



The Corporation of the Town of Tecumseh

Parks & Recreation Services

To: Mayor and Members of Council

From: Kerri Rice, Manager Recreation Programs & Events

Date to Council: May 28, 2019

Report Number: PRS-2019-06

Subject: Ice Allocation Policy

Recommendations

It is recommended:

That the Ice Allocation Policy Number 101, as appended to Report No. PRS-2019-06, **be received;**

And that Administration be directed to bring the report back to the June 25, 2019 regular meeting of Council for consideration of approval.

Background

The Tecumseh Parks and Recreation Department is responsible for the operation of the Tecumseh Recreation Complex & Arena (Arena). The Arena features two regulation size surfaces with spacious dressing rooms. Rink A accommodates 600 seated guests and Rink B has bench seating for 250.

The Arena operating hours are:

Fall / Winter – September 1 to March 31	Spring / Summer – April 1 to August 31
Sunday to Saturday 6:30 AM to 12:00 AM	Monday to Friday 6:00 AM to 12:00 AM Saturday and Sunday 8:00 AM to 8:00 PM

The Arena is home to the Tecumseh Shoreline Minor Hockey Association and Tecumseh Skating Club. Powertech Hockey provides an onsite sport training facility and coordinates

hockey skill development programs and camps throughout the year. Since 2016, the French Catholic School Board has offered a Hockey Academy at the Arena for students attending L'Essor High School.

Throughout the year, the Arena provides a variety of recreational skating opportunities to residents including Public Skating, Parent & Tot Skating, Adult Skate, and Shinney Hockey. In addition, a number of groups and leagues use the Arena throughout the year for recreational and competitive skating and hockey activities.

Over the years, the Arena administrative staff has worked with user groups to distribute ice time in a fair and equitable manner based on a number of factors including type of event, age of participants, and historical use. However, there is no formal policy in place for Administration to reference as it relates to the distribution of ice rentals at the Arena.

Comments

The Tecumseh Parks and Recreation Department has prepared an Ice Allocation Policy, as appended to Report No. PRS-2019-06 (Policy) to clearly define and communicate how ice time is managed, allocated and distributed. The objective of the Policy is to establish and clarify the Town's responsibility for ice allocation, facility management and its commitment to the management of:

- Fair and equitable ice allocation
- Fiscal responsibility of ice facility operations
- Scheduling of tournaments, special events and season ice rentals
- General administration requirements and procedures

The Policy outlines:

- Client Priorities
- Scheduling Periods
- Contract Amendments and Ice Cancellations
- Facility Operations
- Ice Applications, Permits and Payment Plans
- Insurance

The intent of the Policy is to provide the staff who administer the Arena rental process with guidelines to ensure that the distribution of ice time is done in a fair and equitable manner as well as provide greater transparency to the user groups. The policy will provide user groups with a greater understanding of the application process and hold administration accountable to ensure the policy is followed.

Consultations

A copy of the policy was provided to the Arena's regular user groups by email on April 26, 2019. The user groups also received an invitation to attend a meeting on May 7, 2019 to review the policy with members of Administration.

On May 7, 2019, the Manager Recreation Programs & Events and the Supervisor Recreation Programs & Events led the meeting to review the policy. The intent of the meeting was to review the policy details and answer any questions raised by the user groups. Overall, the user group members were understanding of the need for a policy and were supportive of the policy's content. Based on feedback received from the user groups, a minor amendment was made to the policy related to rental curfew times.

Financial Implications

None

Link to Strategic Priorities

Applicable	2017-18 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Reviewed by:

Kerri Rice
Manager Recreation Programs & Events

Reviewed by:

Paul Anthony, RRFA
Director Parks & Recreation Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Ice Allocation Policy