



Arena Division Ice Allocation Policy

Department:	Community Services
Division:	Arena Division
Section/Function:	N/A
Approval Level:	Council
Effective Date:	2019-07-01
Revision #:	1

1.0 Purpose

1.1. The City:

- a) Recognizes, promotes, and supports the value of an active and engaged community.
- b) Is committed to providing Sport, Recreation and Leisure Services that are safe, affordable, inclusive and responsive to diverse community needs.
- c) Supports and encourages participation in sports and activities at City Arena Facilities to the benefit of the whole community.

1.2. The purpose of this Policy is to:

- a) Guide decision-making and priority-setting for the allocation of Facility Time at City Arena Facilities.
- b) Ensure responsible management and allocation of Facility Time that:
 1. Is equitable, reasonable, and fair
 2. Ensures optimum usage and programming
 3. Minimizes risk and operational issues
 4. Enhances the fiscal health of such Facilities
- c) Outline allocation processes and the responsibilities of the City and User Groups.

1.3. This Policy is in accordance with the City's Sport, Recreation and Leisure Policy which sets out a framework for ensuring that comprehensive and accessible sport, recreation and leisure services are available within the City to all residents of Peterborough, regardless of age, ability, ethnic diversity or circumstance.



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2.0 Application

- 2.1. This Policy applies to:
- a) All User Groups.
 - b) All City staff responsible for overseeing or implementing the allocation and distribution of Facility Time.
 - c) All current and future City Arena Facilities in which Facility Time may be rented or booked.
- 2.2. With the exception of Section 4.3 b), this Policy does not apply to those covered under separate agreements with the City, as those agreements spell out the respective terms and conditions of use. Examples of those covered by separate agreements include: Peterborough Petes Limited, Peterborough Lakers Major Series Lacrosse Club and Major Events.
- 2.3. This Policy does not apply to the booking of any other bookable resources at City Arena Facilities (e.g. multi-purpose rooms, meeting rooms etc.).

3.0 Definitions/Acronyms (As Required)

Allocation Requests – Written requests by User Groups to book Facility Time.

Allocation Time Frames Chart – A chart that outlines the deadlines for User Groups to make ice and floor Allocation Requests for each season.

Arena Operations Calendar – An annual calendar that outlines the dates of the City's ice seasons (Fall/Winter, Spring, Summer), hours of operation, ice pad uses and restrictions, facility closures and holiday operating hours.

Board of Education – 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 Peterborough.

Certificate of Insurance – A document confirming General Liability Insurance coverage for the User Group adding the Corporation of the City of Peterborough as a third party insured for the description of activities and the City Arena Facilities to which the certificate applies in a minimum value as specified by the City.

City – The Corporation of the City of Peterborough.



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City Arena Facilities – The recreational facilities of the City that house playing pads for sports and activities such as hockey, lacrosse and skating. Currently, that includes the following arena facilities:

- Evinrude Centre (2 playing pads)
- Kinsmen Centre (2 playing pads)
- Peterborough Memorial Centre (1 playing pad)
- Northcrest Arena (1 playing pad)

City Recreational Programs – Programs provided by the City through the Community Services Department in response to resident demand and to ensure resident access to low-cost recreational opportunities.

Commercial Users – Organizations or individuals that book Facility Time with the intent of generating positive net income (profit).

Contracted Service Providers – Not-for-Profit or for-profit service providers contracted to provide recreational programs and/or services on behalf of the City.

Expansion Requests – Any request by an existing User Group to add Facility Time above current allocation entitlements, or by a new User Group to book Facility Time.

Facility Booking Agreement - An agreement for the booking of Facility Time, signed by both the City and the User Group, which sets out the terms and conditions for the use of the Arena Facility.

Facility Time – The ice and floor rentals within the playing pads at City Arena Facilities that are generally used for recreational/sporting activities such as skating, hockey and lacrosse.

Fall/Winter Season – The period of time from approximately September 1 to March 31 each year.

Grandfather Status – Specific long-term adult Seasonal Clients who may receive higher priority over other adult Seasonal Clients based on their historic use.

Major Events – Large style ticketed events held in a City Arena Facility that generally draw attendees from a larger cross-section of the population, both locally and regionally. Examples include: concerts, trade shows, etc.

Minor Sports – Sports provided for those considered to be minors, which for the purposes of this Policy, includes all individuals/persons 18 and under.



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Non-Prime Time – The hours during which City Arena Facilities face the least amount of demand. Non-Prime Time hours are confirmed on an annual basis by the City Arena Division.

Not-for-Profit Organization – Organizations that provide services to improve or benefit a community, generating enough revenue to provide support for their organization with any money made going back into the organization to further its aims.

Occasional Users – Any individual or group that books Facility Time on an irregular or non-consistent basis and not for the full season.

Order of Priority – A listing, established in accordance with the Allocation Guiding Principles, that sets out the order in which Facility Time will be allocated across User Groups. Those at the top of the listing are assigned the highest priority for the allocation of Facility Time based on proven membership requirements. Those further down the list are assigned a lower priority for the allocation of Facility Time.

Partner Forms and Information (PFI) – The forms and information that a Partner Group must complete and submit annually to retain their status as a Partner Group, which includes the following:

- Standard of Play Chart or proven membership requirements (as requested by the City) including additional program requests (i.e. development, occasional)
- Previous Year's Membership Roster including registration information
- Organization's Authorized Representatives
- Certificate of General Liability Insurance
- Compliance with Allocation Time Frames

Partner Groups – User Groups that meet each of the Partner Group requirements set out below.

A Partner Group must:

- Be an established provider of quality recreational programs dedicated primarily to Minor Sports or Youth Group sporting activities
- Be the main provider of the particular activity in the City of Peterborough
- Consist primarily of City of Peterborough residents
- Be an incorporated Not-For-Profit Organization
- Be affiliated with a national, provincial or regional sport organization



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- Utilize Facility Time for the full season on a consistent basis (see Fall/Winter and Spring/Summer Season definitions)
- Provide the required Partner Forms and Information (PFI) on an annual basis in accordance with the required deadlines

Prime Time – The hours during which City Arena Facilities are in greatest demand. Prime Time hours are confirmed on an annual basis by the City Arena Division.

Seasonal Clients – User Groups that use a City Arena Facility on a weekly basis for an entire season. Examples include: men's or ladies' hockey, pick-up hockey groups etc.

Special Events – Any single event that is not regularly scheduled, such as figure skating carnivals and shows, exhibition hockey games, championships, etc.

Spring/Summer Season – The period of time from approximately April 1 to August 31 each year.

Standard of Play Chart – A document that requested User Groups must fill out that includes their membership details and levels of play and is used to determine future Facility Time allocation entitlements based on ice capacity calculations in a fair, equitable and transparent manner.

Tournament – A Tournament – Major or Tournament – Minor.

Tournament – Major – An officially sanctioned Tournament that is for a minimum period of 2 days and utilizes a minimum of 6 ice pads. Major Tournaments may be eligible to be scheduled at the Peterborough Memorial Centre subject to availability and the Order of Priority.

Tournament – Regular – An officially sanctioned Tournament that consists of 3 or more teams and that follows an interlocking schedule that leads to an eventual winner. Regular Tournaments are only eligible to be scheduled at City Arena Facilities, other than the Peterborough Memorial Centre.

User Groups – Persons who book Facility Time at City Arena Facilities.

Youth Group – A User Group where 85% or more of the participants are 18 years of age or younger.



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4.0 Policy Statements

- 4.1. The City's Arena Division has the responsibility and authority to:
- a) Manage the allocation and distribution of Facility Time in accordance with this Policy.
 - b) Develop and implement related procedures and guidelines to achieve the requirements of this Policy.
- 4.2 The allocation and distribution of Facility Time across all User Groups will be in accordance with the following Guiding Principles:
- a) **Optimum Usage of Facility Time:** Ensure the effective management and programming of total available Facility Time within the jurisdiction of the City of Peterborough.
 - b) **Access and Equality:** Ensure fair and equitable access to Facility Time in terms of allocation as well as in the application of fees and charges.
 - c) **Youth Sport Development:** Ensure children and youth are a priority target and special consideration is given to accommodating children and youth activities and sport development.
 - d) **Diversity:** Provide options for a wide array of users and programs, both current and emerging.
 - e) **Partnerships:** Recognize the importance of partnerships with Minor Sport and community associations in the delivery of arena-based programs and services.
 - f) **Financial Sustainability:** Provide a transparent framework for fiscally responsible and financially sustainable City Arena Facility operations.
 - g) **Safety:** Ensure safety issues and the minimization of risk is considered when allocating and scheduling Facility Time to User Groups.
 - h) **Strategic Planning and Allocation of Facility Time:** Ensure a strategic approach to allocation planning and decision-making by considering the following: current and future demand and supply; shifting demographic and recreation trends; changing utilization patterns; community needs and priorities; and government directives.



