

<b>Policy Title:</b> Ice Allocation		<b>Policy Number:</b> P55
<b>Policy Category:</b> Community Services		
<b>Approval Date:</b> March 2008	<b>Policy Owner:</b> Community Services Branch	
<b>Approved by:</b> Board	<b>File Reference:</b> 0340.50	

## 1. Purpose

The purpose of the ice allocation policy is to provide the Comox Valley citizens with a fair, consistent and appropriate policy which will direct how ice will be allocated at the Comox Valley Sports Centre.

## 2. Guidelines

- a) Operate the facility in a cost effective and fiscally sustainable manner.
- b) Given the limited supply of available ice, this policy will ensure the effective and efficient distribution of ice times.
- c) This policy will assist in the sport and skill development programs for youth.
- d) This policy will provide for public and family activities.
- e) The public at large, current user groups and all future groups will be considered equally in the allocation of ice on a seasonal basis.
- f) It is acknowledged that all categories of user groups may experience cancellations or adjustments to their weekly ice allocation over the course of their seasonal permit to accommodate approved events from other community groups, community events, facility users and for building closures.

## 3. Ice User Categories and Types

### a. Youth not for profit:

Any community associations providing supervised, structured sporting activities for youth up to 19 years of age. The Comox Valley Minor Hockey Association is permitted to operate programs that may include participants that are 19 years of age.

### b. Schools:

Use by schools for school activities during regular school days and hours.

### c. Adult rentals:

An ice user group that offers activities and whose members are 19 years and older.

- d. Junior hockey:**  
Youth up to 20 years of age affiliated through Vancouver Island Junior Hockey League
- e. Private/casual rentals:**  
All available ice not made after the completion of the ice allocation process for each respective year. This available ice will be distributed on a first come first served basis.
- f. Commercial group - non ticketed:**  
Any individual, company or organization engaged in the pursuit of business for profit through the use of the Comox Valley Sports Centre.
- g. Commercial group - ticketed:**  
Any individual, company or organization engaged in the pursuit of business for profit through the use of the Comox Valley Sports Centre and is charging an admission rate to the event.
- h. Recreation program use:**  
A variety of participatory leisure pursuits such as public skating, public programs including sports and games that are operated by the Comox Valley Regional District (CVRD). These public programs are offered for the benefit of and are available to the entire community.
- i. Special events:**  
Special events or activities that generate a financial benefit to the facility or economic, social or cultural benefit to the community will be considered.
- j. Established ice user:**  
Has rented a regularly scheduled ice time during the regular season for two (2) or more years.
- k. New ice user:**  
Has rented a regularly scheduled ice time during the regular season for less than two (2) years.
- l. Weekday early night ice time:**  
Ice slots that end before 11:00 pm, Monday through Friday excluding Arena #1 on Fridays due to the cancellations for Glacier Kings home games.
- m. Weekday late night ice time:**  
Ice slots that ends at or after 11:00 pm, Monday through Friday excluding Arena #1 on Fridays due to the cancellations for Glacier Kings home games.
- n. Weekend ice time:**  
Includes ice times used by adult groups Friday, Saturday and Sunday.

#### 4. Ice Seasons and Prime and Non-Prime Time Hours

The prime time hours are the hours that have the greatest demand from the various ice users as outlined in Table 1 below and as follows:

SEASON	PRIME TIME	NON-PRIME TIME
Regular Ice Season (September 1-Mar 31)	Monday to Friday 3:00 pm – 11:00 pm Saturday/Sunday all open hours	Monday to Friday 11:00 pm – 3:00 pm
Spring Ice Season (April 1-June 1)	Monday to Friday 3:00 pm – 11:00 pm Saturday/Sunday all open hours	Monday to Friday 11:00 pm – 3:00 pm
Off Season Ice (June 2-Mid July)	All open hours	Not applicable  Ice will be established only if it is economically viable and if one single group or a combination of user groups has confirmed a minimum of 10 hours per day of ice times.
Summer Ice Season (mid-July – Aug 31)	All open hours	Not applicable
Note:	School holiday daytime hours Monday to Friday 6:00 am	

#### 5. Allocation Process

##### Ice Allocation Timelines

##### 1. Regular Ice Season: September 1 – March 31

- First week of April: The CVRD will issue a request for Regular Ice allocation applications.
- Last week of April: Completed applications must be submitted by this deadline. Late requests will be considered only if ice remains available.
- May–June: Applications will be reviewed and ice allocated in accordance with the Priority of Ice Allocation Policy, including residency verification.
- By end of June: Provisional Regular Ice allocations will be issued.

##### 2. Spring Ice Season: April 1-May 31 subject to operational requirements

- Second week of October: The CVRD will issue a request for Spring Ice allocation applications.
- Second week of November: Completed applications must be submitted by this deadline. Late requests will be considered only if ice remains available.
- Mid November-end of December: Applications will be reviewed and ice allocated in accordance with the Priority of Ice Allocation Policy, including residency verification.
- By early January: Provisional Spring Ice allocations will be issued.

**3. Summer Ice Season:** Generally, mid-July through August, subject to ice availability and facility maintenance

- Second week of January: The CVRD will issue a request for Summer Ice allocation applications.
- Second week of February: Completed applications must be submitted by this deadline. Late requests will be considered only if ice remains available.
- Mid February – end of March: Applications will be reviewed and ice allocated in accordance with the Priority of Ice Allocation Policy, including residency verification.
- By early April: Provisional Summer Ice allocations will be issued.

#### **General Provisions**

- Submission of an application does not guarantee ice allocation.
- Submission of an ice request does not guarantee allocation. All requests are subject to availability, verification of residency status, and adherence to allocation priorities.
- All allocations are subject to availability, operational requirements, and compliance with CVRD policies.
- The CVRD reserves the right to amend allocation timelines or decisions where necessary to meet community and operational needs.

#### **Special events:**

- All special event requests must be included on the original book request form, as per the time line above.
- Public skating times will not be cancelled by the special event unless approved by the general manager of community services.

#### **6. Priority of Ice Allocation (see definitions in Section 7)**

Ice allocation will occur in two sequential phases. All Local Ice Users will be allocated ice first in the priority order outlined below. Once local demand has been addressed, remaining ice will be allocated to Non-Local Ice Users in the same priority order. The CVRD reserves the right to limit or deny non-local ice allocations where required to meet current or anticipated local demand or to support community priorities.

1. Recreation program use
2. School use – during school hours
3. Youth not for profit
4. Junior hockey
5. Adult rentals
6. Special events
7. Private/casual rentals
8. Commercial (non-ticketed and ticketed)

To ensure that the adult user groups have adequate ice rental times, youth not for profit will not start an ice session later than 8:30 pm from Monday to Sunday.

## **7. Residency Verification**

For the purposes of ice allocation, a Local Ice User is defined as an organization or individual that meets the following criteria:

- The organization's registered address is within the Comox Valley Regional District (CVRD); and/or
- A minimum of 75% of registered participants reside within the CVRD for regular season ice
- A minimum of 60% of registered participants reside within the CVRD for the Spring & Summer season ice times.
- The organization's primary operations, governance, and program delivery occur within the CVRD.
- Organizations or individuals that do not meet the above criteria will be classified as Non-Local Ice Users.

To be considered a Local Ice User for allocation priority, applicants may be required to provide documentation such as:

- Proof of organizational address (e.g., incorporation documents, lease agreement)
- Participant residency information (e.g., postal codes, municipal declarations, or registration records)
- School district confirmation for school-based users
- Any additional documentation deemed necessary by the CVRD to confirm residency status.

The CVRD retains final authority to determine residency classification and allocation priority.

Providing false or misleading information may result in reclassification, loss of allocated ice time, or ineligibility for future allocations.

## **8. Appeal Process**

An appeal process for all ice user groups not satisfied with the ice allocation that they had received will be implemented. Those wishing to appeal their assigned ice times for the pre-season, regular season or spring season will submit their appeal in writing to the General Manager of Community Services by May 1 of each year. Those summer season ice users wishing to appeal their assigned ice times must submit their written appeal by December 10 of each year.

The appeal committee will consist of the following:

- The Commission Chair or their designate.
- The General Manager of Community Services.
- The Senior Manager of Recreation Services.
- The Manager of Recreation Programs, Comox Valley Sports and Aquatic Centres.

All appeals will be reviewed by the appeals committee and recommendations forwarded to the Commission/Board for final approval.

### Revision History

<b>Approval Date</b>	<b>Approved By</b>	<b>Description of Change</b>
August 11, 2020	Board	Housekeeping
February 24, 2026	Rec Commission	To reflect operational changes, clarification on allocation priorities, introduction of residency-based allocation principles, and establish harmonized timelines for ice allocations