Minutes – Executive Policy Committee – May 13, 2025

Report – Standing Policy Committee on Community Services – May 5, 2025

Item No. 4 Community Services Department, Indoor Arena Ice Allocation Policy

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Standing Policy Committee on Community Services and submitted the following to Council:

1. That the updated Indoor Arena Ice Allocation Policy, attached as Appendix A, be approved.

2. That the Winnipeg Public Service be directed to report back to the Standing Policy Committee on Community Services in 90 days with the implications of reprioritizing Priority 5 as Priority 3, and renumbering the remaining priorities accordingly, as contained in Section 3.3 of the Policy.

3. That the Proper Officers of the City of Winnipeg be authorized to do all things necessary to implement the intent of the foregoing.

Report – Standing Policy Committee on Community Services – May 5, 2025

DECISION MAKING HISTORY:

Moved by Councillor Santos,

That the recommendation of the Standing Policy Committee on Community Services be concurred in and forwarded to Council.

Carried

STANDING COMMITTEE RECOMMENDATION:

On May 5, 2025, the Standing Policy Committee on Community Services concurred in the recommendation of the Winnipeg Public Service, with the following amendment:

- Add the following new Recommendation 2, and renumber the remaining Recommendation accordingly:

  "2. That the Winnipeg Public Service be directed to report back to the Standing Policy Committee on Community Services in 90 days with the implications of reprioritizing Priority 5 as Priority 3, and renumbering the remaining priorities accordingly, as contained in Section 3.3 of the Policy."

and submitted the matter to the Executive Policy Committee and Council.

ADMINISTRATIVE REPORT

Title: Community Services Department, Indoor Arena Ice Allocation Policy

Critical Path: Standing Policy Committee on Community Services – Executive Policy Committee – Council

AUTHORIZATION

Author	Department Head	CFO	CAO
J. Sarna, J. Larsen	C. Fernandes	T. Graham	S. Armbruster, Interim CAO

EXECUTIVE SUMMARY

This report proposes an update to the Indoor Arena Ice Allocation Policy (the "policy") approved on June 26, 1997.

The policy assigns indoor arena ice times to help allocate to users in a fair manner. It considers priorities on a city-wide schedule. It also considers the requirements of ice users at City facilities. Ice rental rates are determined outside of this policy and included in the Fees and Charges Schedule.

Consultations with major indoor ice users have taken place. A feedback survey was conducted.

Most of the policy revisions are administrative. There are no changes to the priority order of users in the allocation guidelines. Changes to the policy include an updated definition of prime-time hours that reflects current demand. The upper age limit for youth increased from 20 to 21 years of age. There is reference to the current disciplinary practice. Casual rentals and upper limitations for contract rentals have been clarified.

The recommended policy review period is every five years (up from every three years).

The policy applies to all City-owned and operated indoor arenas. It also applies to Community Centre indoor arenas. The policy does not apply to outdoor pleasure rinks (provided by Parks and Open Space Division). It also does not apply to outdoor rinks operated by Community Centres.

Policy changes, once approved by Council, will be implemented for the 2025/2026 ice season.

RECOMMENDATIONS

1. That the updated Indoor Arena Ice Allocation Policy, attached as Appendix A, be approved.

2. That the Proper Officers of the City of Winnipeg be authorized to do all things necessary to implement the intent of the foregoing.

REASON FOR THE REPORT

Council approval is required for the adoption of a City policy.

IMPLICATIONS OF THE RECOMMENDATIONS

There are no financial implications to the recommendations in this report.

There are no significant implications to any users from the recommendations in this report.

HISTORY/DISCUSSION

The Indoor Arena Ice Allocation Policy (the "policy") was last updated in 1997. At present, 12 City-owned and operated indoor arenas are programmed by the Community Services Department with ice plant operation and building support from Municipal Accommodations.

The policy was developed to allocate indoor arena ice times fairly and equitably by utilizing a schedule of priorities city-wide, considering the unique requirements of the individuals and groups that use City facilities. Ice rental rates are determined outside of this policy and included in the Fees and Charges Schedule.

The City of Winnipeg is the owner of all community centre arenas. Therefore, all community centre operated indoor arenas, indoor arenas operated by the City, and indoor arenas constructed or acquired using City funding, whether in whole or in part, are subject to the policy.

This policy does not apply to seasonal outdoor pleasure rinks provided by the Parks and Open Space Division of the City of Winnipeg or seasonal outdoor rinks operated by Community Centres.

Policy Review Process

The Community Services Department – Recreation Services Division reviewed the policy in 2024. Key activities in the review included:

- Internal consultation with Community Services stakeholder divisions including Community Centres and Finance, as well as Municipal Accommodations Division, Assets and Project Management Department.
- External consultation through three major indoor ice users engagement sessions and a feedback survey for major and contract indoor ice users.
- Draft policy revisions with Legal Services.

Based on the scope of the policy revisions being primarily administrative in nature, and in consultation with City of Winnipeg Office of Public Engagement, it was determined that a broader public engagement was not required.

Engagement Sessions Feedback and Survey Results

The City of Winnipeg provided major indoor ice users an opportunity to share feedback on proposed changes to the policy. The review outlined the intent, priorities, processes, and criteria necessary to optimize the use of all arenas, owned, newly constructed or acquired, and/or supported in part or in whole by the City of Winnipeg.

Two of the three major and contract user engagement sessions were focused on users of City of Winnipeg-operated arenas and the third session was focused on indoor ice arenas operated by Community Centres. The major indoor ice users feedback survey was open to participants in all three sessions. The proposed changes to the policy were outlined and explained during these sessions, and participants were invited to ask questions for clarification or discussion.

The survey asked major indoor ice users to rate the impact the changes would have on their organization, as positive, negative, or no impact. Where responses indicated a negative impact to a user group, the proposed change was further reviewed for amendment or deletion from the final policy update.

In July 2024, over 75 stakeholders were invited for the three major user engagement sessions. Between all three sessions, a total of 36 stakeholders attended. Of that total, nine of 14 community centres attended a focused session for community centres who operate indoor ice arenas.

Following the major indoor ice users' meetings, an email was issued to all major indoor ice users inviting them to review the proposed changes and complete the survey, regardless of whether or not they had attended one of the meetings. There were 22 responses to the online survey.

In October 2024, a summary of the results was shared with all stakeholders and included a web link to the current policy.

What we heard:

1. 41 percent of survey participants were not familiar with the policy prior to these meetings.
2. Access to Regular Season ice allocations would be preferred between October 1 and March 31, where ice plants can support operations at the beginning and end of this period given fluctuations in weather and the challenges in maintaining ice during warmer outdoor temperatures.
3. Clarifications to application of fees, payment collection terms, definitions of user groups are welcome.
4. The policy does not distinguish between adults and seniors.
5. Thresholds for allocations to contract rentals (adult programs and casual rentals) may have implications to some user groups if those thresholds are met.
6. Clarification may be needed on the application of the policy by community centre operators, especially in consideration of Section 2.3 of the policy.

The overwhelming response from the stakeholders was a request to see capital investment in newer, more contemporary indoor arenas which is outside the scope of this policy review.

Changes to the Policy

Changes to the Policy fall into three primary categories:

1. Administrative details:
    a. such as formatting to current policy template, updating to current naming conventions and formal titles.

2. Definitions:
    a. Section 2.7 term for *contract user* – typically a new group, establishing requirements to qualify as a traditional applicant in good standing
    b. Section 2.9 term for *home ice* - arena designated by major user as their primary location
    c. Section 2.10 *spring season* – replaces previous "Post Season" naming but maintains period of time between March 1 to April 30
    d. Section 2.11 *prime-time ice* - adjusted from a stop between 10:00 – 11:00 p.m. to a hard stop at 10:00 p.m., reflecting current demand
    e. Section 2.19 *youth* – updating from 20 years and under to 21 years and under

3. Clarifications/Updates:
    a. Section 3.3 (f) *Priority No. 6 Contract Rentals – Adult Program* – identifies Adult Program in priorities and establishes upper limit of 10 percent of available regular season ice time to support ice availability for Major Hockey Team practices and Contract Rentals – Youth Programs
    b. Section 3.3 *Priorities* – on page 5, establishes an upper limit of 10 percent of total available regular season ice time be allocated to casual rentals and includes current practice of first-come-first serve basis in the regular season.
    c. Section 4 term for *Discipline* - incorporating current disciplinary process in practice for respectful patron conduct and outlines the three-strike rule and disciplinary measures for misconduct.
    d. Section 5. *Review* - the Policy review period is adjusted from every three years to every five years to support a more efficient and realistic accountability to this expectation. The next review of this Policy will be completed in 2030.

There were no changes made to the priority order of the allocation guidelines, and they remain as follows:

(a) Priority No. 1: Community Services Department Programs, Co-sponsored Programs, and Sanctioned Special Events
(b) Priority No. 2: Community Youth Programs – major user
(c) Priority No. 3: Major Hockey (Games)
(d) Priority No. 4: Major Hockey (Practices) (excluding Senior/Intermediate Major Hockey teams)
(e) Priority No. 5: School Division High School Ice Programs (sanctioned by their school division)
(f) Priority No. 6: Contract Rentals – Adult Program (up to a total of 10 percent of available regular season ice time)
(g) Priority No. 7: Major Hockey Team (Practices) Senior/Intermediate Hockey teams
(h) Priority No. 8: Contract Rentals – Youth Programs

No changes were made to the block calculations in Section 3.4, which is a calculation of a minimum of 30 minutes of ice time allocated per team per week to create a block of time for Community Youth Programs. The calculated block of ice time is further allocated to teams for purposes of games, practices, etc.by the local area associations.

Application of the Policy to Community Centres

The Community Services Department does not allocate or rent Community Centre indoor arena ice. Community Centre Indoor Arena operators continue to be responsible for adhering to, and applying, the Policy in their operations, as they historically have been.

Community Centres are independently operated by their boards of directors, under the general guidance of General Council of Winnipeg Community Centres (GCWCC). GCWCC's primary purpose is to be a central resource for all Community Centres and to facilitate cooperation and communication amongst the Community Centres, and between the Community Centres and City administration.

The application of the policy to the 14 Community Centres owned by the City of Winnipeg and operating indoor ice will continue to be supported by the GCWCC and the Public Service.

Alignment to Winnipeg Recreation Strategy

The policy aligns with the Winnipeg Recreation Strategy where it identifies indoor ice arenas will serve a target population of 15,000 to 20,000 people and serve a catchment area between 4-6 km. The City currently owns 34 indoor ice sheets and directly operates 12. Community Centres operate 20 ice sheets and two sheets are operated by minor hockey associations via agreements. This provides a current service target of 1/20,742 people. Fair and equitable access to indoor ice assists with the overall vision that Winnipeg's recreation system fosters the wellbeing of individuals and communities by enabling all to engage in meaningful, accessible recreation experiences and activities.

Updating the policy completes action item #12 of the Winnipeg Recreation Strategy Strategic Actions Matrix:

Develop an arena service strategy and update the Indoor Arena Ice Allocation Policy to ensure equitable community access while addressing the evolving demand for ice sports and the diversity of ice users and arena operators/service providers.

City Owned and/or Operated Indoor Arenas

The following list (next page) identifies current City-owned indoor ice arenas operated by either the City, a Community Centre, or by an agreement and is subject to change.

Arena	Address	Operated By	
		City	CC
Ab McDonald Arena	2055 Ness Ave.	X	
Bertrand Arena	294 Bertrand St.	X	
Billy Mosienko Arena	700 Keewatin St.	X	
Century Arena	1377 Clarence Ave.	X	
Charles A. Barbour Arena	500 Nathaniel St.	X	
Charlie Gardiner Arena	799 Logan Ave.	X	
Eric Coy Arena	535 Oakdale Dr.	X	
Maginot Arena	910 Maginot St.	X	
River East Arena	1410 Rothesay St.	X	
Sam Southern Arena	625 Osborne St.	X	
Sargent Park Arena	1111 Wall St.	X	
Terry Sawchuk Arena	901 Kimberly Ave.	X	
St. Vital Centennial Arena (User Agreement)	580 St. Anne's Rd.		X
Kinsmen-Allard Indoor Arena (Lease)	80 Allard Ave.		X
Kirkfield – Westwood Community Centre	165 Samsone Ave.		X
Varsity View Community Centre – Sportsplex	4230 Ridgewood Ave.		X
Central Corydon Community Centre - River Heights Site	1370 Grosvenor Ave.		X
Maples Community Centre	434 Adsum Dr.		X
Garden City Community Centre	725 Kingsbury Ave.		X
West Kildonan Memorial Community Centre	346 Perth Ave.		X
Gateway Community Centre	1717 Gateway Rd.		X
Transcona East End Community Centre	517 Pandora Ave E.		X
Southdale Community Centre	254 Lakewood Blvd.		X
Dakota Community Centre	1188 Dakota St.		X
South Winnipeg - Richmond Site	666 Silverstone Ave.		X
St. Norbert Community Centre	3450 Pembina Hwy.		X
Glenwood Community Centre	27 Overton St.		X
Notre Dame Community Centre	271 Ave de la Cathedrale		X

Next Steps

In consideration of the feedback received from stakeholders, the Public Service will:

1. Reconsider the dates assigned to the Regular Ice Season at a future review. Given the age and condition of the existing 12 City-owned and operated arenas, ice is subject to warmer spring temperatures and is not guaranteed to be available after the current end date of February 29.

2. Provide clear communication to ice conveners on allocations process outcomes, as they relate to the thresholds being introduced.

3. Establish regular Arena Major User Group meetings for enhanced communications prior to allocations being completed and throughout the ice season.

4. Consider feedback relating to the age/condition and design standards of our current inventory of arenas in consultation with future capital investment strategies and in alignment to the Winnipeg Recreation Strategy.

Once the policy is approved, information on the updated Indoor Arena Ice Allocation Policy will be included in the May 2025 call to major ice users for rental requests. The policy will apply to the allocation of ice for the upcoming 2025/2026 ice season commencing September 1.

FINANCIAL IMPACT

Financial Impact Staten Date: March 28, 2025

Project Name: Indoor Arena Ice Allocation Policy

There are no financial implications associated with this report.

Ryad Ali on behalf of Ozzy Garrett March 28, 2025
Ozzy Garrett CPA, CGA
Manager of Finance
Community Services Department

CONSULTATION

This Report has been prepared in consultation with:

- Legal Services
- Municipal Accommodations, Assets and Projects Management Department
- General Council of Winnipeg Community Centres (GCWCC)

OURWINNIPEG POLICY ALIGNMENT

Goal: Economic Prosperity
Policy 3.16 - Optimize Facility Access: Maximize the use of existing municipal assets to promote recreation, community development, and social interaction, while optimizing equitable access, infrastructure reinvestments, service delivery methods and resource management.

Goal: Good Health and Well-Being
Policy 4.11 Equitable Service Access: Prioritize equitable access to recreation and parks systems, services, and infrastructure, in order to: enable active living; connect people and nature; create supportive environments; build community capacity; and achieve desired health outcomes, with a focus on children and youth.

WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

Consideration was given as to whether this report connects to the Winnipeg Climate Action Plan (CAP), and it was determined that the CAP is not applicable to this specific report.

WINNIPEG POVERTY REDUCTION STRATEGY ALIGNMENT

The information and recommendations presented in this report align with the Winnipeg Poverty Reduction Strategy (2021 – 2031) as follows:

Goal 6: All City Services are Equitable, Inclusive and Accessible

Objectives:

A. Residents have equitable access to City services, in particular demographic groups who experience marginalization.

SUBMITTED BY

Department: Community Services Department
Division: Recreation Services Division
Prepared by: J. Sarna, J. Larsen
Date: March 27, 2025

Appendix A – Indoor Arena Ice Allocation Policy

Winnipeg

CITY OF WINNIPEG POLICY NO. XXX-XXX

POLICY TITLE *Indoor Arena Ice Allocation Policy*	**ADOPTED BY** *City Council*	**EFFECTIVE DATE**
ORIGIN / AUTHORITY *Standing Policy Committee on Community Services, Executive Policy Committee*	**CITY POLICY NO.**	**MOST RECENT CONSOLIDATION** *June 26, 1997*

1. Purpose:

The Indoor Arena Ice Allocation Policy was developed to allocate indoor arena ice times fairly and equitably by utilizing a schedule of priorities city-wide, considering the unique requirements of the individuals and groups that use City facilities.

2. Definitions:

2.1 "**community centre indoor arena**" means any indoor arena with natural or artificial ice owned by the City and operated by a community centre.

2.2 **"Community Services Department Programs, Co-sponsored Programs, and Sanctioned Special Events"** means any program or special event operated, co-sponsored or approved by the Community Services Department.

2.3 **"Community Youth Programs"** means ice programs for youth run by community sport associations, community centres and school divisions conducting developmental or competitive sport activities recognized by the Community Services Department.

2.4 **"casual rentals"** means rentals of casual ice time during the ice season by users other than major users or contract users that are paid at the time of booking.

2.5 **"casual ice time"** means any ice time made available for booking by the Community Services Department to the general public after seasonal allocations to Community Services Department Programs, Co-sponsored Programs, and Sanctioned Special Events, major users and contract users are complete.

2.6 **"contract rentals"** means rentals under contract for either specific blocks of time or recurring bookings during the ice season by a contract user but does not include casual rentals or Community Services Department Programs, Co-sponsored Programs or Sanctioned Special Events.

2.7 “**contract user”** means a user other than major users or casual rentals eligible for either specific blocks of time or recurring bookings during ice season. Typically, a new group with no prior allocations that qualifies as a major user, requesting recurring ice allocations, is considered a contract user until they are established as a traditional applicant in good standing.

2.8 **“Figure Skating Clubs”** means formally organized community sponsored figure skating clubs recognized by the Canadian Figure Skating Association (Manitoba Section) and/or local area associations conducting figure skating programs, recognized by the Community Services Department.

2.9 “**home ice**” means a City-owned and operated indoor arena that has been designated by the major user as their primary location provided that:

(a) the major user has identified the arena as home ice in its annual application to the Community Services Department;
(b) the major user currently leases space at the designated location; and
(c) the major user conducts the majority of their practices, games, and tournaments at the designated location.

2.10 “**ice season**” means ice bookings between September 1 of one year and August 31 of the following year and includes:

a) “**pre-season**” means ice bookings between September 1 to September 30 of an ice season.
b) “**regular season**” means ice bookings between October 1 to February 29 of an ice season.
c) “**spring season**” means ice bookings between March 1 to April 30 of an ice season.
d) “**summer season**” means arena bookings between May 1 to August 31 of an ice season.

2.11 “**prime time ice**” means ice bookings during the regular season between 4:30 p.m. and 10:00 p.m., Monday through Friday, and 7:00 a.m. - 10: 00p.m. Saturday and Sunday.

2.12 **“Major Hockey”** means formally organized and recognized high-level competitive hockey for participants typically 17 years and older, which includes, but is not limited to, the following leagues and associations: Manitoba Major Junior Hockey, Capital Region Junior Hockey League, Hockey Canada.

2.13 “**major user**” means a traditional applicant in good standing who falls within one of the priority groups described in 3.1. Typically, a new group with no prior allocations is considered a contract user until they have established their account in good standing and can be considered a major user.

2.14 "**Minor Hockey**" means formally organized minor hockey programs recognized by Hockey Manitoba, Hockey Winnipeg and/or local area associations conducting minor hockey programs that are recognized by the Community Services Department.

2.15 "**Ringette**" means formally organized and recognized by Ringette Manitoba, the Winnipeg Ringette League and/or local area associations conducting ringette programs that are recognized by the Community Services Department.

2.16 **"School Division High School Ice Programs"** means duly constituted, regularly scheduled inter-school ice programs sanctioned and supported by their respective school division.

2.17 "**Speed Skating**" means formally organized speed skating programs recognized by the Speed Skating Manitoba and/or local area associations conducting speed skating programs that are recognized by the Community Services Department.

2.18 "**traditional applicant in good standing**" means any applicant who has been permitted ice in the previous year and remains in good standing through adherences to the policies, procedures, rules and regulations laid out by the Community Services Department, and/or the community centre indoor arena operator, which shall include but not be limited to adherence to any rental terms and conditions and timely payment of any and all outstanding fees or charges on the user account.

2.19 **"youth"** means Community Youth Program or other participants aged 21 years and under unless otherwise approved by the Community Services Department.

3. Indoor Arena Ice Allocation Policy

3.1 Application

This Policy applies to all community centre indoor arenas, indoor arenas owned/operated by the City, and indoor arenas constructed or acquired using City funding, whether in whole or in part, are subject to the Indoor Ice Allocation Policy.

This Policy does not apply to seasonal outdoor pleasure rinks provided by the Parks and Open Space Division of the City of Winnipeg or seasonal outdoor rinks operated by community centres.

3.2 Annual Allocation

All ice season bookings other than casual ice times will be allocated on an annual basis, by invitation only. Renewal packages will be issued to major users and contract users in the spring.

Ice allocation is administered and completed through the spring and summer each year and does not continue throughout the ice season.

Once the allocation is complete, major users and contract users are sent their scheduled ice times, and the allocation process is closed.

In extreme cases, exceptions to the annual ice allocation process may be made at the discretion of the Department, such as an unplanned closure of an arena, early in the regular season, for at least the remainder of the ice season.

The Community Services Department does not designate home ice status to teams and provides no special treatment during rentals for home ice teams.

New applicants requesting Major Hockey status will require approval from the Standing Policy Committee on Community Services.

3.3 **Priorities**

Prime-time ice will be allocated first followed by remaining ice bookings during the regular season, pre-season, spring season and summer season (where available). Permits for City of Winnipeg operated arenas will be issued by season, starting with the pre-season and ending with the summer season.

In determining the annual allocation of indoor ice, the following schedule and order of priorities shall be applied, subject to the guidelines described in Section 3.4 of this Policy:

(a) Priority No. 1: Community Services Department Programs, Co-sponsored Programs, and Sanctioned Special Events

(b) Priority No. 2: Community Youth Programs – major user

(c) Priority No. 3: Major Hockey (Games)

(d) Priority No. 4: Major Hockey (Practices) (excluding Senior/Intermediate Major Hockey teams)

(e) Priority No. 5: School Division High School Ice Programs (sanctioned by their school division)

(f) Priority No. 6: Contract Rentals – Adult Program (up to a total of 10% of available regular season ice time)

(g) Priority No. 7: Major Hockey Team (Practices) Senior/Intermediate Hockey teams

(h) Priority No. 8: Contract Rentals – Youth Programs

Contract rentals other than those described in clauses (f) and (h) above will be allocated after any priority allocations described above on a first-come first-serve basis. The Centralized Reservations Office shall, by invitation, at the earliest date possible, identify the times available to contract users. Applicants will be advised that consideration of applications for contract users will begin on June 1 of each year.
Contract rentals shall be coordinated on a city-wide basis according to the following priorities:

(a) Traditional prime-time ice contracts
(b) Displaced prime-time ice contracts
(c) Traditional non-prime time ice applicants
(d) New applicants

Casual rentals will be allocated after all other ice bookings on a first-come first-serve basis but will not exceed more than 10% of total available regular season ice time.

3.4 **Guidelines**

a. Block Calculations

For the purposes of this 'block' calculation, all Community Youth Program teams registered with a community centre indoor arena will NOT be included in the overall 'block' calculation to local area associations.

i. The Community Services Department, by means of the Recreation Services Centralized Reservations Office, shall allocate ice time by invitation on a 'block basis' to local area associations that govern the individual Community Youth Programs according to the number of teams registered the previous year. The block will be determined by allocating 30 minutes of ice time per week per team for each team. This calculation (i.e. 30 minutes per team) may be modified without notice in the initial allocation, and/or mid-season, should the Community Services Department's available inventory of ice time be reduced as the result of loss of one (1) or more arenas under its jurisdiction. The local area associations shall be charged with the responsibility of further breakdown and distribution of ice time to teams, for purposes of games, practices, clinics, etc. These breakdowns shall be returned to the Recreation Services Centralized Reservations Office prior to the beginning of each month with details pertaining to the team, team contact, team age and gender groups, and event type. The Community Services Department will apply a standard estimated attendance based on the event and group type.

ii. All community centre indoor arenas will be required to provide a minimum of 30 minutes of ice time per week (to the appropriate ice sports associations) for every team in their community centre in those associations with the intention that the community centre teams utilize that specific ice time. All community centres indoor arenas may, at their own discretion, allocate more than the required minimum ice time to their respective ice sport associations. The Centralized Reservations Office

in the Recreation Services Division Business Office does not allocate or rent community centre indoor arena ice.

iii. A maximum of 55% of all prime-time ice available in all City operated arenas will apply as the upper limit for Minor Hockey, Ringette and sanctioned School Division High School Hockey combined.

iv. Recreation Services Centralized Reservations Office will require an official listing of all Minor Hockey teams, Ringette teams, sanctioned School Division High School Ice Program teams to be submitted by the respective parties no later than January 15 for use in the 'block' calculation.

v. The sanctioned School Division High School Ice Program teams will be allocated ice time weekdays prior to 6:00 p.m.

vi. Should a Community Youth Program lose any prime-time ice under this Policy, the Centralized Reservations Office shall, in consultation with users, determine which hours will be lost.

vii. Community Figure Skating Clubs shall be allocated a 'block' based on 30 minutes of prime-time ice per week for each six (6) skaters registered and participating in Figure Skating Club programs recognized by the Department. This calculation may be modified without notice should the Department's available inventory of ice time be reduced as the result of the loss of one (1) or more arenas under its jurisdiction.

viii. Hockey Winnipeg and the Winnipeg Ringette League shall be requested to assign complete divisional play-offs to individual indoor arenas.

ix. Each Major Hockey team shall be allocated sufficient indoor ice time for pre-season use, as ice becomes available.

x. From September 25 – March 5, each major user team shall be allocated three (3) hour time slots for game purposes to a maximum of home game dates per season.

xi. During the regular season, each major user team shall be allocated a maximum of one (1) hour of prime-time ice and one (1) hour of non-prime ice per week for practice purposes.

xii. During the play-offs, each major user team shall be allocated enough time slots to complete their home play-off games.

xiii. No limits shall be placed on the number of minor teams (Hockey Winnipeg, Hockey Manitoba, Hockey Canada, Winnipeg Ringette League, Ringette Manitoba, and Winnipeg High School Hockey League) entitled to use the City's arenas.

b. Policy Administration

The Community Services Department shall be authorized, with the intent and priorities established within this Policy, to utilize such administrative procedures and criteria as are necessary to optimize use of all City-operated arenas.

In the event that a community centre indoor arena operator and the Community Services Department do not agree on a decision respecting the allocation of ice time under this Policy, the matter shall be directed to the Standing Policy Committee on Community Services whose decision shall be final.

Any exception to any dates in the Policy is subject to approval by the Director Community Services Department or their designate.

Any ice user complaints regarding applicant status or annual ice allocations should be brought to the attention of the Centralized Reservations Office as soon as possible, whereupon they will be reviewed by the Administrative Coordinator of the Recreation Services Business Office. Unresolved complaints are expected to follow standard escalation procedures before being referred to the Standing Policy Committee on Community Services.

4. Discipline

All users are required to comply with the terms and conditions of their ice rental permit at all times. Examples of terms and conditions enforced by the Community Services Department include but are not limited to:

- Users are not allowed to access changerooms/showers more than 30 minutes before their ice time and 30 minutes after.
- Dryland training is not allowed in the ice shed.
- Users are not allowed to play music until their rental time starts.

The progressive disciplinary measures for breaches to the terms and conditions of the ice rental permit are:

(a) First strike – written warning to individual and/or sport organization convener, requesting indication of the specific team during the rental period in question, including review of the terms and conditions and warning of potential future consequence of cancelling ice permits.

(b) Second strike – written warning to individual and/or sport organization convener, requesting indication of the specific team during the rental period in question, including review of the terms and conditions – if it is the same individual/team, then clarification is provided that upon the third notice, the individual/team may be banned for the remainder of the season from City of Winnipeg operated arenas and their ice rentals to be reassigned by the sport organization to other teams and/or cancelled. If it is a different individual/team, the process reverts to first strike.

(c) Third strike – communication to the individual and/or sport organization convener that the individual/team is banned for remainder of the season from City of Winnipeg operated arenas. Community Services Department works with the sport organization to reassign permitted ice rentals to other teams in their organization and/or cancel ice rentals.

Cases of discipline may be reset to zero at the end of each ice season or remain as is, depending on the severity of the infraction and duration of the ban.

5. Review

A review of this Policy will be done, at a minimum, every five (5) years.

POLICY TITLE *Indoor Arena Ice Allocation Policy*	EFFECTIVE DATE	MOST RECENT CONSOLIDATION **June 26, 1997**

6. Responsibilities

6.1 Standing Policy Committee on Community Services

The **Standing Policy Committee on Community Services** is responsible for reviewing and approving new applicants requesting Major Hockey classification and determining matters referred to it pursuant to the Policy.

6.2 Director, Community Services Department

The **Director, Community Services,** or designate, shall have the responsibility for this Policy, including its administration and ongoing review. The Director, Community Services has the authority to establish the administrative application process, to determine the final annual indoor ice allocation decisions, and to designate employees to enforce the Policy.

6.3 Recreation Services Centralized Reservations Office

The **Recreation Services Centralized Reservations Office**, which includes the Program Supervisor for ice rental programming and other administrative support staff, is responsible for completing annual indoor arena ice allocation of City operated arenas according to this Policy.

6.4 Administrative Coordinator, Recreation Services Business Office

The **Administrative Coordinator in the Recreation Services Division Business Office** is responsible for reviewing indoor arena ice allocation in the form of the drafted arena schedules and approving for finalization with Asset Management - Municipal Accommodations prior to communication to the Recreation Services Manager and major users and contract users. Additionally, the Administrative Coordinator is responsible for producing an annual report on facility reservations, which includes indoor arena rentals, reviewing any appeals, and providing direction on how to complete any mid-season re-allocation exercises that may be required due to unexpected long-term arena closures.

6.5 Community Centre Indoor Arena Operators

All **Community Centre Indoor Arena Operators** are responsible for adhering to, and applying, the Indoor Arena Ice Allocation Policy in their operations.

The **Administrative Coordinator, Community Centres, Community Services Department** is responsible for managing the agreement between the City of Winnipeg and the Greater Council of Winnipeg Community Centres, which oversees community centre indoor arena operations.