



REPORT

Arena and Parks Department

TO: Parks Facilities and Tourism Committee
FROM: Hunter Gardner, Arena and Recreation Manager
DATE: June 16, 2025
REPORT: RC-12/25 **FILE NO.**

SUBJECT: Ice Allocation Policy

BACKGROUND:

Staff are bringing forward an updated Ice Allocation Policy to the Parks, Facilities and Tourism Committee for consideration and approval. The policy provides a framework for equitable and efficient management of indoor ice time at the Uxbridge Arena, ensuring alignment with current operational needs, community expectations, and user group structures.

DISCUSSION:

A comprehensive review of the Ice Allocation Policy has not been undertaken in many years. Over that time, local sport and recreation organizations have experienced significant changes in structure, scheduling, participant demographics, and facility use. In response, staff have developed an updated policy (attached) that better reflects current operations and emerging community needs.

The revised policy continues to ensure equitable and transparent distribution of ice time among user groups at the Uxbridge Arena. By establishing a consistent and objective framework for decision-making, the policy aims to reduce the potential for disputes and supports more efficient administrative processes. The policy also continues to prioritize programming for youth and residents of Uxbridge, reinforcing the Township's commitment to sustainable, community-based recreation services.

This policy represents a critical step in ensuring the long-term viability and effective management of municipal recreation infrastructure.

Key updates:

- Alignment with current operations of local sport organizations
- Refined definitions and a clear allocation sequence
- Adjustment of the residency requirement from 90% to 75%, with deference to sport governing bodies (Section 1.2)
- Removal of the practice/game distinction in priority scheduling
- Criteria for evaluating new user group requests (Section 1.4)
- Introduction of a seasonal minimum commitment requirement (Section 1.5)
- Expanded detail for ice request and contract management processes (Section 3.0)
- Removal of timelines and content already included in contractual Terms & Conditions

Notable additions include:

- Historical Status clause recognizing long-standing users (Section 1.3)
- Permit Amendments – Returned Ice (Temporary) (Section 3.2)

The draft policy was circulated to the Arena's primary user groups for review and feedback. Staff engaged in discussions with these stakeholders throughout the drafting process, and no significant concerns or objections were raised. The feedback received affirmed the clarity, fairness, and practicality of the proposed policy as it proceeds to Committee for approval.

Additionally, this updated policy closely aligns with the framework used by the Township of Scugog, given that both municipalities share a major ice user group.

If adopted, the revised Ice Allocation Policy will be implemented beginning with the 2025/2026 ice season.

ALIGNMENT TO STRATEGIC PRIORITIES:

Good Governance:

1.1 Deliver accountable, transparent government

1.2 Excel at operational efficiency and effectiveness

1.5.1 Consult stakeholders and work collaboratively to address the needs of the community

RECOMMENDATION

THAT Report RC-12/25 of Hunter Gardner, Arena and Recreation Manager, be received for information;

AND THAT Parks, Facilities and Tourism Committee adopt the Ice Allocation Policy and direct staff to implement the policy beginning with the 2025/2026 ice season.

Respectfully Submitted by:

Hunter Gardner
Arena and Recreation Manager