



Title:	Facility Rentals and Ice Allocation Policy		
Policy Group: Your Livable Community	Policy Administrator: Recreation & Community Facilities		
Resolution No. CW-242-2022	Policy Number: RCF-01		
Approval Date: 2022-09-15	Revision Date: 2026-03-19		

1. Policy Statement

- a) It is the policy of the Corporation of the County of Prince Edward (hereby referenced as “the County”) that ice surfaces owned and operated by the County and being rented to an external and internal groups should be effectively regulated to ensure proper asset management and fair allocation and distribution of ice allocation.

2. Purpose

- a) The Purpose of this policy is to recognize the County has a responsibility to provide ice surfaces to meet the requirements of the community. It is further recognized that these needs vary between organizations and that a system should be established to determine the best utilization of ice surfaces. Ice surface use should represent a balance of activities, which may change as trends and demands for other activities develop in the community.
- b) This policy will clearly define and communicate how ice surfaces will be used, managed, allocated and distributed fairly.
- c) This will also serve as a guide for the allocation process conducted by the County, as well as serve as a guideline for rental groups.
- d) This policy will also serve as a clause to the contract of the user of the ice surface(s). The user/user group shall be charged with reading, understanding and abiding by the policy put forth by the County as outlined within this document, as part of a binding schedule to the contract.

3. Scope

- a) This policy applies to all requests made by users, user groups, organizations and individuals for access to use ice surfaces owned and operated by the County.

4. Legislative Authority

- a) Agreements with Wellington Dukes, Picton Pirates.
- b) Ice Rental Rates of The County's Fees and Charges Bylaw
- c) Smoke Free Ontario Act 2017 S.O. 2017, c.26, sched. 3
- d) Municipal Act

5. Definitions

- a) User/User-Group shall be defined as any individual, organization, committee, event, membership or other designation that has been approved to use and engages in a contract with the County for the use of County-owned ice surfaces.
- b) The County supports special programs like tournaments and special events. These programs provide revenue generating opportunities to both the program organizers and the County as well as economic spin-off to the community at large. Generally, tournaments and special events are competitions hosted by recognized user groups. They may include events of regional or provincial significance. Tournaments may also be hosted by seasonal clients such as men's hockey leagues. Special events may not be limited to competitions and may include events such as trade shows or exhibitions. Typically, tournament and special event ice time is allocated above and beyond group's regular seasonal allocation.
- c) Executive refers to a President, Vice-President, Scheduler, Treasurer, Organizer or other member of a User-Group that is responsible for the development and delivery of the organization or, any person that sits on a Board of Directors, Governors Table, or other Committee and is responsible for governance of the organization.
- d) Community Youth/Minor Sports Groups shall be defined as Organizations providing youth activities with an elected volunteer executive, constitution and by-laws that are not-for-profit. Minor sports groups are defined as facilitating inclusive programs for persons aged 2 to 18 years.
- e) Competitive Junior Hockey is defined as The Wellington Dukes Junior A Hockey Club and The Picton Pirates Junior C Hockey Club

- f) Municipal Programs shall be defined as programs offered by the municipality including, but not limited to, recreational ice use, recreational skating opportunities, camp programs, lessons and special events.
- g) Maintenance refers to:
 - Regular upkeep of ice surfaces
 - Scheduled and unscheduled repair or replacement of ice surfaces
 - Any other tasks to enhance or adjust the quality of the ice surfaces
- h) Adult Leagues shall be defined as any groups, leagues or individuals whose participants consist of persons aged 19 years and above.
- i) County refers to the Corporation of the County of Prince Edward
- j) Ice Surfaces, for the purpose of this policy, shall include the following:
 - Lehigh Ice Surface at Wellington & District Community Centre
 - Huff Estates Ice Surface at the Prince Edward Community Centre

6. General

1. Allocation of Ice Surfaces

a) Time-Block Bookings

Ice will be allocated in blocks of time with the last ten (10) minutes of each booking allotted to ice maintenance. The County may reduce the length of ice time-blocks at its discretion with reasonable notice given. Classification of ice time is as follows:

- Prime Time:
 - Monday to Friday 4:00pm to 11:00pm
 - Saturday to Sunday 7:00am to 11:00pm
- Non-Prime Time:
 - Monday to Friday 7:00am to 4:00pm
- Special events requiring time outside of the above listed times are at the discretion and approval of the Director, or designate. Refer to Schedule U: Ice Rental Rates, of the Fees and Charges Bylaw.
- Arenas are closed on statutory holidays. Should an arena be open on a statutory holiday, refer to Schedule U: Ice Rental Rates, of the Fees and Charges Bylaw.

b) Prioritization of Bookings

Ice surface allocation will be completed using the following list in order of first prioritization:

- Priority #1: Competitive Junior Hockey (as per agreement)
- Priority #2: Community Youth/Minor Sports Groups
- Priority #3: Municipal Programs
- Priority #4: Adult Leagues

c) Consideration of Historical Precedents

It is recognized that it is advantageous to maintain a reasonable amount of consistency in ice scheduling from year to year. Therefore, the County will take due consideration into the allocation of ice based on previous years. Significant changes to ice allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs.

