

**THE CORPORATION OF THE CITY OF SARNIA**  
**People Serving People**

**PARKS AND RECREATION DEPARTMENT**

**OPEN SESSION REPORT**

TO: Mayor Bradley and Members of Sarnia City Council

FROM: Beth Gignac, Director of Parks & Recreation

DATE: May 30, 2016

SUBJECT: Arena Administration and Allocation Policy and Procedures

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**Recommendation:**

It is recommended:

1. That Sarnia City Council receives this report for information and;
2. That Sarnia City Council authorizes staff to proceed with the Public Review Period of 21 days.

**Background:**

Sarnia City Council approved a staff recommendation that ice rental rates be maintained at 2014 levels pending completion of the Arena Management Study, Parks and Recreation Operational Review and appointment of the Arena Advisory Committee. Ice rental rates have remain unchanged since 2014 per previous Council direction and the existing Ice Allocation Policy has been the frame of reference for all decision making in the ensuing time period.

The Arena Management Study recommended a review of the Ice Allocation Policy, schedules and rental rates. As part of the implementation of the Arena Management Study, the Arena Advisory Committee and Parks and Recreation staff commenced that work on November 23, 2015 and held 10 meetings through April 2016.

**Comments:**

The Arena Advisory Committee and Parks and Recreation staff conducted policy and procedural reviews of comparable municipalities in preparation of the new policy: the City of Kingston, City of Woodstock, Municipality of Chatham-Kent, Municipality of Middlesex-Centre, the City of Niagara Falls,

the City of Windsor and the City of Toronto were all consulted. During the process, a review was also undertaken regarding scheduling activities and rates and fees.

As a result of the consultation, the following table outlines the key differences between the recommended Arena Administration and Allocation Policy and Procedures and the existing Ice Allocation Policy:

	<b>Proposed Administration and Allocation Policy</b>	<b>Previous Ice Allocation Policy</b>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Clearly define and communicate how ice/floor time will be managed, allocated and distributed</li> <li>• Serve as a guide for the ice/floor allocation process</li> <li>• To meet the City of Sarnia’s fiscal fitness policy and plan</li> <li>• Promote and encourage participation in sports to the overall benefit of the community</li> <li>• Guide user groups through the process of booking ice/floor times</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly define and communicate how Regular Season ice will be managed, allocated and distributed</li> <li>• Serve as a guide for the ice allocation process conducted by the City</li> <li>• Promote and encourage participation in ice sports to the overall benefit of the community</li> </ul>
<b>Priorities</b>	<ol style="list-style-type: none"> <li>1. City of Sarnia Programs and Services</li> <li>2. Special Events and tournaments</li> <li>3. Junior Hockey (Sarnia Legionnaires and Sarnia Sting)</li> <li>4. Resident Minor Sports groups</li> <li>5. Resident adult groups</li> <li>6. Not for profit community organizations</li> <li>7. Private commercial or for profit organizations</li> <li>8. Non-resident youth or</li> </ol>	<ol style="list-style-type: none"> <li>1. City of Sarnia recreational programs</li> <li>2. Resident Minor Sports groups</li> <li>3. Tournaments and special events</li> <li>4. Resident Adult groups</li> <li>5. Junior B Hockey</li> <li>6. Not for profit Community Organizations</li> <li>7. Non-resident youth groups</li> <li>8. Non-resident adult groups</li> <li>9. Private commercial or for</li> </ol>

	<b>Proposed Administration Allocation Policy</b>	<b>Arena and</b>	<b>Previous Ice Allocation Policy</b>
	adult groups		profit organizations

- Junior Hockey allocation is listed as the third priority to allow for league mandated accommodation of assigned home ice in collaboration with the league scheduling.

In addition, changes to the scheduling process are recommended as follows:

- Effective April 1, 2017, the "Regular Season" will be considered as September 1 to March 31st and "Off Season" will be considered as April 1 to August 31;
- There will be a submission deadline for all ice/floor requests and a corresponding approval timeline. This process will allow staff the time to properly allocate requests, will provide clear timelines for organizations/leagues to schedule registration dates and will allow staff to calculate operational requirement for each season. The submission deadlines are referenced below:

Fall/Winter (Sept 1 – Mar 31)		Spring (April 1 – June 30)		Summer (July 1 – Aug 31)	
Request	Allocated	Request	Allocated	Request	Allocated
April 1	May 15	Dec 1	Jan 15	March 1	April 1

- These dates formalize the previous practice of ice request and subsequent allocation of facility booking times.

**Consultation:**

The Arena Advisory Committee represents all major stakeholder groups. In addition, the Arena Advisory Committee held an information session with all user groups and stakeholders on May 5, 2016. Finance, Clerk’s and Parks and Recreation staff were also consulted.

As per the required Public Review Period of 21 days for citywide policies, the policy will be uploaded to the City of Sarnia website ([www.sarnia.ca](http://www.sarnia.ca)) and will be communicated to all of our current arena stakeholders via email. Following the Public Review Period, staff will meet with the Arena Advisory Committee to review feedback and make any necessary adjustments to the policy prior to returning to Council for final approval.

**Financial Implications:**

The Arena Advisory Committee has also made the following recommendations to the rates and fees:

- Effective October 1, 2016 - December 31, 2017, there will be an ice/floor rate increase of 5%;
- The existing resident Minor Sports Rate will be applied from September 1 to March 31 for ice/floor use;
- Effective January 1, 2018 rates will increase 3% and 3% each consecutive January 1, through and including January 1, 2021;
- Reduced "Off Season Prime Rental Rate" to be eliminated over five years through a "phased in" increase in increments each year beginning January 1, 2017 until Prime Rates are equal for all Ice Rental programming.

The following table outlines the recommended rates and fees over a 5 year term:

	<b>Fall/Winter</b>				<b>Spring/Summer</b>	
	Regular Rates		Resident Minor Sports Group Rates		Regular Rates	
Year	Prime	Non-Prime	Prime	Non-Prime	Prime	Non-Prime
Current Year 2016	\$ 214.00	\$ 107.00	\$ 160.50	\$ 80.25	\$ 178.00	\$ 107.00
2017 (+5%)	\$ 224.70	\$ 112.35	\$ 168.53	\$ 84.26	\$ 190.95	\$ 114.57
2018 (+3%)	\$ 231.44	\$ 115.72	\$ 173.58	\$ 86.79	\$ 204.85	\$ 122.91
2019 (+3%)	\$ 238.38	\$ 119.19	\$ 178.79	\$ 89.39	\$219.76	\$ 131.86
2020 (+3%)	\$ 245.53	\$ 122.77	\$ 184.15	\$ 92.08	\$ 235.75	\$ 141.45
2021 (+3%)	\$ 252.90	\$ 126.45	\$ 189.68	\$ 94.84	\$ 252.90	\$151.74

**Revenue Projections:**

Based on the rates and an analysis of projected participation amongst the stakeholder user groups, the following table illustrates projected revenue implications:

<b>Revenue</b>	<b>Projections</b>				
2016 Budgeted	2017 (5%)	2018 (3%)	2019 (3%)	2020 (3%)	2021 (3%)
\$1,691,345	\$1,775,912	\$1,829,189	\$1,884,065	\$1,940,587	\$1,998,804

Prepared by:



Beth Gignac  
Director of Parks & Recreation

Approved by:



Margaret Misek-Evans  
City Manager

Attachments:

DRAFT Arena Administration and Allocation Policy and Procedures  
March 17, 2014 Council Report: Ice Rental Rates  
July 5, 2013 Council Report: Ice Allocation Policy



City of Sarnia  
Arena Administration and Allocation  
Policy and Procedures

**1.0 INTRODUCTION**

The City of Sarnia:

Our MISSION is accountable governance of our resources to deliver public services effectively.

Our VISION is that as a progressive, caring waterfront community with a solid economic base, Sarnia maximizes its potential for growth and prosperity for the benefit of its people.

Our VALUES are that City Council and City Staff will treat people in a manner that reflects our values of:

Caring, Leadership, Accountability, Integrity, Quality, Creativity

**Purpose of Policy**

The City of Sarnia Parks and Recreation Department wishes to promote, maximize and optimize arena facility usage and to have age appropriate times available to user groups. The City has an inventory of five arena pads: Sarnia Arena (single pad), Clearwater Community Centre (twin pad) and the Sarnia Sport and Entertainment Centre (twin pad).

The City of Sarnia Arena Facilities are primarily for Sports and Recreation use in support of the Community.

The purpose of this policy is to:

- Clearly define and communicate how ice/floor time will be managed, allocated and distributed
- Serve as a guide for the ice/floor allocation process
- To meet the City of Sarnia's fiscal fitness policy and plan
- Promote and encourage participation in sports to the overall benefit of the community.
- Guide user groups through the process of booking ice/floor time.

The policies identified in this document establish and clarify the City's responsibility for ice/floor allocation, facility administration and its commitment to the management of:

- Fair and equitable ice/floor allocation that maximizes use of the facility;
- Fiscally responsible ice/floor facility operations;

- Processing of tournament, special event and seasonal ice/floor rentals;
- Special event management;
- Annual affiliation process reporting
- General administration requirements;
- Facilitate opportunities for active and healthy lifestyle;
- Safe and accessible services for all people

## **2.0 ALLOCATION RESPONSIBILITY**

In the City of Sarnia, the Parks and Recreation Department has the responsibility to manage the allocation and distribution of arena ice/floor time on an annual basis to reflect population, registration, utilization and participation patterns. The Parks and Recreation Department is responsible for the implementation of the policies as outlined.

## **3.0 FACILITY OPERATIONS**

The City of Sarnia will responsibly manage its' arena resources to ensure optimum usage and programming and will reflect the goals of the City's Fiscal Fitness Policy and Plan. The day to day operations of the City's Recreation Facilities containing the ice/floor pads will be the responsibility of the Arena Staff in the Parks and Recreation Department.

The policy will be reviewed annually in April by the Parks and Recreation Department. City staff will update, as necessary, relevant portions of this document to be approved by City Council. The staff responsible for Arena Ice Allocation and Ice/Floor Facility Operations will work in a cooperative manner in the implementation of this policy.

## **4.0 ALLOCATION PRIORITIES**

### **4.1 Scheduling Priorities**

Arena ice/floor time will be allocated utilizing the following order of priority, with reasonable considerations:

1. City of Sarnia Programs and Services
2. Special Events and Tournaments
3. Junior Hockey (i.e. – Sarnia Sting & Sarnia Legionnaires)



4. Resident Minor Sports Groups
5. Resident Adult Groups
6. Not for Profit Community Organizations
7. Private Commercial or For Profit Organizations
8. Non-Resident Youth or Adult Groups

## **4.2 Definitions of Groups**

**City of Sarnia Programs and Services:** The City provides access to recreational ice/floor opportunities through municipal skating programs. Programs provide low cost access to recreational skating and hockey opportunities organized through the Parks and Recreation Department. Opportunities include, but are not limited to, public skating, adult skating and shiny hockey or other ice/floor programming. Programs are provided in response to need and the provision of such programming is reviewed in conjunction with the review of this policy.

**Special Events & Tournaments:** The City of Sarnia encourages an active role for the City in facilitating, enhancing and promoting festivals and special events in the City. Special events would include, but are not limited to music concerts, shows, circus, or other entertainment related events. Generally tournaments and special events are competitions hosted by recognized City minor sport groups. They may also include events of regional or provincial significance. Tournaments may also be hosted by Seasonal organizations and other occasional users such as men's hockey leagues. Tournaments and Special Event time is allocated above and beyond a group's regular season allocation. The City would continue to encourage existing tournaments and special events.

### **Resident Minor Sport Groups:**

- i. A not-for-profit recreational group based in the City of Sarnia, dedicated to minor sports (18 and under) and with the majority of participants residing in the City.
- ii. An established provider of quality recreational programs, primarily for youth.
- iii. The main provider of its particular activity for youth in the City of Sarnia.
- iv. Organizations recognized as Minor Sports must also:
  - a. Have constitutions
  - b. Be incorporated

- c. Have an auditable annual financial statement
- d. Be affiliated with a recognized regional, provincial or national organization. The choice of this affiliation is at the discretion of the minor sport group. (If the status of a minor sports group comes into question, the group may be required to reproduce documentation indicating the conditions under which it was granted partner status still apply) The listing of minor sport groups is found on Appendix 'B'.

**Resident Adult Groups:** Groups in this category are defined as groups that use a facility on a weekly basis for an entire season. Examples include men's or ladies hockey, pick up hockey groups etc. The City wishes to recognize long term groups. "Grandfathered" status will try to provide existing clients (prior to 10/11 season) access to historical ice/floor (same or similar date or time) to all seasonal clients that have had the same hour(s) for two or more consecutive years prior to 2010/11.

The City reserves the right to change the ice/floor allocated to "grandfathered" clients when facility closures or restrictions must be applied, when ice/floor schedules negatively influence operational/program efficiencies and resident demands or to meet the core requirements of the City's minor sports groups.

In these circumstances, every attempt will be made to find an equitable ice/floor time replacement.

If a designated "grandfathered" group disbands or fails to apply for ice/floor time in consecutive ice seasons, they will lose their "grandfathered" status. If they reapply in a subsequent season, they will be treated as a new client. The "grandfathered" designation is not transferable.

**Not-For-Profit Community Organization:** A publicly funded school or a not-for-profit school recognized by the Province of Ontario as an education institution located in the City of Sarnia. School bookings, including high school hockey and intramural teams are administered on a first come, first serve basis through the Parks and Recreation Department. Duly recognized Service Clubs and Charitable Organizations are also part of this category.

**Private Commercial or For-Profit Organizations:** These groups are organizations or individuals that use ice/floor time with the intent of generating positive net income (profit).

## **5.0 ENTITLEMENT AND DISTRIBUTION**

### **5.1 Weekly Hours of Entitlement and Distribution to Minor Sports Groups**

On an annual basis, the City's Affiliated Groups shall provide registration data for the previous year or for the upcoming year if this information is available. This information will be provided annually by the 31st of January.

The ideal ice/floor time allocation for various age and competition levels for hockey and skating shall be considered and is the ultimate goal in the allocation of ice/floor to the Affiliated Youth Groups. The recommended standards will include but may not be limited to Alliance Hockey Association, Skate Canada, etc. This allocation will be the goal of this policy. This information will establish the ideal ice/floor allocation to each group.

### **5.2 Time Period Entitlements and Restrictions**

All Affiliated youth groups will receive an equitable distribution of prime and non-prime hours in accordance with Section 5.1. Minor sport groups in the future may be required to have a minimum of 10% (minimum 1 hour) of ice time as non-prime ice.

All Affiliated youth groups, regardless of gender, level of competition, and total hours of entitlement shall not receive relatively more or less prime time access than a similar client.

Adult ice/floor time will not be allocated prior to 9 p.m. except where an earlier time may reflect a historical (aka "grandfathered") ice/floor time. The City retains the right to provide ice/floor time only at same or similar time. No ice/floor time slot is guaranteed. Exceptions may be granted where the requirements of youth and City recreational users are being met where ice/floor time is available and not required by youth.

## Fall, Winter, Spring & Summer–Prime and Non-Prime

Prime Time	Monday to Friday	5pm to Closing Hours*
	Saturday and Sunday	Open to Closing Hours*
Non-Prime Time	Monday to Friday	Open to 5pm

\*Closing Hours may vary from arena to arena

### 5.3 Deadlines for Ice/Floor Time Requests and Timing of Allocation

When forwarding ice/floor time requests to the Parks and Recreation Department, the following time frames are essential. The date for final determination of ice/floor time is also indicated.

Fall/Winter (Sept 1 – Mar 31)		Spring (April 1 – June 30)		Summer (July 1 – Aug 31)	
<i>Request</i>	<i>Allocated*</i>	<i>Request</i>	<i>Allocated*</i>	<i>Request</i>	<i>Allocated*</i>
April 1	May 15	Dec 1	Jan 15	March 1	April 1

\*Allocation timing is a goal and may be subject to change by the City of Sarnia.

### 5.4 Conflict Resolution

Ice/floor time conflicts that arise will be highlighted by the Parks and Recreation Department. The Parks and Recreation Department will attempt to resolve the conflict in a manner consistent with the policy. Should a conflict remain, the groups will be asked to submit in writing the rationale for their requirement of the ice/floor time in conflict. The following factors will guide the final decision:

- Historical ice/floor allocation
- The degree in which the user group ice/floor time requests have been met, apart from the ice/floor time request in conflict and number of participants affected
- The age of the user group as it relates to the ice/floor time in conflict
- Residency of user group

Should the conflict not be agreed upon following the above resolution process, final allocation decisions will be made by the City of Sarnia.

## **6.0 PROCESSING AND MANAGEMENT OF TOURNAMENTS AND SPECIAL EVENTS**

The City is committed to achieving a balance between recreational and tournaments/special event use during the regular fall/winter ice season. New tournaments will only be permitted where ice time permits in accordance with the terms outlined in this policy. The goal of the Parks and Recreation Department is to minimize the impact of tournaments on regular programs and league play.

## **7.0 PROCESSING AND MANAGEMENT PROCESS**

Controls must be in place to minimize the negative impacts that unused, returned, amended and cancelled ice/floor time have on the arena system operation and its users. As such the Parks and Recreation Department will apply all guidelines outlined in this policy to reasonably and responsibly manage unused ice/floor or changing needs once permits have been issued.

### **7.1 Signed Contract/Permit**

The Parks and Recreation Department will provide to the user, a Rental Contract/Permit listing all time allocated to the user for the season based on timing in Section 5.4. The signed Rental Contract/Permit is due to be returned no longer than 10 days from receipt.

### **7.2 Changes to Signed Contract/Permit**

The Parks and Recreation Department will make every effort to accommodate ice/floor allocation requests in accordance with this policy. Users with overdue accounts may, at the discretion of the Parks and Recreation Department, have their permit cancelled and/or lose their grandfathered status. Overdue accounts will be subject to an interest penalty as per standard City rate. Once the Parks and Recreation Department has received the signed contract/permit, the user agrees that all times listed in the contract/permit will be paid on the first day of each month, from the beginning of the ice/floor season to the end of the ice/floor season, with no right of cancellation except for the following:

- a) If the user refuses to use the facilities due to unsuitable surface conditions provided the Facilities Manager or staff on duty is in agreement, or

- b) If roads within the City are closed or police are warning people to stay off roads within the City as confirmed by the Parks and Recreation Department or
- c) If the City cancels ice/floor time due to holidays, safety concerns, mechanical breakdowns, weather conditions or emergency closures, or
- d) If the City cancels due to a significant or high profile event per Section 7.6.

**7.3 Transferred Ice/Ice Trades/Sub Leased Ice (or Floor)**

The City is the sole authority for all ice/floor times. The practice of transferring, trading or sub-leasing ice/floor time between permit holders is NOT allowed. It is recognized that last-minute changes to the intended use of the ice/floor may occur under infrequent and unforeseen circumstances. The City must be aware of and be able to control the intended use of all ice/floor permitted within its facilities at all times. The Parks and Recreation Department must be notified by the permit holder, even after the occurrence, of any ice/floor time that was not used or was used by someone other than the permit holder. In this event, the Parks and Recreation Department will make every effort to reallocate the cancelled ice/floor time based on the priority outlined in this policy. If this available ice/floor time is not booked to another user, the original permit holder will be responsible for payment of that ice time.

**Failure to notify the Parks and Recreation Department may result in termination of the permit and cancellation of future bookings.**

**7.4 Contract Cancellation**

Once an ice/floor rental contract has been signed, the following cancellation policies are in effect. The minimum amount of time that can be cancelled is one (1) hour.

If a user is unable to fulfill their seasonal commitment and regularly cancels ice/floor time requested, the City reserves the right to make a permanent adjustment to the user’s next year allocation.

<b>Client</b>		<b>Cancellation Period</b>
Affiliated Club/Leagues	Youth	Prior to the seasonal commitment, <u>30 days written notice</u> to the PARKS AND RECREATION DEPARTMENT is required to receive full permit refund.
Affiliated Clubs/Leagues	Adult	Once the season has started, <u>fourteen (14) days</u>

Client	Cancellation Period
<p>Youth Club Leagues</p> <p>Adult Club Leagues</p>	<p><u>written notice</u> to the Parks and Recreation Department is required to receive full permit refund. Minor Sports groups may not cancel non-prime ice/floor time unless a minimum of 10% is maintained.</p> <p>Where a user regularly cancels an ice/floor time using the 30 day cancellation policy, the City reserves the right to adjust the permit and cancel this time for the remainder of the season.</p> <p>In either case, if the Parks and Recreation Department receives less notice than is required and is able to book the ice/floor time, a full refund will still be provided</p>
<p>Tournaments and Special Events</p>	<p><u>60 days written notice</u> to the Parks and Recreation Department in order for full refund. A partial refund of 25% shall be given with 30 days written notice to the Parks and Recreation Department. In this event, the Parks and Recreation Department will make every effort to reallocate the cancelled ice/floor time based on the priority outlined in this policy. In either case, if the Parks and Recreation Department is able to book the ice/floor time, a refund will be provided.</p> <p><u>Skate Sarnia</u> For Competitions/Test days sanctioned by Skate Canada, Skate Sarnia may cancel up to 30% of the booked ice no later than 14 days prior to the test day.</p> <p><u>Sarnia Hockey Association, Sarnia Girl's Hockey, Lambton Jr. Sting AAA &amp; Others</u> To promote tournaments, users may cancel up to 30% of the ice time booked no later than 14 days before the first day of the tournament.</p>
<p>Commercial Groups</p>	<p>30 days written notice to the Parks and Recreation Department in order for full refund. Where less than 30 days written notice is provided, a refund will only be given if the Parks and Recreation Department is</p>

<b>Client</b>	<b>Cancellation Period</b>
	able to rebook the ice/floor time.

**7.5 City of Sarnia Program Cancellations**

In order to minimize user frustration, dissatisfaction and other negative impacts, the City will not cancel City programs and leisure skate times, with the exception of the following:

- i. Significant and high profile events or as directed by Council
- ii. Low registration in programs
- iii. Emergency shut down situations or ice/floor maintenance
- iv. City run or sponsored programs on special days (i.e. - Family Day)

Where such cancellations are necessary, the Parks and Recreation Department will make reasonable efforts to notify users of such programs.

**7.6 Permit Cancellations by the City of Sarnia**

The City reserves the right to reasonably postpone, reschedule or cancel any permit due to various circumstances. The City reserves the right to cancel a permit or portion of a permit without notice or refund should there be a breach of conditions or regulations or should the City be of the opinion that the facilities are not being used for the purpose contained in the application or for a significant or high profile event as approved by Council.

**8.0 GENERAL ICE MANAGEMENT**

**8.1 Ice Flood Schedules & Dressing Rooms**

Rental of ice time is based on a "50 minute hour". The time that the Licensee may actually use the ice would be 10 minutes after the hour or half hour that is listed as the start time on the Rental Contract.

Minimum of one hour bookings required, with increments of 30 minutes thereafter.

The City requires that all groups supply weekly ice use schedules and flood requirements to the Arena Supervisor or designate on a weekly basis during the season.



The City reserves the right to accept or modify ice flood requests to ensure operational efficiencies.

The City reserves the right to allocate dressing rooms based on the number of participants and/or teams using the ice and other uses occurring in the facility. User groups shall receive a dressing room 30 minutes prior to their rental and are entitled to that room for a maximum of 30 minutes after rental.

The City will not be responsible for any lost, damaged or stolen goods or money whether from a dressing room or elsewhere. Further, the consumption of alcohol or drugs on the Arena premises is strictly prohibited and, as per the Smoke Free Ontario Act, the smoking of tobacco in public places, including any portion of the Arena is prohibited.

## **8.2 Curfew**

The City reserves the right to curfew any games, including tournament games to maintain the schedule submitted and will consider cancellation of any or all permits if the user does not cooperate with implementation of this Arena Administration and Allocation Policy.

Users are responsible to advise the Parks and Recreation Department of any special requirements regarding curfews at the time the schedules are submitted.

## **8.3 New Organization or Emerging Sport**

When reasonable, the City will recognize a new organization or emerging ice/floor sport and will make reasonable effort to allocate ice/floor time to enable it to establish its programs and services in the City. Recognition and ice/floor allocation will occur once the conditions and criteria outlined in this policy are met and if existing users will not be adversely impacted. New organizations/programs will be accommodated only to provide for unmet community needs.

Where possible, the development of new programs or the expansion of groups should be encouraged to be extensions of organizations already established (i.e. creating umbrella organizations).

## **8.4 Holidays/Opening Arena Outside of Standard Hours of Operation**

New Year's Day:            Closed

Family Day:	Open at 12:00 Noon
Good Friday:	Closed
Easter Sunday:	Closed
Easter Monday:	Closed
Victoria Day:	Closed
Civic Holiday:	Closed
Labour Day:	Closed
Thanksgiving Monday:	Open at 3:00 PM
Christmas Eve:	Closed at 3:00 PM (bookings end at 2:00 PM)
Christmas Day:	Closed
Boxing Day:	Closed
New Year's Eve:	Closed at 3:00 PM (bookings end at 2:00 PM)

The opening of arena facilities on statutory holidays when they are normally closed, or beyond established operating hours (as defined by the Arena Allocation Policy) will be considered only if the applicant agrees to pay for the full operational costs for such an opening and pending the availability of staff. Application does not guarantee approval. All ice/floor time will be at minimum the prime time rate during statutory holidays. Limited hours will be available on holidays at the S.S.E.C.

## **9.0 GENERAL ADMINISTRATION**

### **9.1 Ice/Floor Request Application Process**

All applicants and users must submit all requests for permit applications (ice/floor time) amendments and cancellations on City approved Facility Application Request Form found in Appendix B.

### **9.2 Ice/Floor Request Application Rejection Process**

The City reserves the right to reject application and requests from users who submit forms which are not complete or contain incorrect information.

### **9.3 Arena Allocation and Management Policy and Procedures Review and Update**

The Arena Allocation Policy will be reviewed on an annual basis, initiated by the Parks and Recreation Department.

#### **9.4 Insurance Requirements for ALL Facility Users**

The organization shall, at all times during which it is allocated ice/floor time in the City Recreational Facilities, arrange, pay for and keep in force and effect Comprehensive General Liability Insurance on an "occurrence" basis including personal injury, bodily injury and property damage protecting the Corporation of the City of Sarnia, its elected officials, its employees, agents and contractors (hereinafter "Released Persons") and the organization against all claims for damage or injury including death to any person or persons, and for damage to any property of the Released Persons or any public or private property, howsoever caused including damage or loss by theft, breaking or malicious damage, or any other loss for which the Released persons or the organization may become liable resulting from the organization's use of ice/floor time in the City facilities. Such policy shall be written with inclusive limits of not less than Two Million Dollars (\$2,000,000), shall contain a liability clause, a severability of interest clause, and shall be primary without calling into contribution any other insurance available to the Released Persons as additional insured parties. The Corporation of the City of Sarnia shall be named as an additional insured.

The organization shall release each of the Released Persons and waives any rights, including rights of subrogation; it may have against them for compensation for any loss or damage occasioned by organization or loss of use of property of the user.

The organization shall provide certificates of insurance showing the coverage as required above to the Parks and Recreation Department prior to first ice/floor time booking. The certificates shall include the obligation on the part of the issuer of the certificates to endeavour to provide 30 days written notice of cancellation to the users. Upon expiry, documents showing renewed coverage are again to be provided and the organization will make policies available to the City for review from time to time and in the event of a claim.

#### **Purchase Insurance through the City**

Effective January 1, 2016, users may purchase insurance through the City of Sarnia if the group or organization does not have the required

Comprehensive General Liability Insurance. Please contact the Parks and Recreation Department to obtain the current Rates & Fees schedule.

### **9.5 Annual Affiliation User Group updates**

Each season before a user group can submit their ice/floor time requests to the Parks and Recreation Department, an update of their affiliation process must have taken place. See form entitled City of Sarnia Sport League Affiliation Application.

DRAFT

## 9.6 Payment and Fees

N.S.F. payments may result in automatic cancellation of ice/floor times booked and that the current fee of the City for N.S.F. payment will apply. At the discretion of the City, no further ice/floor time will be permitted until all outstanding accounts are paid to the City.

Additional fees will be charged for ice/floor rentals that exceed their allocated time as outlined in the rental contract/permit based on the currently hour rate. This fee will be automatically added to the permit/contract

### Payment Schedule

a) Affiliated Youth Club/Leagues, Affiliated Adult Clubs/Leagues, Youth Clubs/Leagues and Adult Club Leagues

- Due at the beginning of the month as indicated on rental schedule unless otherwise agreed upon by both parties.
- Interest penalty of 1.25% per month or 15% per annum will be charged for default of payment (as per the City's policy)

b) Occasional or Commercial Users:

- Payable at time of booking the ice/floor time.

Any balance outstanding beyond thirty days from the date of billing may be assessed a late payment charge, at a maximum amount of 15% per annum or 1.25% per month (as per the City's policy) charged on the first day of default and on the first day of each calendar month that the principle remains unpaid. Any group/organization, after two months of non-payment of their outstanding invoice will have their ice/floor time cancelled until full payment is received.

**THE CORPORATION OF THE CITY OF SARNIA**  
**People Serving People**

**PARKS AND RECREATION DEPARTMENT**

**OPEN SESSION REPORT**

TO: Mayor Bradley and Members of Sarnia City Council

FROM: Ian Smith, Director of Parks and Recreation

DATE: March 17, 2014

SUBJECT: Ice Rental Rates

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**Recommendation:**

It is recommended:

1. That ice rates in all City arenas be maintained at the 2014 level until reviewed by Council in the 2016 budget process and, in addition, the following levels of ice rental rates be established to increase usage at all times during the ice season:
  - That any minor group (recognized by a provincial or national association) can rent available ice time at the rate paid by City of Sarnia minor groups;
  - That daytime ice of \$60.00 plus HST be available to groups between 9:00 a.m. and 5:00 p.m. Mondays to Fridays at Clearwater Arena;
  - That the ice rental charge for all user groups booking ice time after 10:00 p.m. daily shall be \$150.00 plus HST for each hour of use in City arenas;
  - That between December 22 and January 6 of each year, all unreserved ice shall be available at \$125.00 plus HST per hour regardless of time of availability.

**Background:**

Over the years, the City has used three levels of ice rental rate:

- Prime Time
- Not Quite Prime Time
- Non-Prime Time

These rates had a minor rate that applied to minor groups such as Sarnia Hockey Association and Sarnia Figure Skating Club. This rate was 25% lower than the three above noted rates.

In reviewing other area municipalities, the City of Sarnia ice rental rates are high. This impacts on the City's ability to attract ice users especially in the non- prime times.

On November 28, 2013, Council approved the following as a pilot for the balance of the 2013-14 season:

*"That for the balance of the 2013/14 season in all City managed arenas that additional levels of ice rental rates be established to increase usage during the seasons. These include:*

- That any minor group (recognized by a provincial or national association) can rent available ice time at the rate paid by City of Sarnia minor groups;*
- That daytime ice of \$60.00 be available to groups between 9:00 a.m. and 3:30 p.m. Mondays to Fridays at Clearwater Arena;*
- That unreserved ice time after 10:00 p.m. on any weeknight shall be available at 75% of the regular rental rate;*
- That between December 21 and January 6, 2014 all unreserved ice shall be available at \$100.00 per hour regardless of time of availability."*

The goal was to generate more use at City arenas. It was expected to generate some monies but the program generated over \$4,500.00 - vastly exceeding expectations. It is recommended to continue with this program of flexible ice rates, with minor adjustments being made.

**Comments:**

In order to make City arenas more competitive with neighbouring communities, it is recommended that ice rates in all City arenas be maintained at the 2014 level until reviewed by Council during the 2016 budget process. Building on the success of the 2013/14 pilot season, it is recommended that for the 2014-16 period, a more flexible option of ice rates be offered to generate additional arena use/ revenues. This additional use will not create any operational costs such as overtime. The recommended ice rental rates for 2014-2016 are:

- The ice rates in all City arenas be maintained at the 2014 level until reviewed by Council in the 2016 budget process
- The per hour rental in any City of Sarnia operated arena for use by a minor group (recognized by a provincial or national association) shall be the same as the established minor rate;

- A per hour rental of \$60.00 plus HST for use of Clearwater Arena between the hours of 9:00 a.m. and 5:00 p.m. Mondays to Fridays;
- That the ice rental charge for all user groups booking ice time after 10:00 p.m. daily shall be \$150.00 plus HST for each hour of use in City arenas;
- A per hour rental of \$125.00 plus HST for use of Clearwater Arena for any unreserved ice time between December 22 and January 6.

Maintaining these ice rental rates for the 2014-16 period will allow user groups to:

- Maintain their costs;
- Maintain registration fee levels to attract more participants;
- Plan their fiscal programs for the next three years;
- Plan a program of growth to enhance the activity.

It is important to promote the new ice rates over the next few months while groups plan their events and schedule their activities for the upcoming season. The goal of this program is to increase arena use and generate additional revenues.

**Financial Implications:**

There will be some financial impact and based on the “in-season” project of this current year, it is expected to be over \$10,000 for the upcoming season. This will be identified during the summer season and incorporated into the 2015 Parks and Recreation Operating Budget.

**Consultation:**

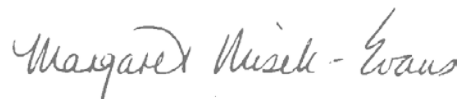
Consultation on this report was with City Manager and Director of Finance.

Prepared by:



Ian J. Smith  
Director of Parks and Recreation

Approved by:



Margaret Misek-Evans  
City Manager

Attachment(s): none



**THE CORPORATION OF THE CITY OF SARNIA**  
**People Serving People**

**PARKS AND RECREATION**

**OPEN SESSION REPORT**

TO: Mayor Bradley and Members of Sarnia City Council

FROM: Ian Smith, Director of Parks and Recreation

DATE: July 5, 2013

SUBJECT: Ice Allocation Policy

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**Recommendation:**

It is recommended:

1. That the Ice Allocation Policy in the report of the Director of Parks and Recreation dated July 5, 2013 be approved.

**Background:**

The City currently owns six ice pads of which four pads are city managed. With the declining use of ice time, the City anticipates the total inventory of ice pads may be reduced for the 2014-15 ice season. In preparation for this the Parks and Recreation Department has prepared an Ice Allocation Policy. The allocation of ice time at the City operated four ice pads has been based largely on historic use. The purpose of an Ice Allocation Policy is to clearly define and communicate how ice time will be managed, allocated and distributed. Further, the policy will serve as a guide for the ice allocation process conducted by the City as well as promote and encourage participation in ice sports to the overall benefit of the community.

**Comments:**

The objective of this policy is to establish and clarify the City's responsibility for ice allocation, facility administration and its commitment to the management of:

- Fair and equitable ice allocation
- Fiscally responsible ice facility operations
- Processing of tournaments, special events and seasonal ice rentals
- Special Event management
- General administration requirements
- Facilitate opportunities for active and healthy lifestyles

- Safe and accessible services for all people

The policy also outlines the priority that ice time will be allocated with resident based minor sport groups, tournaments, special events and resident based adult groups receiving first priority and non-resident based groups, private commercial or for-profit organizations receiving lesser priority.

The policy further outlines other issues that include:

- Ice Seasons (pre-season, regular season and spring season)
- Conflict Resolution
- Processing and management of tournaments and special events
- Processing and management of ice applications and permits
- General ice management
- General administration including insurance requirements
- Ice facility hours of operation

In March, 2013, the draft ice allocation policy was circulated to all the major ice users of the various City operated arenas. Only one group had comments and Department staff met with this group – Sarnia Minor Hockey Association to clarify the issues raised. The main issue was the clarity of how ice request conflicts are managed. The City recommended should all factors be even then a coin toss decide. All issues were discussed and SMHA are supportive of the Ice Allocation Policy. On June 19, 2013, a follow up was sent to all groups asking for their final comments on the Ice Allocation Policy prior to it being submitted to Council. No comments were received from the groups.

**Consultation:**

This report was prepared in consultation with the following ice user groups – Sarnia Minor Hockey Association, Sarnia Girls Hockey Association, Sarnia Figure Skating Club and Sarnia Legionnaires as well as the City Manager, City Solicitor/ Clerk and Parks & Recreation staff.

