

Ice Allocation Policy



Section	Date	By-Law Number	Page	Of
Recreation Services	May 20, 2025	45-2025	1	18
Subsection	Repeals By-law Number		Policy No.	
	161-2023		CS-1-1	

This Policy governs the equitable assignment and management of indoor ice time within municipally owned arena facilities.

1.0 Policy Statement

The Corporation of the City of Kenora is committed to providing ice time usage within municipally owned and operated facilities, giving priority to City of Kenora residents, clubs and affiliates, patrons, and visitors to our facilities, without prejudice, in a fair and equitable manner in collaboration with the community.

2.0 Ice Allocation Responsibility

The City of Kenora's Recreation & Culture Division has the responsibility to manage the allocation and distribution of ice on an annual basis to reflect population, registration, utilization, and participation patterns, in addition to applying municipal, provincial, and federal directives where required. The Recreation & Culture Division is responsible for implementation of the policy as outlined.

3.0 Ice Facility Operations

The City of Kenora will responsibly manage ice resources to ensure optimal usage and programming, to reflect Council directives, to minimize risk and operational issues and strive for fiscal sustainability through timely and effective infrastructure updates.

On an annual basis, Divisional staff will organize a meeting and invite all regular ice user facility stakeholders to review the City's ice practices, hours of operation, ice pad uses and restrictions, facility closures, holiday operating hours, prime and non-prime time hour definitions, and any other issues raised by stakeholders. Topics and concerns of all regular ice users are to be sent in advance to Administration prior to the meeting for discussion at the meeting. The results of this meeting are to be documented in minutes and circulated to all regular ice users regardless of attendance. This meeting will support Administration with updating the annual arena operations, ice management schedules, critical dates, tournament/special event, and regular ice allocation schedules.

The policies identified in this document establish and clarify the City's responsibility for ice allocation and administration. The City is committed to the following:

1. Managing fiscally responsible ice facility operations;
2. Ensuring fair and equitable ice allocation;
3. Facilitating new revenue generating opportunities;
4. Processing tournament, special event, and seasonal ice permits;
5. Advancing fairness, equality and accessibility;

Ice Allocation Policy

Policy Number	Page	Of
CS-1-1	2	18

6. Attracting special events;
7. Providing excellent customer service;
8. Promoting healthy living and access to City programs including public skating;
9. General administration requirements;
10. Enhancing of the quality of life for all citizens; and
11. Providing clean and secure facilities.

4.0 Purpose

The purpose of this Policy is to ensure the service is delivered equitably and in collaboration with the community, and to promote and encourage participation in ice sports and activities for the overall benefit of the community.

To optimize the usage of the City's two arenas through the equitable allocation of ice time to organizations by integrating the principles of Canada's Long-Term Development Framework (LTD) into the allocation policy.

With increasing demand on the City's existing facilities, Council and Administration are committed to the effective management, allocation, and distribution of ice time within our municipally owned facilities.

The 2022 Parks and Recreation Master Plan identified several recommendations pertaining to ice allocation:

1. Review ice allocation and user fee policies for indoor ice arenas in the City to ensure equitable access, and balance affordability with cost recovery considerations. Consideration should be given to the potential of having resident versus non-resident rates.
2. Consider differential fees for peak-time use to better align with other municipalities.
3. Involve ice user groups in the renewal of the City's ice allocation policy and to identify sustainable fees and charges, service level expectations, and how fee adjustments can be tied to service level improvements.
4. Continue to evaluate participation data for all ice user groups to monitor changes in participation by season.

This policy will serve as a framework for the City's ice allocation process. The goal of this policy is to promote and encourage participation in recreational activities to the overall benefit of the community.

5.0 Definitions

In this policy, the terms below are defined as follows:

Ice Allocation Policy

Policy Number	Page	Of
CS-1-1	3	18

Actual Usage – Original annual requested ice time, minus cancellations and black ice.

Adult - All teams and groups who do not fall under the youth partner organization, typically ages eighteen and over, with the odd exception for “over aged” players within the organization.

