

PARKS & RECREATION ICE ALLOCATION POLICY

PURPOSE

To outline the policies and procedures for the allocation of ice time at the municipally owned facility, the East Ferris Community Centre (Astorville Arena). It is the intent through this uniform policy that the Municipality of East Ferris will maximize usage of ice time in a fair and equitable manner that is justifiable to user groups and municipal taxpayers.

OBJECTIVES

- To work with user groups to ensure efficient and maximum use of ice time.
- To ensure a fair and consistent approach to achieve equitable allocation access to ice time.
- To ensure understanding and communication between user groups and the Parks, Recreation and Culture Department regarding ice allocation and utilization.
- To ensure a system of ice allocation that provides the opportunity for requests related to new, emerging initiatives and/or growth within existing groups.

DEFINITIONS

Term	Definition
Municipal Programs	Programs offered by the Municipality of East Ferris to provide an opportunity for community residents (open to the general public) to utilize our facilities through public skating, shinny hockey, etc.
Special Events and Tournaments	Those which bring recognition to, or increase the public profile of, the Municipality of East Ferris. International, National, Provincial, and Regional multi-sport/recreation events or events which are sanctioned by the appropriate governing body, and which bring recognition to, or increase the public profile of, the Municipality of East Ferris.
Local Youth Organizations	Local Youth user groups where 75% of the participants are 18 years of age or younger. For example: East Nipissing Minor Hockey

Adult Organizations	User groups whose program participants are 18 years and above and utilize the ice on a weekly basis. For example: Astorville Mens League; Oldtimers
Local Elementary and Secondary Schools	A publicly funded school, or a “not-for-profit school” recognized by the Province of Ontario as an education institution, located in the Municipality of East Ferris.
Casual/General Public	Not regular or permanent users. For example: Private Family Skates, Birthday Parties, etc.
Commercial Operations	A private sector group of individuals whose primary purpose in booking the facility is to make a profit.
Historical Ice Times	Long term user group traditionally assigned ice time; 5 consecutive years or more as an ice user group
Municipality of East Ferris Based	A group or organization whose program is operated and administered with East Ferris as the home center or location the program is based. The group’s primary purpose shall be to provide services and / or a program for East Ferris residents, therefore many of the participants or members shall be East Ferris residents. The group is administered by a volunteer executive, based in East Ferris, and including representation from East Ferris residents.

PRINCIPLES

Ice Facility Operations

The Municipality of East Ferris Parks and Recreation Manager will be responsible for calculating each regular user groups’ facility allocation. This will be done annually. The Parks & Recreation department is responsible for the implementation of the policy as outlined. The day-to-day operations of the East Ferris Community Centre will be the responsibility of the Parks and Recreation staff.

Scheduling Priorities

Ice will be allocated utilizing the following order of priority:

1. Municipal Programs;
2. Special Events and Tournaments;
3. Local Youth Organizations;
4. Adult Organizations;
5. Local Elementary and Secondary Schools;

6. Occasional/General Public;
7. Commercial Operations;

Municipality of East Ferris Based

The Municipality recognizes the tax-based contribution provided by its residents toward the development and operation of recreation facilities and recognizes that residents will always receive priority over non-residents in the allocation of ice time. For the purpose of supporting the ongoing development of ice user groups (e.g. East Ferris Minor Hockey Association).

The Municipality reserves the right to impose 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 Ice Provider 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 regard to permit allocation on a year-to-year basis. Non-resident use will be reviewed on a case-by-case basis.

HISTORICAL ICE TIME

The Municipality of East Ferris recognizes long term user groups that have been allocated ice time based on historical precedent (day and time) of previous seasons. The Municipality of East Ferris will consider allocation of historical ice time provided ice schedules do not negatively influence operational or program efficiencies and resident demands or to meet the core requirements of the municipality's Minor Sport/Youth Programming. In the instance when ice time cannot be allocated as per historical precedent, every attempt will be made to find an equitable ice time alternative. After the affiliated organizations have their ice times, the rest of the ice will be open to the public on a first come first serve basis and can be revoked at any time, if the ice is needed for a higher priority.

The Parks and Recreation Manager will make the final determination on all decisions and expectations.

ICE TIMES ARE NOT TRANSFERABLE

Scheduled facility usage times are not transferable to other parties. The Applicant will be held responsible. Subcontracting or subletting of contracted facility use is prohibited and may result in the cancellation of the said contract.

NEW OR EMERGING ICE SPORTS

When reasonable, the municipality will recognize a new ice organization or emerging ice sport and will make reasonable effort to allocate ice time to enable the establishment of its programs and services in the municipality. A new or emerging ice sport organization shall be classified in one of the group definitions outlined above, and must provide, prior to April 1st, the following

data to support their request for ice time:

- a) The need in the community that they will be meeting and how the need is not being provided by any of the existing organizations
- b) A plan outlining their organizational structure, projected number of participants and projected season budget

Ice allocation will be considered once the above requirements are met and provided existing user groups will not be adversely impacted.

CONFLICT RESOLUTION

Ice time conflicts that arise will be handled by the Parks and Recreation Manager. The Parks and Recreation Manager will attempt to resolve the conflict in a manner consistent with this policy.

All decisions made by the municipality will be final.

CANCELLATIONS

Cancellations are allowed if they are given with seven (7) days or more notice, in writing, to Recreation Coordinator as per the Ice User Terms and Conditions. If the cancellation is given with less than seven (7) days' notice the customer will be still billed for the ice. Exceptions will be made if cancellation is due to **weather conflicts** or emergency. If a customer repeatedly cancels or repeatedly does not show up for scheduled ice times, they may lose their ice time the following year.

INCLEMENT WEATHER

In the event that there is inclement weather and renters are unable to attend their ice time, renters will not be charged for the ice time. Renters must notify the Recreation Coordinator or Manager within 3 hours of their rental in regard to bad weather. The Municipality has the right, if there is inclement weather, to postpone ice rentals and will notify any renters regarding the postponement of their ice.

CONTRACT CANCELLATIONS BY THE MUNICIPALITY OF EAST FERRIS

The Municipality of East Ferris reserves the right to reasonably postpone, reschedule, or cancel any contract due to various circumstances. The Municipality reserves the right to cancel a contract or portion of a contract, without notice or refund, should there be a breach of conditions or regulations.

ICE FLOOD SCHEDULES AND DRESSING ROOMS

All ice booked consists of a minimum of 1 hour, with the final 10 minutes for resurfacing.

The Municipality of East Ferris requires that all ice users supply ice use schedules and flood requirements to the Parks and Recreation Manager at the start of the season and update information if it changes. It is the responsibility of the organization to forward in writing any changes to weekly schedules to the Parks and Recreation department.

The Municipality reserves the right to accept or modify ice flood requests to ensure operational efficiencies. Additional floods from renter time – either requested or at Operator's discretion due to ice conditions.

The Parks and Recreation staff reserves the right to allocate dressing rooms based on the number of participants and/or teams using the ice and other uses occurring in the facility.

CURFEW ICE

The Municipality of East Ferris reserves the right to curfew any games, including tournament games, to maintain the schedule submitted and will consider cancellation of any or all contracts if the user does not cooperate with implementation of this ice rental policy.

If a customer goes over their scheduled ice time, they will be charged for the additional ice time used.

Users are responsible to advise the Parks and Recreation Manager of any special requirements regarding curfews, at the time the schedules are submitted.

FINANCIAL OBLIGATIONS

The Municipality of East Ferris will issue invoices at the end of each month.

Ice user groups understand that invoices are due when rendered. A late payment fee at a rate of 1.25% per month on any outstanding balance, shall be applied to the account until it is paid in full.

Ice user groups are responsible for paying off any final balances by April at month-end.

Failure to do so will forfeit any ice requests made for the next ice season.

Once full payment is received, the user group may select from the remaining available ice.

Full payment of the rental fee is due no less than 48 hours prior to the rental, for casual bookings as per the Ice User Terms and Conditions. Local service groups can pay fees based on a monthly invoice. A late payment fee, at a rate of 1.25% per month on any outstanding balance, shall be applied to the account until it is paid in full. No future rentals will be approved until the balance is fully paid.

Non-sufficient funds (N.S.F.) cheques may result in automatic cancellation of ice times booked. The current municipal fee for N.S.F. cheques will apply at the discretion of the municipality. No further ice times will be allowed until all outstanding accounts are paid to the Municipality of East Ferris.

INSURANCE OBLIGATION

As per the annual agreement, user groups will maintain liability insurance coverage in the amount of no less than \$2 million, naming the Municipality of East Ferris as an additional insured throughout the duration of the agreed time period. The user group will provide such proof of coverage prior to the start of the season if it is before this date. Failure to do so will forfeit any facility requests for the season. Once proof has been received, the user group may select from the remaining available time slots.

All Ice Users also have the option to purchase coverage through the *Municipal Facility User General Liability Insurance Program* offered by the Municipality.

PROCEDURE AND GUIDELINES

1. Ice time requests must be submitted via the Ice Time Request Form to the Recreation Coordinator.
2. New or emerging ice sport organizations must provide the information outlined in above no later than April 1st to be considered for the respective ice season beginning in September of the year the request is forwarded.
3. Ice time will be allocated by the Manager of Parks, Recreation and Culture and the Recreation Coordinator utilizing the above guidelines.
4. Group representatives must agree to and sign current Ice User Terms/Conditions yearly.
5. All user groups and rentals must provide proof of insurance or purchase insurance through the Municipal Rider's Program, in the amount of no less than \$2M liability with the Municipality of East Ferris listed as an additional name insured.
6. Adult user groups must agree to and sign current Alcohol Policy regulations yearly.

POLICY REVIEW

This policy will be reviewed annually by the Parks and Recreation Manager and the Recreation Coordinator.