



POLICY TITLE	Ice Allocation		
CATEGORY	Municipal Services		
POLICY NUMBER	A09 MUN 002 CS		
DEPARTMENT	Community Services		
POLICY AUTHOR	Director of Community Services		
POLICY TYPE	Corporate Policy		
APPROVED BY	Council		
EFFECTIVE DATE	2008	REVIEW DATE	AUG 2 2027

POLICY STATEMENT

The Ice Allocation Policy provides a set of guidelines for ensuring fair and equitable ice time distribution that allows for optimal facility utilization. Maximizing utilization of Town of Lincoln ice surfaces includes ensuring prioritizing children and youth participating in ice sports.

POLICY PURPOSE

The purpose of this policy is to establish and clarify the Town's responsibility for ice allocation and administration, and the Town's commitment to the following:

- Ensuring diversity, equity and inclusion is considered as a priority.
- Providing excellence in customer service and establishing clear procedures for the reservations and use of ice surfaces.
- Promoting healthy living and access to Town programs for all ages, abilities and backgrounds.
- Ensuring the effective and efficient use of facilities while facilitating scheduling that will support proper and sufficient maintenance and repair of ice surfaces.
- Recognizing the role municipal arenas play in the development of youth sport and recreation opportunities for all community users.
- Recognizing the importance of partnerships with sport and recreation organizations in the delivery of ice-based sports, programs and activities.



LEGISLATIVE AUTHORITY

There are no related authorities.

POLICY SCOPE & EXEMPTIONS

The policy applies to all user groups and/or individuals who wish to permit the ice at Jordan Lions Arena or Fleming Memorial Arena.

POLICY ADMINISTRATION

Operating Season

The arenas will follow the operating season and be closed on the statutory holidays.

The operating season will be based on the following criteria: local ice user demand, cost effectiveness/best practices, equipment/facility requirements and availability of staff. Town staff in consultation with local user groups will discuss variations of the operating season during the end of season meeting.

Variation of hours and season extensions will be considered based upon availability of staff, local ice user demand, cost of operation and equipment/facility requirements. Seasonal extensions may require an increased hourly ice rate due to increased costs of operation.

Ice Time Designations

	Monday - Friday	Saturday & Sunday
Prime Time	4 – 11pm	8am – 11pm
Non-Prime Time	6am – 4pm 11pm - Midnight	6 – 8am 11pm - Midnight

Fees and Charges

The Town of Lincoln has a responsibility to make recreation accessible to the community and at the same time operating facilities in a way that is fiscally responsible. Fees and charges are approved by Council and are available on the Town's website. Fees and charges are reviewed annually.

Rate Definitions

Prime Time	The prime-time rate is applied to ice bookings scheduled weekdays from 4 -11pm and 8am – 11pm hours on the weekends.
Non-Prime Time	The non-prime time rate is applied to ice bookings scheduled during non-prime hours.



Minor Sport Rate	The minor sport rate is applied to ice bookings scheduled by affiliated minor sport organizations. This fee is offered at a subsidized rate as approved by Town Council.
School Rate	The school rate is applied to ice bookings scheduled by educational institutions. This fee is offered at a subsidized rate as approved by Town Council.
Day of Ice Prime	The day of ice prime rate is offered to ice bookings scheduled within 24 hours during prime-time hours at the discounted rate equivalent to approved non-prime time rate.
Day of Ice Non-Prime	The day of ice non-prime is offered to ice bookings scheduled within 24 hours during non-prime time hours at a discounted rate equivalent to the approved non-prime rate less 10%.

Allocation Priorities

Historical use (consistent and uninterrupted ice time for a minimum of 2 consecutive years) and requests will be reviewed as a primary consideration when ice dates and times are allocated. The Town will attempt to allocate user groups hours similarly from season to season as best as possible.

When new ice is requested, the booking priority for ice allocation is as follows:

1	Town of Lincoln programs and events	Programs or events offered by the Town of Lincoln such as public skate programs, special events that are open to the public and/or are directly funded by the resident tax base.
2	Affiliated minor sport organizations	Minor sport organizations providing youth activities with an elected volunteer executive, constitution, by-laws, are not-for-profit, governed by a provincial or national sport body and have successfully been granted status as an Affiliated Community Group with the Community Services Department. Eligible to receive subsidized usage rates.
3	Educational institutions	Schools within the Niagara District School Board of Niagara, Niagara Catholic District School Board and private school institutions located in Lincoln. Eligible to receive subsidized usage rates.
4	Non-affiliated minor sport organizations	Refers to a Lincoln based youth organization and/or team providing youth opportunities, are <u>not affiliated</u> with a governing provincial or national sport body and do not qualify as an affiliated minor sport organization.
5	Lincoln adult groups	Lincoln based organizations or teams providing adult activity operated by volunteers on a not-for-profit basis.



6	Private bookings	Bookings for businesses, organizations, teams, individuals and not considered a public program.
7	Commercial	Organizations or individuals that book the ice with the intent of generating positive net income (profit).
8	Affiliated Junior Hockey Leagues	An affiliated organization through Hockey Canada that includes levels A, B, and C
9	Non-affiliated Junior Hockey Leagues	Junior hockey leagues that are <u>not affiliated</u> through Hockey Canada.

Allocation Process

It is understood that current user groups will not be told that their historical ice allocated times will be changed; however, if warranted, staff may ask if a user group would like to make a time change for the current season. If a time change is made, it is understood that the original user group will be allocated the original ice time for the next season.

All minor sports groups will be encouraged to use early morning and non-prime time ice hours as well as shared ice time wherever possible to augment their base ice allocation.

Any remaining ice time and cancelled ice time will be sold by the Town of Lincoln at current established rates on a first-come, first-served basis. If demand outweighs availability a lottery system will be used according to the ice allocation priorities.

User groups should not expand existing programs that require additional ice time, without prior consultation with Town staff of the final schedule for the upcoming year as additional ice time cannot be guaranteed. The membership size of an organization will be reviewed and considered when allocating or negotiating new ice time but will not be determining factor.

Rental times are non-transferable, and the user group is not permitted to sublet ice time. Permit holders must immediately advise the Town of changes or cancellations.

Emerging Groups

The Town will not reallocate ice times unless the below guidelines deem it necessary. Where the demand for ice outweighs the availability of ice the following guidelines will be used to assist in the determination of ice allocation:

- Any group that has demonstrated increased interest and is comprised of Lincoln residents and is not able to be accommodated within the allotted time from the previous season – i.e., requiring more time, than the merits of this increase will be reviewed by Town staff.
- Emerging trends and/or new programs that benefit the community, and/or community youth that are currently not being accommodated.



- If cancellations cause a gap in rental time, the Town reserves the right to reallocate ice time to close a gap.

The Town of Lincoln reserves the ultimate right to allocate ice time and make amendments to the priorities set out in the allocation policy based on the input and ultimate assessment by Community Services Department staff with due consideration for the Town's program needs.

Pre-Season Negotiations

User groups that wish to initiate a trade negotiation with another group are encouraged to discuss the trade and consult with the Town as required. If the two negotiating parties can come to a mutually agreeable arrangement the details of the trade must be submitted in writing to Town staff. The agreement needs to be confirmed by all parties impacted by the agreement. All ice exchanges must be confirmed with and endorsed by Town staff in writing before exchange is finalized. If a satisfactory trade cannot be established, the user group may request a meeting with the Town staff.

During Ice Season Re-allocation / Cancellations

Re-allocation or cancellations by the user groups can occur at any point during the season provided that the groups submit written notice of the change within five (5) business days to the Recreation and Sport Coordinator.

It is understood that as of October 31 of each season, user groups may cancel up to 10% of their ice time due to lower registration numbers. The provision for extra time after October 31 will only be for ice time not under contract to other users. Tournaments are excluded from the 10% cancellation.