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- 4.3** The following Order of Priority, and related Guidelines documents, will determine the allocation of Facility Time across all User Groups:
- a) City Recreational Programs and/or those delivering a program or service on behalf of the City, which may include:
 - Partner Groups
 - Contracted Service Providers
 - b) Those covered under separate agreements with the City:
 - Peterborough Petes Limited
 - Peterborough Lakers Major Series Lacrosse Club
 - Major Events
 - c) Tournaments and Special Events
 - d) Partner Groups (based on proven requirements including data related to current and prior year registrations and usage patterns)
 - e) Seasonal Clients
 - f) Board of Education (High School Hockey and School Ice)
 - g) Occasional Users and/or Commercial Users
 - h) Expansion Requests which may include:
 - Requests by new User Groups (for regular Facility Time, a new Tournament or Special Event)
 - Requests by Existing User Groups (for a new Tournament or Special Event)
 - Emerging sports/activities.
- 4.4** Compliance with all documentation requirements and season due dates as outlined in the Allocation Time Frames Chart will also be considered for the allocation and distribution of Facility Times. Once season due dates have passed, Allocation Requests will be processed on a first-come, first-served basis subject to availability.



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- 4.5** In accordance with the requirements and provisions of this Policy, the City Arena Division reserves the right to:
- a) Define and confirm the information required for the annual Arena Operations Calendar
 - b) Reassign Facility Time or make adjustments to a User Group's allocation as required on a seasonal basis
 - c) Reasonably postpone, reschedule or cancel any permitted activity as deemed necessary and justified in the given circumstances
 - d) Cancel a Facility Booking Agreement or portion thereof, without notice, should there be a breach of the terms and conditions of use
 - e) Change the Facility Time allocated to Seasonal Clients with Grandfather Status
- 4.6** The City must be aware of and able to control the intended use of all permitted Facility Times within its City Arena Facilities.
- a) Facility Time Exchanges may only occur in accordance with the Facility Time Exchanges Procedure and with advance notification to the City.
 - b) Cancellations may only occur in accordance with the Cancellations Procedure and are subject to approved fees and charges as outlined in the Procedure.
- 4.7** As additional Facility Time comes available, the City will manage Expansion Requests as outlined below.

Additional Facility Time will be allocated:

- a) First, to address any significant inequities between Partner Groups in the allocation of Facility Time.
- b) Second, to address emerging sport and/or recreation needs within the community where no such other opportunities exist.
- c) Third, in accordance with the Order of Priority set out under 4.3 of this Policy.



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5.0 Appendix, Related Documents & Links

Note: All references refer to the current version, as may be amended from time to time.

5.1. Pertinent Resources:

- N/A

5.2. Related Policies:

Policy 0035, Sport, Recreation and Leisure Policy

5.3. Related Procedures:

- Cancellation of Facility Time Procedure (under development)
- Expansion or Reduction of User Groups Procedure (under development)
- Facility Booking Administrative Procedures (under development)
- Ice Exchange Between Partner Organizations
- New Organizations and Emerging Sports (under development)
- Partner Group Requirements Procedure (including Partner Forms and Information) (under development)
- Tournament Guidelines and Principles (under development)
- Tournament Requirements

5.4. Related Forms:

- Tournament Vendor Request Form

5.5. Miscellaneous:

- Arena Operations Calendar (facility closures for statutory holidays, maintenance)
- Allocation Time Frames Chart (seasonal deadlines for ice/floor requests)
- City Arena Facility Information Chart (Facility listing and amenities)
- City Arena User Fee Information
- Conflict Resolution
- Payment Schedules



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6.0 Amendments/Reviews

Date (yyyy-mm-dd)	Section # Amended	Comments
2019-06-24		Arena Division Ice Allocation Policy approved by Council via Report CSAD19-004.
2021-12-01	N/A	Revision #1 – No changes were made to the content of the Policy. Policy document format has been updated to become compliant with the Accessibility for Ontarians with Disabilities Act (AODA) Regulation 191/11 Integrated Accessibility Standards.

Next Review Date:	2020-06-01
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