**Financial Implications:**

There are no financial implications associated with the Policy.

Reviewed by:



Ian Smith  
Director of Parks and Recreation

Approved by:



Lloyd Fennell  
City Manager

This report was prepared by: Barry LaPlante, Manager of Recreation and Administration

Attachment: Ice Allocation Policy

**City of Sarnia**  
**Parks and Recreation Department**  
**Ice Allocation Policy and Procedures**

**PURPOSE**

The City of Sarnia promotes a range of recreation opportunities for the community and promotes an activity lifestyle for all residents. The City's four ice pads provide various opportunities for recreation during the winter and summer for a range of individuals and groups. The City anticipates the total City inventory of ice-pads may be reduced for the 2014-15 season.

The purpose of this policy is to:

- Clearly define and communicate how '**Regular Season**' ice will be managed, allocated and distributed;
- Serve as a guide for the ice allocation process conducted by the City;
- Promote and encourage participation in ice sports to the overall benefit of the community.

The objective of this document is to establish and clarify the City's responsibility for '**Regular Season**' ice allocation, facility administration and its commitment to the management of:

- Fair and equitable '**Regular Season**' ice allocation;
- Fiscally responsible ice facility operations;
- Processing of tournaments, special events and seasonal ice rentals;
- Special event management;
- General administration requirements;
- Facilitate opportunities for active and healthy lifestyle;
- Safe and accessible services for all people.

**ICE ALLOCATION RESPONSIBILITY**

In the City of Sarnia, the Parks and Recreation Department (Sarnia Parks and Recreation Department) has the responsibility to manage the allocation and distribution of ice time on an annual basis that reflects population, registration, utilization and participation patterns. The Sarnia Parks and

Recreation Department is responsible for the implementation of this document as outlined.

## **ICE FACILITY OPERATIONS**

The City of Sarnia will responsibly manage its ice resources to ensure optimum usage and programming in a fair and equitable manner. The day to day operations of the City's recreation facilities containing ice pads will be the responsibility of the Sarnia Parks and Recreation Department.

The policy will be reviewed periodically by the arena user groups through the Sarnia Parks and Recreation Department as the need arises. Appendix 'A' outlines arenas' hours of operation. City staff will update, as necessary, relevant portions of this document as approved by City of Sarnia Council.

The staff responsible for Ice Allocation and Ice Facility Operations will work in a cooperative manner in the implementation of this policy.

## **ICE ALLOCATION AND DISTRIBUTION**

### ***Scheduling Priorities***

Ice will be allocated utilizing the following order of priority:

1. City of Sarnia Recreational Programs
2. Resident Minor Sport Groups
3. Tournaments and Special Events
4. Resident Adult Groups
5. Junior 'B' Hockey
6. Not-for-Profit Community Organizations
7. Non-Resident Youth Groups
8. Non-Resident Adult Groups
9. Private Commercial or For-Profit Organizations

## **Definitions of Groups**

### ***City of Sarnia Recreation Programs***

The City provides access to recreational ice opportunities through municipal skating programs. Programs provide low cost access to recreational skating and hockey opportunities organized through the Parks and Recreation

Department. Opportunities include, but are not limited to, public skating, adult skating and shinny hockey. Programs are provided in response to need and the provision of such programming is reviewed in conjunction with the review of this policy.

### ***Resident Minor Sport Groups***

- i. A not-for-profit recreational group based in the City of Sarnia, dedicated to minor sports (18 and under) and with the majority of participants residing in the City.
- ii. An established provider of quality recreational programs, primarily for youth.
- iii. The main provider of its particular activity for youth in the City of Sarnia.
- iv. Organizations recognized as Minor Sports must also:
  - a. Have constitutions
  - b. Be incorporated
  - c. Have an auditable annual financial statement
  - d. Be affiliated with a recognized regional, provincial or national organization. The choice of this affiliation is at the discretion of the minor sport group. (If the status of a minor sports group comes into question, the group may be required to reproduce documentation that the conditions under which it was granted partner status still apply) The listing of minor sport groups is found on Appendix 'B'.

### ***Tournaments and Special Events***

The City of Sarnia encourages an active role for the City in facilitating, enhancing and promoting festivals and special events in the City. Generally tournaments and special events are competitions hosted by recognized City minor sport groups. They may also include events of regional or provincial significance. Tournaments may also be hosted by Seasonal organizations and other occasional users such as men's hockey leagues. Tournaments and Special Event time is allocated above and beyond a group's regular season allocation. The City would continue to encourage existing tournaments and special events. The listing of current Tournaments and Special Events is listed on Appendix 'C'.

### ***Resident Adult Groups***

Groups in this category are defined as groups that use an ice facility on a weekly basis for an entire season. Examples include men's or ladies hockey, pick up hockey groups etc. The City wishes to recognize long term groups. Grandfathered status will provide existing clients (prior to 10/11 season) access to historical ice (same or similar date or time) to all seasonal clients that have had the same hour(s) for two or more consecutive years prior to 2010/11. Client is the name of the organization or individual in which the contract is held.

The City reserves the right to change the ice allocated to grandfathered clients when facility closures or restrictions must be applied, when ice schedules negatively influence operational/program efficiencies and resident demands or to meet the core requirements of the City's minor sports groups. In these circumstances, every attempt will be made to find an equitable ice time replacement.

If a designated "grandfathered" group disbands or fails to apply for ice in consecutive ice seasons, they will lose their "grandfathered" status. If they reapply in a subsequent season, they will be treated as a new client. The "grandfathered" designation is not transferable.

The listing of seasonal organizations is found at Appendix 'D'.

### ***Not-For-Profit Community Organization***

A publicly funded school or a not-for-profit school recognized by the Province of Ontario as an education institution located in the City of Sarnia. School bookings, including high school hockey and intramural teams are administered on a first come, first serve basis through the Sarnia Parks and Recreation.

Duly recognized Service Clubs and Charitable Organizations are also part of this category.

### ***Private Commercial or For-Profit Organizations***

These groups are organizations or individuals that use ice time with the intent of generating positive net income (profit).

### ***Residency***

The City of Sarnia subsidizes ice time for minor sports organizations for City residents. The City recognizes the tax-based contribution provided by its residents and recreation partners toward the development (capital) and operation of recreation ice facilities and recognizes that residents will receive priority over non-residents in the allocation of ice time.

The City reserves the right to impose residency requirements or limitations at any point in time in the future when it is deemed necessary to do so (i.e. if restricted ice capabilities).

The City may accommodate the regular use of ice by non-residents after resident demand is satisfied and under special circumstances such as agreements. Non-residents will not achieve historical status in regard to ice allocation from year to year. Non-resident use will be reviewed on a case by case basis as ice time permits.

## **ENTITLEMENT AND DISTRIBUTION**

### ***Weekly Hours of Entitlement and Distribution to Minor Sports Groups***

On an annual basis, the City's Minor Sports Groups shall provide registration data for the previous year or for the upcoming year if this information is available. This information will be provided annually by the 1st day of January for the previous year.

The ideal Ice Time Allocation for various age and competition levels for hockey and skating shall be considered and is the ultimate goal in the allocation of ice to the Minor Sports Groups. The recommended standards will include but may not be limited to Hockey Canada, Skate Canada, etc. This allocation will be the goal of this policy. This information will establish the ideal ice allocation to each group.



## ***Seasons***

***Pre-Season:*** August & September

***Regular Season:*** October to March

***Spring Season:*** April to June

Please note that Pre-Season and Spring Season ice may be subject to a 10% premium charge of the Regular Season ice rates for all groups.

