

<p><b>Policy No.:</b> 149.21</p> <p><b>Policy Title:</b> Ice Allocation Policy</p> <p><b>Department:</b> CSD</p> <p><b>Effective Date:</b> March 23, 2021</p> <p><b>Revised:</b> N/A</p> <p><b>Supersedes Policy/Bylaw:</b> Facility Usage Policy (Arena)</p> <p><b>Review Date:</b> March 23, 2024</p>	<p><b>Council Approval:</b> March 23, 2021</p> <p><b>Resolution No.</b> 82/21</p> <p><b>Date:</b> March 23, 2021</p>
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### Policy Statement

The Town of Blackfalds is committed to effectively provide arena ice time(s) to all user groups in a fair manner to meet the current and future demands of the community, local organized groups and outside user groups.

#### 1. Reason for Policy

1.1 To ensure the Eagle Builders Centre ice surfaces are being fully utilized while continuing to promote and encourage participation in ice activities within Blackfalds. The Town of Blackfalds will implement this policy to continue to be a revenue generating facility while keeping fees reasonable for our local associations. The purpose of this policy is to clearly define and communicate how ice will be managed, allocated and distributed, based on current and expected demands.

#### 2. Related Information

2.1 None

#### 3. Definitions

- 3.1 Damage Deposit      A refundable fee assessed to any user group who rent the ice surface at the Eagle Builders Centre. This fee is used to cover any costs which may arise from actions of the user group.
- 3.2 Joint Use Agreement      The agreement between the Town of Blackfalds and another party for shared use of facilities.
- 3.3 Junior Ice Rate      Youth-based organization within Lacombe County or Red Deer County. This includes Junior A hockey and minor sports organizations based in the region. Available for ice rentals only.
- 3.4 Local Rate Adult      User group/renter who resides within the Town of Blackfalds or is a County of Lacombe resident.
- 3.5 Non-Local Rate      User group/renter who is based or resides outside of the Town of Blackfalds and the County of Lacombe.

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3.6 Recurring Weekly Bookings	User group books the same ice slot (same time on the same day of week) for the entire season.
3.7 Rental Contract Agreement	Between the Town of Blackfalds and the user group, which must be signed by all user groups who rent the Eagle Builders Centre Ice. This agreement must be signed and returned to the Town of Blackfalds before the beginning of the first rental.
3.8 Special Events	Public or private events that are not a regularly scheduled during the season
3.9 Non-Profit Organization	Local user group that is established for the purpose of providing and promoting recreational opportunities for their members with current Non-Profit status. Organization's primary address must be in Blackfalds. This includes minor sports organizations and programs based within the Town of Blackfalds.

#### **4. Responsibilities**

##### 4.1 Municipal Council to:

- 4.1.1 approve by resolution this policy and any amendments;
- 4.1.2 consider the allocation of resources for successful implementation of this policy in the annual budget process.

##### 4.2 Chief Administrative Officer to:

- 4.2.1 implement this policy and approve procedures;
- 4.2.2 ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

##### 4.3 Director of the Department to:

- 4.3.1 ensure implementation of this policy and procedure;
- 4.3.2 ensure that this policy and procedure is reviewed every three years;
- 4.3.3 make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

##### 4.4 Manager to:

- 4.4.1 understand, and adhere to this policy and procedure;
- 4.4.2 ensure employees are aware of this policy and procedure.

##### 4.5 All Employees to:

- 4.5.1 understand and adhere to this policy and procedure.

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**5. Order of Ice Scheduling**

5.1 Scheduling of ice will be allocated in the following order:

- \*Town of Blackfalds Special Events & Programming (including Co Sponsored Programs)
- \*Blackfalds Bulldogs Junior A Games and Practices<sup>1</sup>
- \*Local Youth Sporting Organizations & Blackfalds Wranglers Senior AA<sup>2</sup>
- \*Local Adult Sporting Organizations
- \*Non-Local Sporting Organizations
- \*Joint Use Agreements and Casual Rentals

<sup>1</sup> Game and Practice Schedule to be received by June 15

<sup>2</sup> Blackfalds Minor Hockey Tournament weekends to be confirmed by July 15

<sup>2</sup> Blackfalds Skating Club Ice Carnival date to be confirmed by July 15

<sup>2</sup> Blackfalds Wranglers home game schedule to be confirmed by July 15

Regional, Provincial, National & International Events will have ice allocation requests reviewed by Town of Blackfalds Community Services to determine ice allocation.

**6. Exclusions**

6.1 None

**7. Special Situations**

7.1 None

**8. Appendix**

8.1 None

**9. End of Policy**

<b>PROCEDURE</b>	<b>Policy No.: 149.21</b> <b>Policy Title: Ice Allocation Policy</b> <b>Department: Community Services</b>
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**1. Preamble:**

- 1.1 It is recognized that it is advantageous to maintain a reasonable amount of consistency in ice time scheduling from year to year and therefore due consideration will be given to the allocation of ice according to previous years. Significant changes to ice allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs. Any changes will be subject to approval by the Recreation Programmer and prioritized based upon the scheduling priority list noted above.
- 1.2 Confirmation from each user group that they will be returning for the following season must be provided in writing to the Recreation Programmer prior to June 30<sup>th</sup> of each year. Failure to do so may result in the loss of ice time. Any requests for increased or decreased ice usage based on the previous season must be provided at this time.
- 1.3 The Community Services Department will determine who will get allotted additional ice time; these decisions will be based upon changes in registration and/or emerging trends and needs of each user group. Additional ice time will be granted only if additional ice time is available. The Town of Blackfalds recognizes it is advantageous to maintain consistency in ice scheduling from season to season and careful consideration will be given to historical precedent when making changes to user group schedules.
- 1.4 All user groups must sign a Rental Contract and return a signed copy to the Community Services Department before their first booking of the season. Failure to do so may result in the loss of ice time.
- 1.5 The following must be provided to the Recreation Programmer before July 31<sup>st</sup> of each year:
  - a. Blackfalds Bulldogs Junior A games and practices.
  - b. Blackfalds Minor Hockey Association tournament dates.
  - c. Blackfalds Skating Club Carnival date.
  - d. Blackfalds Wranglers Hockey Club exhibition and regular season schedule.

1.6 Payment requirement dates:

Adult Users/Non-local Rate Groups/Other Users:

Full payment by September 15<sup>th</sup> of each year

Blackfalds Bulldogs/BMHA/BSC/Blackfalds Wranglers:

Option 1 – full payment by September 15<sup>th</sup> of each year

Option 2 – two payments:

1<sup>st</sup> Payment: Contract balance from September to December 31<sup>st</sup> paid by January 15<sup>th</sup>

2<sup>nd</sup> Payment: Remaining contract balance paid by April 15<sup>th</sup> of each year

BMHA Tournament Ice:

All tournament rental contracts must be paid in full within five (5) days of tournament completion.

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All payments for ice rentals are non-refundable. Any over-payments for ice rentals will be credited to their account for future ice bookings.

- 1.7 Each user group with a recurring weekly booking must take their weekly time slot for every day that is not a named holiday – unless the booking is on a weekday and starts at or before 4:00pm.

Weekend ice bookings must be confirmed by the user group by September 1<sup>st</sup> of each season. Weekend ice bookings are not required to be recurring for Non-Profit and Junior Ice organizations (Blackfalds Wranglers Senior AA are not required to take recurring weekend ice).

The season date parameters for all user groups are from October 1<sup>st</sup> to the Sunday following March 15<sup>th</sup> of each year (if March 15<sup>th</sup> falls on a Sunday, that will be last required date). Therefore user groups must take their full weekly recurring ice times starting no later than October 1<sup>st</sup> and must continue until end dates will be March 15<sup>th</sup> of each year (If March 15<sup>th</sup> falls on a Sunday, that will be last required date).

- 1.8 Groups are not permitted to sell ice to another group. The Community Service Department will make every effort to assist the associations to fill open ice slots. If a Non-Profit Organization has a user interested in an open ice slot, the Recreation Programmer must be notified, and a separate contract will be made in the new user's name. The Non-Profit Organization will be responsible for the ice time until full payment is received by the Town of Blackfalds from new user group.
- 1.9 All Blackfalds Minor Hockey Association rentals for Tournament use are charged at the Local Rate – as opposed to the Non-Profit Rate.
- 1.10 The Town of Blackfalds has the right to make the final decision regarding facility rentals.

## **2. Ice Time Changes/Cancellations**

- 2.1 Non-Profit Organizations can exchange ice upon approval of the Recreation Programmer. Changes will then be made to their respective contracts.
- 2.2 Weekday ice times starting before 10:00am can be cancelled with a minimum of 24 hours notice.

## **3. League Playoff/Provincial Playoff Bookings**

- 3.1 Scheduling in playoffs and provincial playdowns are recognized to have many changes in ice time requirements. Scheduling will follow the Scheduling Priority List to keep consistency, however the Town of Blackfalds will have final decision. It is understood all parties must work around each other's schedules.

## **4. Named Holidays**

- 4.1 The ice surfaces at Eagle Builders Centre will be closed on the following holidays:

Heritage Day – 1<sup>st</sup> Monday in August  
Labour Day – 1<sup>st</sup> Monday in September  
Thanksgiving Day – 2<sup>nd</sup> Monday in October  
Remembrance Day – November 11<sup>th</sup>  
Christmas Eve – December 24<sup>th</sup>  
Christmas Day – December 25<sup>th</sup>  
Boxing Day – December 26<sup>th</sup>  
New Year's Eve – December 31<sup>st</sup>

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New Year's Day – January 1<sup>st</sup>  
Family Day – 3<sup>rd</sup> Monday in February  
Good Friday – Weekend of First Sunday after the Paschal Full Moon  
Easter Monday – Weekend of First Sunday after the Paschal Full Moon

- 4.2 The Eagle Builders Centre cannot be rented out to a user group (other than for the Town of Blackfalds events) on any named holiday unless given special permission by the Town of Blackfalds.

### **5.2.1 End of Procedure**

#### **Approval**

-Original Signed-

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Chief Administrative Officer

-Original Dated-

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Date