



STAFF REPORT

Title: Policy No. 151-RC-13 - Arena and Athletic Field Use and Allocation Policy Amendment

Meeting Date: January 24, 2023

Executive Summary:

Policy No. 151-RC-13 Arena and Athletic Field Use and Allocation Policy Amendment provides management control over an extensive range of operations and programming promoting play in the development of organized sport through a measured pay-for-service model.

Administration undertakes a review of policies where meaning full changes has occurred to core services. Administration has prepared an amendment to Policy No. 151-RC-13 Arena and Athletic Field Use and Allocation Policy as part of regular housekeeping and presents Council with the opportunity to conduct its oversight and to ensure Administration is aligned with Council's expectations.

Council received Policy No. 151-RC-13 Arena and Athletic Field Use and Allocation Policy Amendment at the January 17, 2023 Corporate Priorities Committee Meeting Council. The Committee approved the following motion.

Moved by Bill Parker

That the Corporate Priorities Committee Meeting Council direct Administration to present amendments to 151-RC-13, being the Arena and Athletic Field Use and Allocation Policy, at the next regular meeting of Council being January 24, 2023.

Background:

Policy No. 151-RC-13 Arena and Athletic Field Use and Allocation Policy, was passed in August 27, 2013. To date, there has not been amendments made to this policy

Amendments for consideration are presented as follows:

1. AMEND article 4.10 by adding the M.D. of Bonnyville:
4.10 "Local User" means a User who resides within the City of Cold Lake **or the M.D. of Bonnyville.**
2. AMEND article 4.14 by adding the M.D. of Bonnyville:
4.14 "Non-Local User" means a User who resides outside of the City of Cold Lake **and the M.D. of Bonnyville**



3. ADD and INSERT article 4.22 new definition Summer Ice:
4.22 “Summer Ice” means ice available to rent outside of regular season.
4. AMEND article 5.2.1.8 by changing the word must to may:
5.2.1.8 A damage deposit ~~must~~ may be provided twenty-four (24) hours from the time of booking. The City will return the Damage Deposit so long as no outstanding fees are owed to the City.
The Damage Deposit will be returned:
5. AMEND article 5.11.4.1 and 5.11.4.2 by changing the expectations on the handover of dressing room keys:
5.11.4.1 Users ~~may sign-out will have~~ the dressing room key ~~from the facility located in their dressing room.~~
5.11.4.2 Users must return the key, in the same condition as it was received, to the ~~facility staff dressing room~~ upon completion of use.

Appendix 1

6. AMEND article 1.1 amending the arena days open to the public:
1.1. The City of Cold Lake will open arenas at the following times:
 - Imperial Oil Place: Opens the ~~first Saturday in September~~ Monday of the September long weekend.
 - Arena 2: Ice is year-round based on demand
 - North Arena: Opens for the ~~first Saturday in September~~ October 1
 - Nelson Heights Outdoor Rink: Opens when weather is suitable
 - Holy Cross Outdoor Rink: Opens when weather is suitable
7. AMEND article 3.1 by amending hours of operation:
3.1 Operating hours are as follows:
 - Imperial Oil Place & ~~North Arena~~ Arena 2: 6:00 AM – 12:00 midnight daily
 - North Arena: 4:00 P.M. – 12:00 A.M. weekday & 6:00 A.M. – 12:00 A.M. weekends
8. AMEND article 4.1 by amending service levels for public skating:
4.1 The City will provide 2 – 1 ½ ice times each week for public skating at no charge. Ice times for public skating ~~will include:~~ are scheduled around that week’s bookings.

~~4.1.1.1 Imperial Oil Place Sunday 2:00pm-3:30pm~~

~~4.1.1.2 North Arena Saturday 1:00pm-2:30pm~~



9. AMEND article 6.1 by amending and clarifying days arenas are closed:

6.1 Cold Lake Arenas will be closed on the following days:

- 1st Friday of December at 4 p.m. ~~Christmas Staff Party~~
Holiday Season Event
- December 25 Christmas Day
- December 26 Boxing Day
- December 31 at 5 p.m. New Year's Eve
- January 1 New Year's Day

10. ADD and INSERT article 7.2 summer ice allocation days and times:

7.2 Summer Ice will be available in Arena 2 from June 1 – August 31 each year. Summer Ice is offered at a single rate for all users and time of day.

11. AMEND article 8 by inserting 7 summer ice .2 summer ice availability in Arena 2:

8. Prime And Non-Prime Allocation

Prime Time	Monday – Friday	4:00 PM – 12:00 AM
	Saturday & Sunday	8:00 AM – 12:00 AM
Non-Prime Time	Monday – Friday	6:00 AM – 4:00 PM
	Saturday & Sunday	6:00 AM – 8:00 AM
Summer Ice	June 1 – August 31	6:00 AM – 12:00 AM

Schedule A

12. AMEND Schedule A – Facility Priority Rankings by clarifying junior teams:

Event Centre & North Arena

- First Priority: City of Cold Lake Programs
- Second Priority: Special Events
- ~~Third Priority:~~ ~~Midget AAA Panthers & Bantam AAA Teams~~
- Fourth Priority: Junior ~~B Teams~~ Games
- Fifth Priority: Local Minor Sport Organizations
- Sixth Priority: Junior ~~B Teams~~ Practice
- Seventh Priority: Local Adult Sport Organizations
- Eighth Priority: Local Other
- Ninth Priority: Non-Local Minor Sport Organizations
- Tenth Priority: Non-Local Adult Sport Organizations
- Eleventh Priority: Non-Local Other



The CAO has the authority to make changes to the managerial guidelines however there were few amendments that administration wished to raise for Council's action including:

- Definitions - #1, #2, and #3; and
- Hours of Operations - #7

Alternatives:

Council may consider the following options:

1. That Council approve amendments to Policy No. 151-RC-13 Arena and Athletic Field Use and Allocation Policy as presented.
2. That Council approve Policy No. 151-RC-13 Arena and Athletic Field Use and Allocation Policy as amended.
3. That Council receive the report 'Policy No. 151-RC-13 Arena and Athletic Field Use and Allocation Policy Amendment' as information.

Recommended Action:

That Council approve amendments to Policy No. 151-RC-13, being the Arena and Athletic Field Use and Allocation Policy, as presented.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer