
TO: GENERAL COMMITTEE

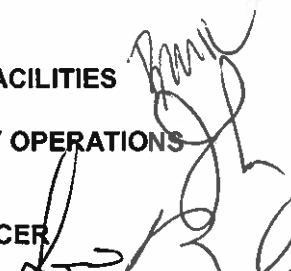
SUBJECT: ICE ALLOCATION POLICY

PREPARED BY AND KEY CONTACT: D. BUTTINEAU, MANAGER OF MARKETING & PROMOTIONS, EXT. 5115

SUBMITTED BY: B. ROTH, DIRECTOR OF LEISURE, TRANSIT & FACILITIES

COMMISSIONER APPROVAL: J. SALES, GENERAL MANAGER OF COMMUNITY OPERATIONS

CHIEF ADMINISTRATIVE OFFICER APPROVAL: JON M. BABULIC, CHIEF ADMINISTRATIVE OFFICER



RECOMMENDED MOTION

1. That the Ice Allocation Policy, attached as Appendix 'A', to Staff Report LTF003-11 governing the equitable assignment and management of indoor ice time within municipally owned arena facilities, be approved for implementation effective September 1, 2011.
2. That the Leisure, Transit & Facilities Department is delegated the authority, in compliance with City of Barrie by-laws and policies, to negotiate and enter into contractual rental agreements with user groups and individuals on behalf of the City of Barrie.

PURPOSE & BACKGROUND

3. The Leisure, Transit & Facilities Department has identified the need to review the current guidelines and practices of ice allocation and ice facility operations, in order to clearly reflect the philosophy and define methodologies, processes and practices used to ensure a fair and equitable ice allocation process.

ANALYSIS

Policy Objectives

4. 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 alike, without prejudice, in a fair and equitable manner.
5. The Ice Allocation Policy will establish and clarify the City's responsibility for ice allocation, facility administration and its commitment to the management of the ice allocation process.
6. The guiding principles as defined in the policy for implementing ice allocation will be:
 - Access and Equity
 - Efficiency
 - Diversity
 - Youth and Recreation Development
 - Partnership

Ice Allocation Responsibility

7. The City of Barrie's Leisure, Transit & Facilities Department has the responsibility to manage the allocation and distribution of ice, on an annual basis, to reflect population demographics, user registration numbers, utilization and participation patterns, in synchronicity with applicable municipal, provincial and federal directives where required.
8. The City of Barrie Leisure, Transit & Facilities Department will responsibly manage ice resources to ensure optimum usage and programming, to reflect municipal directives and to minimize risk and operational issues.
9. In order to achieve its responsibility for implementation of the policy as outlined the Leisure, Transit and Facilities Department will require delegated authority, in compliance with City of Barrie by-laws and policies, to negotiate and enter into contractual rental agreements with user groups and individuals on behalf of the City of Barrie.

Policy Review & Development

10. A comprehensive review of the current practices was undertaken with a focus on departmental programs, services and operations in an effort to improve customer service expectations, service provision levels, operational efficiencies and standards of practice with a focus on fiscal responsibility, management and long term sustainability.
11. Surrounding, comparable Municipalities in Ontario (Brantford, Burlington, Chatham, Kingston, Mississauga, Oakville, Oshawa, Vancouver, Markham), were contacted to in order to acquire copies of their respective, existing ice allocation policies, as a component of the review and policy draft exercise.
12. Following a full review of external ice allocation policies in comparison to the City of Barrie's ice allocation practice, a new, Ice Allocation Policy was drafted and vetted through a Team of departmental staff and thoroughly reviewed by the Leisure, Transit & Facilities Department management.
13. Following the initial, internal review stage of policy development, the Leisure, Transit & Facilities Department scheduled consultation sessions with our user groups to present the proposed draft policy and gain feedback and input.
14. Consultation meetings were held March 31, 2010 and April 15, 2010 with our primary youth partner groups, adult seasonal clients and occasional/commercial users.
15. A copy of the draft Ice Allocation Policy was also delivered to our Boards of Education users for review and comment.
16. Feedback/comments received from our user groups was specific to the following areas of concern:
 - a) 100% residency requirement for youth partner groups.
 - b) 100% youth stipulation for youth partner groups.
 - c) Definition of ice time (starting on the hour mark).
 - d) 60 days notice required for cancellation of tournaments and special events.
 - e) Implementation of the full policy for the 2010-2011 seasons.
 - f) Rates (to be addressed under separate pricing policy review)
17. Feedback, comments and input from our valued user groups was considered and assessed in compiling the final draft of the Ice Allocation Policy (Appendix 'A' attached). As a result the revisions were accommodated where feasible and full policy implementation was deferred from the 2010-2011 season to the 2011-2012 season.

18. Staff presented the final recommended Ice Allocation Policy to the Community Services Committee on February 7, 2011 for their information.

Summary

19. The Leisure, Transit & Facilities (LTF) Department recommends implementation of the policy for the 2011-2012 ice season commencing September 1, 2011.
20. This policy earmarks the commencement of an extensive policy review and development strategy for the Leisure, Transit & Facilities Department.
21. The policy, upon approval, will be incorporated into and form part of the completed policy documents governing and guiding the operations of the Leisure, Transit & Facilities Department.

ENVIRONMENTAL MATTERS

22. There are no environmental matters related to this recommendation.

ALTERNATIVES

23. There is one alternative available for consideration by General Committee:

Alternative #1

General Committee can choose not to support the recommendation.

This alternative is not recommended as it does not provide the Leisure, Transit & Facilities Department with a policy to guide operational practices and processes in achieving client/customer expectations and corporate service level standards related to ice facility operations, efficiencies and allocation procedures.

FINANCIAL

24. There is no financial impact to the Leisure, Transit & Facilities Department, resulting from the proposed policy recommendation.
25. Benefits of implementation would be realized in operational and administrative efficiencies in achieving customer service excellence.

LINKAGE TO COUNCIL STRATEGIC PRIORITIES

26. The 2010-2014 Council's Strategic Priorities have not been established as of the time of writing of this report.

<p>The City of BARRIE Leisure, Transit & Facilities Department</p>	<p>ICE ALLOCATION POLICY</p>
<p>Created: Approved: Revised:</p>	<p>SUBJECT: Policy Governing the equitable assignment and management of indoor ice time within Municipally Owned Arena Facilities</p>

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 Leisure, Transit & Facilities Department - Facilities Division (LTF) 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 Leisure, Transit & Facilities Department is responsible for implementation of the policy as outlined.

ICE FACILITY OPERATIONS

The City of Barrie will responsibly manage its ice resources to ensure optimum usage and programming, to reflect municipal directives and to minimize risk and operational issues, as well 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 and ice capacity calculations.

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

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ICE ALLOCATION POLICY

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 demographic and demand on 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 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.

This Ice Allocation Policy has been developed to address upcoming changes to the current arena facility administration portfolio, changing demographics and market supply of indoor ice.

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

- i. Fiscally responsible ice facility operations
- ii. Fair and equitable ice allocation
- iii. Processing of tournament, special event and seasonal ice permits
- iv. Special event ice management
- v. General administration requirements
- vi. Enhancement of the quality of life for all citizens
- vii. Safe and accessible services to all

***NOTE:** Sections of the Ice Allocation Policy may not apply at this time to organizations which have an established separate contract or agreement with the City of Barrie approved by Council defining their annual ice allocation (e.g. 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:** given the limited supply of ice, 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 Development:** 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 ALLOCATION AND DISTRIBUTION PHILOSOPHY

On an annual basis the Leisure, Transit & Facilities Department ~ 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.

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ICE ALLOCATION AND DISTRIBUTION PHILOSOPHY

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

Any such Ice Distribution Schedule will reflect the Leisure, Transit & Facilities Department's guideline of a minimum of 70% youth assigned ice within the usable winter ice time allotment.

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

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. Adult Seasonal Clients
5. Boards of Education (Programs – high school hockey and school ice)
6. Occasional and Commercial Users

SECTION 5 DEFINITIONS OF ICE USER

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 Leisure, Transit and Facilities Department. Programs are open to the general public (although in some cases, may be targeted at a subset of the general public e.g. 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 at 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 Leisure, Transit & Facilities Department.

2) Youth Partner Groups

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

1. Youth sport organization
 - a) A *non-profit youth sport organization* with one hundred percent (100%) of the registered players being residents of Barrie or residents of a surrounding municipality with a City of Barrie Council endorsed Residency Recognition Agreement. (Refer to Section 6 – Residency Requirement.)
 - b) The primary purpose of the organization is to offer, and involve, individuals in recreational, athletic or social activities.
 - c) Participants must be 17 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. 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.

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- d) Must be a member in good standing of an affiliated or governing body. (e.g. Ontario Minor Hockey Association, Ontario Womens' Hockey Association, Ontario Ringette Association, Ontario Speed Skating Association, Skate Canada.

Youth Partner Groups 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) Provide the City an annual financial statement prepared by a Chartered Accountant.
- 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 Organization

- a) 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 sports governing body, but meets all other criteria of a Youth Partner Group (*bullet points a, b, c, d3, d4*).

3) Tournaments 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, tournament and special event ice time is allocated above and beyond a group's regular seasonal allocation and will be examined annually to minimize any negative impact on regular programs schedules and public skating opportunities.

4) Adult Seasonal Client

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

1. Adult Sports Organization

- a) A *non-profit sports organization* with at least 75% of the (active) members being residents of Barrie, or 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 participants is greater than that which qualifies it as a *youth sport organization*.

(Examples of seasonal clients are organized men's/ ladies hockey leagues.)

NOTE: At the City's discretion, not-for-profit groups may be allowed to use ice time for a fundraising event to generate revenues, so long as revenues realized are applied to the "fundamental activities, mission and mandate" of the group.

ICE ALLOCATION POLICY

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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 Leisure, Transit & Facilities Department.

For High School Hockey- A designated convenor will be the point of contact for the high school hockey allocations. (Practice & Game Allocation).

6) **Occasional and/or Commercial Users**

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 and do not meet the requirement of 75% of the (active) members being residents of Barrie, or residents of a surrounding municipality with a City of Barrie Council endorsed Residency Recognition Agreement.

SECTION 6 RESIDENCY REQUIREMENT

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 Leisure, Transit & Facilities 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 Freedom of Information and Privacy Protection Act, and shall be used for the sole purpose of determining and assigning eligible ice time to users.

The Leisure, Transit & Facilities 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.

For the purpose of supporting the ongoing development of our Youth Partner Groups, (e.g. girls/women's hockey), the City of Barrie will, alternatively, accept the residency requirements defined by Sport Governing Bodies (S.G.B.'s – local, regional, provincial and/or federal) which govern the actions of local affiliated ice user groups while ice time capacity exists within City of Barrie facilities. A non-resident surcharge will apply to all non-resident registrants.

The City reserves the right to impose one hundred percent (100%) residency requirements or limitations on permit applicants at any point in time in the future when it is deemed necessary to do so (e.g. restricted ice capabilities).

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

ICE ALLOCATION POLICY

SECTION 7 DEFINITIONS OF TYPICAL ICE USES

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 Leisure, Transit & Facilities Department, or a by specific user organization/group, for the purpose of the enhancement, promotion, and expression of the sport, culture or social needs of the participants. (e.g. 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 Leisure, Transit & Facilities Department has adopted the following Season of Play:

- 1) Summer Ice Season shall be defined as May 1 through to August 31 inclusive
- 2) Regular Ice Season shall be defined as September 1 through to April 30 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 (including "green energy fees" for such an opening and pending the availability of staff.

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 Leisure, Transit & Facilities Department, based on user demand and ice time availability.

Prime Time Ice shall be defined as:

- a) 4:00 p.m. to 11:00 p.m. (Monday through Friday)
- b) 6:00 a.m. to 11:00 p.m. (Saturday and Sunday)
- c) All statutory Holidays

Non-Prime Time Ice shall be defined as:

- a) 6:00 a.m. to 4:00 p.m. (Monday through Friday – excl. Statutory Holidays)
- b) After 11:00 p.m. (Monday through Sunday)

All Summer time ice shall be considered prime time hours.

Summer Ice shall be made available by the Leisure, Transit & Facilities Department based on an expressed need by user groups balanced with the department's annual business plan.

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SECTION 10 APPLICATION OF ICE RENTAL RATES AND FEES

For the purpose of defining applicable fee rates, the Leisure, Transit & Facilities Department shall apply the following definitions and applications:

- 1) **Prime time rates** shall be applied to your ice time allocation if the bulk of your ice rental time falls within the defined prime time periods as outlined in your rental contract.
- 2) **Non-Prime time rates** shall be applied to your ice time allocation if the bulk of your ice rental time falls within the defined non-prime time periods as outlined in your rental contract.
- 3) **Special Event/Function rates** shall apply to all tournament/special event ice time allocations.

SECTION 11 DEFINITION OF ICE TIME HOUR

The City of Barrie Leisure, Transit & Facilities 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 two or more ice pads within the same municipal arena facility complex:

- 1) All Rentals for the First Ice Pad (1) shall commence on the hour mark.
- 2) All Rentals for the Second Ice Pad (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 floods, and to ensure the accurate communication of pad and room assignments to participants, the City requires that all groups supply ice use schedules and flood 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 flood requests to ensure the achievement of operational efficiencies and pad coordination. Special floods for any ice use time of less than two hours will not be considered (e.g. a 90-minute game does not qualify to receive an extra mid-game flood).

SECTION 12 ALLOCATION OF ICE TIME

The City of Barrie Leisure, Transit & Facilities Department shall develop and implement procedures for the allocation of ice time requests in accordance with the Guiding Principles, Distribution Philosophy, User Priority Ranking and definitions of this policy.

SECTION 13 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", "new" or "existing program expansion". These terms are defined as follows:

- 1) **Existing Programs** – organization/group was allocated regular ice time in the previous comparable season (e.g. organization was allocated ice time in previous fall/winter season and requests ice time again in the upcoming fall/winter season)
- 2) **New Programs** - organization/group not allocated regular ice time in the previous comparable season, whose program or services meets a previously unmet need

ICE ALLOCATION POLICY

CLASSIFICATIONS OF ICE TIME ALLOCATION REQUESTS

- 3) Existing organization or group program expansion of core/primary/basic services – request 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 14.1)

SECTION 14 PRINCIPLES APPLIED TO ICE TIME ALLOCATION PROCESS

1. Ice Time Allocation Benchmarks for Youth Sport Organizations

Ice time benchmarks are formulas used by municipalities to allocate the ice time required to meet the basic requirements for a sport. Benchmarks are expressed through a ratio of ice time per team or number of skaters, and differ based on a sport's activity requirements and caliber/level of play. Ice time benchmarks apply only to *youth sport Organizations* and should not be considered to be guaranteed (Please refer to Table 14.1 and Notes below table.)

TABLE 14.1 ANNUAL ICE TIME ALLOCATION BENCHMARK BY SPORT

Sport	Allocation	Definition
Minor Hockey up to Atom Atom Peewee Bantam to Juvenile Rep: Atom/Pewee Rep: Bantam/Midget	1.00 hour per week per team 1.75 hours per week per team 2.25 hours per week per team 2.75 hours per week per team 2.50 hours per week per team 2.75 hours per week per team	Team defined as 14 to 17 players registered with the Ontario Minor Hockey Association
Figure Skating	1.00 hour per week per 14 to 18 skaters	Skaters registered with Skate Canada.
Ringette Bunnies Novice - Petit Tween - Open	1.00 hour per week per team 1.25 hours per week per team 1.25 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
Women's Hockey Youth Adult	Same allocation as Minor Hockey divisions 0.75 hours per week per team	Team defined as 14 to 17 players registered with the Ontario Womens Hockey Association.

Note:

1. Ice time allocation benchmarks include all ice cleaning & maintenance required during a block of ice time.
2. Allocation benchmark is based on actual team/skater registration for a given season (e.g. September to March). Organizations which are assigned ice time through the allocation benchmark formula will be required to provide information regarding the total number of participants, numbers of teams, team caliber/level of play, etc.
3. In the case of a shortage of ice time at City of Barrie facilities, all organizations which are assigned ice time by allocation benchmark formula are expected to book a minimum of 15% of their assigned ice time at facilities other than those operated by the City of Barrie. This percentage may change.
4. Organizations may be allocated additional time beyond their allocation benchmark, if time is available.

ICE ALLOCATION POLICY

SECTION 14 PRINCIPLES APPLIED TO ICE TIME ALLOCATION PROCESS

2. Principles Applied in the Ice Time Allocation Process

- a) Organizations/groups to which *ice allocation benchmarks* do not apply will be allocated ice 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 Priority for Ice Time Allocation Schedule.
- c) To ensure a fair and equitable distribution of ice times, a proportion of an organization's allocation will be in non-prime time as capacity for ice time diminishes (minimum 10%).
- d) Organizations are responsible for the distribution of ice time to their teams or members.
- e) Allocated hours must only be used by the organization/group to which they are assigned, unless otherwise approved by the Department.
- f) No tournaments, special events or expansions to existing programs may be implemented without the prior written approval of the Department.
- g) 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 the Leisure, Transit & Facilities Department by February 1 of each year. A Registration Data Form template, will be provided by the Leisure, Transit & Facilities Department to clearly illustrate the information data to be provided.
- c) Information collected by the City of Barrie shall be in accordance with the Freedom of Information and Privacy Protection Act, and shall be used for the sole purpose of determining and assigning eligible ice time to users.
- d) The Leisure, Transit & Facilities 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 15 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 February 1 for the regular season, and by August 1 for the following calendar year summer season.
4. The ice time allocation for a new *youth sport organization* will be determined by the *ice allocation benchmark* formula.
5. When reasonable and feasible, the City will recognize a new ice organization or emerging ice sport and will allocate ice time to enable it to establish its programs and services in the City.
6. Recognition and ice allocation will occur once the conditions and criteria outlined in this Ice Allocation Policy is met and if existing users will not be adversely affected.
7. 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.

ICE ALLOCATION POLICY

SECTION 16 MANAGEMENT OF TOURNAMENTS AND SPECIAL EVENT REQUESTS

The City of Barrie Leisure, Transit & Facilities Department recognizes the significant positive impacts that tournaments, special events and championships can provide to the community. In order to accommodate these events and minimize disruptions to regular programs and league play, the City of Barrie Leisure, Transit & Facilities 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 Leisure, Transit & Facilities Department to the attention of the Manager of Facilities no later than November 1 for the following calendar year regular season, or by June 1 for the following calendar year summer season.

The goal of the Leisure, Transit & Facilities Department in scheduling tournament and special event requests is to minimize the impact of tournaments and special events on regular programs and league play. This approach and philosophy will provide all users with a balanced ice schedule.

The Leisure, Transit & Facilities Department through the Ice Time Allocation Committee will be responsible for effectively managing client requests for tournaments and special events. Tournament and Special Event ice time requests shall be confirmed and allocated in accordance with the ice allocation procedures.

The Ice Time Allocation Committee will, objectively, evaluate tournament and special event ice time request, based on their individual respective merits, impact on the community, impact on departmental operations and existing schedules and resources, and availability of ice time.

User groups will receive notice of confirmation or denial of tournament and special event dates by the LTF – ITAC based on the circulated Timetable Schedule outlining key milestone dates for submission of requests and confirmation dates of ice allotment.

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 17 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 stringently applied.

Permit Amendments and Cancellations

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

The Leisure, Transit & Facilities Department has the right to control all ice distribution 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 Leisure, Transit & Facilities Department will apply all guidelines outlined in the Ice Allocation Policy to reasonably and responsibly manage unused ice or changing ice needs once permits have been issued.

ICE ALLOCATION POLICY

ICE TIME AMENDMENTS AND CANCELLATION PENALTIES

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 Leisure, Transit & Facilities Department must be notified by the permit holder, even after the occurrence. Failure to notify the Leisure, Transit & Facilities 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-leased, 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.

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 Adult Seasonal Clients
 - a. 30 days written notice is required for a full refund
 - b. Notice of cancellation given 29 days or less will result in a 50% refund.
 - c. No administration fee will be applied
2. Occasional and Commercial Clients
 - a. 30 days written notice is required for a full refund pending bullet point b) minus the applicable administration fee listed as bullet point d)
 - b. If a buyer cannot be found by the City then the permit holder is responsible to pay the full cost of all unsold hours.
 - c. Notice of cancellation given 29 days or less will result in no refund plus the administration fee listed in bullet point d)
 - d. A per permit administration fee will be applied
3. Tournaments and Events
 - a. 45 days written notice is required for a 50% refund
 - b. 30 days written notice is required for a 25% refund
 - c. 29 days or less results in no refund
 - d. A per permit administration fee will be applied

ICE ALLOCATION POLICY

SECTION 18 - GENERAL ADMINISTRATION

Insurance Requirements For All Youth Partner Groups and Adult Seasonal Clients

Organization/groups shall, at all times during which they are allocated ice time in 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 arena facilities.

Such policy shall be written with inclusive limits of not less than Two Million Dollars (\$2,000,000), shall contain a cross liability clause, a severability of interest clause, 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 INSURED.

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 Leisure, Transit & Facilities 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.

SECTION 19 PROMOTION OF THE POLICY

- a) The Municipal Ice Allocation Policy will be identified and accessible electronically via the City of Barrie web-page.
- b) The Municipal Ice Allocation Policy will be incorporated into the Leisure Transit & Facilities (LTF) Department's Municipal Policies & Procedures Manual.
- c) All relevant City of Barrie Leisure, Transit & Facilities staff will made aware of and provided access to a copy of the Municipal Ice Allocation Policy as a component of orientation.

SECTION 20 MONITORING AND REVIEWING THE POLICY

The Municipal Ice Allocation Policy shall be reviewed periodically by Departmental Staff.

The Leisure Transit & Facilities (LTF) 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.