## ***Time Period Entitlements and Restrictions***

All minor sports groups will receive an equitable distribution of prime and non-prime hours.

All minor sports groups, regardless of gender, level of competition, and total hours of entitlement shall not receive relatively more or less prime time access than a similar client.

Adult ice may not be allocated prior to 9 p.m., except where an earlier time may reflect a historical grandfathered ice time. The City retains the right to provide ice only at the same or similar time. No ice time slots are guaranteed. Exceptions may be granted where the requirements of youth and City recreational users are being met, where ice is available and not required by children or youth.

## **Pre-Season, Regular & Spring – Prime and Non-Prime Time**

<b>Prime Time</b>	<b>Non-Prime Time</b>
Monday – Friday 4:30 pm – 11:00 pm	Monday – Friday 7:00 am – 4:30 pm
Saturday & Sunday 7:00 am – 11:00 pm	Saturday & Sunday Not Applicable

## ***Conflict Resolution***

Ice time conflicts that arise will be highlighted by the Sarnia Parks and Recreation Department. The Sarnia Parks and Recreation Department will attempt to resolve the conflict in a manner consistent with the policy. Should a conflict remain, the groups involved in the conflict will be invited to attend a Resolution Process meeting chaired by Sarnia Parks and Recreation Department staff. Prior to the meeting, each group will be asked to submit in writing the rationale for their requirement of the ice time in conflict. The following factors will guide the final decision:

- User group historical ice allocation.
- The percentage/ degree in which the user group ice time requests have been met, apart from the ice time request in conflict and the number of participants involved.
- The ages of the user group as it relates to the ice time in conflict as well as residency.
- The sport requirements of the group.
- Amicable resolution between the parties

If a conflict still exists at the end of the Resolution Process, the final decision will be determined through a simple coin toss.

## **PROCESSING AND MANAGEMENT OF TOURNAMENTS AND SPECIAL EVENTS**

The City is committed to achieving a balance between recreational and tournaments/special event use during the regular fall/winter ice season. New tournaments will only be permitted where ice time permits in accordance with the terms outlined in this policy. The goal of the Sarnia Parks and Recreation Department is to minimize the impact of tournaments on regular programs and league play.

A complete list of existing tournaments is contained at Appendix 'C'.

## **PROCESSING AND MANAGEMENT OF ICE APPLICATIONS AND PERMITS**

Controls must be in place to minimize the negative impacts that unused, returned, amended and cancelled ice have on the arena system operation and its users. As such the Sarnia Parks and Recreation Department will apply all guidelines outlined in this policy to reasonably and responsibly manage unused ice or changing ice needs once permits have been issued.

### ***Signed Contract/Permit***

The Sarnia Parks and Recreation Department will provide to the user, a contract/permit listing all ice time allocated to the user for the season. The signed contract/permit is due to be returned a minimum of two (2) weeks after receipt or a pre-set deadline as determined by the Sarnia Parks and Recreation Department each year.

### ***Changes to Signed Contract/Permit***

The Sarnia Parks and Recreation Department will make every effort to accommodate ice requests in accordance with this policy. Users with overdue accounts may, at the discretion of the Sarnia Parks and Recreation Department, have their ice time cancelled and/or lose their grandfathered status for the next season. Overdue accounts will be subject to an interest penalty as per standard City rate. Once the Sarnia Parks and Recreation Department has received the signed contract/permit, the user agrees that all times listed in the contract/permit will be paid on the first day of each month, from the beginning of the ice season to the end of the ice season, with no right of cancellation except for the following:

- a) If the user refuses to use the facilities due to unsuitable ice surface conditions provided the Arenas Supervisor or staff on duty is in agreement, or
- b) If roads within the City are closed or police are warning people to stay off roads within the City as confirmed by the Sarnia Parks and Recreation Department, or
- c) If the City cancels ice due to holidays, safety concerns, mechanical breakdowns, weather conditions or emergency closures, or
- d) If the City cancels due to a significant or high profile event.

### ***Transferred Ice/Ice Trades/Sub Leased Ice***

The City is the sole authority for all ice times. The practice of transferring, trading or sub-leasing ice between permit holders is NOT allowed.

It is recognized that last-minute changes to the intended use of the ice may occur under infrequent and unforeseen circumstances. The City must be aware of and be able to control the intended use of all ice permitted within its facilities at all times. The Sarnia Parks and Recreation Department must be notified by the permit holder, even after the occurrence, of any ice that is no longer required for use by the permit holder. In this event, the Sarnia Parks and Recreation Department will make every effort to reallocate the cancelled ice time based on the priority outlined in this policy. The Sarnia Parks and Recreation Department reserves the right to accept only hours that hold the greatest potential for rebooking. If this available ice time is not booked to another user, the original permit holder will be responsible for payment of that ice time. Failure to notify the Sarnia Parks and Recreation Department may result in termination of the permit and cancellation of future bookings.

### ***Permit Cancellation***

Once an ice rental contract has been signed, the following cancellation policies are in effect. The minimum amount of time that can be cancelled is in one-half (1/2) hour increments when ice has been booked including one-half (1/2) hour increments. (e.g. 1 ½ hours or 2 ½ hours)

The City reserves the right to accept only hours that hold the greatest potential for re-booking. If a user is unable to fulfill their seasonal commitment and regularly cancels ice time requested, the City reserves the right to make a permanent adjustment to the user's next year allocation.

### ***Tournament and Special Events***

60 days written notice to the Sarnia Parks and Recreation Department required for full refund. A partial refund of 25% shall be given with 30 days written notice to the Sarnia Parks and Recreation Department. In this event, the Sarnia Parks and Recreation Department will make every effort to

reallocate the cancelled ice time based on the priority outlined in this policy. In either case, if the Sarnia Parks and Recreation Department is able to re-schedule the ice, a refund will be provided. The Sarnia Parks and Recreation Department reserves the right to accept only hours that hold the greatest potential for rebooking.

### ***Minor Sports Groups, Seasonal Clients and Board of Education***

30 days written notice to the Sarnia Parks and Recreation Department is required to receive full permit refund.

Written notice can be via email, fax or correspondence.

### ***Commercial and other Occasional Users***

30 days written notice to the Sarnia Parks and Recreation Department required for full refund. Where the Sarnia Parks and Recreation Department receives less than 30 days written notice, a refund will only be given if the Sarnia Parks and Recreation Department is able to re-schedule the ice less a \$20 administration fee.

### ***Program or Leisure Skate Cancellations***

In order to minimize user frustration, dissatisfaction and other negative impacts, the City will not cancel City programs and leisure skate times, with the exception of the following:

- i. Significant and high profile events as directed by Council
- ii. Low registration in programs
- iii. Emergency shut down situations or ice maintenance.

Where such cancellations are necessary, the Sarnia Parks and Recreation Department will make reasonable efforts to notify users of such programs.

## ***Permit Cancellations by the City of Sarnia***

The City reserves the right to reasonably postpone, reschedule or cancel any permit due to various circumstances. The City reserves the right to cancel a permit or portion of a permit without notice or refund should there be a breach of conditions or regulations or should the City be of the opinion that the facilities are not being used for the purpose contained in the application or for a significant or high profile event as approved by Council.

