



# POLICY

<b>Subject Area:</b>	<b>Parks and Recreation Department</b>		<b>Policy #</b>	<b>11.04</b>
<b>Policy Title:</b>	<b>Ice Allocation Policy</b>			
<b>Authority:</b>	<b>Legislative</b>	<input checked="" type="checkbox"/>	<b>Effective Date:</b>	<b>1997-09-01</b>
	<b>Administrative</b>	<input type="checkbox"/>	<b>Review Date:</b>	<b>2009-07-15</b>
<b>Issued By:</b>	<b>B. Becker Director of Parks and Recreation</b>	<b>Parks and Recreation Department</b>	<b>Issue Date:</b>	<b>1998-01-12</b>
			<b>Distributed By:</b>	<b>Email</b>

## Purpose:

The purpose of this Policy is to determine the priority and procedure of allocating "ice" time slots at the Port Coquitlam Recreation Complex.

## Policy:

### Policy Statement:

#### **1. Introduction**

In Port Coquitlam, as in most communities in Western Canada, ice time is a scarce resource. Demand exceeds supply. Therefore, the City of Port Coquitlam, which is the owner and operator of the two sheets of skating ice at the Port Coquitlam 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.

It begins with a framework for discussion complete with definitions. It proceeds to set priorities and outline a procedure for allocating ice. It ends with some notes on the impact of the recommended approach.

There are about 1,500 intensive users of ice in Port Coquitlam, organized into user groups. Each of these users skate once or more per week. Although usage varies significantly, the average user gets about 2 hours of ice time per week. These users are allocated about 80% of the 288 hours of ice time available each week.

There are also many members of the public who attend public skating sessions and Parks and Recreation Department programs, and many school children using the Recreation Centre as part of the school curriculum. They get about 20% of the available ice time.

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These above organized and casual uses and users of ice can be categorized under the following headings.

## 2. Users

### 2.1 Sport Associations:

#### Minor

- 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 Port Coquitlam for not less than one year and at least 75% of the active members (i.e. registered players) are residents of Port Coquitlam.
- Organization's main purpose/objective is to offer and involve individuals in recreational athletic or social activities.
- Seventy-five percent of the participants must be 17 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 20 years, those teams will be considered separately as an adult division of the organization and prioritized separately.
- Must be a member in good standing with an affiliated or governing body.

#### Adult

- 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 Port Coquitlam for not less than one year and at least 75% of the (active) members are residents of Port Coquitlam.
- Organization's main purpose/objective is to offer and involve individuals in recreational athletic or social activities.
- The age of the participants is above the qualifications for minor sport associations as above.
- Must be a member in good standing with affiliated or governing body.

### 2.2 Independent Recreational Users

- A group or individual that is not affiliated or associated with any recognized provincial or national sport governing body.
- May or may not have Society status.
- Has, as its main focus, recreational, athletic or social activity for its members.

### 2.3 Schools

- That is, a public school or a "non-profit" school recognized by province of BC as an education institution, which lies within the boundaries of Port Coquitlam or is located within School District 43 and has an enrollment of 75% Port Coquitlam residents.

### 2.4 Commercial Users

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

## 2.5 The City of Port Coquitlam

- The city may sponsor some activities on ice.

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

- In isolated circumstances, the 75% residency role may be waived by the Department if it can be convinced 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 Port Coquitlam in order to make the activity viable for the local participants.

The above categories of users have more demand for ice than there is supply to accommodate it. Therefore, any potential user or user group that does not comply with the above definitions will not be allowed to rent ice at the Recreation Centre.

## 3. Uses

### 3.1 Special Events

#### 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.

#### Minor Events

- Non-recurring (not weekly) recreational activities initiated by the Parks and Recreation Department or a specific user group for the purpose of enhancement, promotion, expression of sport, culture or social needs for the residents of Port Coquitlam.

### 3.2 Municipally Sponsored Activities

#### 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).

#### Parks and Recreation Department Programs

- Programs initiated by and directly or indirectly operated by the Parks and 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 the members of the group making the booking.