Any group that cancels a weekly rental more than three (3) times in the season may be subject to an administrative review and may not have the opportunity to rent the ice the following season.

Repetitive late payments or outstanding amounts will be reviewed by the Town staff and could jeopardize remaining ice time. The Town reserves the right to cancel and reallocate ice time due to delinquent accounts.

The ice rental contract that a user group hold is not transferable. User groups are not permitted to "sell" ice to other groups, any ice not needed must be returned to the Community Services Department. If the ice can be resold to another group, then the ice time will not be charged to the original holder.

All ice re-allocation would revert to the original users at the start of the following season.



If the Town of cancels ice time for any reason (i.e. weather, mechanical, etc.) permit holders and user group(s) will be reimbursed accordingly. Notification for closing arenas will be communicated to permit holders and user groups. Reimbursement shall consist of payment for ice time only. The Town of Lincoln shall not be liable for any other general, special, indirect, consequential, incidental, or other costs or damages arising from the Town's cancellation of scheduled ice time.

Special Events and Tournaments

Any user group wishing to operate a tournament or special event during the operating season must submit at the same time as the regular ice requests. Priority for special events and tournaments will be given according to the allocation priorities.

Special event and tournament requests should build in extra time for necessary ice maintenance, possible delays and overtime. If additional overtime staff hours or if additional staff are required beyond the regular staffing regime, the related charges will be applied to the ice user.

Cancellation of tournaments or special events must provide 30 days written notice to the Town or may be billed for hours scheduled if the Town cannot resell the time.

Insurance

Insurance requirements for the Permit Holder and minimum scope of coverage may include, but is not limited to:

- All Permit Holders must obtain \$2,000,000 liability insurance naming the Town of Lincoln as an additional insured and the coverage shall contain no special limitation on the scope of protection afforded to the Town and its applicable partners. Appropriate insurance may be purchased through the Town at the time of booking or from a third-party provider.
- The duration of the insurance policy shall be from the date and time of occupation until the date of vacancy.
- A copy of the insurance is due to the Community Services Department prior to rental date.
- The Town reserves the right to require complete, certified copies of all required insurance policies and to accept or reject the Permit Holder's insurer.
- The Town will not be responsible for personal injury or for the loss or theft of clothing or equipment of the applicant or organization, or anyone attending on the invitation of the applicant or organization.

General Responsibilities

The Permit Holder will act as the primary point of contact between staff for matters pertaining to the permit inclusive of payment, submission of documentation providing



feedback/concerns to the Town and ensuring adherence to all permit rules, regulations, terms and conditions by all users/attendees. These can include:

- Ice Rental Terms and Conditions
- Community Group Affiliation Policy
- Use of Municipal Facilities and Parks Policy
- Use of Alcohol on Municipal Properties Policy
- Zero Tolerance Policy

POLICY COMMUNICATION

The policy will be included in the ice rental request package sent out to previous user groups in June prior to the upcoming ice season. The policy is also included with any ice rental requests throughout the season.

The policy is made available on the Town website.

POLICY DEFINITIONS

Historical use: Consistent and uninterrupted allocated ice time scheduled during the operating season for a minimum of 2 consecutive years by any organization, team or group.

Ice rental contract: A document that outlines the permitted ice time, terms and conditions and is signed by the permit holder or user group.

Lincoln resident: Anyone residing permanently in the Town of Lincoln; or a non-resident who is the principal owner of a business in the Town of Lincoln and thereby pays Lincoln business taxes.

Operating season: Defined as the first day after Labour Day to May. Hours of operation will be Monday to Sunday 6 a.m. – midnight

Permit holder/user group: The individual or organization that requests ice and signs an ice rental contract for use.

Statutory holidays: Includes Labour Day, Thanksgiving Monday, Christmas Eve, Christmas Day, Boxing Day, New Years Day, Good Friday and Easter Monday

Town of Lincoln: Defined as Beamsville, Campden, Jordan, Rockway, Tintern and Vineland.

