

SECTION:	PROPERTY AND FACILITIES
DEPARTMENT/DIVISION:	COMMUNITY SERVICES / RECREATION & CULTURE
SUBJECT:	ICE ALLOCATION POLICY

POLICY STATEMENT

It is the policy of The Corporation of the City of Thunder Bay to allocate indoor ice time in municipal facilities based on the principles of fairness, equity and transparency, and meet the need of residents while also optimizing usage.

PURPOSE

To outline the basic responsibilities of the Department regarding the access to municipal facilities and to provide a process for allocating rental hours in Satellite Arenas, Thunder Bay Tournament Centre and the Fort William Gardens for ice related activities to both the general public and organized groups.

DEFINITIONS

Contract Rentals	any group or individual renting a specific block of time on a contract basis for the duration of the season or concentrated time period
Figure Skating Clubs	refers to formally organized community sponsored figure skating clubs recognized by the Skate Canada (Ontario Section) and/or local area associations conducting Department recognized figure skating programs (i.e. Can Skate, Can Figure Skate, Competitive Figure Skating, Synchronized Skating and Skate Canada Test Stream).
Minor Hockey	formally organized and recognized by Hockey Northwestern Ontario and/or the local area associations
Community Services Department Programs, Co-sponsored Programs and Sanctioned Special Events	any program or special event operated, co-sponsored or sanctioned by the Community Services Department – Recreation & Culture Division
Prime Time Ice	those hours between 4:30 p.m. and closing time Monday through Friday and 8:00 a.m. to closing time Saturday and Sunday
Non-Prime Time Ice	those hours between 8:00 a.m. and 4:30 p.m. Monday through Friday those hours between 7:00 a.m. and 8:00 a.m. Monday through Sunday

Ringette	formally organized and recognized by the Ontario Ringette Association and/or local area associations
Winter Season	commences first Sunday in October and operates for 27 consecutive weeks - Fort William Gardens may operate until mid/end of May depending on hockey playoffs, provincial playdowns, tournaments and special events.
Tournaments	normally means hockey, ringette, speed skating, broomball or other similar competitions between three or more sports teams that gather together under the direction of an organization renting ice on an hourly basis where at least one ice sheet is occupied for one day or more for the purpose of determining an ultimate winner amongst the competing teams

WINTER ICE SEASON

For the purpose of the policy the winter season commences on the first Sunday in October and operates for 27 consecutive weeks.

The Fort William Gardens may operate until mid/end of May depending on hockey playoffs, provincial playdowns, tournaments and special events.

PRIME TIME HOURS

	Minor Use	Adult Use
Monday to Friday	Neebing, Grandview, Fort William Gardens & Port Arthur: 4:30 pm to 9:30 pm Delaney & Current River: 4:30 pm to 10:30 pm	Neebing, Grandview, Fort William Gardens & Port Arthur: 9:30 pm to close Delaney & Current River: 10:30 pm to close
Saturday	8:00 am to 9:30 pm	9:30 pm to close
Sunday	8:00 am to 9:30 pm	8:00 am to 12 noon; 9:30 pm to close
Monday to Sunday	7:00 am to 8:00 am	

** NOTE - Adult groups who have had an historical allocation of prime time ice designated as appropriate for minor users shall not retain this allocation beyond the 2022/2023 winter season.*

GROUP PRIORITIES FOR PRIME TIME ICE

The following schedule of priorities shall be used to determine the allocation of prime time ice along the guidelines set out in the latter sections of this policy.

A) Fort William Gardens: Spectator Venue

The City will allocate Fall/Winter prime time seasonal contracts and book ice time in the following order for the Fort William Gardens:

One Time Major Attractions/Special Events, including one time major tournaments
OUA/Junior & Senior Hockey Teams
(i) Lakehead University Thunderwolves (Men)
(ii) Junior "A" Team
(iii) Junior "B" Team/ Senior Team
Established tournaments & special events
Municipal Programs (including public skating & sledge) <i>for a maximum of 12 hours per week in arena system</i>
Figure Skating/Synchronized Skating
Minor Use
Adult Organized Hockey
Adult Scrub Hockey

Fort William Gardens can accommodate a maximum of two hockey teams as main tenants. Major junior and professional hockey teams are not identified in the priority list. Administration would review any proposal to house major junior or professional hockey teams on a case-by-case basis. This would include review of the business case, sport development benefits, benefits to the City and community, and impacts on existing user groups. Any recommendations to accommodate a major junior or professional hockey team will be brought to City Council for consideration and authorization to negotiate related agreements.

B) Satellite Arenas

NOTE: All requests for Tournaments & Special Events must be made in writing no later than June 1 of each year. Requests are reviewed according to the policy direction statements regarding "Tournaments." Established Tournaments & Special Events are prioritized number one as a result of having to confirm and schedule ice time in advance of the regular winter season.

The City will allocate Fall/Winter prime-time seasonal contracts and book ice time in the following order for the Satellite Arenas:

Established Tournaments & Special Events (including championship events and multi-sport games) plus up to three new tournaments per year allowed in the arena system
Junior Hockey Teams: (i) Junior "A" (One team only in Satellite rink system. Only allowed if Fort William Gardens is unavailable) (ii) Junior "B" Team - games only (at one satellite arena maximum)
Municipal Programs (including Public Skating and Sledge) <i>for a maximum of 12 hours per week in arena system</i>
Minor Hockey/Figure Skating/Synchronized Skating/Ringette/Speed Skating
Learn to Skate Programs
High School Varsity Sport
Junior "B" Team practices (for team who is tenant at a CTB arena)
Adult Organized Hockey/Adult Scrub Hockey
City of Thunder Bay priorities

City of Thunder Bay Priorities include (but are not limited to):

- (a) encouraging sport participation by women and girls, Indigenous people, people with disabilities and seniors (55+);
- (b) supporting the development of new and emerging sports
- (c) sustaining sports currently in the priority list that are struggling to meet the criteria

C) Tournament Centre

The following outlines the priorities for booking ice time at the Tournament Centre.

1. Commencing on the second Sunday in September and continuing for 26 or 27 consecutive weeks, the City is guaranteed 25 hours/week for minor groups in the following time slots:

Monday - Friday 4:30 p.m. - 11:00 p.m.

Sunday 8:00 a.m. - 11:00 p.m.

Saturday & Sunday 7:00 a.m. - 6:00 p.m. (if no tournament)

The 25 hour/week guarantee may be averaged over a maximum of two weeks, meaning that the City must receive 50 hours of ice time for the minor guarantee every two weeks.

2. 20 hours per week will be used by the Tournament Centre for adult rentals and the Manager of the Tournament Centre will book this time.
3. The City will be able to rent an additional 15 hours/week for minor groups on average during 26 to 27 consecutive weeks of the winter season.

4. The Tournament Centre will schedule tournaments after (1), (2), and (3) have been completed.
5. Any ice time remaining after the above requests have been accommodated shall first be offered to the City who have first right of refusal to rent this ice time.

NOTE: all ice time for minor groups (25 hours/week guarantee, additional 15 hours/week plus first right of refusal of ice by City) will be assigned by the Facility Booking Clerk at Central Booking. The scheduling of ice time shall occur between the Tournament Centre and City Staff before August 1 in each year.

GROUP PRIORITIES NON-PRIME TIME

The following schedule of priorities shall be used to determine the allocation of non-prime time ice along the guidelines set out in the latter sections of this policy.

Monday to Friday day time hours will be booked on the following priorities:

- municipal programs will receive first bookings
- educational institution paid rentals
- other paid rentals

The remainder of day time hours will be made available to Lakehead Public Schools and the Thunder Bay District Catholic School Board under reciprocal use agreements. The Boards are not charged for ice times between 8 a.m. and 3:00 pm, Monday to Friday.

ALLOCATION FORMULAS

Previous year's registration numbers are used in the allocation formulas.

NOTE: If a group anticipates a decline in registration numbers in the upcoming year, they are required to inform the Central Booking Clerk as soon as possible so appropriate adjustments can be made to their allocation.

Formulas are used to calculate winter season prime time ice only. The City will calculate the seasonal ice entitlement using the formulas below:

MINOR HOCKEY (21 Years and Under)10 & Under - Total Previous Year's Registration / 16 **X** 1 hr/week11 & Over - Total Previous Year's Registration / 16 **X** 1.5 hr/week

* denominator generally represents the average number of players on a team (3 full lines and 1 goalie)

RINGETTETotal Previous Year's Registration / 13 **X** 1.0 hr/week

* generally represents the average number of players on a team

FIGURE SKATING / SPEED SKATING / SYNCHRONIZED SKATINGTotal Previous Year's Registration / 10 **X** 1.0 hr/week

* generally represents the average number of skaters on the ice based on the different levels and requirements of these programs.