Black Ice – Ice that is booked by users, and paid for, but not used, resulting in ice that is empty, although it is paid for.

Boards of Education - School Ice: A publicly funded school or a “non-profit” school recognized by the Province of Ontario as an educational institution, located in the City of Kenora. School bookings will be administered on a first-come-first-served basis through the Recreation & Culture Division. High school hockey teams fall under the Youth Partner definition.

Casual ice time - An ice time which is not available on a weekly basis throughout the full season.

Commercial User - Groups in this category do not meet the criteria to qualify as seasonal clients. Groups are defined as organizations and/or individuals that use ice time occasionally and/or with the intent of generating positive net income.

Equity - Being fair and impartial, equitable practices consider social factors and recognize that equal opportunities are not equal for all parties involved.

Equity Deserving Groups - Communities that experience significant collective barriers in participating in society. This could include attitudinal, historic, social, and environmental barriers based on age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation and transgender status, etc.

Events – Events are defined as any league game, competition, or significant usage of ice time that are viewed as having regional, provincial, or national significance.

Existing Organization / Group Program Expansion - Requests by an existing organization/group to expand a program due to program registrations, and/or changes to governing sports affiliation rules and regulations, which requires additional ice time, or more ice time than the ice entitlement.

Existing Programs – An organization/group which was allocated regular ice time in the previous comparable season (i.e., organization was allocated ice time in previous fall/winter season and requests ice time again in the upcoming fall/winter season).

External Games - Local youth partners that involve a team from another community, which participate in a league sanctioned game, playoff, or testing date.

Ice Allocation Policy

Policy Number	Page	Of
CS-1-1	4	18

Exhibition Games – All external games that do not fall within league play, schedules are typically agreed upon by all parties.

Gender Equity - The process of allocating resources, programs, and decision making fairly to all genders without any discrimination on the basis of gender and addressing any imbalances in the benefits available to people of different genders. (Source Canadian Women and Sport)

Ice Allocation - The process of providing seasonal ice time usage to patrons.

Ice Rental Permit – An agreement between the ice user and the City for agreed upon ice allocations.

Internal Games - Local youth partners that involve local participants only. Exhibition games and internal clinics fall within this definition.

Long-Term Development Framework (LTD) - A nationally accepted eight-stage framework that identifies an appropriate pathway for developing physical literacy across all ages and athletic goals, which includes:

1. Awareness and First Involvement
2. Active Start
3. FUNdamentals
4. Learn to Train
5. Train to Train
6. Train to Compete
7. Train to Win
8. Active for Life

Municipal Programs - The City of Kenora ensures resident access to recreational ice opportunities through municipal recreation programs initiated by and directly, or indirectly, operated by the Recreation & Culture Division. Programs are open to the public (although in some cases, may be targeted at a subset of the public (i.e., seniors, adults, youth)). Opportunities include drop-in (no registration) ice-related activities open to the public (although in some cases, programs are targeted to a specific subset of the public (e.g., senior/adult open hockey, shinny hockey and learn to skate)). Programs provide low-cost access to recreational opportunities organized through the Recreation & Culture Division.

New Opportunity - A new opportunity must satisfy the following criteria:

- No other organization provides the same level of competition for the same age;
- Must be an opportunity that expands current options for city residents, both to participate in and open to the public to attend;
- Must follow the Long-Term Development Framework. For example, a group who requests four practices per week for a high-calibre U9 broomball team would not be following the guidelines.

Ice Allocation Policy

Policy Number	Page	Of
CS-1-1	5	18

New Programs – An organization/group not allocated regular ice time in the previous comparable season whose program or services do not directly compete with existing users by offering similar programs or opportunities.

Normal Operating Hours - Weekly from 6:00 a.m. to 12:00 midnight.

Occasional User Group - Groups in this category do not meet the criteria of seasonal clients. Groups are defined as organizations and/or individuals that use ice time occasionally. Groups utilizing the ice for the purposes of youth will be charged the applicable youth rate and adult use will be charged the applicable adult rate.

Regional and Provincial Leagues - Any sanctioned league where organizations compete against other organizations who come from outside of Kenora.

Regular Ice Time - A weekly ice time which is available for the season, for a regularly scheduled sport or recreational use.

Regular Ice User Stakeholders - Any group or organization who has a regular weekly ice time. Yearly tournament hosts, summer ice users, and public opportunity attendees are excluded.

Rep Team –A team who plays against non-residential teams on a regular basis, who hold try-outs. Typical classification would see B, A, AA, and AAA team designation.

Seasonal Client - Seasonal clients use an ice facility on a weekly basis for the entire season and are defined as:

- a) A not-for-profit sports organization with (active) membership made up of 80% residents of Kenora, including Treaty 3 residents.
- b) The primary purpose of the organization is to offer individuals recreational, athletic, or social activities, with numerous teams and open memberships.
- c) Age of the participant is greater than that which qualifies it as a youth partner organization. (Examples of seasonal clients are organized men's/ladies' hockey leagues)

Special Events – Include events of communal, regional, provincial, or national significance with community significance such as competitions.

Statutory Holidays – Any holiday deemed statutory by the City of Kenora.

Tournaments – Tournaments are competitions hosted by existing regular or seasonal user groups.

Underserved Populations - Populations who face barriers to accessing community resources and services.

Ice Allocation Policy

Policy Number	Page	Of
CS-1-1	6	18

Underserved Opportunities - Situations where a market, community, or group has unmet needs or limited access to desired sport and recreation activities.

Youth Recreation Groups – A recreational organization which meets the definition of youth partner organization, with the exception that the organization may exist without a constitution, may not be incorporated, and may not be affiliated or associated with a recognized provincial or national sport governing body, but shall have an elected body of officers and hold an annual general meeting. (i.e., recreational broomball league).

Youth Partner Organization –

- a) A non-profit youth sport organization with a minimum of eighty percent (80%) of the registered players being residents of Kenora including Treaty 3 residents. (Refer to Section 6 – Residency Requirement). Exception to this rule is the Kenora U18AAA Thistles who are a regional team.
- b) Established providers of quality recreational programs, primarily for youth offering individuals recreational, athletic, and social activities.
- c) The main provider of its activity in the City of Kenora (if it is the main dominant then the residency requirement may be waived).
- d) Participants must be 18 years of age or under prior to December 31st of that year's season and/or in the age categories as outlined by the provincial or national governing body. Some partner groups may have limited adult membership (excluding coaches).
- f) Must be a member in good standing of an affiliated or governing body. (i.e., Ontario Minor Hockey Association, Ontario Women's' Hockey Association, Ontario Ringette Association, Ontario Speed Skating Association, Skate Canada).
- g) Have a constitution.
- h) Be incorporated.
- i) Have an elected body of officers and hold an annual meeting of members.
- j) May be required to provide the City an annual financial statement prepared by a Chartered Professional Accountant (CPA).
- k) Be affiliated with a responsible regional, provincial, or national organization. The choice of organization can be entirely at the discretion of the partner group.

6.0 Guiding Principles

The Ice Allocation Policy is based on the following principles which should be considered when implementing and/or interpreting the Policy's statements:

1. **Access and Equity:** To promote fair and equitable access to ice.
2. **Communication:** To ensure all stakeholders are working together towards providing a variety of quality programs and opportunities for residents.
2. **Engagement:** To use recreation to unite the community and improve social and physical connections within the Kenora region.

Ice Allocation Policy

Policy Number	Page	Of
CS-1-1	7	18

4. **Collaboration:** To recognize the importance of partnerships within a community, sport, and recreation, organizations, as well as commercial operations in the delivery of arena-based activities will be considered.
5. **Financial Sustainability:** Demonstrate accountability through the efficient use of resources, pursuit of non-municipal funding, and commitment to long-term fiscal responsibility.
6. **Health Promotion:** To encourage and facilitate healthy and active lifestyles through diverse programming for all ages, regardless of income, ability, ethnicity, or any other factor.
7. **Youth Community Engagement:** To support social and physical connections for youth within our community. In recognition of the role municipal arenas play in the development of youth sport and recreation, special consideration shall be given to accommodating youth activities.
8. **Equity and Inclusion:** Recreation opportunities are available to all, regardless of age, gender, ethnicity, or socio-economic status.
9. **Accessibility:** Barriers to participate in recreation opportunities are minimized, be they physical, skill, or awareness related.
10. **Affordability:** Publicly funded recreation opportunities will be affordable, with some being free to access.
11. **Viability:** The City will work to optimize the use of recreation spaces, balancing financial requirements (user fees) and social benefit (individual and community).
12. **Reconciliation:** Recreation opportunities support Truth and Reconciliation and are a medium through which understanding and healing can be advanced.
13. **Leadership:** The City embraces its leadership role in the provision of recreation, influencing the strategic direction of all stakeholders building capacity in the service delivery system where possible.

7.0 Ice Allocations and Distribution Philosophy

Each April, the Recreation & Culture Division will circulate to user groups a timetable schedule outlining key dates for submission of requests and confirmation dates. Through this process, the Recreation & Culture Division will develop an ice allocation schedule that best reflects the expressed needs of the users and application of this policy's principles, directives, definitions, and guidelines.

Ice Allocation Policy

Policy Number	Page	Of
CS-1-1	8	18

The City of Kenora reserves the right, at its discretion, to reassign ice annually as required and redistribute unassigned ice.

8.0 Ice Allocation User Priority Ranking

The City of Kenora will allocate ice time utilizing the following user priority ranking:

1. Municipal programs
2. Tournaments /events
3. Youth (not-for-profit, local)
4. Adult (not-for-profit, local)
5. School Boards (annual Use)
6. Casual Users
7. Non-resident / Commercial

9.0 Residency Requirements

The City of Kenora recognizes the contributions by taxpayers toward the development and operation of recreational ice facilities and has established that residents of the City of Kenora and residents of surrounding Treaty 3 communities will always receive priority over non-residents in the allocation of ice time.

On an annual basis, registration data from the prior season of play shall accompany all ice allocation requests. Registration information must be supplied, in an approved format, by all Youth Partner Groups and Adult Seasonal Clients to the Recreation & Culture Division on/or before April 1 of each year. Registration data must include registrants' full name, and first three postal code characters.

Information collected by the City of Kenora shall be in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and shall be used for the sole purpose of determining and assigning eligible ice time to users.

The City shall accommodate the use of ice by non-residents after resident demand is satisfied. Non-residents will not achieve historical status regarding ice allocation on a year-to-year basis, resulting in following the "New Organization Requesting Regular Ice" process. Non-resident use shall be reviewed on a case-by-case basis.

10.0 Season of Play

The City of Kenora Recreation and Culture Division has adopted the following Seasons of Play:

- 1) Summer Ice Season will be defined as May 1 through to August 31 inclusive; and
- 2) Regular Ice Season will be defined as September 1 through to April 30 inclusive.

The opening of arena facilities when they are normally closed, or beyond established operating hours (as defined by the Ice Allocation Policy), will be considered only if the

Ice Allocation Policy

Policy Number	Page	Of
CS-1-1	9	18

applicant agrees to pay for the full operational costs for such an opening and pending the availability of staff.

The City will offer annual ice opportunities from August 1st until the end of the Easter weekend in March or April. Requests for earlier or later ice must be made two (2) months in advance of the closure date to extend the ice season. Staff will review the operating demand to assess the viability of keeping ice in or installing ice earlier in the season.

Occupancy will be defined as the hours between 8:00 a.m. and 10:00 p.m. for this purpose. All reasonable requests will be reviewed and responded to. Application does not guarantee approval.

11.0 Designation of Ice Time Categories

Ice allocation hours shall be designated and categorized as prime time and non-prime time by the Recreation & Culture Division based on user demand and ice time availability.

