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## Municipality of Cumberland 20-06

### Ice Allocation Policy

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1. This Policy is entitled the "Ice Allocation Policy".
2. The purpose of the Ice Allocation Policy is to provide a set of consistent guidelines for all groups wanting to use the ice surface in the Richard Calder Arena (the "Arena"), which is part of the Dr. Carson and Marion Murray Community Centre (the "Community Centre"). This Policy will be implemented in a manner that ensures the Municipality of the County of Cumberland (the "Municipality") is providing fair ice times to users while optimizing facility usage.
3. This Policy applies to all ice user groups who use the Arena.

#### **DEFINITIONS:**

4. In this Policy, unless the context otherwise requires:
  - 1) "Community groups" means a not-for-profit organization that offers programs and services to meet the needs of the community.
  - 2) "Cumberland Jr. B Blues" means groups affiliated with Cumberland Jr. B Blues.
  - 3) "Figure Skating Club Association" means groups affiliated with a skating club or groups affiliated with Skate Nova Scotia and/or Skate Canada.
  - 4) "Ice user group" means community groups, Cumberland Jr B. Blues, Figure Skating Club Association, Minor Hockey Association, private, recreational, and schools.
  - 5) "Minor Hockey Association" means groups affiliated with Cumberland County Minor Hockey Association, groups affiliated with another minor hockey association, or groups affiliated with Hockey Nova Scotia and/or Hockey Canada.
  - 6) "Private" means a group or individual requesting for a privately run program or service that is for profit.
  - 7) "Recreational" means a group or individual participating for recreational and/or leisure purposes in an unstructured program for personal satisfaction. This includes groups such as Pick Up Hockey, Cross Border Women's Hockey, and Nova Scotia Community College Hockey.
  - 8) "Schools" means any school within the jurisdiction of Cumberland County.

## 5. ICE OPERATING SEASON

As a general guideline, the length of the ice season will be from September 1<sup>st</sup> until April 15<sup>th</sup>. The length of the season will be determined annually by the Municipality after consultation with local ice user groups. All ice user groups that rent ice on a regular basis will be invited to an annual ice user group meeting.

Generally, the Arena will be closed for regular operations on:

- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day
- New Year's Day
- Heritage Day
- Good Friday
- Easter Sunday

## 6. TIME DESIGNATION

**Fair Time Designation is considered:**

- 8:00 am – 5:00 pm (Monday – Friday)

**Prime Time Designation is considered:**

- 5:15pm- 11:00pm (Monday – Friday)
- 8:00am-11:00pm (Saturday & Sunday)

**Statutory Holidays (if applicable)**

- 7:00am-12:00am

## 7. RATES

The chart below identifies the rates that will be in effect upon the adoption of this Policy.

	RATES (See notes and free ice time groups below)							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holidays
<b>Fair Time</b> 8:00am- 5:00pm	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	-	-	\$128.00
<b>Prime Time</b> 5:00pm- 12:00am	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00

**NOTE: The rates above are per hour and include HST.**

### NOTES AND FREE ICE TIME USER GROUPS

- Cumberland County Minor Hockey Association - 270 hours free; everything above and beyond, \$99.00 (including HST) must be paid.
- Tournaments & Special Events affiliated with Cumberland County Minor Hockey or Skating Clubs - Free
- Skating Clubs- 200 hours free; everything above and beyond, \$99.00 (including HST) must be paid.
- Community groups – Free
- Schools- Free
- Recreational – As set out in the above table.
- Private – As set out in the above table.
- Tournaments – Free

**\*\*Additional hours may be granted if ice is available\*\***

## 8. ICE ALLOCATION GUIDELINES

The Municipality reserves the right to allocate ice time.

It is recognized that it is advantageous to maintain a reasonable amount of consistency with ice time scheduling from year to year, therefore consideration shall be given to the allocation of ice time based on the previous year, as well as demand.

Ice time is not guaranteed to any ice user group until a final schedule is received and approved by the Municipality.

## 9. ICE ALLOCATION PROCESS

The table below sets out the process and a tentative timeline for the pre-season allocation of ice time. The Municipality will annually review the timelines for the pre-season allocation of ice time.

<b>Tentative Timeline:</b>	
<b>May 31</b>	Ice rental packages sent to previous ice user groups. Ice rental packages include: <ul style="list-style-type: none"><li>• Ice request forms</li><li>• Ice start dates</li><li>• Upcoming meeting dates</li></ul>
<b>July 1</b>	Ice Requests are due by previous ice user groups. Requests are to include regular ice schedule and special event schedule.
<b>July 10</b>	Draft schedule is sent to previous ice user groups with meeting date reminder.
<b>July 15</b>	User group meeting facilitated by the Municipality to discuss proposed ice schedules and special events.
<b>August 10</b>	Revisions completed and tentative schedules circulated.

## 10. ICE RE-ALLOCATION

The Municipality reserves the right to reallocate ice time in the event of cancellations.

## **11. SPECIAL EVENTS AND TOURNAMENTS**

When possible, special event and tournament requests should be submitted at the same time as regular ice requests.

## **12. GENERAL ICE AND FACILITY MANAGEMENT**

### **Resurfacing/Ice flood schedules**

Resurfacing scheduling and timing is at the sole discretion of the Municipality. No persons are allowed on the ice until the ice resurfacing machine and all municipal employees and volunteers have left the ice surface and the ice access doors have been closed.

Resurfacing will normally occur when ice time is complete, and 15 minutes will be scheduled for this work. Ice user groups may request additional resurfacing, which may be provided at the sole discretion of the Municipality.

### **Dressing Rooms**

The Municipality 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 Arena.

Any damages are to be reported to the Administrative Assistant or the Manager of Recreation Programs and Services at the Community Centre.

Dressing rooms will be available 30 minutes prior to scheduled agreement times and shall be vacated within 30 minutes of the expiration of the agreement time.

### **Curfew Ice**

During special events and seasonal playoffs, all efforts will be made to maintain the scheduled ice times. If a game runs over the scheduled time, subsequent ice user groups will have their times adjusted accordingly. Ice user groups will be charged for extra time at the rates set out in this Policy.

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

When reasonable, the Municipality will attempt to allocate ice time to enable establishment of new organizations and emerging ice sports. Ice time allocation will occur once the conditions and criteria outlined in this Policy are met. New organizations and emerging ice sports will be accommodated to provide for and meet community needs and Arena sustainability, while minimizing any adverse effects on existing users.

### **Operating Arena Outside of Standard Hours**

Requests to use the Arena during times when it is normally closed may be submitted. If approved by the Municipality, the ice user group will be required to pay full operational costs. Application does not guarantee approval.

## **13. GENERAL ADMINISTRATION**

### **Application**

All applicants and ice user groups must submit all requests for ice time applications, amendments, and cancellations on forms approved by the Municipality.

The Municipality reserves the right to reject applications and requests from users which are incomplete or contain incorrect information.

### **Payment for Ice Time**

As a general principal payment for ice time shall be made at the time of booking or in advance of usage. User groups making commitments(s) for ice time in advance of the season, in accordance with the ice allocation policy, shall be invoiced monthly provided a signed contract is completed. User groups booking ice on a semi-regular basis throughout the season may be invoiced on a weekly basis at the discretion of the Municipality. The Municipality reserves the right to cancel and reallocate ice time due to delinquent accounts.

The nonpayment of invoices issued, or repetitive late payments, may result in the denial of future ice rentals.

### **Damages**

Each ice user group shall be responsible for any damage incurred to the premises or property of the Municipality as a result of any act or omission of the applicant or the group or their members. Damages which occur to the facility shall be the responsibility of the group and individual who signs the rental agreement.

### **Cancellation**

The Municipality will charge an ice user group for booked ice time unless it has been provided with at least 48 hours written notice of a cancellation. If the Municipality is notified of a cancellation in less than 48 hours, the ice user group will not be charged a cancellation fee if the Municipality is able to rebook that ice time with another ice user group.

Cancellation fees will also be waived if the Municipality decides, in its sole discretion, to waive notice due to inclement weather or other unavoidable and unforeseen circumstances.

The Municipality reserves the right to cancel any rental agreement upon notice to the user should the facility be required for emergency purposes.

The Municipality shall not be held responsible for any failure in supplying ice time due to circumstances beyond its control.

**14. SUBLET**

The ice user group shall not sublet or render to others the facility without written authorization from the Municipality.

**15. INSURANCE REQUIREMENTS FOR ALL ICE USERS**

All ice user groups must provide current certificates of insurance evidencing coverage as required by the Municipality.

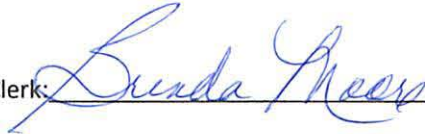
**Clerks Annotation for the Official Policy Book**

Date of Notice to Council of intent to consider (7 day minimum): July 8, 2020

Date of Passage of Current Policy: July 22, 2020

I certify that this Policy was adopted by Council as indicated above

Municipal Clerk:



Date:

