



City of  
**Peterborough**

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**To:** **Members of the General Committee**

**From:** **Sandra Clancy, Chief Administrative Officer  
and Acting Commissioner of Community Services**

**Meeting Date:** **June 3, 2019**

**Subject:** **Report CSAD19-004  
Arena Division Ice Allocation Policy**

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## **Purpose**

A report to recommend the approval of an Ice Allocation Policy for the Arena Division.

## **Recommendation**

That Council approve the recommendation outlined in Report CSAD19-004, dated June 3, 2019, of the CAO and Acting Commissioner of Community Services, as follows:

That the Ice Allocation Policy, as set out in Appendix A to Report CSAD19-004, be approved.

## **Budget and Financial Implications**

There is no budget or financial implication resulting from the approval of the recommendation of Report CSAD19-004.

## Background

The Ice Allocation Policy sets out the framework for the City of Peterborough to provide for the equitable, reasonable and fair distribution of prime time ice to all user groups in the community. This policy has been developed to respond to current demand, projected growth, changing utilization patterns, shifting demographics, market supply and to ensure the successful management of the City's inventory of ice, optimizing facility utilization.

The Arena Needs Assessment Study was adopted as a planning tool by City Council as outlined in Report CSAD14-001 dated January 27, 2014. One of the recommendations coming out of the Arena Needs Assessment Study included establishing a formal Ice and Floor Allocation Policy. Research material obtained from Ice Allocation Policies of twenty-five municipalities and an outline including best practices was reviewed, edited and adapted to be incorporated into the City of Peterborough Ice Allocation Policy. This research identified a shift in philosophy that is taking place across Canada where allocation practices based on "historical patterns" are shifting to policies based on "fair and equitable distribution" that accounts for gender equity, access for youth and accommodates newer and emerging ice sports and arena uses.

A collaborative and practical application approach was used to develop the City's policy. This approach consisted of the creation of draft procedures that would become components of the policy by adapting the research material gathered and identifying our community requirements, gradual implementation of specific procedures, consistent consultation with user groups and periodic update reports to the Arenas Park and Recreation Advisory Committee (APRAC). The process involved staff consulting with all user groups and working closely with the three main minor hockey organizations, which are the Peterborough Hockey Association (PHA), Peterborough Girls Hockey Association (PGHA) and Peterborough Minor Hockey Council (PMHC).

Following the completion of the Arena Needs Assessment Study in 2014, the practical application approach to develop the City's policy began immediately during the 2015/16 Fall/Winter Season. This approach had staff actively working through procedural components of the proposed policy with all user groups in order to define the best practices for our community. Major shifts made in the ice allocation process during this first season began to address inequities in the ice allocation process, replacing the previous practice of "grandfathering" and "first right of refusal". The minor hockey organizations have been receptive to using the new allocation formula introduced in the 2016/17 Fall/Winter Season that is based on membership numbers, levels of play and number of teams. Implementation of this new allocation method resulted in the streamlining of minor hockey developmental ice requirements, reducing their overall total number of hours per week, allowing for further balancing of inequities to be achieved over the past three Fall/Winter Seasons. A draft Tournament Requirements procedure has also been in practice since the 2017/18 Fall/Winter Season, providing the process to follow regarding tournament requests, liability insurance requirements and other information such as how retail vendors can obtain a Temporary Traders

License to sell their merchandise and provide their services in City facilities (Appendix B). A draft Ice Exchange procedure has been in practice since the 2017/18 Fall/Winter Season that allows the three main minor hockey organizations to exchange ice among their groups when they experience a conflict (such as teams being away for a tournament) and are unable to use some of their ice time (Appendix C).

The practice of holding open user group sessions on an annual basis with all groups began in 2015 with the intent to open new lines of communication between and among user groups and City staff. These user group sessions continue at least annually and assist City staff to get a better understanding of each group's needs. These sessions also provide an opportunity to discuss and review the areas of detail included in the City's proposed allocation policy, obtaining valuable input year over year, with annual updates provided to the APRAC.

**Chart 1 – Consultation Sessions and APRAC Meeting Updates**

<b>Meeting</b>	<b>Reference</b>	<b>Date</b>
APRAC	APRAC15-034	October 22, 2015
User Group	All User Groups	November 16, 2015
APRAC	APRAC16-021	June 21, 2016
User Group	Minor Hockey Organizations	June 20, 2017
User Group	Minor Hockey Organizations	August 29, 2017
APRAC	APRAC17-028	September 19, 2017
User Group	All User Groups	October 24, 2017
User Group	Lacrosse Organizations	January 17, 2018
User Group	Minor Hockey Organizations	June 6, 2018
APRAC	APRAC18-017	September 18, 2018
User Group	All User Groups	November 7, 2018
User Group	All User Groups	March 26, 2019
APRAC	APRAC19-010	May 21, 2019

Appendix A – Draft Arena Division Ice Allocation Policy was endorsed by the Arenas Parks and Recreation Advisory Committee at the May 21, 2019 meeting. Staff will continue to review the policy and associated procedures annually, making appropriate edits and developing additional procedures as required.

## Summary

An Ice Allocation Policy approved by Council will set out the framework required for the City of Peterborough to provide for the equitable, reasonable and fair distribution of prime time ice to all user groups in the community.

Submitted by,

Sandra Clancy  
CAO and Acting Commissioner of Community Services

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Attachments:  
Appendix A – Draft Arena Division Ice Allocation Policy  
Appendix B – Tournament Requirements Procedure  
Appendix C – Ice Time Exchanges by Partner Group Procedure