
HALDIMAND COUNTY

Report CDP-04-2025 Facility Booking and Ice Allocation Policy Update For Consideration by Council in Committee on April 29, 2025



Objective:

To obtain Council approval for updates to the Facility Booking and Ice Allocation Policy.

Recommendations:

1. THAT Report CDP-04-2025 Facility Booking and Ice Allocation Policy Update be received;
2. AND THAT Facility Booking and Ice Allocation Policy 2007-01 be amended and approved to reflect changes outlined in Report CDP-04-2025.

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Reviewed by: Katrina Schmitz, Manager, Community Development & Partnerships Division

Respectfully submitted: Mike Evers, MCIP, RPP, BES, General Manager, Community & Development Services

Approved: Mark Merritt, CPA, CA, Acting Chief Administrative Officer

Executive Summary:

The last review of Haldimand County's Facility Booking and Ice Allocation Policy (2007-01) was completed in 2022. Staff identified the need to conduct another review of the Policy to incorporate changes from sport governing bodies—including new levels of play—and to adjust allocation to increase available prime time ice as demand has increased substantially since the last Policy review. In addition, some housekeeping/clarification changes are incorporated in the current review.

Community engagement and consultation was completed and feedback has been considered in the final recommendations.

Background:

The purpose of the Facility Booking and Ice Allocation Policy (2007-01) is to assist Haldimand County staff in the process of booking facilities and allocating ice time in a fair, clear and consistent manner. This Policy applies to all municipally-owned recreational facilities including arenas, community rooms, ball diamonds, outdoor pools, park spaces and amenities such as gazebos and pavilions.

Through report CDP-07-2022, Council passed a resolution approving revisions to the original Facility Booking and Ice Allocation Policy (Policy). This version of the Policy has been in effect as of May 2022 and incorporated into allocation for the 2022-2023 fall/winter ice season.

Since the 2022 revisions, Community Development & Partnerships (CDP) Division staff have monitored feedback received from facility/ice users and staff from the Facilities, Parks, Cemeteries & Forestry Operations (FPC) Division (which operates/maintains these assets) about the Policy. Based on this input, CDP staff are recommending the updates and points of clarification—outlined below, in bold, and

in Attachment 1 (existing Policy with proposed changes tracked) and Attachment 2 (updated Policy)—to the Facility Booking and Ice Allocation Policy.

Analysis:

The current Facility Booking and Ice Allocation Policy (2007-01) has been well-received by the various groups and individuals renting Haldimand County's recreational facilities.

Since the last Policy revision and during recent community consultation, community groups have provided feedback that some items in the Policy require updating to accurately reflect, in particular, ice usage/requirements for various sport levels of play.

The following housekeeping amendments are included to update Haldimand County organizational changes:

1. Update references to Facility Booking Clerk to Facility Booking Coordinator; and,
2. Update references to "the County" to "Haldimand County" or "Haldimand".

A number of changes/additions to the existing Policy are recommended for clarification and administrative purposes:

1. Add: **Between full policy reviews, the General Manager of Community Safety and Wellbeing may approve minor administrative changes to reflect updates from governing sport bodies, including the addition of new levels of play, new sport groups and changes in game/practice hours mandated by leagues.**
2. Add: **At any time when sticks and/or pucks are in use on the ice, everyone on the ice is required to wear a CSA-approved hockey helmet; participants under 18 years of age must also have facial protection on the helmet. This includes coaches, volunteers, trainers and participants.** This is not a new requirement, and has only been included in the past on rental permits, but will now be added into the Policy.
3. The Facility Booking **Coordinator** will prepare a permit outlining the rental details. The permit must be signed by the applicant and returned by the date specified by the Facility Booking **Coordinator**. Failure to return the signed permit will result in access to facilities being denied; **no credit or refund will be provided.**
4. All other seasonal ice users will have use of the community rooms, where available, at no charge for the duration of the ice rental. Additional hours, if requested, will be charged at regular rates. Serving of alcohol is permitted up to one (1) hour **after the last group has exited the ice**, but no later than 1:00 a.m. Users will be required to vacate the premises one hour after the serving of alcohol has ceased.
5. October-March Ice Permits – Confirmed by September 15; signed and returned by September **25**.
6. Spring Ice (April-May) – Confirmed by March 1; signed and returned by March **15**.
7. The Haldimand Curling Club requires a block of time at one arena. The number of players and the category of their play have no bearing on the ice allocation. The amount of allocation would be fixed to the number of hours required to attract membership and allow the arena staff to set up for the program, **with a minimum rental of four (4) consecutive hours required.**

