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**Date:** May 4, 2018

**Policy Title:** Ice Allocation Policy - Amended

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Please note: This policy is only in effect for the Winter Ice Season, September 1 - March 31.

The purpose of this policy is to assist the Municipality of North Grenville (hereafter referred to as the Municipality) in the allocation of ice time in a fair and judicious manner.

There are many key principles in the determination of ice time allocation such as age, gender, residency, universality, economic impact, revenue generation, number of hours requested, time of year, customer history, special events and extraordinary cases.

### **Definitions:**

*Prime Time:* The duration of hours where the ice is in the greatest demand meaning:

Weekdays	4:00pm until 12:00am (midnight)
Weekends	7:00am until 12:00am (midnight)
Statutory Holidays	7:00am until 12:00am (midnight)

*Non-Prime Time:* Shall mean weekdays 7:00am until 4:00pm

*Special Non-Prime Time:* Shall mean weekends, 6:00am until 7:00am

*Prime Time Evening Special:* Shall mean Monday-Sunday 10:30pm - 12:00am  
Contracts must start at 10:30pm

*N.G. Organized Group - Youth:* Shall mean any not for profit group that has an elected executive, budget, constitution and open registration. The group shall be based in the Municipality of North Grenville, with a minimum of 70% of the registrants being North Grenville residents, or be recognized as an integral part of community activities, with a minimum of 80% of the registrants under the age of 20.

*N.G. Organized Group - Adult:* Shall mean any not for profit group that has an elected executive, budget, constitution and open registration. The group shall be based in the Municipality of North Grenville, with a minimum of 70% of the registrants being North Grenville residents, or be recognized as an integral part of community activities, with more than 20% of the registrants being 20 years of age and older.

*School:* Shall mean any elementary or secondary school located in the Municipality of North Grenville in the Public or Separate School Boards. Post secondary institutions shall be considered N.G. Organized Group – Adult.

*Season:* Winter Ice - September 1 to March 31; Summer Ice - April 1 to August 31

*Ice Hour:* One (1) hour of ice is fifty (50) minutes in length plus ten (10) minutes of maintenance. An hour and one-half (1 ½) is generally equal to eighty (80) minutes of ice time plus ten (10) minutes of maintenance. However, the Municipality has the discretion to add additional floods during ice rentals in order to maintain the integrity and condition of the ice and to ensure participant safety.

## **Priorities**

The ice allocation procedure is based on the needs of each group, with consideration given to facility use. (i.e. dressing room requirements and facility maintenance) Ice time shall also be allocated to maximize the utilization of the facility. Historical precedent will be a principle of the allocation system to give due consideration to the allocation of ice according to previous years. Significant changes to previous year's ice shall be based on changes to registration levels, registration composition or to emerging needs.

This policy applies to Winter Ice (September 1 to March 31). Summer Ice considerations are also based on the above priorities, but the winter hierarchy will not apply.

## **Prime Time Hierarchy**

The scheduling of ice time will be based on the following hierarchy:

Major Events and Municipal Programs (e.g. Public Skating, Tournaments & Special Events)  
Kemptville 73's  
North Grenville Organized Group – Youth  
North Grenville Organized Group - Adult  
North Grenville Organized Group – New  
Private Rentals – Residents  
Non-Residents

Any "Organized Group – Youth" shall be scheduled to commence no later than 9:05pm except at the request of said group.

Universality: The Municipality supports the availability of ice time to all of the community, therefore, public skating, sundry rentals, under-represented groups and special events shall form part of the ice allocation. All users will be subject to all available hours to ensure ice time distribution is equitable.

## **Process**

Two (2) times per year, (May for the winter season and January for the summer season) the Municipality shall receive ice requests from existing and new groups. All requests must include:

- Start/Finish dates, times, special events
- For all registrants from last season, a list of names and their, addresses, the municipalities in which they reside, the specific program in which they are enrolled and the ages of those participants under 20 years.
- The number of registrants that reside outside North Grenville.

All requests received after the specified deadline will be considered only after all requests received before the deadlines have been satisfied.

This information shall be used to prioritize and organize the ice schedule for each season. The Municipality may adjust the initial allocation after registration for Resident Youth Groups in order to respond to annual growth or reduction. Organizations interested in obtaining additional ice time for new initiatives must request supplementary ice prior to program development. The Municipality may meet with users to discuss the ice time allocations and other facility use guidelines. Any concerns with ice allocation must be submitted in writing to the Director of Parks, Recreation and Culture.

## **Rates**

Ice rental rates increased April 2018.

## **Tournaments and Special Events**

The Municipality supports tournaments and special events and each organized group shall be allocated a minimum of one (1) Saturday or Sunday per season for special events. The Municipality shall have the discretion to pre-empt regular use of the facilities to assist with such an event. These requests, in all efforts, shall be booked in advance of regular bookings. To accommodate tournaments and special events, seasons may start early and/or be extended.

## **Dead Ice**

Dead Ice is any ice Monday to Friday between 7:00am - 4:00pm. Dead Ice is often shared ice and there must be a minimum of 2 skaters. Cost is \$20.00 per person plus HST.

Dead Ice time can only be booked 1 week in advance. The municipality reserves the right to cancel a dead ice booking for a full rate rental, ice maintenance or weather. No refunds.

## **Allocation Guidelines**

Ice time at the Municipality shall be allocated during the winter season in accordance with the following guidelines:

1. A minimum of 3.0 prime time hours per week shall be set aside for public skating and 1.5 prime time hours per week shall be set aside for family skating.
2. A minimum of 6 prime time hours per week shall be set aside for the Kemptville 73's.
3. Organized Groups – Youth shall receive a maximum of 60% (91.5 hrs.) of the available prime time hours. (Prime Time = approx. 153 hours). Any one youth organization can request up to 75% of the maximum 60% (75% = approx. 69 hours) at the North Grenville prime time youth rate. However, if the full 91.5 hours are not utilized, any one particular North Grenville youth group can exceed the 75% limit until the 91.5 hour limit is reached and still be charged at the youth rate. Once the 91.5 hour limit is exceeded the youth group who has exceeded the 75% will be charged at the non-resident rate.