ADULTS (22 years and Over)Total Previous Year's Registration / 17 **X** 1.0 hr/week

* generally represents the average number of players on a team.

HIGH SCHOOL VARSITY HOCKEYTotal Previous Year's Registration / 16 **X** 1.5 hr/week

* denominator generally represents the average number of players on a team (3 full lines and 1 goalie)

PUBLIC SKATING

The amount of time made available for Public Skating will be reviewed on an annual basis by the Recreation & Culture Division.

LEARN TO SKATE PROGRAMTotal Previous Year's Registration / 15 **X** 1.0 hr/week

* generally represents the average number of skaters on the ice based on the different levels and requirements of these programs

BOARDS OF EDUCATION

Ice time is made available through reciprocal agreements between the City of Thunder Bay and the Thunder Bay Catholic District School Board and Lakehead Public Schools.

CITY OF THUNDER BAY PRIORITY GROUPS

Maximum 2 hours per week

NOTE: ANY ASSIGNED ICE TIME MAY BE SUBJECT TO CANCELLATION TO PROVIDE FOR UNFORESEEN SPECIAL EVENTS THAT MAY ARISE.

Each group or organization will be required to submit lists each year of registrations by age, name, and phone number and to be forwarded to the Facility Booking Clerk no later than October 31 of each year.

If, according to the Ice Allocation formula in this policy, there are not sufficient enough hours available to meet the identified needs of the existing user groups, then the ice will be re-allocated based on the total available hours and divided among the user groups based on their percentage of allocation per week.

ADULT HOURS

- Adult hours are hours other than youth hours, completing daily in most arenas at closing time.
- Adult groups who have had an historical allocation of prime time ice at times designated as appropriate for minor users shall not retain this allocation following the 2022/2023 winter season. This ice time will be allocated to minor user groups in accordance with the policy.
- Adult Leagues and individual adult rental hours will be developed in relation to needs, hours available and historical patterns.
- Adult Leagues may be required to use hours identified as suitable for minor users (i.e. 9:30 p.m. to 10:30 p.m.) to allow for a 3 hour allocation to better maximize the use of game officials.
- No person will be allowed a permanent hourly rental in his or her name for the purpose of team practices.
- Ice allocations will be assigned to all adult groups as best as possible to previous year's times (unless their booking was at a time deemed for minor use)

BOOKINGS

- Central Booking will make every effort to make winter ice assignments as close as possible to the arena nearest to the particular organization or group area.

- All assigned or booked hours must be used by the team, group or organization that has booked these hours.
- Hours are not transferable. Any violation will result in an equivalent loss of future time to the team, group or organization involved.

CANCELLATIONS

- All cancellations of regular ice time must be made with the Central Booking Office with at least seven (7) working days' notice to receive a full refund and allow for redistribution of these hours. The staff on-site in the arenas cannot accept cancellations.
- Tournaments/events that cancel ice time will receive:
 - a full refund if they cancel with at least thirty (30) working days' notice **
 - a fifty (50) percent refund if they cancel with at least 14 working days' notice
 - no refund if less than 14 working days' notice is provided** Exceptions may be made for tournaments held early in the season prior to November 30th
- All cancellations must be made by the organization's Ice Chairperson and cannot be cancelled by any individual team within the organization.

NO SHOWS PROCESS

On occasion, groups do not show up for the time that has been allocated to them as per the policy. If a group does not show up for a specific time three times or more in a season they will lose that hour (or hours) of time in their allocation the following season.

NEW USER GROUPS REQUESTING PERMANENT ICE TIME

- Where there is a new user group requesting a permanent ice booking, and if there is already an existing user group meeting similar needs in the community, the department will direct the new group to the existing user group.
- All organizations or persons requesting permanent ice time for the upcoming season must make their request in writing to Central Booking no later than June 1.

A new user group requesting permanent ice time must meet the following minimum criteria in order to be considered:

- Meet an identified need in the community not being provided by any of the existing user groups. Identified need and appropriate use of the facility will be evaluated by the department.
- The group/organization is considered a non-profit organization.

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- If user group's activity is a team activity, must have a minimum of:
 - 4 teams - Minors 16 players per team
 - Adults 17 players per team.
 - Must have an Executive Structure which includes an Ice Chairman and Alternate.
 - The ice time for the new user group will be determined according to the ice allocation formula.
 - User groups who do not meet the above minimum criteria will be placed on a waiting list, and once all previous contracts are in place, any open hours will then be offered to groups/persons on the waiting list. The date of the letter requesting ice time will be considered the seniority date on the waiting list.
 - It is recognized that, on occasion a new user group may not meet all of the above criteria. In this circumstance Administration will analyze the impact of this new organization's request on the existing user groups. If the impact on existing user groups will be considerable, a report will be prepared for City Council outlining the impact of this new user group.