Winter Prime Time Ice is defined as:

- 1) 6:00 a.m. to 8:00 a.m. and 4:00 p.m. to 10:00 p.m. (Monday through Friday)
- 2) 8:00 a.m. to 10:00 p.m. (Saturday and Sunday)

Winter Non-Prime Time Ice is defined as:

- 1) 8:00 a.m. to 4:00 p.m. (Monday through Friday–excluding statutory holidays)
- 2) After 10:00 p.m. (Monday through Friday)
- 3) 6:00 a.m. to 8:00 a.m. and 10:00 p.m. to 12:00 midnight (Saturday and Sunday)

Summer Prime Time Ice is defined as:

- 1) Monday to Sunday, 6:00 a.m. to 12:00 midnight

Summer ice will be made available by the Recreation & Culture Division based on an expressed need by user groups, balanced with the Division's annual business plan.

12.0 Definition of Ice Time Hour

The City of Kenora Recreation & Culture Division has adopted the following one-hour block of ice time definition:

- A one (1) hour block of ice time is defined as fifty (50) minutes of ice time play. The remaining ten (10) minutes of time shall be utilized by facility operations staff for ice maintenance purposes.

To maintain the efficient scheduling of maintenance staff, ice resurfacing, and to ensure the accurate communication of ice surface and room assignments to participants, the City requires that all groups supply ice use schedules and ice resurfacing requirements to the City one (1) month prior to the commencement of the season. The City understands that these requirements may vary throughout the year.

Ice Allocation Policy

Policy Number	Page	Of
CS-1-1	10	18

Failure to comply could result in the cancellation of all or some of the permit contract for the remainder of the ice season.

The City reserves the right to accept or modify ice resurfacing requests to ensure the achievement of operational efficiencies and ice surface coordination.

13.0 Classifications of Ice Time Allocation Requests

For ice allocation, requests for ice time from organizations and groups will be classified as "existing," "existing program expansion" or "new."

13.1 Limitations for existing programs and groups – Requests for expansion can be for no more than 5% of the previous season's actual usage, which is the original requested minus cancellations and black ice, unless the organizing body can confirm an increase in registration trends.

13.2 Ice Booking Process:

Winter (September 1st to April 30th):

- a) Ice rental request forms will be available to user groups on May 1st annually.
- b) Ice Rental Request forms are to be submitted to administration by May 15th.
- c) All block booking and special event dates shall be allocated and confirmed no later than June 15th each year.
- d) Each user group will be provided with a rental contract detailing their group's approved ice time(s). User groups are required to sign and return the rental contract acknowledging confirmation of their allocated ice time no later than June 30th.
- e) Cancellations shall be in accordance with the City's Cancellation and Refund Policy#CS-1-5.

Summer (May 1st to August 31st):

- f) Ice rental request form will be made available to user groups on March 1st annually.
- g) Request forms are to be completed and submitted to the Community Program Supervisor by April 1st.
- h) All block booking and special event dates shall be allocated and confirmed no later than April 15th each year.
- i) Each user group will be provided with a rental contract detailing their respective approved ice time(s). User groups are required to sign and return the rental contract acknowledging confirmation of their allocated ice time by April 30th.
- j) Cancellations shall be in accordance with the City's Cancellation and Refund Policy #CS-1-5.

Ice Allocation Policy

Policy Number	Page	Of
CS-1-1	11	18

13.3 Removal from Seasonal Ice Allocation process:

- No ice time shall be scheduled for a new ice season until all outstanding financial commitments have been paid in full.
- Groups who have violated facility rules and had their ice times revoked in the previous season.
- Insurance requirements not met or not adequately provided.
- Does not meet residency requirements.
- Does not meet youth partner or youth organization requirements.

14.0 Ice Time Allocation Process

On an annual basis, the City will develop weekly allotment guidelines that best reflects the expressed needs of the users, in relation to the LTD and application of this Policy's directives and guides.

