



TOWN POLICY NAME:
Ice Allocation Policy

POLICY NO:
005/2026

RESOLUTION:

ADOPTED BY:
Town Council

SUPERSEDES:

RESCINDS:
010/2021

PREPARED BY:
Recreation and Community Services

EFFECTIVE DATE:
March 19, 2026

1.0 POLICY STATEMENT

The Town of Rocky Mountain House has a commitment to fairly and effectively balance the needs of the community, organized groups and user requests to access ice facilities.

This policy applies to:

- All indoor ice surfaces owned, managed and operated by the Town of Rocky Mountain House
- Town staff responsible for facility management and operation, facility allocation and bookings, and recreation programming
- All ice users

The Town's Recreation and Community Services department has the authority to develop and implement related procedures and guidelines to achieve the requirements of this policy.

2.0 PURPOSE

The intent of this policy is to:

2.1 Serve as a guide for the ice allocation process at the Town of Rocky Mountain House ice facilities.

2.2 Ensure responsible management and allocation of facility time that:

- Is equitable, reasonable and fair
- Ensures optimum usage and programming
- Minimizes risk and operational issues
- Provides fiscally responsible and financially sustainable operations

2.3 Outline the responsibilities of the Town of Rocky Mountain House and user groups.

3.0 DEFINITIONS

“Adult Recreation Team” A sporting organization, that is set up as a group/league, whose membership is individuals eighteen (18) years of age and older.

“Arena” The ice facilities located at 5332, 50th street that are owned and operated by the Town of Rocky Mountain House.

“Casual User” An individual/group renting ice on a “one off” or short period of time and not a permanent basis.

“Ice In” Time in which ice is installed and ready for rental.

“Ice Out” The last day of ice available for rental.

“Ice User” Contracted regular users in the Town of Rocky Mountain House arena facilities.

“Joint Use” Joint Use means the usage by Wild Rose School Division (WRSD) and Red Deer Catholic School Division (RDCSD) as identified in the Joint Use Planning Agreement (JUPA).

“Liability Insurance” Comprehensive general liability insurance of five million dollars (\$5,000,000.00) inclusive with respect to bodily injury including death and property damage.

“Local User Groups” Any user group that resides in Rocky Mountain House and Clearwater County.

“Minor Sport Organization” A sporting organization that is set up as a club/league, which includes minor sports activities organized primarily for the youth residing in the Town of Rocky Mountain House and Clearwater County.

“Non-Local User” A user that does not reside in the Town of Rocky Mountain House or Clearwater County.

“Public Programs” All public programs, for example: public skating, shinny.

“Junior Hockey League” A junior hockey league sanctioned by Hockey Alberta as an organization. For example: Heritage Junior B Hockey League (H.J.H.L.).

“School Programs” School programmed activities organized through the following schools: West Central High School, David Thompson High School, Pioneer Middle School, Ecole Rocky Elementary, Lochearn School, Rocky Christian School, St. Dominic High School, St. Matthews School.

“Special Event” A public or private event that is not directly associated with regular season schedules and bookings.

“Tentative Bookings” Bookings that do not have a signed contract.

“Town” Town of Rocky Mountain House.

4.0 AVAILABLE FACILITY TIMES

4.1

Summer Season	April 1 – August 31*	7:00 am – 11:30 pm
* Summer ice will be made available by the Recreation and Community Services Department based on an expressed need by user groups balanced with the department's fiscal responsibility for operations.		
Regular Season	September 1 – end of March	7:00 am – 11:30 pm

4.2 The Town reserves the right to determine the length of the operational season on a per pad basis (i.e. not all pads must be open for the entirety of the defined regular season).

4.3

HOLIDAY AVAILABILITY	
Labour Day	Open 8:00 am to 4:00 pm
Truth & Reconciliation	Open 8:00 am to 4:00 pm
Thanksgiving	Open 8:00 am to 4:00 pm
Remembrance Day	Open 8:00 am to 4:00 pm
Christmas Eve	Open until 4:00 pm
Christmas Day	Closed
Boxing Day	Closed
New Years Eve	Open until 4:00pm
New Years Day	Closed
Family Day	Open 8:00 am to 4:00 pm
Good Friday	Open 8:00 am to 4:00 pm
Easter Monday	Open 8:00 am to 4:00 pm

5.0 ICE ALLOCATION AND DISTRIBUTION

5.1

Prime Time	Monday – Friday	4:00 pm – 11:00 pm
	Saturday & Sunday	7:45 am – 11:00 pm
Non-Prime Time	Monday – Friday	6:00 am – 4:00 pm
	Saturday & Sunday	N/A

Summer Season is all Prime Time ice

5.2 Schools can book the Arena without charge during regular school days/hours (9:00 AM to 3:30 PM Monday to Friday) as per the JUPA. Arena ice bookings must be made through the Guest Services Coordinator. No shows and after-hours bookings will be subject to the regular user rates and fees as established in the Town's Rates and Fees Bylaw.

