provide the City an annual financial statement prepared by a Chartered Professional Accountant (CPA).
- 5) Be affiliated with a responsible regional, provincial, or national organization. The choice of organization can be entirely at the discretion of the partner group.

2. Youth Recreation Groups

- 1) A non-profit recreation organization which meets the above definition of youth sport organization with the exception that the organization may exist without a constitution, may not be incorporated, and may not be affiliated or associated with a recognized provincial or national sport governing body, but shall have an elected body of officers and hold an annual general meeting and may be required to provide the City an annual financial statement prepared by an auditor. (i.e., Barrie Christian Hockey League).

3) **Tournament and Special Events**

The City of Barrie supports special programs like tournaments and special events. These programs provide revenue generating opportunities to both the program organizers and the Corporation of the City of Barrie as well as economic spin-off to the community at large.

Generally, tournaments and special events are competitions hosted by recognized City of Barrie youth partner groups. They may include events of regional, provincial, or national significance.

Tournaments may also be hosted by adult seasonal clients such as men's or ladies' hockey leagues. Special events may not be limited to competitions and may include events such as trade shows or exhibitions.

Typically, tournaments and special event ice time are allocated above and beyond a group's regular seasonal allocation and will be examined annually to minimize any negative impact on regular programs scheduled and public skating opportunities.

4) **Seasonal Client**

Seasonal Clients use an ice facility on a weekly basis for the entire season and are defined as:

- a) A not-for-profit sports organization with (active) members 80% by residents of Barrie, including the residents of a surrounding municipality with a City of Barrie Council endorsed Residency Recognition Agreement.
- b) The primary purpose of the organization is to offer, and involve, individuals in recreational, athletic, or social activities.
- c) Age of the participant is greater than that which qualifies it as a youth sport organization.
(Examples of seasonal clients are organized men's/ladies' hockey leagues)

5) **Boards of Education – High School Hockey, and School Ice**

A publicly funded school or a "non-profit" school recognized by the Province of Ontario as an educational institution, located in the City of Barrie.

School bookings will be administered on a first-come-first-served basis through the Recreation & Culture Services Department.

Only school programs which form part of the school curriculum or have open skate times during school hours will be eligible for school rates. All others will be categorized under the applicable times. (i.e., youth prime, youth non-prime)

For High School Hockey – A designated convenor will be the point of contact for the high school hockey allocations (practice & game allocation).

6) **Occasional**

Groups in this category do not meet the criteria of seasonal clients. Groups are defined as organizations and/or individuals that use ice time occasionally. Groups utilizing the ice for the purposes of youth will be charged the applicable youth rate and adult use will be charged the applicable adult rate.

7) Commercial User

Groups in this category do not meet the criteria of seasonal clients. Groups are defined as organizations and/or individuals that use ice time occasionally and/or with the intent of generating positive net income.

SECTION 6 RESIDENCY REQUIREMENTS

The City of Barrie recognizes the tax-based contribution provided by its residents toward the development and operation of recreation ice facilities and recognizes that residents of the City of Barrie and residents of a surrounding municipality with a City of Barrie Council endorsed Residency Recognition Agreement, will always receive priority over non-residents in the allocation of ice time.

On an annual basis, registration data from the prior season of play must accompany ice allocation requests. Registration information must be supplied, in an approved format, by all Youth Partner Groups and Adult Seasonal Clients to the Recreation & Culture Services Department on/or before February 1 of each year. Registration Data must include Registrant's full name, complete address including postal code.

Information collected by the City of Barrie shall be in accordance with the Municipal Freedom of Information and Protection of Privacy Act and shall be used for the sole purpose of determining and assigning eligible ice time to users.

The Recreation and Culture Services Department may apply the data to the ice allocation benchmark formula which will determine the total number of weekly hours each user shall be assigned and the distribution of those hours to different age and skill level groupings.

The city will accommodate the regular use of ice by non-residents after resident demand is satisfied and under special circumstances such as a reciprocal agreement. Non-residents will not achieve historical status regarding permit allocation on a year-to-year basis. Non-resident use will be reviewed on a case-by-case basis.

SECTION 7 DEFINITIONS OF TYPICAL ICE USERS

1) Major Special Events

1. Those which bring recognition to, or increase the public profile of, the City of Barrie.
2. International, national, provincial, and regional multi-sport/recreational events which are sanctioned by an appropriate governing body. (i.e., Ontario Winter Games) and which bring recognition to, or increase the public profile of, the City of Barrie.

2) Minor Special Events

1. Non-recurring (i.e., not weekly) recreational activities initiated by the Recreation & Culture Services Department, or by a specific user organization/group, for the purpose of the enhancement, promotion, and expression of the sport, culture or social needs of the participants (i.e., an annual tournament, Championship Day).
2. Any use by an organization or group where the purpose is to generate funds which will be put to a "public good" in the community. The "public good" may be within the organization or may be an external public project.

3) Regular ice time

1. A weekly ice time which is available for the season, for a regularly scheduled sport or recreational use.

4) Casual ice time

1. An Ice time which is not available on a weekly basis throughout the full season.

SECTION 8 DEFINITION OF SEASON OF PLAY

The City of Barrie Recreation and Culture Services Department has adopted the following Season of Play:

- 1) **Summer Ice Season** shall be defined as June 1 through to August 31 inclusive.
- 2) **Regular Ice Season** shall be defined as September 1 through to May 31 inclusive.

The opening of arena facilities when they are normally closed, or beyond established operating hours (as defined by the Ice Allocation Policy), will be considered only if the applicant agrees to pay for the full operational costs for such an opening and pending the availability of staff.

For further clarification the City reserves the right at its sole discretion to determine the length of the operational season on a per ice surface basis (i.e., not all ice surfaces must be open for the entirety of the defined winter season).

All reasonable requests will be reviewed and responded to. Application does not guarantee approval.

SECTION 9 DESIGNATION OF ICE TIME CATEGORIES

Ice allocation hours shall be designated and categorized as prime-time and non-prime time by the Recreation & Culture Services Department based on user demand and ice time availability.

Winter Prime Time Ice shall be defined as:

- a) 5:00pm to 11:00pm (Monday through Friday)
- b) 6:00am to 12:00 midnight (Saturday and Sunday)
- c) 6:00am to 8:00am (Monday-Friday)
- d) All Statutory Holidays

Winter Non-Prime Time Ice shall be defined as:

- a) 8:00am to 5:00pm (Monday through Friday – excluding statutory holidays)
- b) After 11:00pm (Monday through Friday)

Summer Prime time ice shall be defined as:

- a) Monday through Friday from 6:00am to 12:00 midnight

Summer Non-Prime Time Ice shall be defined as:

- b) 6:00am to 12:00 midnight (Saturday and Sunday).

Summer ice shall be made available by the Recreation and Culture Services Department based on an expressed need by user groups, balanced with the department's annual business plan.

SECTION 10 DEFINITION OF ICE TIME HOUR

The City of Barrie Recreation and Culture Services Department has adopted the following one-hour block of ice time definition:

A one (1) hour block of ice time shall be defined as fifty (50) minutes of ice time play. The remaining ten (10) minutes of time shall be utilized by facility operations staff for ice maintenance purposes.

Where there exists only one ice pad within a given municipal arena facility, all rentals shall commence on the hour mark.

Where there are two or more ice pads within the same municipal arena facility complex:

- 1) All rentals for First Ice Surface (1) shall commence on the hour mark.
- 2) All rentals for Second Ice Surface (2) shall be offset by 30 minutes, commencing on the ½ hour mark to allow appropriate time for ice maintenance.

In order to maintain the efficient scheduling of maintenance staff, ice resurfacing, and to ensure the accurate communication of ice surface and room assignments to participants, the city requires that all groups supply ice use schedules and ice resurfacing requirements to the city one month prior to the commencement of the season.

Failure to comply could result in the cancellation of all or some of the permit contract for the remainder of the ice season.

The City reserves the right to accept or modify ice resurfacing requests to ensure the achievement of operational efficiencies and ice surface coordination.

Ice Rental Agreement

An ice rental permit(s) will be issued for all contracted ice within City of Barrie facilities. The permit will be accompanied by the guiding rules and regulations (which may be amended from time to time) that will dictate the governance of conduct both on ice and in the facility. Failure to adhere to these regulations may result in permit cancellation.

SECTION 11 ALLOCATION OF ICE TIME

The City Recreation & Culture Services Department shall develop and implement procedures for the allocation of ice time requests in accordance with the Guiding Principle, Distribution Philosophy, User Priority Ranking and definitions of this policy.

SECTION 12 CLASSIFICATIONS OF ICE TIME ALLOCATION REQUESTS

For the purpose of ice allocation, requests for ice time from organizations and groups will be classified as “existing”, “existing program expansion” or “new”. These terms are defined as follows:

- 1) Existing Programs – organization/group was allocated regular ice time in the previous comparable season (i.e., organization was allocated ice time in previous fall/winter season and requests ice time again in the upcoming fall/winter season).
- 2) Existing organization or group program expansion or core/primary/basic services – requests by an existing organization/group to expand program, due to program registrations, and/or changes to governing sports affiliation rules and regulations, which requires additional ice time, or more ice time than the ice entitlement (refer to section 13.1).

- 3) New Programs - organization/group not allocated regular ice time in the previous comparable season, whose program or services meet a previously unmet need.

Table 12.1 – Ice Request Timelines

Tournament	Request Date	Confirmation Date
Winter Request	December 1 st for the following season	January 1 st
Summer Request	June 1 st for the following season	August 1 st
Regular Season		
Winter Request	December 1 st for the following season	March 1 st
Summer season	August 1 st for the following season	October 1 st

SECTION 13 PRINCIPLES APPLIED TO ICE TIME ALLOCATION PROCESS

1. Ice Time Allocation Guidelines for Youth Sport Organizations

Ice time guidelines are formulas used by municipalities to allocate the ice time required to meet the basic requirements for a sport and are expressed through a ratio of ice time per team or number of skaters and differ based on a sport's activity requirement and caliber/level of play. Ice time guidelines apply only to **youth sport organizations** and should not be considered a guarantee. (Please refer to Table 13.1 and Notes below table.)

TABLE 13.1 ANNUAL ICE TIME ALLOCATION GUIDELINE BY SPORT

Sport	Suggested Allocation Guidelines	Definition
Minor Hockey U7 U8 U9 U10 U11 U12 U13 U14 U15 U16 U17 U18 18+ Adult	1.00 hour per week per team 1.00 hours per week per team 1.50 hours per week per team 1.50 hours per week per team 1.50 hours per week per team 1.50 hours per week per team 1.50 hours per week per team 1.50 hours per week per team 1.50 hours per week per team 1.50 hours per week per team 1.50 hours per week per team 1.50 hours per week per team 1.50 hours per week per team 1.50 hours per week per team 0.75 hours per week per team	Team defined as 14 to 17 players registered with the Ontario Minor Hockey Association/ Ontario Women's Hockey Association/ Barrie Christian Hockey Association
AAA Hockey U7 to U10 U11 to U13 U14 to U18	2.00 hours per week per team 2.50 hours per week per team 2.75 hours per week per team	
Men's/Women's Adult	0.75 hour per week per team	
Figure Skating	1.00 hour per week per 14 to 18 skaters	Skaters registered with Skate Canada
Ringette U7 U8 U9 U10 U12 U14 U16 U19 18+ (Open)	1.00 hour per week per team 1.00 hour per week per team 1.5 hours per week per team 1.5 hours per week per team 1.5 hours per week per team 1.5 hours per week per team 1.5 hours per week per team 1.5 hours per week per team 1.5 hours per week per team	Team defined as 11 to 14 players registered with the Ontario Ringette Association
Speed Skating	1.00 hour per week per 4-5 skaters	Skaters registered with the Ontario Speed Skating Association

- Notes:
- Ice time allocation guidelines include all ice cleaning & maintenance required during a block of ice time.
 - Allocation guideline is based on actual learn/skater registration for a given season (i.e., September to April). Organizations which are assigned ice time through the allocation guideline will be required to provide information regarding the total number of participants, number of teams, team caliber/level of play, etc.
 - Teams will be asked to submit registration numbers for their organization including residency (as per section 6) as well as number of teams and their competitive category. Teams must submit requests as per 14.3. In the case of a deficit of ice time at City of Barrie facilities, it is recommended that all organizations which are assigned ice time by the allocation formula, should book a minimum of 15% of their ice time at facilities other than those operated by the City of Barrie. This percentage is subject to change.
 - If required ice will be taken back by the City in reverse order of the user priority ranking.
 - Organizations may be allocated additional time beyond their allocation guideline if time is available.

2. Principles Applied in the Ice Time Allocation Process

- a) Organizations/groups to which ice the allocation guideline do not apply will be allocated ice time based on the Ice Time Allocation Schedule, availability of ice and user group registrations.
- b) Casual ice time will be made available to organizations/groups based on the availability of ice time.
- c) Organizations are responsible for the distribution of ice time to their teams or members.
- d) Allocated hours must be used by the organization/group to which they are assigned, unless otherwise approved by the Department.
- e) No tournaments, special events or expansions to existing programs may be implemented without the prior written approval of the Department.
- f) School Boards/Colleges/universities will be allocated ice time to comply with existing reciprocal use agreements where applicable.

3. Weekly Hours Assigned and Distribution for Youth Partner Groups

- a) Number of weekly hours allocated to a Youth Partner Group will be based on justified need.
- b) On an annual basis, registration data from the prior season of play must be supplied, in an approved format, by the Youth Partner Group to Recreation & Culture Services Department by January 1 of each year. A Registration Data Form template will be provided by Recreation & Culture Services to clearly illustrate the information data to be provided.
- c) Information collected by the City of Barrie shall be in accordance with the Municipal Freedom of Information and Protection of Privacy Act and shall be used for the sole purpose of determining and assigning eligible ice time to users.
- d) The Recreation & Culture Services Department will apply the data to the ice allocation benchmark formula which will determine the total number of weekly hours each user shall be assigned and the distribution of those hours to different age and skill level groupings.

SECTION 14 NEW ORGANIZATIONS REQUESTING REGULAR ICE TIME

1. If a new organization requests regular ice time and an existing organization is meeting similar needs in the community, the Department will direct the new group to the existing organization.
2. A new organization requesting regular ice time must meet an identified need in the community, which is not being provided by any of the existing organizations. Identified need and appropriate use of a facility will be evaluated by the Department.
3. Organizations, groups, or individuals requesting regular ice for the first time must submit a request in writing to the Manager of Facilities no later than January 1 for the following winter season, and by August 1 for the following calendar year summer season.
4. Recognition and ice allocation will occur once the conditions and criteria outlined in the Ice Allocation Policy are met and if existing users will not be adversely affected.
The City will use unallocated ice first to meet the needs of a new applicant but reserves the right to reasonably reallocate hours from existing users, if warranted.

SECTION 15 MANAGEMENT OF TOURNAMENTS AND SPECIAL EVENT REQUESTS

The City Recreation & Culture Services Department recognizes the significant positive impacts that tournaments, special events and championships can provide to the community. To accommodate these events and minimize disruptions to regular programs and league play, the City of Barrie Recreation & Culture Services Department will allocate seasonal ice addressing Tournament and Special Event Requests first.

Existing and new organizations (sports, recreation, non-sports or other) requesting Tournament and/or Special Event ice time must submit a request in writing to the Recreation and Culture Services Department to the attention of Manager of Facilities no later than December 1 for the following calendar regular season, or by June 1 for the following calendar year summer season.

The Recreation and Culture Services Department through the Ice Time Allocation Committee will be responsible for effectively managing client requests for tournaments and special events. Based on the previous year's allocation, the Ice Time Allocation Committee will, objectively, evaluate tournament and special event ice time requests, based on their past success, impact on the community, impact on departmental operations and existing schedules and resources, and availability of ice.

User groups will receive notice of acceptance/refusal of tournament and special event dates by the RCS – ITAC within 60 days.

A maximum of two tournaments or special events per organization per Fall Regular Season (September to December) and per Winter Regular Season (January to March) will be considered.

SECTION 16 ICE TIME AMENDMENTS AND CANCELLATION PENALTIES

Tournament Permit Amendments and Cancellations

The City will effectively manage any client requests for tournaments and special event permit amendments or cancellations with the goal of minimizing administrative, revenue and operational impacts. When changes or cancellations are requested, the guidelines outlined in the Ice Allocation Policy will be applied.

Permit Amendments and Cancellations

Allocated ice time turned back into the Recreation and Culture Services Department must be done utilizing the same ratio as the originally allocated ice (i.e., a proportionate number of prime and non-prime ice, weekday, and weekend ice). The Recreation and Culture Services Department reserves the right to accept only hours that hold only the greatest potential for rebooking.

The Recreation and Culture Services Department has the right to control all ice allocation and use of City-owned and operated ice facilities for the duration of the ice permit. Controls must be in place to minimize the negative impacts that unused, returned, amended, and cancelled ice can have on the arena system operation and its clients. As such, the Recreation and Culture Services Department will apply all guidelines outlined in the Ice Allocation Policy to manage unused ice or changing ice needs once permits have been issued reasonably and responsibly.

Added Ice (Temporary or Permanent)

All ice hours added to an existing contract will be final on the date issued and accepted. No further changes will be considered.

Transferred Ice/Ice Trades/Sublet or Sub-Leased Ice Prohibited

The City of Barrie is the sole permit authority for all ice times. The City must be aware of and able to control the intended use of all ice permitted within its facilities at all times.

It is recognized that last-minute changes to the intended use of the ice may occur under rare, infrequent, and unforeseen circumstances; however, the Recreation and Culture Services Department must be notified by the permit holder, even after the occurrence.

Failure to notify the Recreation and Culture Services Department may result in termination of the permit and cancellation of future bookings.

No person, organization, association, or minor sports group shall transfer or sublet/sub-lease or permit to be transferred or sublet/sub-lease, any ice allocation or part thereof, for value or otherwise.

