



## ICE ALLOCATION POLICY

The Ice Allocation Policy provides the City of Toronto a harmonized method to permit ice at indoor arenas and outdoor rinks. This includes equitable distribution to males, females, persons with disabilities, etc. The Ice Allocation Policy is established to permit City prime time ice on the most equitable basis for the greatest number of Toronto residents who wish to use City of Toronto arenas and rinks.

The City of Toronto reserves the right to allocate ice time based on the assessment of staff of the Parks, Recreation, and Forestry Division with due consideration for the City's program needs, the local committees and the best interests of the users. Consideration will be given to the previous years' ice allocations.

### Time Definitions

**Prime Time:** Monday to Friday 5:00 pm to 11:00 pm  
Saturday and Sunday 7:00 am to 11:00 pm

**Non Prime** Monday to Friday 8:00 am to 5:00 pm. Ice contracts will be issued by the City of Toronto on a 26 week basis for prime time ice. Ice time will be allocated in one hour blocks, which includes an allowance for ice maintenance.

The City of Toronto will allocate ice using the following definitions:

### Category Definitions:

**“Community Youth” (Not-for-Profit 90% Resident Children & Youth)** – Organizations providing youth activities with an elected volunteer executive, constitution and by-laws, are not for profit, and may be required to provide financial statements, and that they meet an 90% residency requirement. Ice time will be allocated through a formula based on participant numbers. Minor sports groups are defined as persons 3 to 19 years of age inclusive. This category is house league and recreational participants.

**“Competitive Youth” (Not-for-Profit Non-Resident Children & Youth)** – Organizations or teams providing youth activity with less than 90% residency and do not qualify for “Community Youth” (Not-for-Profit Non-Resident Children & Youth) status. Residency for game ice will be based on a combination of all member organizations or teams.

**“Competitive Junior Hockey” (Original Ice Allocation Policy)** – This Account Category includes levels A, B and C.

**“Community Adult” (Not-for-Profit 90% Resident Adult and Older Adult)** – Organizations providing adult or older adult activities with an elected volunteer executive, constitution and by-laws, are not for profit, and may be required to provide financial statements, and that they meet an 90% residency requirement. Ice time will be allocated through a formula based on participant numbers. Adult or older adult groups are defined as persons 18 years or older.

**“Commercial” (Private/Commercial)** – Organizations, individuals or teams providing activities on ice which do not qualify for “Not-for-Profit” status are considered Private/Commercial. Commercial programs organized for youth or adult which include schools will be assessed at the “Commercial” rate.

## Allocation:

All attempts will be made during allocation to allow for minor or youth organizations to permit ice in the local arenas where traditionally that league or association has participated. Ice will be allocated in the North, South, East and West Districts but not on a City wide basis Historical use and requests are taken into consideration. The City may adjust initial allocations after registration is completed for Community Youth (Not-for-Profit 90% Resident Children & Youth) organizations in order to respond to annual growth or reduction.

### Ice Allocation will be completed on an annual basis using the following priority listing:

- 1 Departmental Programs (These are programs offered by the Parks, Forestry, and Recreation Division)
- 2 Community Youth (Not-for-Profit 90% Resident Children & Youth)
- 3 Competitive Youth (Not-for-Profit Non-Resident Children & Youth)
- 4 Competitive Junior Hockey (Original Ice Allocation Policy)
- 5 Community Adult (Not-for-Profit 90% Resident Adult and Older Adult)
- 6 Commercial (Private/Commercial)

All allocated ice may be used solely for the intended use by the permit holders. The sublet of ice is strictly prohibited and may lead to cancellation of season permit and future ice allocation consideration. Leagues or Associations that are considering new programs that may require additional ice time, must present in writing, expansion or re-organization plan 18 months prior to implementation for consideration. Annually, staff and the user groups review the Ice Allocation Policy to make recommendation for change as required.

## Residency

Community and Competitive Youth and Community Adult groups (Not-for-Profit groups) that request prime time ice will be required to submit a membership list that demonstrates an 90% residency in the City of Toronto.

Annually, resident groups or organizations are required to submit the current session's players' list. The player lists submitted will be reviewed for residency. Competitive and house league girls hockey players will be combined to allow for residency of 70% until the 2003/04 season. 80% residency for Girls Hockey will be required for the 2004/05 season.

## Procedure

Annually, all resident groups or organizations will submit to staff their membership lists, including telephone numbers and addresses for review. The membership lists may be verified with the governing body to establish residency and proper insurance coverage. The residency number will be used in the allocation formula. Staff in each district will calculate the number of prime time hours available. Staff will deduct departmental program ice time required. Balance of ice will be allocated using the distribution guidelines stated in this policy. In June of each year, ice contracts will be sent to applicants for review. Applicants will follow City policy regarding "Payment for Permit". Groups will have until mid-July to turn back ice to the City for re-allocation with no penalty. All other returned ice will follow City policy. The falsification of any information may result in the immediate cancellation of the permit.

## Percentages of Ice Allocation after City of Toronto Directly Operated Programs are booked:

- 1 (CY) Community Youth (Not-for-Profit 90% Resident Children & Youth)-60%
- 2 (CC) Competitive Youth (Not-for-Profit Non-Resident Children & Youth)-25%
- 3 (CJ) Competitive Junior Hockey(Original Ice Allocation Policy)-.5%
- 4 (CA) Community Adult (Not-for-Profit 90% Resident Adult and Older Adult)-14%
- 5 (CM) Commercial –(Private/Commercial)-.5%

### The formula:

CY – League allocation in hours = [Total Prime Ice] X [60%] X [Total Residents (CY)] X [League Residents (CY)]  
CC – League allocation in hours = [Total Prime Ice] X [25%] X [Total Residents (CC)] X [League Residents (CC)]  
CJ – League allocation in hours = [Total Prime Ice] X [.5%] X [Total Residents (CJ)] X [League Residents (CJ)]  
CA – League allocation in hours = [Total Prime Ice] X [14%] X [Total Residents (CA)] X [League Residents (CA)]  
CM – League allocation in hours = [Total Prime Ice] X [.5%] X [Total Residents (CM)] X [League Residents (CM)]

The formula will be calculated City Wide. The Allocation numbers of the leagues will be given to the district Supervisors for the specific allocation of location and times.

### Return of Ice

Three (3) weeks notice is required to return ice to the City of Toronto. This will allow for maximized ice sales. If the ice can be resold, there will be no charge to client. Tournaments and Special Events Requests for tournaments and special events must be made in writing to the City of Toronto prior to June of each year to be considered for fall/winter ice allocation. Any user group wishing to operate a tournament or special event in prime-time during the period October 1 to April 30, must secure this time from their existing allocation. Where additional ice time may be required, an application must be made to the City. Regular ice users will not be preempted except under exceptional circumstances.

### Further definitions as outlined in the Allocation Policy

#### *Not-For-Profit Organization*

A not-for-profit organization provides services, programs and opportunities for residents which support the principle of community building. Volunteer trustees or a board of directors governs the organization and there is no personal financial gain for members, trustees or directors. Any excess of revenues over expenditures are turned back into the organization and funds can only be used for promoting its organizational purpose.

#### *Proof of Not-for-Profit status must be provided:*

1. Where the organization's annual budget exceeds \$5,000.00 the group must have: i. A volunteer executive elected at an Annual General Meeting; ii. A constitution, by-laws and/or letters patent; and iii. Financial statements (Note: The City reserves the right to request and audited financial statement)
2. Where the organization's annual budget is less than \$5,000.00, the group must submit an application form, endorsed by a staff member, verifying not-for-profit status.

#### *Recreational Activities*

Programs and activities that are recreational, cultural or leisure focused such as, but not limited to, aquatics, arts, camps, crafts, festivals, heritage, hobbies, fitness and wellness, sports and life skills.

#### *Residency*

Residents are people who live in, own property in or own or operate a business in the City of Toronto. Residency can be verified through, for example, a current utility bill, assessment notice or telephone bill with a current address.

## Appeals Process

### Step 1

Organization requests in writing an Appeal at the location where the permit was issued.

### Step 2

Request for appeal is forwarded for investigation and response to the respective Customer Service Supervisor or Recreation and Facility Supervisor with the assistance of 2 community based representatives.

### Step 3

Supervisor investigates the Appeal considering the following:

- Main group (s) that the organization serves
- Impact on other community groups
- Organization participant growth/decline projections
- Space permitted to organization at other local facilities
- Availability of space at other community facilities
- Other forms of grants from City of Toronto
- Extent of compliance with Permit Allocation Policy
- Additional service contributions to Toronto residents

### Step 4

Outcome of Appeal is communicated in writing to the appealing Organization by the Supervisor.

Copies to the respective local Councillor, District Director, Regional Manager, Community representatives involved in appeal and all internal staff involved in the process.