



Town of Penetanguishene Policy/Procedure

Policy Name: Ice Allocation		
Policy Division: RCS	Department: REC	Policy Number: 09
Effective Date: March 8, 2023		Revision Date: N/A
Supersedes: N/A		Date Approved by Council: March 8, 2023
Corporate Policy (Approved by Council)		<input checked="" type="checkbox"/>
Administrative Policy (Approved by CAO)		<input type="checkbox"/>
Related Documents/Legislation: Smoke-Free Ontario Act 2017		

POLICY STATEMENT:

The Corporation of the Town of Penetanguishene is committed to providing ice and arena floor time at the Penetanguishene Memorial Community Centre giving priority to Penetanguishene youth, clubs, organizations and residents in a fair and equitable manner.

PURPOSE:

The Town of Penetanguishene’s Arena and Recreation Centre Study has identified the need for the Town to formalize an ice allocation policy for fair and equitable access to ice and to serve as a guide for the ice allocation process as demands for ice time increases with community growth.

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 also clarifies the Town’s responsibility for ice allocation and its commitment to the management of fiscally responsible ice facility operations.

NOTE: Sections of this Ice Allocation Policy may not apply to organizations which have established separate agreements with the Town of Penetanguishene approved by Council.

GUIDING PRINCIPLES:

The Ice Allocation Policy is based on the following principles which should be considered when booking ice and arena floor rentals:

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:** 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.

DEFINITIONS:

Adult organizations are those groups that do not meet the requirements to be classified as a “Youth” organization.

Arena Allocation is the term used to identify both ice and arena floor rentals.

Penetanguishene Based Groups are those whose membership is comprised with Penetanguishene residents or ratepayers representing the largest home municipality group of all communities represented.

Permit Holder refers to the organization, group or individual to which a facility rental permit has been issued, including any and all participants, volunteers, guests and invitees of the permit holder and their participants, volunteers, guests and invitees.

Representative Organizations are those that are not Penetanguishene Based but are the only organization that offers that particular program to Penetanguishene residents.

Youth organizations are those that have a minimum 80% participation of youth aged 17 or younger and may be ‘Penetanguishene Based’ or a ‘Representative Organization’.

RESPONSIBILITIES:

The Town of Penetanguishene’s Recreation and Community Services Department has the responsibility to manage the allocation and distribution of ice on an annual

basis to reflect the terms and guiding principles of this policy, in addition to applying other municipal, provincial and federal directives where required. The Facilities Manager is responsible for ensuring implementation of and compliance with this policy as outlined.

GENERAL INFORMATION:

1. The Town of Penetanguishene will responsibly manage its ice resources to ensure optimum usage and programming, to reflect municipal directives, to minimize risk and operational issues, and to ensure fiscal responsibility with daily operations as well as timely and effective infrastructure updates.
2. The Ice Allocation Policy will apply to the permitting of ice and arena floor usage at the Penetanguishene Memorial Community Centre.
3. All ice and arena floor allocations will be made available and scheduled by the Recreation and Community Services Department according to optimize revenue generation and programming opportunities serving the interest of Penetanguishene residents.
4. The Town of Penetanguishene strives to provide a variety of leisure opportunities for all Penetanguishene residents. As such, the Recreation and Community Services Department programs and initiatives are recognized as a high priority in terms of allocations.
5. The Recreation and Community Services Department will allocate sufficient time for arena maintenance activities to ensure arena surfaces, facilities and equipment are maintained to industry standards.
6. In an effort to foster open communication with all arena users, to avoid conflicts between users, to track arena use and schedule facilities appropriately, all arena users must obtain a permit for arena use through the Recreation and Community Services Department. A hard copy of the permit will be generated for each booking. All arena users must comply with the deadlines for request submissions and cancellation as indicated in this document.
7. All Penetanguishene Based users may be required to provide participation lists with full name and address for each participant to confirm residency.

Non-compliance in providing this information when requested will result in loss of ice privileges.

