



MUNICIPALITY OF **West Elgin**

Staff Report

Report To: West Elgin Community Centre Board of Management
From: Emily Jocius, Operations & Community Services Coordinator
Date: 2022-05-25
Subject: Ice allocation 2022-2023 season

Recommendation:

That West Elgin Community Centre Board of Management hereby receives the report from Emily Jocius Operations and Community Services Coordinator.

That the West Elgin Community Centre Board of Management hereby amends the Seasonal Ice User Policy adding the following section under Ice Allocation Policy:

[“Seasonal Allocation Requests Due Dates](#)

All Seasonal Users must submit requested time blocks for the upcoming season no later than July 15 of any calendar year.”

Purpose:

The purpose of this report is to update the Seasonal Ice User Policy for the West Elgin Community Centre, to have all User Groups submit requested time blocks no later than July 15 each year.

Background:

The West Elgin Community Centre approved the use of the Seasonal Ice User Policy in 2020. The Seasonal Ice User Policy states Minor Ice will be allocated based on a historical precedent but in the case that the facility supervisor determines it is appropriate to provide ice time for a particular program due to special need.

Prime time ice is defined as:

Monday to Friday 5:00pm to 11:00pm

Saturday 8:00am to 11:00pm

Sunday 8:00am to 11:00pm

These hours are to be allocated for minor programs except in the following situations:

- When a group or club has rented ice time for at least two consecutive years. They shall receive first consideration for the use of the same ice time the following year.
- When the facility supervisor determines that it is appropriate to provide ice time for a particular program because of a special need.

Where the demand outweighs the availability of ice, a percentage of total ice time allotted must be during non-prime ice. (8:00am- 5:00pm)

Staff would like to ensure the ice allocations are fair for all groups and would like to ensure the maximum use of ice. Staff are recommending that the arena board adopt the date of July 15, 2022,

for the ice allocations to be submitted and reviewed. This will allow staff to divide up ice times early enough to allow all user groups access to ice and still allow for rental bookings.

The information staff would be looking for on July 15, 2022 is the maximum number of hours required on each day of the rental.

Example of the types of requests:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						8-2 Minor Hockey
12-6 Minor Hockey						
				5:30-7 p.m. Rental		
	5-8 p.m. Skate Club	5-7 p.m. Minor Hockey	5-8 p.m. Skate club	7-10 p.m. Minor Hockey	6-9p.m. Minor Hockey	
	8-10 p.m. Rental C	7-8:30 p.m. Rental	8-10p.m. Rental B		9:30-10:30 Rental A	

**** please note the schedule above is an example and those ice times have not yet been requested.**

The allocation starting before the ice rental agreement requirements will allow each group to fluctuate the hours requested based on number of registrants. All ice rental agreements with a certificate of insurance for all seasonal ice users will be due by August 15, 2022 and final ice time requests are part of this agreement and a finalized schedule will be available shortly after this date. This will ensure a quick start to the season and will assist staff in facilitating a smooth opening of the ice surface.

Report Approval Details

Document Title:	Ice Allocation 2022-2023 Season - 2022-40-Operations Community Services.docx
Attachments:	- Seasonal Ice User Policy amended September 8 2020 (002).PDF
Final Approval Date:	May 30, 2022

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott