

	MUNICIPALITY OF SOUTH DUNDAS
	POLICY MANUAL
	Policy 10-3
	Title: Ice Allocation Policy
	Department: Parks, Recreation and Facilities
	Effective Date: November 26, 2025

1. POLICY

The Parks, Recreation and Facilities Department will strive, as is reasonably practical, to allocate ice time and related facility amenities, in a fair and judicious manner.

2. SERVICE DELIVERY RESPONSIBILITIES

The Parks, Recreation and Facilities Department is responsible for providing the allocation of ice time for the Morrisburg Arena.

3. DEFINITIONS

“Ice Hour” means one (1) hour of ice is fifty (50) minutes in length plus ten (10) minutes for resurfacing. An hour and one-half (1 ½) is generally equal to eighty (80) minutes of ice time plus ten (10) minutes for resurfacing. However, the Municipality has the discretion to add additional floods during ice rentals, in order to maintain the integrity and condition of the ice and to ensure participant safety.

“Local School Groups” means any elementary or secondary school or school group located in the Municipality in the Public or Separate School Boards.

“Minor Sports Groups” means Minor Hockey, Figuring Skating Clubs, etc.

Criteria for eligibility of a Minor Sports Group:

- i. Be nonprofit.
- ii. Be guided by a constitution and bylaws governed by a Board of Directors
- iii. Be actively providing a program of activities for children 18 years of age and younger.
- iv. At least 50% of registrants that are 18 years of age and younger within the group must be residents of South Dundas

“Municipality” means the Corporation of the Municipality of South Dundas

“Non-Resident Groups” means groups or individuals whose participants consist of less than 75% of municipal residents.

“Prime Time” means the duration of hours where the ice is in greatest demand meaning:

Weekdays	4:00pm to 12:00am
Weekends	7:00am to 12:00am

“Resident Groups” means groups or individuals whose participants consist 75% of municipal residents or the Morrisburg Lions Junior C Hockey Team. Teams will be responsible for providing a team roster and addresses if requested by the Parks and Facilities Coordinator.

“Season” means Winter Ice - ice in to ice out; Summer Slab – ice out to ice in

4. HISTORICAL PRECEDENT

It is recognised that it is advantageous to maintain consistency in ice time scheduling from year to year and therefore, historical precedence will ensure that user groups have the right of first refusal for ice bookings. The historical usage by user groups established with bookings for the previous two (2) ice seasons will set the historical precedent.

5. SIGNED CONTRACT

- a) Users are responsible for advising the Parks and Facilities Coordinator of any special requests regarding curfews, etc. at the time the ice requests are submitted.
- b) The Parks and Facilities Coordinator will make every effort to accommodate ice allocation requests in accordance with this policy. Users with overdue accounts may, at the discretion of the Parks and Facilities Coordinator, have their ice time cancelled and/or lose their grandfathered status for the upcoming season. By signing the contract, the user agrees that all times on the contract will be paid in accordance with section 11 of this policy.
- c) The Municipality will provide the user with a contract, which lists the dates of Arena closures. The signed contract is due to be returned by the date indicated on the ice request form, that is issued by the Parks and Facilities Coordinator. All ice rentals will require a signed contract before the group or individual(s) enter the ice surface.

6. PUBLIC SKATING

The municipality will schedule Public Skating (Senior Skate, Public Skate, Parent and Tot Skate, and Stick and Puck) during the regular ice season for the Morrisburg Arena facility. The ice time allocated to Public Skating may vary from year to year, however, the schedule will be set at the beginning of the season with dates and times advertised accordingly. Subsequent changes will be subject to section 7. b) or d) below.

7. EXCHANGE & CANCELLATION OF ICE TIME

- a) The Municipality is the sole authority for all ice times. The practice of transferring, trading, or sub-leasing ice between permit holders, without prior consent by the Parks and Facilities Coordinator, is not allowed.
- b) The Municipality reserves the right to reasonably postpone, reschedule or cancel any ice time, for a significant or high-profile event, as approved by Recreation Staff or for the purposes of play-off games for the Minor Hockey or Junior C team, Tournaments, and Skating Competitions.
- c) Any ice time granted for rental to an individual or user group, as detailed in the signed user agreement, must be paid for in advance of the booking, as stated in section 11. It is at the user's discretion to use the contracted ice. If the user cannot utilize one of the scheduled dates, they are responsible for informing the Municipality of the change. If less than 7 days notice is provided of the change, the contracted ice will still be billed.
- d) The Municipality reserves the right to cancel ice due to safety concerns, mechanical breakdowns, weather conditions, emergency closures or unsuitable ice surface conditions as dictated by the Director of Parks, Recreation and Facilities. Every attempt will be made to reschedule the user group's ice time. All rescheduled ice time will be billed in accordance with regular ice rates. All ice time that cannot be rescheduled, will either be credited to the user's outstanding contract balance or refunded if the contract has been paid in full.
- e) In case of inclement weather, unless notified by the Parks, Recreation, and Facilities Department that the arena is closed, ice time will be available for use and will be billed as stated in the user's contract. Individuals and Users may cancel ice time with a minimum notice of 6 hours due to inclement weather at no charge. The Individual/User will either be credited to the user's rental cost or refunded if the contract has been paid in full. However, that ice-time will not be rescheduled outside of existing user allotments.