8. The Town of Penetanguishene is supportive of having a Junior C franchise in Town. As such, the Town will allocate appropriate ice time and provide facility support to the team for the benefit of Penetanguishene residents and businesses.
9. Submission of all annual arena requests are due by the following dates:

Fall/Winter Season (August to April): June 30
Spring/Summer (May to August): January 31
10. The Recreation and Community Services Department will host an ice allocation meeting each year with key stakeholders and users to discuss annual ice allocation and confirm the Town's ice season, hours of operation, ice pad uses and restrictions, facility closures and holiday operating hours. Should additional arena floor users develop, a similar annual meeting will be held for floor usage if required.
11. Sub-letting of permits or sub-agreements for arena will not be permitted.
12. Any bookings not cancelled with a minimum of 7 calendar days' notice in writing will result in the user group or individual being charged a fee as indicated in this document.
13. All 60-minute ice rental periods include a 10-minute maintenance period for ice resurfacing, during which the permit holder is not permitted on the ice and no objects may be placed on the arena boards or allowed to overhang the arena boards.

The Town of Penetanguishene reserves the right to schedule the 10-minute ice-resurfacing period at either the beginning or the end of the rental period. For ice rental periods of greater than one consecutive hour, ice resurfacing will be conducted at the discretion of Town of Penetanguishene staff. Staff will make reasonable efforts to consult with the permit holder, however, the decision of the Town of Penetanguishene staff shall be final.

14. Permit holders are required to follow the direction of Town of Penetanguishene staff regarding the use of Town facilities and the conduct of all participants, staff, volunteers, guests and invitees of the permit holder at all times.
15. Permits will only be issued for arena rental with a minimum period of one hour for ice or arena floor, unless approved by Recreation and Community Services.
16. Ice time shall be categorized as the following:
 - Non-Prime 8:00 a.m. - 4:00 p.m. weekdays
 - Prime Time 6:00 - 8:00 a.m. & 4:00 – 10:00 pm weekdays
6:00 a.m. - closing weekends
 - Discount Prime 10:00 – close weekdays

ICE ALLOCATION:

17. Precedent

Historical precedent will be a principle of the allocation system to allow all ice permit holders to maintain their existing ice permit times on an annual basis, until such time as the permit holder surrenders that time. Allocation procedures apply to new requests, time surrendered by an existing permit holder, or in the event that new facilities are made available.

EXCEPTIONS

Exceptions may be made under the following situations:

- A) Ice times may be altered at the discretion of Recreation and Community Services to maximize facility utilization and maintenance needs.
- B) Reallocation of annual ice times may be made based on changes to registration levels, registration composition, emerging trends, growth or reduction.
- C) Reallocation of annual ice times may be made when, at the sole discretion of the Town, there is a clear violation of the 'guiding principles' outlined in this policy.

Under such circumstances the Town will take every reasonable effort to accommodate the programming needs of the impacted group(s), using the guiding principles and allocation priorities to determine the outcomes of the reallocation.

18. Playoffs and other Special Circumstances

Recreation and Community Services reserves the right to alter ice allocation permits on an annual basis to accommodate playoff requirements and for other special circumstances as may be required. In the event that the reallocation of ice time is necessary, Recreation and Community Services staff will work with all affected permit holders to reallocate ice time in as fair a manner as possible and in an effort to minimize any impact. One-time reallocations can be made to accommodate the needs of another organization at the mutual agreement of an existing permit holder.

Any such alterations will be done on a one-time basis and the precedent rules shall apply for the following season.

19. Prime Time

Prime Time priority will be given to:

- Town programs
- Penetanguishene based youth programs
- Penetanguishene Jr. Hockey Club
- Representative youth organizations
- School groups located in Penetanguishene
- Penetanguishene based adult hockey leagues/users
- Representative adult organizations
- Penetanguishene residents
- Other rentals

20. Non-Prime Time

Non- Prime Time priority will be given to:

- Town programs
- Penetanguishene based youth programs

- School groups located in Penetanguishene
- Representative youth organizations
- Penetanguishene based adult hockey leagues/users
- Representative adult organizations
- Penetanguishene residents
- Other rentals

FACILITY PERMIT CONDITIONS AND REGULATIONS:

21. The Town of Penetanguishene will not be responsible for damages, loss or theft of equipment or clothing of any permit holder or anyone attending on the invitation of the permit holder.
22. The permit holder shall indemnify and save harmless the Town of Penetanguishene and/or its agents from and against any and all claims, actions, causes of action, and demands which may be brought against or made upon The Town of Penetanguishene and/or its agents and from all losses, costs, charges and/or expenses including claims for loss of profit or economic loss, and legal costs as the result of bodily injury or death to any persons or for property damage arising out of the permit holder's use of the Town facilities or the use by any person of said facilities under the sponsorship and/or invitation of the permit holder before, after or during use of the Town facilities pursuant to this permit.
23. The permit holder shall be responsible for the conduct and supervision of all participants in the event for which this permit is issued, and/or of those persons who are invitees of the event participants. For children and youth events, a minimum of 1 adult for every 10 children or youth participants under the age of 18 is required. The permit holder shall ensure that all regulations contained in the permit are strictly observed. Any vandalism, littering or abusive language occurring during use of the Town facilities pursuant to the permit shall result in immediate cancellation of the permit and/or rejection of future permit applications by the permit holder.
24. Permits are valid for the location, date, time and use intended only as specified on the permit and may not be changed or altered in any manner. All additions or changes must be approved in writing by both the permit holder and Recreation and Community Services. The name of the person listed on the permit will be the only person allowed to make changes, additions and deletions to the permit. In the event of a dispute regarding the status of a permit, the Recreation and Community Services' copy of the permit shall govern.

25. The permit holder is responsible for the removal of all rented or privately owned property and personal effects by the end time specified on the permit unless prior arrangements have been made with Recreation and Community Services.
26. The permit/agreement is not to be assigned.
27. The Town of Penetanguishene will require the permit holder to carry comprehensive general liability insurance in an amount of no less than five million dollars depending on the nature of the event for which the permit is issued. Such insurance will be carried for the rental period and will have the Town of Penetanguishene shown as an additional insured to the policy.
28. The sale and/or consumption of alcoholic beverages is strictly forbidden. Failure to comply with this regulation will result in the immediate cancellation of the permit and the request for attendance of the respective authorities.
29. Smoking is prohibited on all Penetanguishene Memorial Community Centre property (both indoors and outdoors) and within 20 meters of the grounds as per the Smoke-Free Ontario Act 2017.
30. The holding of any form of lottery at a Town facility including raffles and 50/50s is strictly forbidden unless a lottery license has been obtained by the permit holder from the Town or the Alcohol and Gaming Commission of Ontario.

PAYMENT:

31. Rental Fees are to be paid upon signing of the permit and submitted to the Town of Penetanguishene in advance of the rental date unless other arrangements have been made with Recreation and Community Services.

Where invoicing has been approved through separate agreement, the Town of Penetanguishene reserves the right to cancel the permit if the permit holder defaults in payments. Payment of contracted ice shall be made within 30 days of the date of issue of the invoice as per the Town' accounts payable policy.

CANCELLATIONS:

32. The Town of Penetanguishene reserves the right to cancel the permit should there be a breach of any conditions or regulations, including the failure of a permit holder to submit a signed permit and rental fee.

33. Facility permits may be cancelled on short notice due to mechanical failures or weather-related facility closures out of the Town's control. The Town of Penetanguishene shall not be liable in any manner whatsoever for any losses, claims or damages resulting from such changes or cancellations including any claims for loss of profit or economic loss.
34. It is acknowledged that all user groups and renters may experience cancellations or adjustments to their arena allocation over the course of their rental permit or seasonal agreement due to Recreation and Community Services Department approval of Special Events i.e. tournaments, carnivals, competitions, etc., from other community groups.
35. Permit holders are responsible for all costs in the permit. The Town of Penetanguishene must be notified in writing of any cancellations at least 7 days in advance. Refunds will not be made unless proper notification is given and will be made less a \$20 administration fee.

SECURITY:

36. The Town of Penetanguishene reserves the right to require police supervision or security staff at any event at the expense of the permit holder. The Town of Penetanguishene reserves the right to require a Security Deposit for any event. The eligibility and the amount of the refund for a Security Deposit will be considered the week following the event.