5.3

ALLOCATION PRIORITIES	
1 st Priority	Town of Rocky Mountain House Events/Public Programs
2 nd Priority	Special Events/Tournaments
3 rd Priority	Junior Hockey League games & practices (practices during prime time to be scheduled no earlier than 8:30 PM)
4 th Priority	Minor Sport Organization League games

5 th Priority	Minor Sport Organization first practices
6 th Priority	Minor Sport Organization second practices
7 th Priority	Adult Recreation Teams
8 th Priority	Commercial and Casual Users
9 th Priority	Non-Local Programs/Users

5.4 Ice allocation will be determined using a fair, transparent, and objective process that supports balanced access, youth development, and effective utilization of municipal facilities. The Town recognizes that the suitability of specific ice times may vary by user group and program type. The Town reserves the right at its sole discretion to schedule ice time to best meet the needs of the community. The following factors will be considered:

- Participant Age and Developmental Needs - Consideration will be given to age-appropriate scheduling, including the impacts of late-evening ice on school-aged participants.
- Program Requirements - Differentiation between game and practice needs, including league standards and sport-specific requirements.
- Efficient and Effective Use of Ice - Maximizing utilization of available ice, encourage ice users to share practice ice where possible, supporting program diversity, and ensuring responsible stewardship of municipal resources, including revenue sustainability.
- Availability of Ice Time - Total prime and non-prime ice hours available for youth programming within the facility schedule.
- Participation Levels and Trends - Total registered participants by organization, including demonstrated year-over-year growth or decline.
- Local Benefit and Residency - Priority consideration may be given to programs serving local user groups.
- Municipal Recreation Objectives - Alignment with the Town of Rocky Mountain House’s strategic goals for youth recreation, physical literacy, and community well-being.
- Level and Type of Play - Consideration of competitive and recreational programming, team vs individual sport, and recognizing the value of all within a balanced recreation system.
- Equitable Access - Equitable distribution of early-evening and weekend ice among eligible Minor Sports Organizations, recognizing differing program demands.
- Historical Allocation - Previous ice allocations may be considered to support program continuity, provided they align with current policy objectives and community needs.

5.5 SEASONAL COMMITMENT

Ice Users must submit requests for ice allocation and special events for the regular season by June 30.

Draft regular season ice allocation will be circulated prior to ice user groups no later than the August Ice Users meeting to allow sufficient time for review and identification of concerns prior to final allocation confirmation.

Finalized practice ice allocation and tentative game ice allocation will be completed by October 1.

Finalized game schedule for the season will be completed prior to **October 31**.

Ice Users, excluding casual users, commit to utilizing facility time on a consistent basis throughout the season.

In the event of shortage of prime time evening ice, Ice Users have the option to book early morning ice.

5.6 CONFLICT RESOLUTION

Make a written submission outlining their group's concerns to the Director of Recreation and Community Services who will make a decision based on the guidelines set in 5.3.

6.0 RENTAL PROCESS

6.1 The Town will notify Ice Users of annual and seasonal timelines for ice allocation requests.

6.2 ICE USER ALLOCATION MEETINGS

The Recreation Department will host at least two group meetings (at the beginning and end of each season) with a representative from each of the regular ice-user organizations on an annual basis. Meetings will be held in mid-to-late April and in mid-August. Additional meetings will be called if necessary.

Items to be discussed will include:

- Facility operational concerns
- Special events/tournaments tentatively planned for the upcoming season
- Ice In/Ice Out dates and seasonal interruptions
- Review draft season ice allocation
- Resolve any scheduling conflicts
- Rates and fees

6.3 CONTRACTS AND CONDITIONS

The Town will provide an annual rental contract including allocation for each user group with terms and conditions. All groups must have rental contract and terms and conditions signed and returned prior to their season start.

6.4 INSURANCE REQUIREMENTS

All Ice Users are required to provide the Town proof of liability insurance of five million dollars (\$5,000,000), naming the Town of Rocky Mountain House as additional insured, prior to their season start.

6.5 DAMAGE DEPOSITS

As per the Town Facility Rental Policy, a damage deposit (see Fees, Rates and Charges Bylaw) is required for tournaments and special events and must be paid at least one (1) month in advance of the date booked. The damage deposit will be

retained by the Town of Rocky Mountain House and will be released upon confirmation that no damage occurred, no extra cleaning was required, or additional time was used. If any issues are reported, a corresponding portion will be deducted from the damage deposit. Any fees over and above the deposit amount will be invoiced to the User. Relevant damage deposit funds will be returned to the contact listed on the contract within 15 business days of the rental date.

No damage deposit is required for league games or practices. However, if any damages occur during the rental, the User will be invoiced for all costs incurred by the Town to repair the facility.

6.6 FEES AND PAYMENT

Fees and payment for ice use will be in accordance with the Fees, Rates and Charges Bylaw and Town Facility Rental Policy. A 125% booking premium will be applied to ice use rented on statutory holidays.

6.7 CANCELLATIONS

Cancellation of booked ice time is not permitted after October 31st of each year. From November 1st to the end of the regular ice season, groups will be billed according to the allocation.


Cancellations prior to this date will only be accepted provided notice is given to the Guest Services Coordinator 72 hours in advance of the date of the booking in question.

Groups not able to use specific ice slots must contact the Guest Services Coordinator to re-sell all or part of the time in question. **The Town is the sole authority for ice scheduling and any transfers of ice must be done through the Guest Services Coordinator.** The original group or individual will not be charged for any re-sold portion of the booking.

Play-off ice may be cancelled without charge if a team is eliminated from play; the Guest Services Coordinator must receive written request to cancel ice due to elimination within 48 hours of team elimination.



Mayor, Shane Boniface



CAO, Dean Krause