If any person, organization, association or minor sports group transfers or sublets/sub-leases, or permits such transfer or sublet/sub-lease, of any ice allocation or part thereof, their facility rental contract shall be terminated without notice and the City shall refund the permit fee on a prorated basis.

City Programme Skate Cancellations

To minimize customer dissatisfaction and related negative impacts, the City of Barrie will not cancel advertised programmes or leisure skates with the following exceptions:

1. Significant and high-profile events as identified by Council.
2. Low registration.
3. Emergency shut down and ice maintenance issues.

Ice Time Cancellation Penalties

Once an ice rental permit has been signed, the following penalties shall be applied to cancellations of ice time allocation:

1. For Youth Partner Groups, Boards of Education Programs, and Seasonal Clients
 - a. 30 days written notice is required for a full refund.
 - b. Notice of cancellation given 29 days or less will be refunded at 50% of the number of hours being returned.
 - c. All ice cancellations made in 7 days or less will result in full payment being charged.
2. Occasional and Commercial Clients
 - a. 30 days written notice is required for a full refund.
3. Tournaments and Events
 - a. 60 days written notice is required for full refund.
 - b. All ice returned in 59 days or less will be refunded at 50% of the number of hours being returned.

Payment

Payment of contracted ice shall be made on the 1st day of the month of which the ice is to be used. For clarification the payment for ice used from Sept 1 - Sept 30 will be paid in full Sept 1st.

SECTION 17 GENERAL ADMINISTRATION

Insurance Requirements for All Youth Partner Groups and Adult Seasonal Clients

Organizations/groups shall, at all times during which they are allocated ice time in the City of Barrie municipally owned arena facilities, arrange, pay for and keep in force and in effect Comprehensive General Liability Insurance on an "occurrence" basis including personal injury, bodily injury and property damage protecting the Corporation of the City of Barrie, its elected Members of Council, its employees, agents and contractors (hereinafter "Released Persons") and the organization against all claims for damage or injury including death to any person or persons, and for damage to any property of the Released Persons or any public or private property, howsoever caused including damage or loss by theft, breaking or malicious damage, or any other loss for which the Released Persons or the organization may become liable resulting from the organization's use of ice time in City of Barrie municipally owned arenas facilities.

Such policy shall be written with an inclusive limit of not less than the amount stipulated by the City of Barrie's policy on insurance limits (currently at Two Million Dollars or \$2,000,000), shall contain a cross liability clause, a severability of interest clause, and shall be primary without calling into contribution any other insurance available to the Released Persons as additional insured parties.

THE CORPORATION OF THE CITY OF BARRIE MUST BE NAMED AS ADDITIONAL ISSURED.

The organization (for itself and its insurers) shall release each of the Released Persons and waives any rights, including rights of subrogation; it may have against them for compensation for any loss or damage occasioned by organization or loss of use of property of the Purchaser.

The organization shall provide certificates of insurance evidencing the coverage as required above to the Recreation and Culture Services Department upon ice time confirmation by the City, which certificates shall include the obligation on the part of the issuer of the certificates to endeavour to provide thirty (30) days written notice of cancellation to the certificate holders. Upon expiry, documents of renewed coverage are again to be provided and the organization will make policies available to the City for review from time to time and in the event of a claim.

Banners & Signage

Banners will be permitted for consideration from Youth Partner Groups.
The following stipulations will apply:

- It must be a championship banner at a provincial or higher level.
- Submission requests will be made by June 1st.
- It must be made of a fire-retardant and mould resistant material.
- It will be displayed in a place selected by the City.
- The number of banners will be at the discretion of the City.
- The maximum time a banner may be displayed is 5 years after which it will be returned to the appropriate organization.
- Existing banners will be granted a 7-year term based on their year of award (i.e., a banner won in 2010 will hang until 2017).
- Section does not apply to organizations which have established separate agreements with the City as approved by Council.

SECTION 18 PROMOTION OF THE POLICY

- a) The Municipal Ice Allocation Policy will be identified and accessible electronically via the City of Barrie webpage.
- b) The Municipal Ice Allocation Policy will be incorporated into the Recreation and Culture Services Department (RCS) Municipal Policies and Procedures Manual.
- c) All relevant City of Barrie Recreation and Culture Services staff will be made aware of and provided access to a copy of the Municipal Ice Allocation Policy as a component of orientation.

SECTION 19 MONITOR AND REVIEWING OF THE POLICY

The Municipal Ice Allocation Policy shall be reviewed within a 5-year period by Departmental Staff.

The Recreation and Culture Services (RCS) Department has the authority to adjust procedural items related to timing, process, etc., as appropriate and to respond to Council directions related to revenue achievement, goals, and strategic business approaches.