

 DRYDEN		CITY POLICY & PROCEDURE
SECTION: Community Services		NO: CS-RE-01
REFERENCE: Facility Allocation Policy		Date: September 23, 2024 Next Review Date: June 2026

1.0 Policy Statement

It is recognized and understood that the City of Dryden has a responsibility to allocate access to high quality parks, recreation amenities, and experiences in a manner that meets the needs of the entire community. It is further recognized that these needs vary by user group. The Facility Allocation Policy & Procedure establishes a system to equitably distribute facility use to the community and residents of Dryden.

2.0 Purpose

To define the process for allocating and managing recreation facility resources in a fair and equitable manner and to optimize the usage and programming of prime-time slots in a way that reflects municipal directives, minimizes risk, and benefits the entire community.

3.0 Scope

The policy applies to all groups or individuals renting or booking recreation facilities for the purpose of recreational, educational, athletic, or social activities.

4.0 Objectives & Guiding Principles

- 4.1 The objectives of this policy are to:
- a) Establish a fair, transparent, consistent and equitable process for the allocation and distribution of facility use.
 - b) Ensure the City’s facility is used for the benefit of the entire community.
 - c) Recognize the need for flexibility to effectively respond to changing needs and demands for facility time.
 - d) Balance the needs of user groups, participants, and those of the City at large.

4.2 The following guiding principles will be considered when implementing and/or interpreting this policy:

Efficiency: the effective and efficient use of facility time for the municipality and its users.

Demand: the demand for and supply of facility time will employ a mathematical formula that considers user groups current participants/residents in groups requesting ice.

Diversity: offering a balance and wide range of leisure and sport opportunities.

5.0 Definitions

For this policy, the following definitions will apply:

Block Booking: A booking that typically reoccurs on a weekly basis in the same time slot, at the same City facility.

Community Programming: are programs and other initiatives that are organized by City of Dryden staff or provided by contractors on behalf of the City. Currently, examples include public skating, public swim, and Swim Lessons. This list of programs could expand or contract as market conditions evolve or as the needs of Dryden residents' change.

License Agreement: is a Council approved contract between the City of Dryden (Licensor) and a group or individual (Licensee) that speaks to the specific and defined use of facility time.

Minor Sports Groups: are those groups such as skating clubs, minor hockey, etc. and all Dryden based minor sports organizations.

- Non-profit.
- Guided by a constitution and by-laws.
- Governed by a board of directors.
- Serve youth 21 years of age and younger.
- Have a minimum of 75% of registrants who reside in the City of Dryden.

Non-Resident User Groups: are those whose participants are comprised of less than 75% Dryden residents.

Prime-Time Facility Rental: is time available Monday to Friday from 4:00pm to 11:00pm and All-Day Saturdays and Sundays.

Resident User Groups: are those whose participants are comprised of more than 75% Dryden residents.

Tournaments/Special Events: are requests from a sports group for a clearly defined special event/tournament where it is advantageous for the sponsoring group and City to host. All special event/tournament requests shall be submitted in writing. Each request will be considered on an individual basis and will take into consideration the amount of facility time, nature of the event/activity, benefit to the community and economic spin to the area.

6.0 Roles & Responsibilities

The City of Dryden Community Services Department shall be responsible for managing, allocating, and distributing facility time on an annual basis to reflect the guiding principles in the Facility Allocation Policy.

7.0 Key Principles in Facility Allocation

There are many key principles in the determination of ice time allocation such as age, gender, residency, economic impact, revenue generation, number of hours requested, customer history, special events and extraordinary cases. The facility provider has the responsibility to manage the allocation and distribution of time on an annual basis to reflect registration, utilization, and anticipation patterns, in addition to applying municipal, provincial, and federal directives where required.

8.0 Allocation Priority for Prime-Time Use

Groups who have an approved contractual license agreement for facility time are outside of the above priority listing. However, the City may, at its discretion, allow for amendments year to year based on prime-time facility availability.

8.1 The organizations/categories are listed below, in the proposed order of priority:

a) Programming of municipal activities:

- Any City program (providing the community the opportunity to use facilities)

b) Special events and tournaments (minors and adults)

- Defined as events that raise the public profile of the City of Dryden,
- Regional/ provincial sporting/recreational events sanctioned by the relative governing body.

c) SIJHL (games): any local junior team game and playoffs:

- Defined as "Ice Dogs"

d) Minor non-profit organizations:

- Defined as an organization in which 80% of the players are residents of Dryden and whose main goal is to offer and involve young people in recreational, sports, cultural or social activities.

e) High School hockey games and playoffs

f) SIJHL (practices)

g) Schools:

- Any public school or educational institution within the City of Dryden established in Dryden.

h) Local Adult Recreation Organization:

- Defined as an organization in which 75% of registered players are residents of Dryden and whose main goal of the organization is to offer and involve citizens in recreational, sports, cultural, or social activities.
- The age of the participants is over 18 years old.

i) Any other local (non-profit) group:

- Defined as any use by an organization or individual whose purpose is to organize a community activity and generate funds to be used for the benefit of the community.

j) Business operations:

- A private sector group whose main purpose is to make a profit.

k) Non-resident groups:

- Defined as any use by an outside organization/non-resident individual.

9.0 Facility Use Request Schedule

9.1 Individuals, groups, and organizations wishing to book facility time shall do so via the appropriate forms. These forms will indicate the requested information including desired times, days, tournaments, carnivals days, the name, phone number, email address, and mailing address of contact person(s) who will handle ice time bookings, billings, cancellations, etc.

9.2 Ice is allocated on an annual basis and no group should assume that they shall receive the same ice slot the following year.

10.0 Procedure

10.1 City of Dryden reserves the right to and authority to decide and/or adjust the weekly and/or special event schedule as deemed necessary. Programs for younger children shall receive priority over older youth and adults when allocating weekday early evening ice time. When conflict arises after the allocation process and the distribution of the schedule, the Director of Community Services or designate will meet with the groups. If the affected groups cannot reach an agreement, the Director of Community Services shall decide as to who will receive the requested time.

10.2 All block booking and special event dates shall be allocated and confirmed no later than July 31st each year by the Recreation & Community Services Department.

- 10.3 Each User Group will be provided with a rental permit detailing their respective time(s). User groups are required to sign and return the rental permit acknowledging confirmation of their allocated ice time by September 1st.
- 10.4 All user groups wishing to cancel hours previously confirmed must do so prior to October 15th or be responsible for the said hours up to February 1st of the season, including full rental payments with exception giving 30-days notice.

Note: No time shall be scheduled for a new ice season until all outstanding financial commitments have been paid in full.

10.5 Ice Time Request Schedule

The following are key dates each year when allocating fall/winter ice:

May 31st	Special event & tournament forms shall be submitted prior to this date
June 30th	Ice request form to be completed and submitted by all groups
July	Development of draft ice time allocation prepared by Community Services staff
July 22nd	Distribute draft ice allocation to groups
July 31st	Ice allocation meeting to review draft ice allocation, seek efficiencies with the schedule, and allow for ice time swaps/trades
August 31st	Final ice time allocation process to be completed

10.6 Field Time Request Schedule

The following are key dates each year when allocating spring/summer field:

February 28th	Special event & tournament forms shall be submitted prior to this date
March 31st	Field request form to be completed and submitted by all groups
April	Development of draft field time allocation prepared by Community Services staff
April 14th	Distribute draft field allocation to groups
April 21st	Field allocation meeting to review draft field allocation, seek efficiencies with the schedule, and allow for field time swaps/trades
April 30th	Final field time allocation process to be completed

11.0 Use of Allocated Time

Each group is responsible to divide the allocated facility time amongst subgroups (age groups, teams, etc.) within their respective organization and governing body in accordance with either established rules of the organization or in keeping with the principles of fairness and equity as described in this policy. Groups are at liberty to adjust the allotted time between subgroups or types of uses based on the unique aspects of the sport or use.

12.0 Subletting of Facility Time

No group or individual may sublet any facility time.

13.0 Regular Scheduled Time

All applications for renting facilities on a regular basis shall be in writing using the appropriate forms and submitted by the appropriate date.

However, the following conditions shall apply:

- a) Each user group shall sign a Facility User Agreement, guaranteeing hours to be used, plus payment for these hours and, if required, submit a deposit.
- b) If account is outstanding and/or overdue, the scheduled time shall be cancelled until this amount has been paid.
- c) User groups shall guarantee use of the facility as scheduled pursuant to the terms and conditions of the Facility User Agreement.
- d) If any dollar amount is outstanding, the City reserves the right to take all legal action available to collect debt.
- e) Each group or team must designate two members to provide a liaison with Recreation Complex Staff, to be responsible for payment of all bills, to ensure that conditions for facility use are complied with and to be responsible for the conduct of the group and/or team.
- f) Prior to each season, a meeting shall be scheduled to determine the current year allotments. Each group shall be represented by President and/or scheduler. The City shall be represented by Director of Community Services or designate.

14.0 Open Time

Any group or individual may rent field/ice time at the Dryden Recreation Complex that is not regularly scheduled. However, the following conditions shall apply:

- a) All bookings shall be done through the recreation office and subject to a signed User agreement.
- b) All one-time rental fees must be paid in full prior to the confirmation of the booking.
- c) The cancellation policy shall apply.

15.0 Special Event/Tournament Ice Time

15.1 All applications for the hosting of a special event/tournament must be made in writing by completing the special event/tournament request form, indicating the name of the group or organization, proposed dates, anticipated hours and contact person, etc. and submitting requests to the Community Services Department by the appropriate date each year.

15.2 For groups with more than one (1) tournament, separate application forms shall be completed for individual tournaments.

- 15.3 No tournament shall be booked or confirmed until the following conditions are met:
- a) A user agreement will be completed and properly signed.
 - b) A deposit equal to 25% of the minimum hours shall be paid (if requested).
 - c) Understanding that if less than fourteen (14) days notice of cancellation is given, the Lessee shall be invoiced for all ice time which cannot be rented to other groups.
 - d) All notices of cancellation shall be made in writing and received by the Community Services Office Administrator before the fourteen (14) day limit. No cancellations shall be accepted by phone.
 - e) Groups not having a good payment record in the facilities shall be required to pay all outstanding accounts, as well as the total cost of the special event/tournament at the time of booking. Groups who have not previously established a credit account with the City shall be required to pay the total cost of the special event/tournament at the time of booking.
 - f) No deviation from these conditions shall be allowed, unless approved beforehand by City Council in extreme circumstances.

16.0 Re-Allocating of Facility Time

- 16.1 The City may re-allocate facility time that is no longer required by a seasonal contract rental group (e.g. an Oldtimers hockey team folds, minor sport registrations decrease).
- 16.2 Facility time that becomes available shall be re-allocated based on the requests received, current needs of all groups, and in accordance with criteria as outlined in this policy. All non-contracted facility bookings will be booked on a first come first serve basis to any rental category.

17.0 Cancellation of Bookings

- 17.1 If the Department of Community Services cancels the usage of the ice surface for any reason, then the user group will not be charged. The organization/group will be notified by phone or email by the Community Services Office Administrator.
- 17.2 The Dryden Recreation Office reserves the right to cancel facility times of user groups:
- a. If a past due has not been paid.
 - b. For special events that are for the benefit of the community.
 - c. If it is felt that ice/field conditions are not proper and safe or if for other reasons the facility is not safe for the public to be allowed entry.
 - d. In the event a community emergency occurs.

Note: Every attempt shall be made to provide sufficient notice to user groups of any cancellation which may affect them.

- 17.3 All cancellations of facilities shall be done by email to arenadesk@dryden.ca through the recreation office or by email from the recognized representative. No cancellations shall be accepted over the phone.
- 17.4 The applicant may return their allotted time to the City by providing thirty (30) days written notice. The City may then in turn try to rent the ice.
- 17.5 The following cancellations conditions shall apply:
- a. Cancellations must be completed and signed by a recognized representative of the group. Specific cancellation forms can be obtained from the Recreation Office.
 - b. Thirty (30) days advance written notice is required on all cancellations of regular bookings. Tournaments, or special events are subject to different conditions as advised herein this policy.
 - c. If less than thirty (30) days written notice is given, and the time cannot be re-rented, the group cancelling shall be charged for that ice time, at the current rental rate in effect. Exceptions may be made in cases of inclement weather and playoff season.
 - d. Notice of cancellation due to inclement weather must be communicated with the Community Services Department within 24 hours of the scheduled booking to ensure the charge has been removed and will only be accepted without charge if there is any municipal road or provincial highway officially closed due to weather within the City of Dryden limits.

18.0 Insurance

All regular scheduled facility users are to provide general liability insurance for limits of no less than two million dollars (\$2,000,000.00) and have the City of Dryden listed as an additional insured to the policy. Acceptable proof of insurance must be received by the Dryden Recreation Office prior to the use of the facility covered under the ice user agreement.

19.0 Fees

Rental rates and fees shall be determined through the budgetary process of The Corporation of The City of Dryden and approved by resolution of Council. These fees are set out annually in the Fees and Charges By-law.

Review Records			
Approval Date:	September 23, 2024	Approved by:	By-law 2024-58
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This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.