



City of
Peterborough

To: Members of Arenas Parks and Recreation Advisory Committee

From: Sue Warrington, Arena Division Manager

Meeting Date: Tuesday, September 19, 2017

Subject: Report APRAC17-028
Arena Division Ice Allocation Policy Update

Purpose

A report to provide an update on the creation of an Ice Allocation Policy for Arena Division and provide details for the upcoming Full User Group Session in October.

Recommendation

That the Arenas Parks and Recreation Advisory Committee (APRAC) approve the recommendation outlined in Report APRAC17-028, dated September 19, 2017, of the Arena Division Manager, as follows:

That the report be received for information.

Budget and Financial Implications

There are no budget or financial implications resulting from the approval of the recommendation of Report APRAC17-028.

Background

The Arena Needs Assessment Study was performed with the objective of assessing the use and functionality of existing facilities and determining current and future need for arena facilities. It 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 this Study included establishing a formal Ice and Floor Allocation Policy, outlining specific criteria for allocation of ice time based on a number of factors to ensure fair and equitable scheduling and optimize facility utilization. The goal is to develop a transparent policy that establishes an order of priority which is reflective of our community needs and values, with the intent of having this policy approved and in place when the supply of ice is increased when the new Arena and Aquatic Complex comes online.

The creation process for this policy began with the collection of research material obtained from Ice Allocation Policies of twenty-five municipalities and an outline including best practices to be reviewed, edited and adapted for the proposed City of Peterborough policy. During this time, a situation developed and required immediate attention to address the growing demand for youth ice sports. For the 2015/16 Fall/Winter Season, staff used this research information and proposed a solution to resolve this urgent situation. Scheduling changes were made resulting in 15 hours of prime time ice being reallocated from adult leagues and private user groups to minor hockey organizations. Staff also took the opportunity to consolidate and coordinate the hours of prime time ice allocated to minor hockey organizations, resulting in better coordinated time blocks to each organization in specific arenas.

Currently, a collaborative development approach is being used to create the Division's policy based on community needs. This approach includes staff working with our three main minor hockey organizations directly as we actively adapt components of the proposed Ice Allocation Policy into the ice allocation process. The three main minor hockey organizations include Peterborough Hockey Association (PHA), Peterborough Girls Hockey Association (PGHA) and Peterborough Minor Hockey Council (PMHC). Youth minor ice sports represent an average of 94% of the prime-time ice usage for the Community Arenas (Evinrude Centre, Kinsmen Arena and Northcrest Arena).

One of the major components of the policy is the Ice Allocation Formula based on a Standard of Play for minor hockey organizations. The organizations have provided their membership numbers, level of play, and number of teams for the past two seasons, allowing Staff to confirm the amount of ice allocated properly aligns with their requirements. Staff worked directly with the three main minor hockey organizations to incorporate a formula into the method used to determine their ice allocation for the 2016/17 Fall/Winter Season based on the ice supply. This allocation method replaces the previous practice of "grandfathering" and "first right of refusal" that resulted in creating inequities in ice allocation by not addressing the demands that have grown since 1997, the last time additional ice surfaces were added.

As reported in the June 21, 2016 update to APRAC, the minor hockey organizations have been receptive to this new Ice Allocation Formula process. For the 2016/17 Fall/Winter Season, the 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 Staff to reallocate ten prime-time ice hours back to previously displaced adult user groups.

Leading up to the 2017/18 Fall Winter Season ice allocation, Staff continued meetings with the three main minor hockey organizations, both individually and together as a group, to continue our work to improve the allocation of ice for the upcoming season and further creation of the components of the Ice Allocation Policy. These meetings included a review of the prior season's ice allocation and any unused ice, allowing discussion on the Ice Allocation Formula used and strategies to reduce unused ice. Unused ice is occasional allocated ice time that cannot be used by the organization, usually due to conflicts in game/practice schedules (i.e. teams being away at tournaments).

The prior 2016/17 Fall/Winter Season's streamlining of developmental ice and reduction in overall hours allocated to the minor hockey organizations addressed the bulk of this issue. To further address this issue, an Ice Exchange Procedure is being implemented for the 2017/18 Fall/Winter Season for the three main hockey organizations allowing them to "swap" ice between them when they have conflicts and reduce the potential for unused ice. Once the League allocations are resolved, more attention can be given to the allocation of ice for other user groups.

Staff also worked with our Legal Department to revise facility booking contract language regarding general liability insurance coverage, ensuring adequate insurance coverage is being provided by each of the three organizations in order to implement this new process. This new procedure will fall under the Ice Allocation Policy. Other procedure documents currently in development include Tournament Requirements and the associated procedures for proposed tournament retail vendors to obtain a Temporary Traders License through City Hall in order to sell their merchandise and provide their services in City facilities.

A Full Ice and Floor User Group Session is being planned for October 24, 2017. Invitations and the agenda will be sent out the week of September 11. The agenda for this session will include discussion on the following:

- 1) Ice Allocation Policy Components in the creation process:
 - a) "Order of Priority" for Scheduling Process
 - b) Criteria required by groups to obtain "Affiliation" status
 - c) "Ice Allocation Formula" used to allocate ice to minor hockey organizations
 - d) "Standard of Play" – Level of Play requirements (practice/game ratio)
 - e) "Allocation Time Frames" – Critical dates calendar (seasonal ice permit application deadlines, return of facility booking contracts, etc.)
- 2) Operational Updates:
 - a) Operational Reminders in Arenas (i.e. Code of Conduct)
 - b) Introduction of new Facility Booking Software in 2018 including payment schedule changes being implemented

- c) March & April 2018 – Ice Allocation Challenges (PMC unavailable due to Petes playoffs; limited April ice availability except for Northcrest)
- 3) Future Expansion
- a) New Arena & Aquatic Complex project update – latest schematic drawings
 - b) Arena Fund Contribution – Extension of this fund and proposed increase in 2019 indexed to current standards (\$5.00 + HST to \$7.20 + HST; ½ rate for floor time)
 - c) Call for Sponsorship – Requests for contributions (i.e. cash donations, provision of equipment such as scoreclocks, etc.)

It is anticipated that Staff will be ready to present a first draft of the Ice Allocation Policy document to the Arenas Parks and Recreation Advisory Committee for review and discussion in early Spring 2018. By this time, Staff will have had a second season to work through and standardize procedures directly with the User Groups throughout the 2017/18 Fall/Winter Season and implementation of the new Facility Booking Software will be well underway. Staff will bring any issues that may arise from the User Groups to the attention of APRAC at this time with the goal of presenting an opportunity for further discussion and review later in 2018 before ultimately presenting to City Council for final approval.

Summary

The 2014 Arena Needs Assessment Study adopted as a planning tool by Council identified the need to establish a formal Ice and Floor Allocation Policy. Since then staff have been working with the three main minor hockey organizations to address the growing demand for youth ice sports.

One of the major components of the policy will be an Ice Allocation Formula based on a Standard of Play for minor hockey organizations. The organizations have provided their membership numbers, level of play, and number of teams for the past two seasons, allowing staff to confirm the amount of ice allocated properly aligns with their requirements. Once the League allocations are resolved, more attention can be given to the allocation of ice for other user groups.

Submitted by,

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