

Corporate Policy

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada
Tel 604.469.4500 • Fax 604.469.4550 • www.portmoody.ca

Section:	Recreation Services	15
Sub-Section:	Recreation Facility Administration	7900
Title:	Arena Allocation	05

Related Policies

Number	Title

Approvals

Approval Date: March 24, 2009	Approved by: Council
Amended: September 19, 2017	Resolution #: <u>RC(CW)17/031 (CW17/117)</u>
Amended:	Resolution #:
Amended:	Resolution #:

Corporate Policy Manual

Arena Allocation

Policy

The purpose of the policy is to ensure that fair and equitable allocation of City facilities to all current and potential users. City of Port Moody staff must carefully evaluate and prioritize all demands for ice to ensure the public good is maximized. The City has a limited number of facilities and recognizes the value of the organizations that provide leisure opportunities to the entire community.

Users must comply with all applicable City bylaws and Federal and Provincial legislation, including the *BC Human Rights Code*, which prohibits discriminatory conduct.

Definitions

Facility Seasonal Definitions

There are two (2) primary seasons in the arena: ice-in from September to end of March, and dry floor from April to end of July. Timelines may vary slightly depending upon the scheduling of tournaments, and/or Junior B hockey playoffs.

Pre-season ice time is available in August during the weeks preceding the regular season start in September. The schedule for pre-season ice varies slightly from year to year, depending upon events, school schedules, and rental requirements.

Ice and Floor Availability

A total of 259 hours of ice is available each week as follows:

Prime Time

- Monday to Friday 4pm-12 midnight
- Saturday and Sunday 8am-12 midnight

Non-Prime Time

- Monday to Friday midnight-1:30am
- Saturday and Sunday 5:30am-8am

Procedures

Allocation Criteria

The prioritization of various users and uses of ice or floor will influence the amount of time allocated. The facility usage priority levels will also be applied when assigning allocations to the schedule.

- a) User Group Priority Levels (see priority levels next section);
- b) Facility Usage:
 - Regular scheduled Games;
 - Regular scheduled Practices;
 - Special events; and
 - Additional skill development; and
- c) Past Performance – past season conduct and consistent utilization of time allocated the previous season will also be taken into consideration.

Corporate Policy Manual

Arena Allocation

Priority Levels

a) *City of Port Moody:*

Community sponsored programs, special events, and services to include ice and floor skate lessons, community ice, and floor drop-in programs. To include Port Moody school rentals, which occur during school hours only and are not part of these guidelines. The City uses a total of 8% of prime time ice.

b) *Child/Youth Community Group:*

A not-for-profit, non-discriminatory membership group or organization whose membership is composed of not fewer than 60% Port Moody, Anmore, and Belcarra residents aged 18 and under. The organization's activities must be consistent with the goals, objectives, and standards of the City of Port Moody. If complete teams within an organization consist of players over the age of 19 years, those teams will be considered separately as an adult division of the organization and prioritized separately. Community groups who do not meet the residency requirements will be assessed a surcharge according to the residency discrepancy.

c) *Adult/Seniors:*

Not-for-profit membership group or organization whose group is composed of not fewer than 60% Port Moody residents who are over the age of 18.

d) *Private Group:*

Any individual or organization which does not meet the requirements of the *Community Group* or *Commercial* definitions.

e) *Commercial:*

Any individual, company, or organization engaged in the pursuit of business for profit through the use of the recreation facilities.

f) *New groups:*

A new designated Port Moody community group's allocation will be discussed with existing user groups to negotiate space for the new organization. When a group has less than 60% of its participants from Port Moody, Anmore, and Belcarra, allocation will be discussed with existing user groups to negotiate space for the new organization. Priority level may be moved up in consideration of groups who have been historically disadvantaged in sport because of gender, disability, financial status, or age.

Residency Requirement examples for comparison:

- Surrey – 80%
- Coquitlam – 60% (charges additional fee to their rentals under the 60% requirement)
- Port Moody – 50%
- Port Coquitlam – 75%
- Burnaby – 60%

Corporate Policy Manual

Arena Allocation

Priority Exceptions:

Port Moody Black Panthers Junior B Hockey Team – The City has contractual obligations to this club to provide games, practices, and playoff ice. Playoff ice will be negotiated with other user groups directly and this information will be then passed to the facility booking clerk to add to the schedule. The Panthers will provide the City with a schedule of regular season games and practices on or before August 1st each year.

Special Events/Tournaments – Bookings for annual special events (i.e. tournaments, Ice Shows) are requested one month prior to the allocation meeting. Depending on the priority level of the event, major special events may circumvent the schedule. New special event requests must give one year advance notice and be submitted in writing to the General Manager of Community Services prior to the completion of the yearly allocation process.

- 1st Priority: National Tournaments/Special Events
- 2nd Priority: Provincial Tournaments/Special Events
- 3rd Priority: Local Tournaments/Special Events

Allocation Process

Staff will use a combined priority and criteria-based evaluation system stated above, when determining fair and equal distribution of allocations. Communication with our user groups will also assist staff with this process.

City staff will hold at least one meeting per season to facilitate the seasonal ice and dry floor allocation process with Regular Users, Casual Users, and any other interested parties.

Each seasonal allocation process consists of the following steps:

- a) City programs and special events will be inserted into the draft schedule;
- b) returning sport groups are sent facility application forms for upcoming regular season bookings and special event requests one month prior to the first meeting date. Requests will then be slotted into the schedule by priority of user and facility usage (i.e. games, practices, and special events). Staff will attempt to slot these requests into a draft schedule, and list any that cannot be accommodated to be discussed at an upcoming meeting;
- c) group meeting for information collection (participant numbers) and exchange will occur in spring for ice users and in the winter for dry floor users. Facility user group concerns regarding the previous season, and their needs for the upcoming season will be discussed;
- d) staff will apply the user group priority levels and the allocation criteria levels to assist in developing a fair and equitable allocation schedule with input from all user groups; and
- e) the schedule will be distributed to all groups and the trading of ice and/or floor time may be negotiated amongst the groups once staff approval is received. Any swapped ice and/or floor time will then be reflected on the schedule and once more distributed to all users.

Corporate Policy Manual

Arena Allocation

Other Considerations

The priority assignment of various users and uses above will influence both the amount of hours allocated and the timing (i.e. prime vs. non-prime) of the allocation schedule. Below are other considerations and criteria necessary in the allocation process:

- ice and floor will be allocated to minor sport organizations for both practice and games, and to adult groups for games only;
- the ice clean at the beginning and during a block booking will be included in the calculation of a group's allocated time;
- allocated ice or floor must have a minimum requirement of 15 participants at one time for team play and 11 minimum for other sports on a consistent weekly basis. Maximum use of ice or floor is required to ensure the equal and fair distribution of allocated time;
- groups can agree to exchange time when they receive approval from booking staff, who will add it to the regular schedule. Such exchanges can only take place between groups that are eligible for this subsidized ice or floor time. Once an exchange has taken place, the original group has no authority to rescind that time;
- if the total number of hours that groups are eligible exceeds the number of hours available, each group will be provided a percentage of the hours available;
- once the allocation process is complete and the minimum requirements are met, any additional time available will be distributed by the staff to current and new organizations based on the level of participant interest (increased registration, public demand) and/or if the group offers a new activity for the community that is in demand;
- once the minimum requirement for ice time is met and all available time is fully allocated, user groups will be asked to maintain current registration levels. If any group still wishes to take additional registrations, it is with the understanding that they would work within their allocated schedule as there is no additional arena time available;
- special event time that is cancelled will revert to the regular schedule;
- regularly scheduled time that is cancelled will be re-allocated based on this policy;
- groups who are entitled to practice ice time must use a minimum of 20% non-prime time out of the group's total weekly allocation. Non-prime time use must be maintained within the 20% of total ice time and corresponding prime-time may be reduced to maintain the minimum non-prime time percentage requirements; and
- past performance of each user may have an impact on the priority they are given when requesting facility allocations.

After applying priority and criteria information, staff will retain some discretion to adjust allocations to best meet the needs of all user groups.

Corporate Policy Manual

Arena Allocation

Timelines of Allocation Process and Rosters

Deadlines for information required for Ice allocation Regular Season September to March:

- *End of November:*
Deadline for existing season's participant roster to include name, address, division (if applicable), and age. The number of the participants and teams in the current season will determine the allocation of time for the next season.
- *End of April:*
Deadline for groups to request regular ice, tournaments, and special events to include total hour requirements. Staff will meet with all existing and new groups to discuss the previous season, and identify any concerns for the upcoming season. The draft schedule for the fall season will be discussed. Special event total time requirements must fall within the existing ice allocation or groups may negotiate between themselves to sort out the additional ice time. Changes must then be passed to staff to add to the schedule.
- *Mid-May:*
Staff deadline to complete a draft schedule for the upcoming season.
- *June:*
Schedule is finalized for the upcoming September season.

Deadlines for information required for Dry Floor allocation Regular Season April to July:

- *End of September:*
Deadline for past season's player roster to include name, address, division (if applicable), and age. The number of the participants and teams in the current season will determine the allocation of time for the next season.
- *End of November:*
Deadline for groups to request tournaments and special events with total time requirements in each facility. Staff approval will be complete by the end of December.
- *End of January:*
Staff deadline to complete a draft schedule for the upcoming season. Staff will meet with all existing and new groups to discuss the previous season and voice any concerns for the upcoming season.
- *End of February:*
Schedule is confirmed for the upcoming April season.

Monitoring/Authority

Delegated to the Manager of Recreation Services.