- f) In the event of a multi-day arena closure, the Municipality will reallocate ice time according to predetermined priorities.

8. ADDITIONAL ICE / NEW REQUESTS

Requests for ice are made via the "Arena Rental Agreement". If an existing group requires additional ice, or a new organisation is emerging and requires ice, the group will be subject to taking any open ice. If the additional ice time applies to tournaments or special event, section 10 of this policy shall apply.

- a) Should a Resident Group require a regular, weekly ice slot and no such open slot exists, the Resident Group may request an ice time that has historically been allotted to a Non-Resident Group. The request will be reviewed, and consideration will be given.
- b) In the event that a user/user group would like to request the one-time use of an ice slot that is allocated or historically would be allocated to another user/user group, the individual/group making the request will need to contact the regular user/user group and ask for the ice time to be reallocated. The user/user group who is allocated or historically would be allocated that ice time has the option to have the time reassigned to the other user/user group or retain and deny the request.

9. PRIORITIES

In the event that there is open ice time, according to historical use, and that block of ice is of interest to more than one user group, the following order of priority is to be followed in granting the ice time:

- i. Municipal Activities (Public Skating, Tournaments & Special Events)
- ii. New Requests from Resident Groups
- iii. Resident Minor Sports Groups
- iv. New Requests from non-Resident Groups

The ice request will be allotted to the user group that falls into the highest priority category submitted. Should 2 or more groups in the same priority category submit a request, the request shall be evaluated and may be awarded based on the following criteria:

- Size of Group
- Purpose of Event
- Time and Date of Event

- Amount of Ice Time Required
- Benefit to the Community
- Designation of Proceeds or Profits from Event

Note: Schools will receive priority for non-prime time hours for student use.

10. TOURNAMENTS, PLAYOFF GAMES, AND SPECIAL EVENTS

Requests for the allocation of ice time for tournaments, playoff games and special events shall only be considered if received in writing from the organising group. The Municipality supports tournaments and special events, and each organised group shall be allocated a minimum of one (1) Saturday or Sunday per season for special events. The exact dates for these events should be submitted with the "Arena Rental Agreement" form of each group by August 31st to allow for coordination of Ice Times.

Requests for tournaments will take into consideration the following criteria:

- Availability
- Historical Precedent
- Organizing Group
- Purpose of Event
- Time and Date of Event
- Amount of Ice Time Required
- Benefit to the Community
- Designation of Proceeds or Profits from Events

11. PAYMENT OF CONTRACTS

a) Regular Season Ice Group Contracts:

Users who book regular season ice on a continuous, contractual basis (more than 3 ice rentals per month, for more than 2 consecutive months), must submit payment in accordance with monthly invoices. If a user group fails to provide payment by the dates outlined below, the user group will not be permitted on the scheduled ice, but rental charges for the scheduled ice will still be billed accordingly.

12. FLOOD SCHEDULES

User groups are required to exit the ice ten (10) minutes before the end of the booking. For Bookings of two (2) hours or more, user groups are required to leave the ice after each 50-minute block for approximately ten (10) minutes or allow for inspection of the

ice surface by Arena Operator for safety. Figure skating groups will require a 10–20-minute break for ice maintenance during scheduled ice; the frequency and length will be determined and communicated by the Facility Operator or duty. In the event that users do not exit the ice at the required time, the user will receive a written warning on a first offence. Future offences and recurring offences will be billed \$5 for each additional minute that they remain on the ice surface.

13. CHANGEROOM

- a) Changeroom schedules are prepared for the ice user groups who are booked for the current day. User groups are required to utilize only the dressing room(s) that have been assigned to them. In the event that this is not followed, the user will receive a written warning on a first offence. Future offences and recurring offences the user will be billed (\$50.00) per additional room and the fee shall be paid before the user group's next ice time.
- b) Changerooms and attached washrooms must be left tidy and will be inspected after each use. Any damages found or additional cleaning required, will be billed directly to the user group.
- c) Changerooms must be vacated 30 minutes after the user group's scheduled ice time. In the event that this policy is not followed, the user will receive a written warning on a first offence. Future offences and recurring offences the user will be billed for rent of the said room (\$50.00) and rent shall be paid before the group's next ice time.
- d) The Municipality is not responsible for any lost or stolen goods or money, whether from the changerroom or elsewhere in the facility. It is the responsibility of the user/user groups to ensure that the changerroom door is locked or supervised while they are on the ice.
- e) No cameras of any kind are allowed in the changerroom.

14. FOOD & BEVERAGES

- a) There will be **NO ALCOHOIC BEVERAGES** allowed in the changerroom, lobby, or bleacher areas. Any user groups caught with alcoholic beverages in the outlined areas, will be issued a written warning immediately. This warning will then be signed by the ice user group representative and the Director of Parks, Recreation, and Facilities. Should a second incident occur as a result of either the host or visiting group(s), the host group will have ice time revoked for one full week, without refund.

Should a third incident occur as a result of either the host or visiting group(s), the host group will have ice time revoked for one full week, without refund. Should a third incident occur, the host group will have all remaining ice time for the current ice season revoked without refund and any ice requests submitted for the following season may be refused. Host groups are responsible for communicating these expectations with the guest users and duly responsible for ensuring that the guest user is in compliance. As such, if a guest user is in violation of one of the above rules, the host group will receive the penalty. Previous reprimands may be considered in future seasons.

- b) There will be no concessions or booths set-up in the lobby or arena area without consent of the Director of Parks, Recreation, and Facilities or designate.

15. HEALTH & SAFETY

- a) All ice, lobby and dressing room rules, as posted in each arena facility or directed by facility staff, must be followed.
- b) The arena compressor room is equipped with an alarm. If the alarm goes off, please exit the arena immediately.
- c) The *Smoke-Free Ontario Act, 2017* (SFOA, 2017) prohibits the smoking of tobacco, the use of electronic cigarettes (e-cigarettes) to vape any substance, and the smoking of cannabis (medical and recreational) in any enclosed public place or on the outdoor grounds of community recreational facilities, within 20 meters of the perimeter of the grounds. As such, if you or your visiting team smoke, hold lighted tobacco, or vape within the facility and/or within 20 meters of the perimeter of the grounds, the offender may be ticketed, charge with an offence, charged a fine, and/or denied ice time.
- d) No one shall enter the ice surface or players benches while the ice resurfacer is on the ice. Entry into these areas will only be permitted after the ice resurfacer board doors are closed.

16. INSURANCE

User groups will be required to either provide their own certificate of Insurance or to purchase the Municipality's Insurance. If a user group provides their own certificate of insurance:

- a) a proof of liability insurance form the Applicants Homeowners or Tenant Package which will extend the Applicant's liability to cover their own exposure. The homeowner's policy shall provide Personal Liability Insurance issued on an occurrence basis for an amount of no less than \$2,000,000 per occurrence/\$2,000,000 annual aggregate for any negligent acts or omission by the Applicant. The renter shall keep their property/assets insured. Failure to do so shall not impose any liability on the Municipality. Any and all deductibles applicable to the below noted insurance policy shall be the sole responsibility of the Renter, and the Municipality shall bear no cost towards such deductibles. The Policies shown above shall not be cancelled unless the Insurer notifies the Municipality in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Municipality or
- b) the Applicant shall at their own expense obtain and provide a certificate of insurance to rental of the arena. The policy shall include the commercial general liability insurance issued on an occurrence basis for an amount of not less than \$2,000,000 per occurrence, \$2,000,000 annual aggregate for any negligent acts or omissions by the renter. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; liquor liability; injury to participants; premises; property & operations; non-owned automobile; broad form property damage; Owners & contractors protective; occurrence property damage; products & completed operations; employees as Additional Insured; contingent employers liability; tenants legal; liability – Broad Form; cross liability and severability of interest clause. Such insurance shall add the Municipality as Additional Insured with respect to the activities of the renter. The insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Municipality. The renter shall keep their property/assets insured. Failure to do so shall not impose any liability on the Municipality. Any and all deductibles applicable to the below-noted insurance policy shall be the sole responsibility of the Renter and the Municipality shall bear no cost towards such deductibles. The renter shall provide the Municipality with a certificate of insurance in compliance with the insurance requirements as stipulated in the agreement. The Policies shown above shall not be cancelled unless the Insurer notifies the Municipalities in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Municipality.
- c) Should the user group not possess either of those, they must purchase insurance liability coverage from the Municipality.