The following changes to the allocation portion of the Policy are recommended:

1. Update the Tournaments and Special Events list to reflect a maximum allocation of two (2) events per host organization each season, which will be grandfathered as of the 2025-2026 season (including the addition of Minor Hockey Local League Finals and Super Sunday year-end events). The updated list is as follows:

Organization	Tournament/Event
Caledonia Minor Hockey	Challenge Cup; U7/U8 Jamboree
Caledonia Skating Club	Carnival
Cayuga Minor Hockey	Memorial Game Day Tournament; U7 Jamboree
Dunnville Skating Club	Carnival
Dunnville Jr Mudcats	Adult Draft Tournament
Dunnville Minor Hockey	U11/U13 Local League Tournament; U15/U18 Local League Tournament
Hagersville Skating Club	Carnival
Hagersville Minor Hockey	Murray Johnson Tournament
Haldimand Local League Associations (on a rotational basis)	OMHA Local League Finals. Last Saturday in March (unless it falls on Easter weekend).
Haldimand Local League Associations (on a rotational basis)	Haldimand Local League U8 and U9 Super Sunday. Last Sunday in March (unless it falls on Easter weekend).
Low Life Hockey Club	Canuck Tournament

2. The expansion of existing tournaments to additional facilities **and/or additional hours** and any new tournament/special event applications will be considered on a case-by-case basis.
3. The first sixty (60) Tournament hours requested will not impact the user group's seasonal allocation of ice **for the first two (2) tournaments hosted during the season. Third and subsequent tournaments will not be included in the 60-hour exemption.** Additional hours will be deducted from allotments, after excluding hours that would have normally been held by the group **(based on the previous season's weekly ice schedule)**, and any weekday non-prime hours. **These exclusions are applicable to all tournaments hosted in a season.**
4. Once base allocation has been determined for each minor sport organization, their entitlement will be distributed with 95% in prime time and 5% in non-prime hours **at a minimum. Haldimand County reserves the right to increase the non-prime percentage to a maximum of 8% should demand for prime time ice exceed available prime hours.**
5. Game/practice allocation changes:
 - a. Local League U8-U15: one (1) x 60-minute game; one (1) shared-ice, 60-minute practice per week;
 - b. Local League U18-U21: one (1) x 75-minute game; one (1) x **shared-ice**, 60-minute practice per week;
 - c. Add: **U7MD Rep Hockey: one (1) x 60-minute shared-ice game and one (1) x 60-minute shared-ice practice per week;**

- d. Add: **U8MD Rep Hockey: one (1) x 60-minute shared-ice game and one (1) x 60-minute shared-ice practice per week;**
- e. Add: **U9MD Rep Hockey: one (1) x 60-minute game and one (1) x 60-minute practice per week;**
- f. U16 Rep Hockey: one (1) x **90** minute game; one (1) x **90**-minute practice per week;
- g. Add: **A sanctioned Senior team will have three (3) hours allocated per week.**

Financial/Legal Implications:

Staff do not anticipate financial impacts or legal implications as a result of the recommended changes to the Facility Booking and Ice Allocation Policy (2007-01).

Stakeholder Impacts:

Throughout the engagement and consultation process, the regular user groups had the opportunity to make recommendations and discuss all of the proposed updates. The vast majority of regular user groups support the suggested updates to the Facility Booking and Ice Allocation Policy.

The Policy updates have been reviewed by the Facilities, Parks, Cemeteries & Forestry Operations Division.

Report Impacts:

Agreement: No

By-law: No

Budget Amendment: No

Policy: Yes

References:

None.

Attachments:

1. Existing Facility Booking and Ice Allocation Policy (2007-01) with “tracked changes”.
2. Revised/updated Facility Booking and Ice Allocation Policy with changes incorporated.