15.0 Ice Allocation Distribution

Ice time will be allocated in accordance with the following priority group distribution for prime ice time from Monday to Friday:

- Municipal Programs: 3%
- Youth (local non-profit): 85%
- Adult (local non-profit): 11%
- Casual Users: 0.5%
- Non-Resident / Commercial Users: 0.5%

For allocation distributions, adult users will always be assigned the latest prime slots in the event of disparity.

15.1 Weekly allotment guidelines are used by municipalities to allocate the ice time required to meet the basic requirements for a sport and are expressed through a ratio of ice time per team or number of skaters and differ based on a sport's activity requirement and calibre/level of play.

- Organizations/groups to which the ice allocation guidelines do not apply will be allocated ice time based on the Ice Time Allocation Schedule, availability of ice and user group registrations.
- Casual ice time will be made available to organizations/groups based on the availability of ice time.
- Prime time requests will follow priority ranking and satisfaction of weekly allotment distributions.
- Organizations are responsible for the distribution of ice time to their teams or members.
- Allocated hours must be used by the organization/group to which they are assigned, unless otherwise approved by Administration.
- No tournaments, special events or expansions to existing programs may be implemented without the prior written approval of the Division.

Ice Allocation Policy

Policy Number	Page	Of
CS-1-1	12	18

- g) To aim for equitable use for both municipal arenas, the administration will equally distribute ice between the Bowman Electric Keewatin Memorial Arena and the Thistle Arena. All groups can be given regular ice in both arenas, with the exception to the Kenora Thistle U18 AAA.

16.0 Ice Allocation Procedure

- Ice Request Submission: Administration receives ice requests from user groups.
- Incorporation of Annual Events: Annual tournaments and special events are added to the schedule.
- Preliminary Scheduling: Administration places all requests into the scheduling grid to identify any conflicts and verify compliance with the priority group distribution.
- Conflict Resolution: Ice conflicts are first screened based on the priority ranking of the user groups. Higher priority ranking will immediately take precedent over lower rankings. If both groups fall within the same priority ranking, the conflict resolution protocol will be followed.
- Equity Assessment and Adjustment: Once all conflicts are resolved, Administration will review the priority group distribution. If disparities exist, Administration will conduct an 'Appendix A' evaluation on all groups with the latest time slots. Ice time will be reduced for groups scoring the lowest in the evaluation until the priority group distribution is balanced. Only one ice time will be removed from each lowest scoring group.

17.0 Conflict Resolution

Ice time conflicts may happen from time-to-time. These conflicts will first be discussed within the annual Ice User Group Meeting. If no resolution is achieved in the initial discussion, the affected groups will be brought together for discussion and resolution with the General Manager of Recreation & Culture. Should no resolution be obtained, the decision of the General Manager of Recreation & Culture will be final. Ice conflict resolution will involve considering the following, listed in order, when a decision must be made:

- Municipal directives and Resolutions of Council
- Overall percentage split in prime time
- 'Appendix A' Evaluation

18.0 New Organizations Requesting Regular Ice Time

18.1. If a new organization requests regular ice time and an existing organization is meeting similar needs in the community, the Division will direct the new group to the existing organization.

18.2. A new organization requesting regular ice time must be providing a "New Program."

18.3. Organizations, groups, or individuals requesting regular ice for the first time must submit a request in writing to the General Manager of Recreation & Culture no later

Ice Allocation Policy

Policy Number	Page	Of
CS-1-1	13	18

than January 1st for the following winter season, and by August 1st for the following summer season. Requests may be considered on a case-by-case basis.

- 18.4. Recognition and ice allocation will occur once the conditions and criteria outlined in the Ice Allocation Policy are met and if existing users will not be adversely affected by the loss of hours. Displaced to another date or time do not classify as adversely affected. No minor users will be displaced past 10:00 p.m. and will not be required to practice two times in a day to make up for a new user.
- 18.5 The City will use unallocated ice first to meet the needs of a new applicant but reserves the right to reallocate hours from existing users, if warranted as per the priority ranking and 'Appendix A'.