RELATED PROCUDURES

There are no related procedures.

REVISION HISTORY

Historical Policy Actions	
Timeline	Action(s)
Prior to 2008	No formal policies were used to allocate ice to groups.
2008	Motion passed at Community Services Committee to develop a comprehensive ice allocation policy (Motion RC-2008-198)
2009	Ice Allocation Policy was approved by Council (CM 09-20-2009 Revised Ice Allocation Policy Report)
2014	Updated Ice Allocation Policy Report (CM-14-13) was approved by Committee. Changes included: <ul style="list-style-type: none"> • Language: changed Beamsville Arena to Town of Lincoln Community Complex • Prime time designation: changed from Monday to Friday (4-12 p.m. to 4-11 p.m.) and weekends (8 a.m.-11 p.m.). • Addition of both ice and room rental requirement for all special events/tournaments.
2015	<p>February 25: Staff received an inquiry regarding a proposed multi-year agreement for the development of a Lincoln Junior Hockey Team.</p> <p>July 20: Council discussed this inquiry interest under Report CM-15-32 and adopted the resolution RC-2015-183 to complete an impact study and engage stakeholders in the process.</p> <p>October 7: Report CM 15-19 Sport League Opportunities Strategy proceed the path for an open call for potential sport league proposals as an expression of interest.</p> <p>November 15: An Expression of Interest for Sport League Opportunities was publicly advertised and one proposal was received for a Greater Metro Hockey League (GMHL) team; the Lincoln Mavericks.</p>
2016	February 3: Report SRC 16-03 Expression of Interest – Sport league Opportunities was presented to Committee with recommendations to engage in further discussion with proponent and stakeholders.

	<p>March 2: Report SRC 16-07 Expression of Interest Sport League Opportunities – Junior Hockey Team Proposal requesting direction from Council on the proposal and staff findings.</p> <p>May 2: Council approved entering into an agreement with the GMHL Lincoln Mavericks and the Ice Allocation Policy (AD 16-04) was further amended to include the following updates to accommodate the expression of interest by a non-affiliated junior hockey team:</p> <ul style="list-style-type: none"> • The purpose of the Ice Allocation Policy is to provide a set of guidelines for ensuring fair and equitable ice time distribution that allows for optimal facility utilization. • One of the priorities for the Town of Lincoln is to maximize utilization of Town of Lincoln arenas and to ensure we get more children and youth participating in ice sports. • This policy applies to all ice user groups who wish to use the Fleming Centre and Jordan Arena. • The policy is reviewed annually and maintained by the Sports, Recreation and Culture Department of the Town of Lincoln. • The Town of Lincoln reserves the ultimate right to allocate ice time and make amendments to the priorities set out in the allocation policy based on the input and ultimate assessment of staff of the Sports, Recreation and Culture Department with due consideration for the Town’s program needs. • Consideration will be given to the previous years’ ice allocations. • The priority list was updated to include that Competitive Junior Hockey be affiliated through Hockey Canada and non-affiliated competitive junior hockey leagues to added to the list.
2019	<p>The Town’s first comprehensive Parks, Recreation and Culture Master Plan identifies update and refinement to allocation policy to ensure equitable share of available ice as a short-term priority for staff to happen between 2019 and 2022.</p>
2021	<p>Council approved Policy A09 ADM 001 LS: Administration of Policies and Procedures which formalizes and defines a transparent process for the creation, management, retention and review of the Town’s policies and procedures.</p> <p>Council directed Legislative Services staff to undergo a corporate-wide review of the Town’s policies for accuracy and relevancy. The Ice Allocation Policy was identified as a policy for review.</p>
2022	<p>Community Services staff recommend policy revisions after internal review and discussion with key stakeholders.</p> <p>This policy number was previously numbered AD-16-04 but was renumbered in accordance with Policy A09 ADM 001 LS upon approval</p>



	of Report CS-12-22 (Resolution #CSI-2022-50) by Committee of the Whole on July 25, 2022.
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