Existing user groups will be informed or consulted as appropriate if a new main tenant in a Satellite Arena is anticipated to have high impact on existing users, i.e. times of use.

TOURNAMENTS / SPECIAL EVENTS

- The department recognizes the significant impact both economically and socially that tournaments/special events provide to the community.
- All existing established tournaments/special events will be accommodated and ice time will be booked according to the above limitations.
- All tournament/special event request/confirmations must be submitted in writing to Central Booking no later than June 1 of each year.
- Winter tournament schedules will be sent to each group at the time of winter ice allocation.
- The Community Services Department will have the opportunity to book up to three (3) new tournaments during the Winter Operating Season. Also allowed will be those sanctioned by the respective local governing body and associated with district, provincial, or national play-offs or competitions.
- An exception can be made if the requesting group can make arrangements with other groups or individual ice holders to use that group or individual's ice time. Central Booking must be notified a minimum of 10 working days in advance of any such changes.
- Any new requests are taken into consideration if ice time is available after the regular winter season finishes and before the summer schedule commences.

ICE ALLOTMENT - GENERAL

- All winter season ice charges must be paid upon receipt of invoice each month and all outstanding invoices must be paid immediately upon receipt. Final winter season payment must be received no later than May 31. Non payment can result in loss of following season ice time.
- Groups affected by loss of ice time as determined by the ice allocation formula will be contacted, where possible, prior to each season to determine which hour(s) they prefer to give up.
- Allowances for growth or shortages each year will be based on the previous year's registration list, on which the number of hours per week may increase or decrease in relation to total hours available.
- No minor organization will be eligible for surplus ice until they have submitted their registration forms, numbers and a list of the executive committee to the Facility Booking Clerk. Should these not be received by October 31, a meeting with the organization's President will be convened as to further sanction.
- Each parent organization is responsible for final payment for all teams within its organization, e.g. any organization allocated block hours becomes the Parent Organization and is responsible. Central Booking requires the name of the person to whom all invoices should be sent.
- Minor hours may extend into hours which have been identified as suitable for adult use in some exceptional cases to aid in scheduling.
- Alcohol is not allowed in any unlicensed areas of arena facilities, unless sanctioned by a Special Occasion Permit or a Liquor License. Loss of ice time will be imposed on any group violating this rule.
- All ice rentals at the arenas shall be charged according to Council approved User Fee Schedule unless subject to the terms of an approved Facility Use or Reciprocal Agreement.

SUMMER ICE & PRE-SEASON ICE

- Priority is given to Summer Schools (hockey, figure skating, etc.) and individual hourly users, in relation to previous year's hours and any other hours that may be available.

The procedure for scheduling Summer Ice individual hourly rentals will be as follows:

- a) Central Booking will forward an "Application for Ice Time" form by the end of January of each year to all previous year's permanent users. This application must be completed and returned to Central Booking not later than February 15.
- b) Each individual user will be scheduled in relation to the Summer Ice Seniority List or as designated on the Application Form, if change of time became available.

- c) If there should be a cancellation after all individual permanent Summer Ice Users have been scheduled for the summer season, Central Booking will rent the cancelled hour to the first person on the Summer Ice Waiting List for that summer season only. The following season that person, or persons, will be allocated ice in relation to their position on the Summer Ice Seniority List.

- Pre-season Ice is offered September 1 until the last Saturday in September. Summer user groups, hockey schools, figure skating schools and organizations hosting try-outs are given priority for Pre-Season Ice. Schools and evaluations are entered first. The balance is distributed to the remaining groups who have made requests.

POLICY REVIEW

It is recommended that a review of the Ice Allocation Policy be conducted every three (3) years by the Community Services Department - Recreation & Culture Division in consultation with the indoor ice user groups as identified in the policy.

<i>APPROVED BY:</i>	City Council	<i>Date:</i>	September 12, 2022
<i>Replacing/Amending:</i>			
<i>Originating Department:</i>	Community Services		
<i>Contact:</i>	Sport & Community Development Supervisor		
<i>Departmental Procedural Manual:</i>	N/A		
<i>Affected Departments:</i>	N/A		