

**ICE ALLOCATION POLICY**  
**Council Policy No. 39/00**

**PURPOSE:**

The purpose of the Ice Allocation Policy is:

1. To facilitate a forum for ice user groups, the Junior Sports Committee and the City of Fort St. John Recreation Department to come to an agreement with respect to the allocation of regular and special event ice times;
2. To develop schedules and programs which maximize the use of the North Peace Recreation Centre and Kids Arenas;
3. To ensure liaison with representatives from the District Ice Centre in Taylor and the Clearview PAC Arena and to promote and maximize the use of all arenas.

**POLICY:**

**1. PARTICIPANTS**

Key participants in the ice allocation process will include a maximum of two (2) representatives from each of the following:

1. Facilities
  - ❖ North Peace Recreation Centre (Arena)
  - ❖ Kids Arena (Junior Sports Committee)
  - ❖ District Ice Centre (Taylor)
  - ❖ Clearview PAC Arena
2. User Groups
  - ❖ All user groups requesting ice time in the NPRC and Kids Arenas.
  - ❖ Groups will be expected to send representatives who have the authority to negotiate and make decisions on behalf of the group.
3. City of Fort St. John
  - ❖ Director of Finance

**2. ALLOCATION REQUEST FORMS**

All current ice users to be forwarded, by mail, an "Ice Allocation Request Form".

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POLICY: (continued)

**3. TIME LINE**

1. **4<sup>th</sup> Wednesday of February**  
Ice Allocation Request Forms
  - ❖ Mail out forms to all known user groups;
  - ❖ Advertise and promote, the availability of request forms, with the local media.
  
2. **4<sup>th</sup> Wednesday of March**  
Ice Allocation Request Submissions
  - ❖ Deadline date for user groups to return completed request forms to the Recreation Department.
  
3. **2<sup>nd</sup> Wednesday of April**  
First Ice Allocation Meeting
  - ❖ Review requests received for regular schedules and special events;
  - ❖ Resolution of conflicting Special Events and Regular Schedules;
  - ❖ Round-the-table discussion of problems, concerns and suggestions.
  
4. **3<sup>rd</sup> Wednesday of April**  
Confirmation of Special Events
  - ❖ Mail out written confirmation of approved Special Events.
  
5. **4<sup>th</sup> Wednesday of May**  
Second Ice Allocation Meeting
  - ❖ Follow-up from the previous ice allocation meeting;
  - ❖ Confirmation of Flyers and Huskies training camps and home games;
  - ❖ Resolution of conflicting regular schedules and special event schedules.
  
6. **4<sup>th</sup> Thursday of May**  
Third Ice Allocation Meeting (if required)
  - ❖ Follow-up from the previous ice allocation meeting;
  - ❖ Resolution of conflicting regular schedules and special event schedules.
  
7. **1<sup>st</sup> Wednesday of June**  
Regular and Special Event Schedules
  - ❖ Mail out regular and special event schedules, for the NPRC and Kids Arenas, to all user groups.

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POLICY:

**3. TIME LINE (continued)**

**8. 3<sup>rd</sup> Wednesday of June**

Appeal Deadline

- ❖ Allocation of regular and special event ice times and/or conflicts which cannot be resolved through the ice allocation process may be appealed in writing;
- ❖ Letters of appeal must be received by the Director of Recreation, no later than the 3<sup>rd</sup> Wednesday of June;
- ❖ Upon receipt of the written appeal, a meeting will be struck, within five (5) working days, and will include representation from the:
  - ❖ User group(s) involved
  - ❖ City Manager
  - ❖ Director of Recreation
  - ❖ Facilities Maintenance Manager
  - ❖ Councillor assigned the Recreation Portfolio
  - ❖ Parks and Recreation Commission Chairman
  - ❖ Junior Sports Committee (if related to the Kids Arena);
  - ❖ The final decision will be made within fourteen (14) days of the appeal.

**4. CANCELLATION OF ICE ALLOCATION MEETINGS**

Cancellation of ice allocation meetings will result if at least one (1) representative from each user group requesting ice time is not present at a meeting. An exemption may be made to any user group who advised the Director of Recreation, in writing, that the group wish to waive their participation in the ice allocation process.