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**ICE ALLOCATION POLICY**  
**for the**  
**DISTRICT OF SQUAMISH**

**Approved by Council on June 20, 2000.**

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# ICE ALLOCATION POLICY DISTRICT OF SQUAMISH

## 1. INTRODUCTION

This policy is intended to provide some clarity and continuity in decision making for ice uses and users. In Squamish, as in most communities in Western Canada, ice time is a scarce resource. The demand exceeds the supply. Therefore, the District of Squamish, which is the owner and operator of the sheet of skating ice at the Brennan Park Recreation Centre, must carefully evaluate and prioritize all demands for ice to ensure the public “good” is maximized. This policy provides direction to that end. In order to accommodate as many users and user groups as possible, and maximize use of the ice, the District will schedule all available ice that can be utilized.

### 1.1 GRACE PERIOD

This policy will be implemented for the 2000-2001 Season, however, as this document creates new policies there will be a grace period until March 31, 2001 for all existing User Groups to conform to the “Definitions of User Groups”.

## 2. DEFINITION OF USER GROUPS

### 2.1 Sports Associations:

#### 2.1 (a) Youth

- A non-profit organization (or affiliated with a non-profit organization) incorporated under the Societies Act of the Province of B.C. and/or the Canada Business Corporations Act, Part II and has been in existence in Squamish for not less than one(1) year and at least 75% of the active members (i.e. registered players) are residents of the Squamish area.
- Organization’s main purpose/objective is to offer and involve individuals in recreational, athletic or social activities related to ice use.
- Seventy-five(75) percent of the participants must be 18 years of age or under prior to December 31 of that year’s season and/or the age categories as outlined in existing provincial or national governing bodies. If complete teams within an organization consist of players over the age of 19 years, those teams will be considered separately as an “adult” division of the organization and prioritized as such. **Juvenile and Junior hockey teams will be considered in the “Youth” category provided they are supported by a Youth Organization.**
- Must be a documented member in good standing with an affiliated or governing regional, provincial or national body.

### **2.1 (b) Adult**

- A non-profit organization (or affiliated with a non-profit organization) incorporated under the Societies Act of the Province of BC and/or the Canada Business Corporations Act, Part II and has been in existence in Squamish for not less than one(1) year, and at least 75% of the (active) members are residents of Squamish.
- Organization's main purpose/objective is to offer and involve individuals in recreational, athletic or social activities related to ice use.
- The age of the majority of participants is above the qualifications for youth sports associations (19 years and over).
- Must be a member in good standing with affiliated or governing regional, provincial or national body.

### **2.2 Independent Recreational Users**

- A group or individual that is not affiliated or associated with any recognized regional, provincial or national sport governing body.
- May or may not have Society status.
- Age grouping would apply as per 2.1 (Youth) and 2.1(b) (Adult).
- Has, as its main focus, recreational, athletic or social activity for its members related to ice use.

### **2.3 Schools**

- Public school or a "non-profit" school recognized by the Province of BC as an education institution, which lies within the boundaries of Squamish, or is located within School District 48, and has an enrollment of 75% of Squamish students.

### **2.4 Commercial Users**

- Private sector groups or individuals whose main purpose is to make a profit.

### **2.5 District of Squamish**

- The District through the Recreation Services Department will program public activities on ice, including public skates and special events.

### **2.6 Exceptions to Requirement for Seventy-five Percent Local Residents**

- In an isolated circumstance, the 75% residency role may be waived by Council if it deems that there are insufficient local residents to make a worthwhile activity viable and a locally based group has had to recruit more than 25% of its participants from outside Squamish in order to make the activity viable for local participants. When space is limited or fully booked as is currently the case, this exception will not be allowed.

### **3. DEFINITION OF USES**

#### **3.1 Special Events**

##### **3.1 (a) Major Events**

- Those which bring recognition to or increase the public profile of the community. Specifically International, National, Western Canadian, Provincial gatherings for individuals or multi-sport/recreational events which are sanctioned by the appropriate governing body.

##### **3.1 (b) Minor Events**

- Non-recurring (not weekly) recreational or sport event activities initiated by the Recreation Department or a Specific User Group for the purpose of a “special” event.

#### **3.2 Municipally Sponsored Activities**

##### **3.2 (a) Public Skating**

- Drop-in (no registration) skating or ice-related activities open to the general public (although, in some cases, may be targeted at subsets of the general public) i.e. youth, preschoolers, adults and families.

##### **3.2 (b) Recreation Department Programs**

- Programs initiated by and directly or indirectly operated by the Recreation Department and open to the general public (although, in some cases, may be targeted at subsets of the general public).

#### **3.3 Regular Ice Rental**

- A seasonal booking of a weekly ice slot for a regularly scheduled sport, culture, social, or recreational use by a User Group.

#### **3.4 Casual Ice Rental**

- As above in *Regular Ice Rental* but booking made on a week-by-week basis as ice is available. This use includes Statutory Holiday time and pre and post season bookings.

#### **3.5 Fund Raising Events**

- Any use by a group or individual where the main interest is to generate funds which will be put to a “public good” in the community. The public good may be within the group or an external public project.

#### **3.6 Commercial Use**

- Any use by a group or individual where the objective of the facility use is to make a profit, or the booking is made by a Company or individual representing a commercial interest.

#### **4. ICE AVAILABILITY - PRIME AND NON PRIME TIMES**

##### **4.1 (a) Prime Time**

- Prime Time will apply:
  - Monday to Friday - 3:00p.m. to 1:00a.m.(following morning)
  - Saturday and Sunday - 5:00a.m. to 1:00a.m.(following morning)

##### **4.1 (b) Non-Prime Time**

- Non Prime will apply:
  - Monday to Friday - 1:00a.m. to 3:00p.m.
  - Saturday and Sunday (Mornings) - 1:00a.m. to 5:00a.m.

##### **4.2 Ice Cleans**

- The ice clean at the beginning of a blocked booking will not be included in the calculation of a group's allocated time. All ice cleans will be a minimum of 12 minutes or greater depending on use and safety issues as determined by the Recreation Services Department for 2000 - 2001 Season, and 15 minutes or greater for the 2001 - 2002 season and beyond. This increase in ice clean time will be phased in to provide more time for user groups to adapt to the changes.

##### **4.3 Regular Ice Season**

- The regular ice season will be from the first Tuesday, after Labour Day in September to the completion of the User Group's season, including regular and play-off times. Times prior to, and after these dates, will be considered casual use.

##### **4.4 Fees and Rates**

- Fees and rates will be determined on an annual basis by the Parks and Recreation Commission and Council. Currently these rates are set to be in effect starting September 1st of each new season.

#### **5. PRIORITY FOR ICE ALLOCATION**

The priority assignment is as follows:

1. All District sponsored activities (i.e. public skating, programs and special events).
2. Major Special Events
3. Local Youth sport association regular ice rental.
4. Local Adult sport association regular ice rental.
5. Local Independent group regular ice rental.
6. Local group Minor Special Events that are not accommodated within a group's regularly scheduled time.
7. Local group fund-raising events that are not accommodated within a group's regularly scheduled time.
8. School activities during regular school hours as assigned by the District Monday to Friday between 9:00 a.m. to 3:00 p.m.
9. Local group casual ice rental.
10. New local non-profit User Groups
11. Local commercial groups.
12. All non-local groups.

## **6. ICE ALLOCATION PROCEDURES**

Allocation of ice shall be done in consultation with User Groups and done as fairly and efficiently as possible.

### **6.1 Application Date**

All applications for Fall ice allocation shall be submitted annually by User Groups by the last Friday in April for consideration during the following fall/winter season.

### **6.2 Group Roster Submission**

All community groups shall submit the names of all participant members of their organization to December 15th of the previous year with their application. The December 15th registration number shall be a major consideration in the next year's ice allocation. The list shall include participants, members, their teams and coaches, and a list of the executive members of the group. Only the number of individuals using the ice will be considered in the allocation process. As per the notice at the beginning of this document (1.1) additional registration will not necessarily increase ice allocations, unless other groups decrease their requests.

### **6.3 Guidelines**

Wherever possible, different user groups in the same priority group shall be allocated ice based on the following guidelines:

- a. overall demand for ice time;
- b. registration as of December 15th of the previous year;
- c. the reasonable division of weekday, weekend, prime and non-prime ice allocations;
- d. ice time requested and historical time slots for that activity.

#### **6.3 (a) Gender Equity Policy**

When applicable, "gender equity" issues will be dealt with in the allocation process each year. Any subsequent "gender equity" issues after the annual Ice Allocation Meeting will be reviewed by the Parks and Recreation Commission for application the following year. Refer to "Gender Equity Policy" in the Addendum.

### **6.4 Rescheduling of Cancelled Ice Sub- Leasing or Re-rental**

No user groups shall sub-lease or rent their ice time to any individual or other user group. Any available ice time shall revert to the Recreation Services Department for reallocation, with the exception of weekend cancellation that occur after 4:00 p.m. on Fridays (see Article 6.5 c).



## **6. ICE ALLOCATION PROCEDURES (cont'd)**

### **6.5 Rescheduling of Cancelled Ice**

#### **6.5 (a) One Time Only or Random Times**

The procedure for Re-scheduling of cancelled (one time only/random) ice time by a regularly scheduled group:

- The Department Ice Scheduler must be verbally informed at least 2(two) working days before the cancellation, with written notice to follow.
- The Department will attempt to make the time available to other groups within that group's priority grouping, and then subsequently all other groups in priority until all time is taken.
- If the Scheduler is unable to re-allocate the time the original group will be billed for the time, with the exception that if a week's notice (5 working days) is given by the same group, they will not be billed for the ice time if it is not filled by another group.

#### **6.5 (b) Permanent or Temporarily Cancelled Ice**

Re-scheduling of regularly allocated ice time that has been temporarily or permanently "given up" by a scheduled user group:

- The Department Ice Scheduler must be informed in writing at least 10 working days prior to the cancellation and the Department will reassign the time by proceeding through that group's priority grouping, and then subsequently all other groups in priority until the time is taken.
- If the Scheduler is unable to re-allocate the time it may be offered to any new local groups without any scheduled time.

