
POLICY TITLE:	Ice Allocation Policy
POLICY #:	PLCY-2025-002
CATEGORY:	Community Services-Facility Division
AUTHORITY:	N/A
POLICY APPROVED BY:	CSE-2025-017
EFFECTIVE DATE:	September 15, 2025
APPLICABLE TO:	Town staff and Facility users

1. Policy Statement

The Town of Halton Hills (the Town) will strive to manage its resources, and recreational amenities in a fair and equitable manner.

It is the Town's objective to optimize usage and programming to reflect municipal directives, and to benefit all residents.

To achieve this objective the Town will allocate space and usage of ice amenities in a manner which best meets the community needs and requirements.

2. Purpose

The purpose of this policy is to ensure that residents, local youth serving groups and local affiliated groups are prioritized in the allocation of Town ice rink amenities.

The policy outlines the criteria by which the decisions regarding the allocation of ice rink amenities is made.

The objective of the policy and associated procedures is to.

- Address the demand and supply of Town ice facilities,
- Ensure a consistent and transparent procedure is followed for allocation.
- Ensure fair and appropriate access for a broad spectrum of community uses
- Consider changing use requirements and emerging needs where possible,
- For the Town to work with affiliated stakeholders to ensure the optimal use of Town assets.

These objectives and criteria underlie the priority sequence schedule for ice allocation.

The unique scheduling requirements of users will be considered when allocating, as will those activities which support and promote full and fair access for participants. The Town of Halton Hills has no obligation to provide space use or activities to non-residents.

3. Scope

This policy applies to individuals, groups, community organizations and businesses with an interest in booking ice time scheduled by the Town of Halton Hills for any recreational, leisure, sport, social, business or other activity or event.

4. Definitions

Affiliated User Group: A group or organization that has met the criteria outlined in the Town's "Affiliated Group Policy" (Draft)

Amenity: Any indoor or outdoor space requested or required for use by Town staff or others for the purpose of operating a program or service.

Competitive Sports Program: The group or organization is comprised of single team(s) where their membership is comprised of non-minor level players. The group is recognized by the appropriate provincial governing body and mainly operated by volunteers.

Development: A gathering of individuals/organizations to develop and improve participant's skills in a specific area.

Games: When a minimum of two teams/opponents compete against one another during the regular season and playoffs.

Local District School Boards: Represents all local elementary and secondary schools of the HDSB and the HCDSB for curriculum and non-curriculum activities approved by the Boards in accordance with the Reciprocal Agreement. (Excludes French & French Catholic S.B.)

For Profit/Commercial: An organization operating primarily for the profit of the organization and/or any of its owners.

Residents: Residing in Halton Hills.

New Requests: Requests to use space made by organizations that currently do not have permitted use during the requested time. Requests will be reviewed on an individual basis. Consideration will be given to new requests which support the Town's values, promote community participation, optimize space/usage and do not duplicate existing services or activities.

Practices: A gathering of individuals/teams to develop and improve their skills for proficiency.

Prime Time Ice: Is the time most coveted, requested and preferred by the majority of users. Weekdays, 5pm-11pm, weekends, 8am-10pm.

Previous Year Users (local): Local group or organization that contracted space(s) during the previous scheduling season.

Tournament/Event: A tournament/event must reflect the primary activity of the sponsoring organization and enhance the season/program.

Town Programs: Programs operated by Town of Halton Hills staff or service providers for the purposes of conducting Town business.

5. Procedure

Prime time ice allocation will be distributed with the following balance as a guide. Requests will be allocated based on the priority sequence outlined herein.

Applications for ice use will be considered based on the needs of each group as they relate to the specific intent. As well as the priority or demand for the specific activity within the community.

For this policy, a guideline for how Town ice facilities may be allocated is as follows. (Note: Examples are not limited to the groups mentioned).

Primary Priority:

Priority	Organization	Example
1	Town operated programs and activities	Recreational Skating, Drop-in Shinny programs
2	Affiliated Groups (Youth)	HH Minor Lacrosse, HH Minor Hockey, Acton Figure Skate Club
3	Competitive Sports Programs	OHA Hockey Teams, OLA Lacrosse Teams
4	Affiliated Groups (Adult)	Adult Sports leagues,
5	Previous year users (local)	Last year's rental
6	Residents	Reside in Halton Hills
7	Local District School Boards	HDSB, HCDSB
8	Local For Profit/Commercial	Private Hockey Schools, Merchants
9	Non-Local	Non-Halton Hills resident, community or commercial organization

For conflicts within the Primary Priority levels the Secondary Priority sequence outlined below will be considered.

Secondary Priority:

Priority	Activity
1	Games, community public events, ticketed events
2	Practices, rehearsals
3	Development
4	Tournaments or league/group events
5	Multi hour request (vs. single hour)
6	New requests

AMENITY AVAILABILITY and CONFLICT RESOLUTION

It is understood that certain timeslots are more desirable than others. Considering a user groups basic space needs and the space availability as outlined by the department, the Town of Halton Hills may choose to implement any or all the following guidelines to ensure that demand can be accommodated.

- (a) Require organizations to implement participant/use minimums (increase the number of participants per team/group)
- (b) Require organizations to introduce activity restrictions (i.e. Combine practices for select age groups)
- (c) Permit participants to play on only one Representative team or one House league team within the same sport organization at any one time.
- (d) Permit participants to play in only one local organization of the same sport.
- (e) Accommodate residents before non-residents
- (f) Like organizations will accept each other's overflow to ensure maximum resident participation.
- (g) Encourage amalgamation of organizations to eliminate duplication of programs and ensuring these organizations get priority bookings.

In the event of a conflict among users of the same allocation priority level that cannot be rectified using the either the Primary or Secondary priority sequences, impacted groups agree to meet with Community Services staff to negotiate a compromise. In the event a compromise is not reached the Town of Halton Hills' decision will stand. Consideration factors that the Town will reference in the decision making will include:

- User group historical facility/amenity allocation.
- The age of the user group as it relates to the time in conflict.
- Requirements of any governing bodies for the activity in question.
- The degrees in which the user group requests have been met, apart from the time request in conflict.

- Other applicable Town of Halton Hills policies.

6. Review and Revision

This is a new policy that will be reviewed in five (5) years, or earlier if warranted.