19.0 Management of Tournaments, External Games and Special Event Requests

The City Recreation & Culture Division recognizes the positive effects that tournaments, special events and championships can provide to the community.

To accommodate these events and minimize disruptions to regular programs and league play, the City of Kenora Recreation & Culture Division will allocate seasonal ice addressing Tournament and Special Event Requests first.

19.1 Existing and new organizations (sports, recreation, non-sports, or other) requesting Tournament and/or Special Event ice time must submit a request in writing to the Recreation & Culture Division with dates in accordance with the ice request timelines.

19.2 The Recreation & Culture Division will be responsible for effectively managing client requests for tournaments and special events. Based on the previous year's allocation, the Recreation & Culture Division, objectively, evaluate tournament and special event ice time requests, based on their past success, impact on the community, impact on Divisional operations and existing schedules and resources, and availability of ice.

19.3 Individual teams hosting a tournament must return their seasonal ice allocated to them at all arenas for the week prior to the tournament. The turned back ice will be used and offered to groups who are displaced by the tournament, following priority rankings and 'Appendix A' guidelines. The City recognizes that some clients may still require hours at arenas during their tournament week to facilitate their seasonal games. The City requires these clients to request, in writing, by the tournament application deadline to keep those regular season hours, with appropriate justification. The City will grant this request, if the justification is warranted, as determined by the City Administration.

Ice Allocation Policy

Policy Number	Page	Of
CS-1-1	14	18

19.4 External Games rely on league schedules; the City of Kenora will provide allocated blocks to organizations who take part in regional and provincial leagues. Groups are expected to send these time blocks in and stay within the time frames. Any league game time not used will follow the open ice time process. For any games that are out of the allotted time block, and displace another user group, the team will return one practice slot of the groups choosing per additional game.

To equally utilize both municipal arenas, City administration will equally distribute ice between the Bowman Electric Keewatin Memorial Arena and the Thistle Arena. Game requests will be accepted at the arena of choice if pre-allocated ice does not support.

20.0 Ice Time Amendments and Cancellation

20.1 All cancellations and amendments will follow policy #CS-1-5, Recreation Cancellation and Refund Policy. Cancellation policy will be reviewed with each group prior to the start of each season.

20.2 Black ice/unused booked time will be tracked by city staff through employee checklists and will be included in evaluation of yearly requests. Groups who average two (2) or more black ice time slots per month from the start of the season will have this slot removed from their previous season's actual usage.

20.3 In the event of a cancelled external game or tournament, where a team has taken the weekly allocated ice time of other group(s) due to the priority ranking, the group(s) who had ice taken will have the ability to reschedule normal ice times during these hours. If groups decline, ice will be offered as per the open ice time process.

21.0 General Administration

21.1 Insurance Requirements for All Youth Partner Groups and Adult Seasonal Clients Organizations/groups shall, at all times during which they are allocated ice time in the City of Kenora arena facilities, arrange, pay for and keep in force and in effect Comprehensive General Liability Insurance on an "occurrence" basis including personal injury, bodily injury and property damage protecting the Corporation of the City of Kenora, its elected Members of Council, 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, malicious damage, or any other loss for which the released persons or the organization may become liable as a result of the organization's use of ice time in City of Kenora municipally owned arena facilities.

Such policy shall be written with an inclusive limit of not less than the amount of five million dollars (\$5,000,000) or shall contain a cross-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.

Ice Allocation Policy

Policy Number	Page	Of
CS-1-1	15	18

22.0 Ice Rental Agreement

22.1 An ice rental permit(s) will be issued for all contracted ice within City of Kenora facilities.

22.2 The permit will be accompanied by the guiding rules and regulations (which may be amended from time to time) that will dictate the governance of conduct both on ice and in the facility. Failure to adhere to these regulations may result in permit cancellation.

22.3 Signing of Agreement – No person under the age of eighteen shall be the signing authority of the ice rental agreements. The individuals who use the facility will conduct their behaviour in a positive fashion and must be under the immediate supervision and control of the individual who undertakes the responsibility to rent the ice surface.

22.4 The person(s) signing the ice rental agreement accepts the applicable responsibility of communicating these terms to all persons involved with the user and / or user's guests or opponents (if applicable).

22.5 The persons signing on behalf of the organization be confirmed authorized signing officers for said team / organization.

22.6 Failure to abide by the agreed upon stipulations as verified by both parties may result in forfeiting current and or future ice rentals with the City of Kenora.

23.0 Dressing Room Assignment

23.1 Dressing rooms will be provided a minimum of thirty (30) minutes prior to the rental time and shall be vacated within thirty (30) minutes after rental. If rooms are not vacated within thirty (30) minutes, additional charges may be applied.

23.2 Dressing room assignments are at the discretion of the recreation Division. If special arrangements are required, a request should be forwarded to the Community Program Supervisor.

23.3 Dressing room keys will be left in the dressing room. It is the user's responsibility to lock the dressing room.

23.4 Dressing rooms are to be left in the same condition as provided. The assistance of the user groups is appreciated.

23.5 Alcoholic beverages are not permitted in the facility, including dressing rooms, unless licensed by an approved liquor license.

Ice Allocation Policy

Policy Number	Page	Of
CS-1-1	16	18

24.0 Promotion of the Policy

- 24.1 The Ice Allocation Policy will be identified and accessible electronically via the City of Kenora website.
- 24.2 The Ice Allocation Policy will be incorporated into the Recreation & Culture Division Municipal Policies & Procedures Manual which is part of the City's Comprehensive Policy Manual.
- 24.3 All relevant City of Kenora Recreation & Culture staff will be made aware of and provided access to a copy of the Municipal Ice Allocation Policy.

25.0 Monitor and Reviewing of the Policy

The Ice Allocation Policy shall be reviewed every five (5) years by the Recreation & Culture Division with any recommendations for amendments made to Council for adoption.

Ice Allocation Policy

Policy Number	Page	Of
CS-1-1	17	18

‘Appendix A’ Ice Allocation Policy – CS-1-1 Scoring Matrix

The Scoring Matrix is a tool for conflict resolution to rank competing allocation requests for space.

The organization with the highest cumulative score (maximum score of 30 points) in all categories will be given allocation priority.

Category	Options	Score
Age Group		
	Child / Youth (18 years and younger)	5
	Adult	4
	Intergenerational	4
	Older Adult (65 years and older)	3
Opportunity Diversity		
	Activity / program provides underserved opportunity desired in the City based on proven market demand (community survey, known activity trends)	5
	Activity / program provides underserved opportunity desired in the City	2
	Activity / program already exists in the City	1
Organization Structure		
	Not for profit	5
	School	3
	For profit	1
Adapted and Inclusive Programs		
	Programming is adaptable and / or inclusive for underserved populations	5
	Some programming is adaptable and / or inclusive for underserved populations	3
	No elements of the programming is adaptable; nor is the programming serving underserved populations	1
Financial Accessibility / Assistance		
	Low or no cost programs / assistance available for participants	5
	No low-cost programs / assistance not available	1
Development Standards		
	Aligns with long term participant development / physical literacy principles / playing standards of governing body	5

	Somewhat aligns with long term participant development / physical literacy principles / playing standards of governing body	3
	Does not align with long term participant development / physical literacy principles / playing standards of governing body	1
Historical Standing		
	Greater than 7 years	3
	4 - 7 years	2
	1- 3 years	1
Total		

Notes

1. **Age:** refers to the primary age group served. If all ages are potentially included in programming to be accommodated as part of the allocation request, select intergenerational.
2. **Adapted and Inclusive Sports:** Refers to activities that are modified to allow people with physical and /or cognitive disabilities to participate.
3. **Historical Standing:** Refers to the tenure of the organization accessing / renting spaces within the region in good standing.
4. **Financial Accessibility / Assistance:** Refers to the existence of support programs to overcome financial barriers potential participants may experience.
5. **Development Standards:** Refers to alignment of activity structure with long term participant development and physical literacy principles.