#### **6.5(c) Weekend Rescheduling**

As the Recreation Department does not have a Booking Clerk working on the weekends, any cancellations occurring after 4:00 p.m. on Fridays may be re-allocated in the following manner: Group schedulers must first offer the cancelled ice time to other groups within their priority group and subsequently to the remaining user groups on the list in priority order. A prioritized list of groups, contact names and phone numbers will be distributed in August to the Group Schedulers by the Recreation Department Facility Booking Clerk.

### **6.6 Department Bookings**

By May of each year, the Department will determine the ice time required for public skating and Department sponsored programs for the subsequent Fall/Winter Season, and slot them into the draft schedule.

### **6.7 School Bookings**

During each ice season, schools will request ice on a casual basis and it will be allotted during school hours, if space is available, Monday to Friday from 9:00 a.m. to 3:00 p.m.

**6.8 Major Special Event Bookings**

All ice users, including the Department, will be required to submit by the last Friday of April of each year, all requests for Major Special Events. The Department will recommend a tentative schedule for review and discussion at the Ice User's Allocation Meeting.

**6.9 Waiting List**

A waiting list may be created of new groups that cannot be accommodated in the allocation process. The new groups will be listed in priority order, and should additional or new ice become available (that existing groups will not use) then this time will be offered.

**6.10 Annual Ice Allocation Meeting**

An Ice Users Meeting will be hosted by the Department in late May of each year to attempt to achieve consensus on the draft schedule for the subsequent season. If general consensus is achieved the final ice allocation schedule shall be published.

**6.11 Dispute Resolution Process**

Any group that feels they have not been dealt with fairly (as per this Policy) with regards to the published ice schedule shall present its case first to the Recreation Department, and failing resolution of the issue, may present its case to the Parks and Recreation Commission, and if failing resolution the User Group may present its case to Council, which will provide a final ruling on the matter.

**6.12 Ice User's Meetings**

The Recreation Department will meet 3 to 4 times per ice season with all interested user groups to review ice use.

**7. Loss of Ice Allocation or Portion of Ice Allocation - During the Season**

The District has the responsibility to ensure that ice is used in an effective and efficient manner and to monitor and control ice use regarding issues such as:

- safety;
- security;
- legal liability;
- vandalism;
- improper behaviour;
- consumption of alcohol; or
- other issues occur or emerge as a result of the improper actions or conduct of user groups or individuals.
- non-payment of District invoices

**7. Loss of Ice Allocation (con't)**

The Parks and Recreation Commission may take action up to and including loss of ice allocation or portions of ice allocation if groups or individuals are deemed to have acted in a consistent and inappropriate manner.

## **ADDENDUM**

### **A. Some Examples of Use and Users**

#### **A.1 Special Events**

- Major Events**
- Ringette Provincial Age Group Tournament
  - Youth Hockey Provincial Playoff
  - Minor Hockey Christmas Tournament [open invitation]
  - Figure Skating Carnival

- Minor Events**
- 20th Anniversary Special Game
  - Old Timer's 25 Year Reunion Game
  - Old Timer's Tournament
  - Youth Hockey Tournament
  - Special Exhibition Game

#### **A.2 Municipal Organized Activities**

- Public Skating**
- Parent and Tot Hockey
  - Recreation Hockey
  - Parent and Tot Fun Skate
  - Family Skate
  - Public Skate
  - Youth Skate
  - Community Special Events [i.e. Christmas, Halloween, Easter, Valentines, etc.]

#### **Recreation Department Programs**

- Introduction to Skate Lessons
- Hockey Fun Just for Tots
- Hockey Fun for Children
- Co-sponsored programs or events with user groups

**A.3 Youth Sport Regular Ice Rental**

- Youth Hockey weekly practices and games
- Ringette weekly practices and games
- Figure Skating weekly training and skill development sessions, power skating, skating lessons

**A.4 Adult Sport Regular Ice Rental**

- Men's Hockey League
- Old Timer's Hockey League
- Junior Hockey Team
- Women's Hockey Team(s)

**A.5 Independent Users Regular Ice Rentals**

- Non-Profit Groups or individuals not included in the above categories

**A.6 Commercial Events**

- A private event company wishing to rent the arena for a car sale, a circus, a trade show, an auction, etc.

**B. Gender Equity Policy - Related to Ice Allocation Only**

"The Parks and Recreation Commission of the District of Squamish is committed to the achievement of gender equity. The Commission will measure all ice applications against the values of equity and fairness without discrimination on the basis of gender when allocating ice time in the same or similar sport or activity."

Gender Equity is the principle and practice of fair and equitable allocation of resources and opportunities to both male and female. Many sports have traditionally been exclusively male or female dominated depending on the sport. The intent of this policy is to provide an opportunity for males or females to have access to facilities that due to lack of time or space would not be available. Implementation of this Policy will require co-operation and understanding by all users. Some groups may be required to share or give up some time in order to accommodate "gender equity decisions" made by the Parks and Recreation Commission.