



TOWN OF BLACK DIAMOND PROCEDURE

Procedure #: PREC-025
PROCEDURE TITLE: Ice Distribution
Approval Date: October 17, 2018
Revision Date:
Department: Parks & Recreation

1. Usage Prioritization

- 1.1. Residents of the Black Diamond and District Recreation Area shall receive first priority in the distribution of seasonal ice.
- 1.2. The period designated for “Public Skating” shall receive first priority during the Season. Cancellations may result from bookings of Special Events only.
- 1.3. Local Youth Groups shall have first priority except those time periods traditionally used by:
 - Old Trailers
 - Hot Dogs
 - Barn Cats
 - Fossils
 - Black Diamond Recreation Hockey League
- 1.4. Local Youth Groups shall have first option on a time period of the Adult Users if it is not renewed by the 15th of September.
- 1.5. Non-resident Youth shall have second priority on selection of available ice periods.

2. Scheduling Procedure

- 2.1. In March of each year, the Parks & Recreation Manager (or their designate) shall convene meetings of youth and adult ice users, at which time the proposed period will be identified for each group’s use.
- 2.2. Prior to September 15th of each year, the Parks & Recreation Manager (or their designate) shall convene meetings as required to finalize March ice proposals. Scheduling conflicts shall be identified and resolved by affected user groups.
- 2.3. Contracts for seasonal ice shall be completed no later than the end of October each year.



- 2.4. All ice not contracted by the end of October shall be made available for rental on a first come, first served basis.

3. Fees and Charges

- 3.1. Fees and charges for ice use shall be those set from time to time by Council for the Town of Black Diamond.

4. Cancellation

- 4.1. Cancellations shall be accepted thirty (30) days prior to booking without penalty. Any cancellation received less than thirty (30) days prior to the actual booking will be charged the full rental fee unless the ice can be rented to an alternative user group, with the exception of cancellation, by the Parks & Recreation Manager, due to inclement weather.
- 4.2. The Parks & Recreation Manager reserves the right to cancel bookings for consumption of alcohol or cannabis within the facility, up to and including termination of usage.
 - 4.2.1. Upon first occurrence of a violation of section 4.2, a user group will have their next scheduled ice time cancelled. Regular charges will apply for the cancelled ice time.
 - 4.2.2. Upon a second or subsequent occurrence of a violation of section 4.2, a user group will have all scheduled ice time for the remainder of the Season cancelled. The Parks & Recreation Manager will release for rental any remaining ice time scheduled for the offending user group. The user group will be responsible for any outstanding, unrented ice time at the end of a thirty (30) day period. No ice time will be made available to the user group in any ensuing Season until all outstanding amounts incurred have been paid.
 - 4.2.3. Any members of any user group who have caused cancellation of ice times due to consumption of alcohol or cannabis may also be personally subject to fines or charges under applicable Town of Black Diamond bylaws or applicable provincial legislation.
- 4.3. The Parks & Recreation Manager reserves the right to cancel bookings, and may waive any applicable fees, with no notice or obligation due to mechanical failure, flood, fire or Act of God.

5. End of Procedure

APPROVAL

Sharlene Brown, CAO

Date



REVIEW

Procedure reviewed, no changes required:

CAO Signature	CAO Name (<i>print</i>)	Date Reviewed/Approved
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