

**TOWN POLICY NAME:**

Ice Allocation Policy

**POLICY NO:**

010/2021

**RESOLUTION:**

2021-260

**ADOPTED BY:**

Town Council

**SUPERSEDES:****RESCINDS:**

009/2014

**PREPARED BY:**

Recreation and Community Services

**EFFECTIVE DATE:**

June 1, 2021

**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, 50<sup>th</sup> 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 allowed for rental.

**"Ice User"** Contracted regular users in the Town of Rocky Mountain House arena facilities.

**"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.

**"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.

**"Sanctioned Adult Hockey League"** An adult hockey league sanctioned by Hockey Alberta as an organization. For example: Heritage Junior B Hockey League (H.J.H.L.).

**"Sanctioned Minor Hockey League"** A minor hockey league sanctioned by Hockey Alberta as an organization. For example: Central Alberta Hockey League (C.A.H.L.).

**"School Programs"** School programed 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**

<b>HOLIDAY AVAILABILITY</b>	
Labour Day	Open
Thanksgiving	Open
Remembrance Day	Open
Christmas Eve	Open until 4:30 pm
Christmas Day	Closed
Boxing Day	Closed
New Years Eve	Open until 4:30 pm
New Years Day	Closed
Family Day	Open
Good Friday	Closed
Easter Monday	Closed

**5.0 ICE ALLOCATION AND DISTRIBUTION**

**5.1**

Prime Time	Monday – Friday	4:00 pm – Close
	Saturday & Sunday	Open – Close
Non-Prime Time	Monday – Friday	7:00 am – 4:00 pm
	Saturday & Sunday	N/A

**5.2**

<b>ALLOCATION PRIORITIES</b>	
1 <sup>st</sup> Priority	Town of Rocky Mountain House Events/Public Programs
2 <sup>nd</sup> Priority	Special Events/Tournaments
3 <sup>rd</sup> Priority	Sanctioned Adult Hockey League games
4 <sup>th</sup> Priority	Sanctioned Minor Hockey League games
5 <sup>th</sup> Priority	Minor Sport Organization games and first practices
6 <sup>th</sup> Priority	Minor Sport Organization second practices
7 <sup>th</sup> Priority	Sanctioned Adult Hockey League practices
8 <sup>th</sup> Priority	Adult Recreation Teams
9 <sup>th</sup> Priority	Commercial and Casual Users
10 <sup>th</sup> Priority	Non-Local Programs/Users

**5.3** The following factors will be considered in determining the base ice allocation. It is also recognized that other factors influence the suitability of ice time hours for certain groups.

- Age of participants
- Game times versus practice times
- Best utilization of ice time
- Total youth group prime and non-prime hours available
- Total registration for each group
- Residency within the municipality

- Historical precedent
- Town of Rocky Mountain House's goals with regards to development of recreational activities for youth

#### **5.4 HISTORICAL PRECEDENT**

In establishing annual ice allocations, due regard will be given to historical precedent in scheduling ice time. Notwithstanding, the Town reserves the right at its sole discretion to schedule ice time to best meet the needs of the community.

#### **5.5 SEASONAL COMMITMENT**

Ice Users, excluding casual users, commit to utilizing facility time on a consistent basis throughout the operational season. Finalized schedule for the season will be completed prior to October 31.

#### **5.6 CONFLICT RESOLUTION**

If both user groups in a conflict are of equal priority and no solution can be found between the groups, the user group with the greatest membership/total number of registered participants will receive the booking. User groups who wish to appeal the outcome of the allocation process may make a written submission outlining their group's concerns to the Director of Recreation and Community Services.

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

### **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 with a representative from each of the regular ice user organizations on an annual basis. Meetings will be held in mid-to-late May 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
- Operational Ice In/Ice Out dates and seasonal interruptions
- Weekly standing schedule
- Resolve any scheduling conflicts
- Rates and fees

#### **6.3 CONTRACTS AND CONDITIONS**

The Town will provide an annual rental contract including schedule 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 31<sup>st</sup> of each year. From November 1<sup>st</sup> to the end of the regular ice season, groups will be billed according to the schedule.

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

Groups not able to use specific ice slots are encouraged to contact the Guest Services Supervisor 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 Supervisor. 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 Supervisor must receive written request to cancel ice due to elimination within 48 hours of team elimination.

This Policy rescinds Ice Allocation Policy 009/2014.

Redacted under Sect. 17 of  
the FOIP Act.

Mayor, Tammy Burke

Redacted under  
Sect. 17 of  
the FOIP Act.

CAO, Dean Krause

### **Appendix A: 2021 Ice User Groups**

**"Sanctioned Minor Hockey League"** Central Alberta Hockey League (C.A.H.L.) sanctioned teams, Rocky Minor Hockey Association

**"Sanctioned Adult Hockey League"** Heritage Junior B Hockey League (H.J.H.L.) sanctioned team, Rocky Rams Junior B Hockey Team

**"Minor Sport Organization"** Rocky Figure Skating Club, Rocky Speed Skating Club, Rocky Minor Hockey Association, Rocky Trail Blazers Rec Hockey

**"Adult Recreation Team"** Over 30 Hockey Club, Gateway Ladies Hockey Club, Ice Dogs Hockey Club, O'Chiese Men's Hockey Team #1, O'Chiese Men's Hockey Team #2