### 3.4 Casual Ice Rental

- As above in *Regular Ice Rental* but booking made on a week-by-week basis.

**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 making the booking where the objective of the facility use is to make a profit.

**4. Some Examples of Uses and Users**

**4.1 Special Events**

**Major Events**

- Ringette Provincial Tournament
- Female Hockey Provincial Tournament
- Bantam Hockey Tournament

**Minor Events**

- Figure Skating Carnival
- 25th Anniversary Special
- Old Timer’s 25 Year Re-Union Game
- Old Timer’s Tournament
- Speed Skate Meet
- Molson’s Tournament
- Minor Hockey Christmas Tournament
- Elk’s Skate
- Christmas on Ice

**4.2 Municipal Sponsored Activities**

**Public Skating**

- Adult Hockey
- Parent and Tot Hockey
- Youth Hockey
- Parent and Tot Fun Skate
- Family Skate
- Public Skate

**Parks and Recreation Department Programs**

- Learn to Skate Lessons
- Hockey Fun Just for Tots
- Hockey Fun for Children
- Power Skating

**4.3 Minor Sport Regular Ice Rental**

- Minor hockey weekly practices and games
- Ringette weekly practices or games
- Figure skating weekly training and skill development sessions

- Speed skating weekly training and skill development sessions

**Adult Sport Regular Ice Rental**

- Old Timer’s hockey league weekly games
- Junior B Hockey (Buckeroos) games and practices
- Men’s Senior “AA” Hockey (Blues) games and practices
- Female Senior “AA” Hockey (Renegades and Phantom) games

**Independent Users Regular Ice Rentals**

- Renegades Old-timer’s hockey weekly games
- Coachmen Hockey Club weekly games
- Poco Orphan’s Hockey Club weekly games
- Nighthawks weekly games
- Thompson weekly games

**4.4 School Casual Ice Rentals**

- Free skate

**4.5 Commercial Events**

- A private events company wishing to rent the arena for a car sale, a circus, a trade show, or an auction

**5. Ice Availability**

- A total of 288 hours of ice is available each week as follows:

7 days @ 21 hours per day x 2 arenas - 6 hours maintenance time.

- Fifty percent or 144 hours of this time is designated as prime time as follows:

Monday to Friday                    4 pm - 12 midnight  
Saturday & Sunday                8 am - 12 midnight  
(in each of two arenas)

- The ice clean at the beginning of a block booking will be included in the calculation of a group’s allocated time.

- The regular ice season will last from the first week of September to the beginning of the “spring break” in the school year.

**6. Priority for Ice Allocation**

The prioritization of various uses/users of ice will influence both the amount of ice allocated and the timing (i.e. prime vs. non-prime) of ice allocated.

The priority assignment is as follows:

1. All municipally sponsored activities (i.e. public skating, programs and special events) up to 15% of capacity.
2. School activities during regular school hours.
3. Major special events up to 10% of time (5% prime time and 5% non prime time).
4. Local minor sport group regular ice rental.
5. Local adult sport group regular ice rental.
6. Local independent group regular ice rental.
7. Local group minor special events.
8. Local group fund raising events.
9. Local group casual ice rental.
10. Local commercial groups.
11. All non-local groups.

It should be noted that a specific use in any of the above categories can, at the Department's discretion in response to a specific application, be moved up one level. For example, an adult sport group regular ice rental (like PoCo Blues games) could be moved up to have the same priority as the next highest category (local minor sport group regular ice rental) if a case could successfully be made to the Department that the "public goods" were equal.

**Summary of Priority Assignment**

Users	Uses						
	Special Events		Municipal Activities	Regular Rental	Casual Rental	Commercial Rental	Fund Raising
	Major <sup>1</sup>	Minor					
<b>Sport Associations</b>							
- Minor	3	7		4	9		8
- Adult	3	7		5	9		8
<b>Independent Users</b>		7		6	9		8
<b>Schools</b>	3	7		2 <sup>2</sup>	9		8
<b>Commercial Users</b>						10	
<b>City</b>	3	7	1 <sup>3</sup>		9		8

*Note: 1 is highest priority, 10 is lowest*

- <sup>1</sup> - (Up to 10% of time - 5% of prime time)
- <sup>2</sup> - (During school hours, otherwise, as independent user)
- <sup>3</sup> - (Up to 15% of time)

**7. Ice Allocation Procedure**

- 7.1** By May of each year, the Department will determine the ice time required under the public skating and Department sponsored program categories for the subsequent fall and slot them into the draft schedule. This total will not exceed 15% of available capacity.
- 7.2** By May of each year, school users will be required to submit their requirements for regular ice rentals during school hours for the subsequent fall. These will be slotted into the ice schedule. During each ice season, schools will request additional ice on a casual basis and it will be allocated during school hours if space is available.
- 7.3** All ice users, including the Department, will be required to submit by May of each year, all requests for major special events. The Department will allocate up to 5% of available prime time capacity (not more than 10% of available total capacity) for such events in the draft schedule (net of City-sponsored special events which are included within the City's 15% above). If requests exceed 5% of prime time capacity, the Department will prioritize the requests on the basis of the value to the community (see definition of major special event) of the event and reject those that exceed 5% of capacity in aggregate.

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- 7.4** By June of each year, all other categories of uses/users will be asked to submit their requests for the subsequent fall under the headings numbered 4 through 8 on the priorities list. The Department will attempt to slot these requests into a draft schedule and list any that cannot be accommodated.
- 7.5** An ice users meeting will be hosted in late May or early June of each year to attempt to achieve consensus on the draft schedule for the subsequent fall.
- 7.6** If consensus is achieved, the final ice allocation schedule shall be published. Changes will occur on a week-by-week basis as some users cancel their use and others need more time.
- 7.7** If such consensus cannot be achieved during the ice users meeting, the Department will finalize the ice allocation schedule on the basis of the priority list above and the attached guidelines. Once finalized, the ice allocation schedule will be published.
- 7.8** Any group wishing to disagree with the published ice schedule shall present its case first to the Parks and Recreation Department, and failing resolution of the issue, may present its case to the Parks and Recreation Committee of Council, and failing resolution of the issue can present its case to Council, which will provide a final ruling on the matter.

If any group needs additional tournament or special event time over and above the process set in 7.3 above (i.e. 5% of capacity), they will host these special events within their regular ice allocation.

## **8. Impact of this Policy**

**This policy should provide some clarity and continuity in decision making for ice uses and users. Its application may alter the current ice allocation practice but it is likely any short term changes to amounts and times of regularly scheduled ice will be minimal. Once approved, one year notice should be given to ice users before it is applied.**

### **Guidelines for Ice Allocation**

These guidelines will be used by the Department to allocate ice **only** where consensus by ice user groups **cannot** be reached.

In addition to the priorities list, additional factors should influence the amount and timing of ice allocation to a group. They are:

- Age**  
Minor sport groups will have higher priority than adult sports during prime time each day before 10:00 pm start time.
- Density of Usage**  
All other things being equal, groups and activities that have more users on the ice during each hour will be assigned higher priority.

**New Activities**

Groups and activities which meet a need for ice which is not currently being met (i.e. some new users) will be at least minimally accommodated at the expense of other users.

**Use of Non Prime Ice Increases Priority for Prime Time Use in the Same Category**

All other things being equal, groups who use lots of non prime time ice in relation to prime time ice will be considered higher priority than other groups in the same category which do not use non prime time ice.

**Credibility of User**

All other things being equal, groups with a long standing reputation for responsible use of the facility should be assigned higher priority.

Where guidelines conflict with each other, the above list of guidelines shall be considered to be in priority order with an item higher in the list taking precedence over lower priority criteria.

Where guidelines conflict with the priority list, the priority list shall first be applied and then the guidelines shall be used to adjust the application within categories on the priority list.

**Responsibility:**

The Director of Parks and Recreation or designate(s) as assigned shall have the authority to administer this Policy.

**END OF POLICY**

**Record of Amendments:**

<b>Policy</b>	<b>Issue date</b>	<b>Reviewed</b>	<b>Replaced</b>	<b>Re-issue Date</b>
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