



TOWN OF PICTURE BUTTE CORPORATE POLICY

Reference: PW-509

Council Motion Number: 260 1908 26

TITLE: ICE ALLOCATION POLICY

Approved by Council
Revised by Council

Date: August 26, 2019
Date: November 28, 2022

PURPOSE OF POLICY

The Town of Picture Butte is committed to balancing ice usage for all ice user groups and a place for the Community to gather and engage in sporting and recreational activities at the North County Recreation Complex.

POLICY STATEMENT

1. The North County Recreation Complex is available for community and ice user groups and residents of Picture Butte. The Town of Picture Butte is responsible for managing the allocation of ice, being fiscally responsible for ice operations, and ensuring community and ice user groups and visitors can participate in arena programs.
2. Notwithstanding anything contained within this Policy, the level, timing, and condition of services that can be delivered will be subject to the municipal budget, availability, cancellations safety, and weather.

DEFINITIONS

3. For this policy, the following definitions shall apply:

“**Ice allocation**” means the process by which ice time is assigned to ice user groups.

“**Ice Season**” represents that portion of the year in which those parts of the Arena equipped for an ice surface play area are established and used. The ice season schedule typically runs from October through March.

“**Ice Users**” means any group or individual renting ice from the Town of Picture Butte.

“**Community groups**” means ice user groups which include, but are not limited to Minor Hockey, Ringette, Figure Skating, Non-profit groups, Adult Hockey and Junior Hockey.

“**Priority ranking**” means indoor ice within the North County Recreation Complex shall be distributed with the following priority lists as a guideline.

- 1) Town of Picture Butte programs.
- 2) Local Youth Groups (Picture Butte Minor Hockey, North County Figure Skating Club, etc.).
- 3) Adult Ice Users (Men’s Recreational Hockey).
- 4) Non-Picture Butte Groups. (Non-Local Youth and Adults Groups).
- 5) Occasional renters (non-Reoccurring).



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CONDITIONS FOR SERVICE

4. Operations will initiate as follows:
 - 1) Operations in the summertime will consist of all activities from April to September. Work expectations must include repairs, training, hiring, preventative maintenance and making ice by the second week of September 16th.
 - 2) The ice season will start on October 1st through the last Sunday of March.
 - 3) The Town may lease space to operate a concession stand canteen for the sale of snacks and services.
 - 4) The management shall also have wall space be available for advertising purposes.
 - 5) The Town reserves the right to cancel any ice bookings as per the terms and conditions.
 - 6) Our facilities attendant is the final authority and behaviour that is unruly, disruptive, threatening or violent in nature, including verbal or physical harassment will be removed.

GUIDING PRINCIPLES

5. The following serves as a framework for developing the Ice Allocation Policy:
 - 1) Access and Equity: ensure fair and equitable access for ice allocation and application of charges.
 - 2) Efficiency: Effective and efficient use of facilities for time and space.
 - 3) Diversity: Providing different opportunities, such as public skating and organized ice sports.
 - 4) Youth Sport: Ensure a balance of time distribution between all user groups while recognizing the importance of youth sports development.
 - 5) Financial Sustainability: Making sure cost-effective and fiscally responsible management of the facilities while balancing the responsible application of fees and charges.

REFERENCE TO OTHER POLICY AND LEGISLATION

6. The Towns Administrative Procedure, rental terms and conditions, application, rules and regulations shall apply to all arena users. Ice users will be asked to accept them during the application process.
 - 1) Ice user's Agreement and Terms and Conditions.
 - 2) Arena Rules and Regulations.
 - 3) Ice user's application Form.
 - 4) Arena seasonal user guide.

POLICY REVIEW

7. This policy is subject to periodic review and may be updated as requirements change.

Attachments: Ice user's Agreement and Terms and Conditions.
Arena Rules and Regulations.
Ice user's application Form.
Arena seasonal user guide.

Cathy Moore
Mayor

Keith Davis
Chief Administrative Officer