



District Ice Centre Policy

Policy No.: 14.1

Date Adopted: July 22, 2024

Strategic Goals and Priorities:

- Provide exceptional service and an excellent place to live and work
- Enhance safety and provide a welcoming community with a strong social fabric

Purpose

This policy serves as a guide for the ice allocation process and sets guidelines for the responsibilities of the District of Taylor and District Ice Centre users. This policy is intended to ensure equitable ice allocation in order to support fiscally responsible operations and maximize usage and programming.

Definitions

“Adult User Group” is a Regular User Group that is set up as a group/league, whose members are individuals aged 19 and older.

“Leisure Ice Area” is the floorspace surrounding the Leisure Ice Pad, including the bleachers and play structure.

“Leisure Ice Pad” refers to the smaller, unenclosed section of ice reserved for leisure skating only.

“Main Ice” refers to the enclosed sheet of ice contained within the boards.

“Private Rental” is an individual or group renting the main ice for single instance of private use. Private Rentals do not have a signed District of Taylor contract and are not in affiliation with any Regular User Group.

“Regular Ice Booking” refers to any ice time booked by a Regular User Group that is intended for a regular game, practice, or other use aside from a Special Event.

“Regular Ice Season” refers to the scheduled ice season between the dates of October 1 through March 31.

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“Regular User Group” is an organization or league that has purchased insurance and signed a District of Taylor contract to establish regular scheduled use of the ice in the District Ice Centre.

“Renter” refers to any ice user that has booked the main ice.

“Special Event” is any single tournament, competition, test day, ice show, training camp, or similar event that will require more than 6 hours of ice time.

“Taylor based” means any Regular User Group that registers the District Ice Centre as their home ice facility.

“Youth User Group” is a Regular User Group that is set up as a group/league, whose members are individuals aged 18 and under.

Scope

This policy applies to the District Ice Centre, its users, and District Staff employed by the Parks and Facilities department.

Responsibilities

Management

- Shall have the responsibility to implement and manage all features and guidelines as identified within this policy.
- Shall have the responsibility to ensure staff know, understand, and abide by all features and guidelines in this policy.

Staff

- Responsible to know and understand all features and guidelines of this policy.

Policy

Food and Beverage Policy

It is essential that support be provided to the concession operation. If not profitable, it is a service that could be lost to all users. For this reason, no food shall be brought into the facility except for:

- An individual bringing in their own bagged lunch for their own consumption;
- A birthday cake being brought in for birthday parties;

Statutory Holiday Hours

The Parks and Facilities Manager may limit the hours of operation or close the District Ice Centre on

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statutory holidays at their own discretion. The Parks and Facilities Manager will consider any requests for bookings, effective use of staff resources and will ensure that availability of the facility is appropriately advertised.

Scheduling Requests and Seasonal Requirements

Regular User Groups, as well as the Community Services department, will be required to adhere to the following deadlines in regard to the commencement of each ice season:

August 31

- Submission of all Special Event requests
- Submission of all regular ice use requests

September 15

- Submission of insurance with, at minimum, \$2 million liability listing the District of Taylor as additionally insured.
- Submission of the District Ice Centre User Agreement

October 15

- Submission of signed waivers from all Adult User Groups

Ice Requests may be submitted as early as June 1 for the upcoming season.

Ice Allocation and Use

Ice building will commence on the Tuesday following the Labour Day Monday each year.

Ice rentals and the Leisure Ice Pad shall be open at the discretion of the Parks and Facilities Manager. Ice times during the Regular Ice Season for the Main Ice shall be allocated in accordance with the following priorities:

1st Priority: District of Taylor Events and Programming

2nd Priority: Special Events

- a. Youth Special Events
- b. Adult Special Events

3rd Priority: Youth Groups

- a. Organized non-profit Taylor Based Youth Groups
- b. All other non-profit Youth Groups
- c. For Profit Youth Groups

4th Priority: Adult Groups

- a. Taylor Based Adult Groups
- b. Non Taylor Based Adult Groups
- c. For Profit Adult Groups

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5th Priority: Private Rentals

Each individual youth group shall be restricted to time slots between 3:00 p.m. - 10:00 p.m., Monday to Friday, and 6:00 a.m. – 6:00 p.m., Saturday and Sunday.

Each individual youth group shall be eligible for a maximum of 25 hours per week of ice time during the initial ice allocation prior to the start of each season, not counting any time booked between 6:00 a.m. and 8:00 a.m. on weekdays.

If requested and after initial ice allocation, any remaining unused ice times may be booked by individual user groups, with youth user groups having first priority.

No user will be allocated ice time if they have an outstanding account from the previous year.

All ice use requests must be received by the District of Taylor's ice allocator by the deadline in order for the Regular User's priority ranking to be honoured.

The Leisure Ice Pad shall only be used for general public skating and open from 12:00 PM to 8:00 PM daily. The Leisure Ice Pad will be open for general public skating any time outside the set hours when the Main Ice is in use.

The Leisure Ice Pad may be closed temporarily for private use in conjunction with a Special Event when written approval from the Parks and Facilities Manager is received. The Leisure Ice Pad may not be rented.

Special Event Bookings

The District of Taylor's Community Services Department may request any number of Special Events. The Recreation Programmer will work with the ice allocator to ensure that District of Taylor Special Events are planned with due respect given to the needs of the Regular Users, ensuring minimal disruption to their schedules, when possible.

Each Non-Profit Youth Group may request up to 1 Special Event per division or skill level included in their organization, per season.

Each other Regular User Group may request up to 1 total Special Event, per season. Adult User Groups will be limited to Special Event dates outside of the Regular Ice Season, unless otherwise authorized by the Parks and Facilities Manager.

Special Event requests from community members and organizations other than the District of Taylor or the District Ice Centre's Regular User Groups will be considered on a case-by-case basis. These events will be considered only after all Regular User Group Special Events have been booked, and will be approved by the Parks and Facilities Manager.

Payment and Cancellation

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Ice times may not be sublet, sold, traded, or given away to another user. Ice times in need of cancellation are to be released, in writing, to the District of Taylor for reallocation.

Payment will be collected through the Community Services Hub at the time of the booking for Private Rentals. Regular User Groups will be billed on a monthly basis.

A minimum of 7 days notice of cancellation is required for Regular Ice Bookings. A minimum of 2 days notice of cancellation is required for Private Rentals.

The Renter must provide 15 days notice of cancellation of a Special Event. Schedule alterations for a Special Event will require 7 days notice.

Due to historically low levels of Regular User Group use and high demand for public usage and Private Rentals, Regular Users are required to provide additional notice of cancellation for the timeframe of School District 60's scheduled Christmas Break and Spring Break. A schedule of cancellations for the full timeframe of these breaks must be provided 15 days in advance.

If proper notice is given, the Renter will not be charged for the ice time.

Failure to give the minimum notice will result in the Renters paying for any ice time that cannot be reallocated or resold by staff.

Requirements for minimum notice may be waived in extenuating circumstances when permission is provided by the Parks and Facilities Manager.

Dressing Rooms

Each Renter will be assigned two dressing rooms, which will be indicated to the Renter by staff.

The Renter is permitted access to their dressing rooms for 30 minutes before and 30 minutes after their allotted ice time.

No Renter is permitted to store items in the dressing rooms outside of their allotted time unless otherwise permitted by the Parks and Facilities Manager.

Spitting, littering, defacing or removal of signage, horseplay, or any other dangerous or disrespectful behaviour occurring in the dressing rooms will not be tolerated.

Birthday Parties and Gatherings for Private Rentals

To ensure proper access and egress, birthday parties and gatherings will only be permitted in the following areas of the District Ice Centre

- Designated rental areas
- The lobby/dining area
- In dressing rooms during the allotted rental time associated with a main ice booking

The District Ice Centre Food and Beverage Policy remains applicable to parties and gatherings.

Prohibition of Alcohol

There is to be no alcohol allowed in the building unless preapproved by the Parks and Facilities Manager and a Special Event Permit is obtained from the Province of BC.

Non-Adherence

Items in this policy is intended to promote safety, equity, and respect. Renters and other users in the District Ice Centre opting not to adhere to the regulations outlined in this policy will be issued up to three written warnings.

Regular User Groups amassing three or more written warnings may be subject to reduction or revoking of ice times.

Private Rentals and public users amassing one or more written warnings may be subject to refusal of future bookings.

In cases involving dangerous, violent, or severe offences, written warnings will be bypassed, and immediate actions will be taken. These actions may include, but are not limited to, cancellation of an active ice time, request for users to leave the premises, or bans from District of Taylor facilities.

Related Policies and Documents

- List of related policies and documents