

Spring/Summer Ice Rental Process

Responsibility: Director, Culture and Recreation Services
Cross Reference: Council Policy GOV-011-C Ice Allocation
Date Issued: August 2023

1. PURPOSE

- To act as an administrative guiding process for spring and summer ice rental.
- To have a collaborative process to set the spring and summer ice schedule.
- To ensure the city has efficient usage of ice.

2. DEFINITIONS

2.1. **Actual Ice Use**

- Clients previous season final contract total hours. This total will be used to calculate next season's allowance (hours).

2.2. **City of Fort Saskatchewan Programs**

- All public programs hosted by the city, including (but not limited to) public skating, learn to skate, shiny hockey and puck & play.

2.3. **Contracts**

- Legal Agreement, clients are responsible for thoroughly reviewing their contract to ensure its accuracy. To secure the agreed-upon terms, contracts require the client's signature prior to ice usage or within one week of receiving the contract to ensure that ice is not released.

2.4. **Contract Changes**

- All changes to contracts must be made through the Bookings Office during regular business hours prior to ice usage.

2.5. **Director**

- Refers to the City of Fort Saskatchewan Director of Culture and Recreation.

2.6. **Draft Schedule**

- Referring to the working document viewed at a fall meeting.
- Revisions can be made in collaboration with other clients or by choosing an available slot while staying within ice usage calculation.
- Due to the difference in calendar years, some clients may have to add ice while staying within actual ice usage calculation.

2.7. **Final Schedule**

- Referring to the completed schedule, including revisions from the fall meeting.
- 2.8. **Historical Use**
- Previous season's actual ice usage is transferred into the upcoming calendar as a draft schedule.
- 2.9. **Ice Cancellation**
- Follow City of Fort Saskatchewan Fees and Charges Bylaw.
- 2.10. **Local Request**
- Ice request by a resident (taxpayer) of Fort Saskatchewan for a non-profit organization, youth, Jr. team or adult.
- 2.11. **Meeting**
- Meeting held in the fall for draft schedule.
 - The opportunity for representative or designate to collaborate together to move ice slots while staying within their actual ice use calculations.
- 2.12. **Non-Local Request**
- Request by a non-local resident or organization for ice for either youth or adult rental.
- 2.13. **No Show**
- A "no show" is a situation where a contracted client fails to arrive for their scheduled ice time with or without prior notification or cancellation having the rental fee remain on their contract.
- 2.14. **Representative**
- A local client (or designate) that is identified on the draft schedule.
- 2.15. **School Bookings**
- Physical Education and/or curriculum courses which require ice time between the hours of 8:00 am – 3:00 pm during school operating days, as stated in the Joint Use and Planning Agreement (JUPA) with Fort Saskatchewan schools.
- 2.16. **Season**
- Spring/Summer, April 1 to August 31.
- 2.17. **Special Events**
- Significant community supported events, or tournaments which are non-recurring in nature and sanctioned by a sport's governing body. Examples that qualify (but not limited to) as a special event are provincial, interprovincial, national, and international sporting events. These events are multiple days and draw in athletes outside of Fort Saskatchewan to stay, resulting in economic benefit.

2.18. Sub-Leasing

- Sub-Leasing (the selling or transferring) of contracted ice to another client is not permitted. Any sub-leasing will result in an immediate loss of ice contract.

ADMINISTRATION SCHEDULE PROCEDURES

1. ADMINISTRATION PROCEDURE:

- i. Special Events and School Bookings have priority for ice bookings.

Ice rental is based on historical use.

- ii. The previous actual ice usage will be transferred into the upcoming calendar year, making slight adjustments to accommodate the transition, and forming the draft schedule.
- iii. Representatives identified on the draft schedule will be required to
 - a. Respond to a September email indicating desire to retain or not their scheduled ice for upcoming season. No response will have representative ice removed from draft schedule 5 days prior to fall meeting.
 - b. Attend a meeting (or have designated) in the third week of September to ensure a collaborative process.
 - c. Representatives who do not attend the fall meeting without representation risk having their ice slots moved by other clients.
- iv. Representatives who lost ice time due to the calendar turn over have first opportunity to select ice while remaining within their actual use calculations.
- v. Representative after iv. can collaborate to move ice slots while staying within actual use calculations.
- vi. Administration, in collaboration with representatives, has the authority to make minor adjustments to ice slots to eliminate any unusable ice.
- vii. Local requests for ice can be submitted for consideration via email only and served on a first received first served basis, to the booking office (bookings@fortsask.ca) starting on November 1st for all residents and starting on December 1st for non-local residents.

- a. Representatives who returned contracted ice slots from previous season as shown on fall meeting final schedule will have the ability to request, if available on December 1.

2. REGULATIONS:

- i. Trading or subleasing of ice between contract holders is strictly prohibited, and engaging in such activities will result in the immediate cancellation of the ice contract. All ice modifications must be processed exclusively through the booking office during regular business hours.
- ii. Representatives are prohibited from transferring their contract or ice to another client if they decide to discontinue their rental. Please note that new partners for the contract will not be accepted. Returned ice will be considered first for community (City) programming and then placed on the availability list or draft schedule based on the timing of the release.
- iii. Local clients booking for the purpose of birthday party, family booking or less than 5 hours will not be included in the new season draft schedule but can request available ice November 1.
- iv. City programming is designed for the enjoyment of patrons. Coaching during city programming is not permitted.