Previous year ice allocations will be held until three months prior to the start of the next season. For greater clarity, the seasons and corresponding request dates are:

- Summer Ice, Tournaments and Special Events must be requested by June 1st
- Season Ice must be requested by July 15th

Requests for continued ice rentals must be received in writing by the Department of Culture and Recreation by this date. It should be noted that in the event a dispute occurs between users/user-groups over the allocation of ice use in which the settlement is not defined within the confines of this policy, the County reserves the right to allocate use to a user/user-group as it sees fit. Fair and objective reasoning shall be used to settle the dispute.

Should a User Group fail to provide notice by the above-noted dates, the ice surface shall be deemed available for the upcoming season in that timeslot and re-allocation will take place.

d) Ice Re-Allocation

This section refers to the re-allocation of time that is no longer required by a seasonal contract rental group. Ice time that becomes available shall be re-allocated based on Policy Manual Page 3 of 6 the requests received, current needs of all groups, and in accordance with criteria outlined in this policy. All non-contracted ice time will be booked on a first come first serve basis to any rental category.

2. Maintenance of Ice Surfaces

a) Ice maintenance

- Will be completed by the County. One hour of ice rental time consists of 50 minutes; the additional 10 minutes will be used for ice maintenance.
- No persons and/or objects can be on the ice surface while the ice resurfacing machine is in operation.

- Failure to comply will result in the ice resurfacing machine being removed from the ice surface immediately until such time as the ice surface is cleared of all persons and/or objects.
 - The user group will not be permitted to use the ice surface until such time as the resurfacing is complete, and any delays experienced by County employees while in the process of resurfacing the ice will be deducted from the ice time allotted to the user.
 - When the RCF Attendant indicated that your ice time is over (by buzzer), please vacate the ice surface immediately. Personal safety may be at risk otherwise.
- b) Poor Ice Conditions
- The County reserves the right to cancel or suspend permits for ice use whenever surface conditions could result in damage to the surface or injury to users or at the derision of the arena attendant.

3. Responsibilities of User Groups

- a) Contract Details
- All ice rentals shall require a signed rental permit or agreement.
 - All ice users will be charged rental fees as outlined in the County's Fees & Charges Bylaw, Schedule U, as amended from time to time.
 - User groups will be invoiced monthly for ice use and must stay in good faith or ice programming will be revoked.
- b) Cancellation Policy
- The County requires ten (10) days notice, in writing, for cancellations of the user groups will be responsible for the full rental amount/.
 - Consideration will be given to cancellations due to inclement weather and is at the discretion of the Supervisor and Director.
 - Changes and cancellations of allocated time is at the discretion of the County of Prince Edward.
 - Notice will be provided to the affected user group(s) via phone or email.
 - No group or individual may sub-let ice without the written consent of the Supervisor or Director.
- c) Included with ice usage
- Access to dressing rooms is granted to ice users thirty (30) minutes prior to ice time and must be vacated thirty (30) minutes following the rental.
 - Each ice rental includes one dressing room per team or up to 25 skaters, unless otherwise approved by an RCF Attendant.
 - Dressing room assignments are to be followed as posted.

d) General Facility Rules and Conduct

- Facility users will respect instructions given by and will cooperate with RCF Staff.
- Any organization or contract holders will be responsible for the cost of repair for vandalize or damage to the premises.
- There will be zero tolerance regarding the consumption or possession of alcohol, smoking, and use of tobacco products, vaping, and/or drug use or drug possession in or on any facility properties of The County of Prince Edward. Failure to adhere to this rule, if discovered by or reported to Recreation and Community Facilities staff, will result in RCF staff making a report to the police and will affect the facility and/or grounds usage for your group.
- The County will not be responsible for any items left or lost in a facility or on facility grounds. Any child or group of children under the age of 16 must have at least one acknowledged adult supervisor.
- All facilities and grounds of The Corporation of The County of Prince Edward are use at your own risk.
- Certain activities and/or groups may require proof of insurance.
- Must be 18 years of age to book a facility

7. Conflict Resolution

a) Ice time request conflicts that arise will be brought forward to the specific groups affected for discussion and resolution with a County representative acting as mediator. Should no resolution be reached with mediation addressing a specific ice time request conflict, the Director will act as Arbitrator. Each group involved in the ice request conflict will submit, in writing, to the Director, rationale for their requirement of the ice time in conflict. Along with this information, if required, consideration will be given to the following factors to guide a final decision. These factors would include:

- User group historical ice allocation.
- The degrees in which the user groups ice time requests have been met, apart from the ice time request in conflict.
- The age of the user group as it relates to the period of ice time in conflict.
- Sport(s) requirements of the groups involved. This would include requirement's of governing sport bodies and logistics involved in the sport(s).
- Other applicable County policies.

8. Responsibility and Implementation

- a) Council is responsible for approving and making amendments to this Policy.
- b) The Chief Administrative Officer (CAO) is responsible for
 - i. directing compliance and resolving any conflicts with this Policy;
 - ii. assigning appropriate service departments for the application of this Policy;
 - iii. establishing procedural guidelines; and
 - iv. making routine changes to the Policy, as required.
- c) The Director of Recreation and Community Facilities and Recreation are responsible for the various components and administration of this policy.
- d) The Recreation Supervisor and the Recreation Foreman are responsible for providing training and the implementation of the policy.

9. Documentation and Forms

- a) Ice User Contract
- b) Rental Contract
- c) Allocation Presentation