## **GENERAL ICE MANAGEMENT**

### ***Ice Flood Schedules & Dressing Rooms***

Rental of ice time consists of 50 minutes on-ice with 10 minutes for resurfacing, where applicable. The City requires that all groups supply ice use schedules and resurfacing requirements to the Arenas Supervisor or his designate, on a weekly basis during the season.

The City reserves the right to accept or modify ice flood requests to ensure operational efficiencies. (i.e. for a 1.5 hour or longer practice, the City reserves the right to resurface the ice part way through the practice as well as at the end of the practice to maintain operational efficiencies.)

The City reserves the right to allocate dressing rooms based on the number of participants and/or teams using the ice and other uses occurring

### ***Curfew Ice***

The City reserves the right to curfew any games, including tournament games to maintain the schedule submitted and will consider cancellation of any or all permits if the user does not cooperate with implementation of this Ice Allocation Policy.

Users are responsible to advise the Sarnia Parks and Recreation Department of any special requirements regarding curfews at the time the schedules are submitted.

### ***Temporary Ice Cancellations and Redistribution***

In the event of a multi-day facility closure, the Sarnia Parks and Recreation Department will redistribute ice times so that all ice users are impacted while certain types of ice use are protected from cancellation over others. The City will employ the priorities and procedures identified in this policy in the redistribution. The decision of the City shall be final.

### ***New Organization or Emerging Sport***

When reasonable, the City will recognize a new ice organization or emerging ice sport and will make reasonable effort to allocate ice time to enable it to establish its programs and services in the City. Recognition and ice allocation will occur once the conditions and criteria outlined in this policy are met and if existing users will not be adversely impacted. New organizations/programs will be accommodated only to provide for unmet community needs.

Where possible, the development of new programs or the expansion of groups should be encouraged to be extensions of organizations already established (i.e. creating umbrella organizations).

### ***Opening Arena Outside of Standard Hours of Operation***

The opening of arena facilities on statutory holidays when they are normally closed, or beyond established operating hours (as defined by the Ice Allocation Policy) will be considered only if the applicant agrees to pay for the full operational costs for such an opening and pending the availability of staff. Application does not guarantee approval. All ice will be at the prime time rate.

## **GENERAL ADMINISTRATION**

All applicants and users must submit all requests for permit applications (ice time), amendments and cancellations on City approved forms as per Appendix 'E'.

The City reserves the right to reject application and requests from users who submit forms which are not complete or contain incorrect information.

## ***Ice Allocation and Management Policy and Procedures Review and Update***

The Ice Allocation Policy will be reviewed on an annual basis, initiated by the SARNIA PARKS AND RECREATION DEPARTMENT.

### ***Insurance Requirements for All Facility Users (effective September, 2013)***

The organization shall, at all times during which it is allocated ice time in the City Recreational Facilities, arrange, pay for and keep in force and effect Comprehensive General Liability Insurance on an "occurrence" basis including personal injury, bodily injury and property damage protecting the Corporation of the City of Sarnia, its elected officials, its employees, agents and contractors (hereinafter "Released Persons") and the organization against all claims for damage or injury including death to any person or persons, and for damage to any property of the Released Persons or any public or private property, howsoever caused including damage or loss by theft, breaking or malicious damage, or any other loss for which the Released persons or the organization may become liable resulting from the organization's use of ice time in the City facilities. Such policy shall be written with inclusive limits of not less than Two Million Dollars (\$2,000,000), shall contain a liability clause, a severability of interest clause, and shall be primary without calling into contribution any other insurance available to the Released persons as additional insured parties. The Corporation of the City of Sarnia shall be named as an additional insured.

The organization shall release each of the Released Persons and waives any rights, including rights of subrogation; it may have against them for compensation for any loss or damage occasioned by organization or loss of use of property of the user.

The organization shall provide certificates of insurance showing the coverage as required above to the Sarnia Parks and Recreation Department prior to first ice time booking. The certificates shall include the obligation on the part of the issuer of the certificates to endeavour to provide 30 days written notice of cancellation to the users. Upon expiry, documents showing



renewed coverage are again to be provided and the organization will make policies available to the City for review from time to time and in the event of a claim.

***Purchase Insurance through the City (Pending)***

Users may purchase insurance through the City of Sarnia if the group or organization does not have the required Comprehensive General Liability Insurance.

## Appendix 'A'

### ICE FACILITY HOURS OF OPERATION

#### PRE-SEASON

Sarnia Arena: August - September

#### REGULAR SEASON

Sarnia Arena: October - March

Clearwater Arena: October – March

Germain Arena: October - March

#### SPRING SEASON

Sarnia Arena: April – May

**OR** Germain Arena: April - May

#### Holiday Closures:

<b>Holiday</b>	<b>Status</b>
New Year Day	Closed
Family Day	Open at 12:00 Noon
Good Friday	Closed
Easter Sunday	Closed
Easter Monday	Closed
Labour Day	Closed
Thanksgiving	Open at 3:00 PM
December 24 <sup>th</sup>	Closed at 3:00 PM
Christmas Day	Closed
Boxing Day	Closed
December 31 <sup>st</sup>	Closed at 3:00 PM

**APPENDIX 'B'**

**MINOR SPORT GROUPS**

Sarnia Hockey Association

Sarnia Girls Hockey

Skate Sarnia

LSSAA Hockey

**APPENDIX 'C'**

**TOURNAMENTS & SPECIAL EVENTS**

Silver Stick

## APPENDIX 'D'

### SEASONAL ORGANIZATIONS

#### As of 2010

1. Jim Forbes
2. Bluewater Hockey Club
3. Sunday Night Hockey League
4. Mortensen Sunday Morning Hockey League
5. Sunday Hockey
6. PMHL
7. Stew Bremner
8. John Regan
9. Suncor A&C
10. Suncor B&D
11. Sarnia Recreational Hockey League
12. Esso Old-timers Hockey Club
13. Slater – Teachers
14. Gerry Whitcombe
15. Bluewater Sport Hockey League
16. Sarnia Old Flyers
17. Don Waters
18. John McNaught
19. Sarnia Professional Firefighters
20. Clearwater Hockey League
21. Peter Rawson

**As of 2011**

1. Jim Forbes
2. Bluewater Hockey Club
3. Sunday Night Hockey League
4. Mortensen Sunday Morning Hockey League
5. Sunday Hockey
6. PMHL
7. Stew Bremner
8. John Regan
9. Suncor A&C
10. Suncor B&D
11. Sarnia Recreational Hockey League
12. Esso Oldtimers Hockey Club
13. Slater – Teachers
14. Gerry Whitcombe
15. Bluewater Sport Hockey League
16. Sarnia Old Flyers
17. Don Waters
18. John McNaught
19. Sarnia Professional Firefighters
20. Clearwater Hockey League
- 21.** Peter Rawson

**As of 2012**

1. Jim Forbes
2. Bluewater Hockey Club
3. Peter Rawson
4. Sunday Hockey
5. Sunday Night Hockey League
6. PMHL
7. Mortensen Sunday Morning Hockey League
8. Stew Bremner
9. Suncor A&C
10. Suncor B&D
11. John Regan
12. Tom Slater – Teachers
13. Esso Oldtimers Hockey Club
14. Gerry Whitcombe
15. Bluewater Sport Hockey League
16. Sarnia Old Flyers
17. Don Waters
18. John McNaught
19. Sarnia Recreational Hockey League
20. Sarnia Professional Firefighters
21. Clearwater Hockey League

## **APPENDIX 'E'**

### **CITY APPROVED FORMS**

- Rental Contract
- Ice Request Form
- Cancellation