



**City of Kingston
Arts, Recreation & Community Policies Committee
Meeting Number 04-2023
Agenda**

**Thursday, June 22, 2023 at 6:00 p.m.
Hosted at City Hall in Council Chamber**

Please provide regrets to Iain Sullivan, Committee Clerk at 613-546-4291, extension 1864 or isullivan@cityofkingston.ca

Committee Composition

Councillor Chaves, Chair
Councillor Amos
Councillor Boehme
Councillor Osanic
Councillor Ridge
Councillor Stephen

- 1. Meeting to Order**
- 2. Approval of the Agenda**
- 3. Confirmation of Minutes**
 - a) **That** the minutes of the Arts, Recreation & Community Policies Committee Meeting Number 02-2023, held Thursday, April 20, 2023 and Special Arts, Recreation & Community Policies Committee Meeting Number 03-2023, held Thursday, May 18, 2023, be approved.
- 4. Disclosure of Pecuniary Interest**

5. Delegations

- a) Stephen Skyvington will be present to speak to the Committee regarding the Proposed Off-Leash Dog Areas and Improvements Report.

6. Briefings

7. Business

a) Proposed Off-Leash Dog Areas and Improvements

The Report of the Commissioner of Transportation & Public Works (ARCP-23-002) is attached.

Schedule Pages 1 – 11

Recommendation:

That the Arts, Recreation & Community Policies Committee recommend to Council the following:

That Council approve an off-leash dog area in the future Cataraqui West Community Park and adjacent Hydro One owned hydro corridor lands; and

That Council not approve an off-leash dog area in Snider Park; and

That Council approve the addition of a small dog enclosure in the off-leash dog areas at Rotary Park, the Memorial Centre, and Maclean Trails Park with cost considerations to be included in future capital budget plans.

b) Update to the Ice Allocation Policy

The Report of the Chief Administrative Officer (ARCP-23-006) is attached.

Schedule Pages 12 – 45

Recommendation:

That the Arts, Recreation & Community Policies Committee recommends to Council:

That Council adopt the Ice Allocation Policy and Guideline updates, attached as Exhibit A (Draft Ice Allocation Policy) to Report Number ARCP-23-006.

c) Report Received from Arts Advisory Committee

To the Chair and Members of the Arts, Recreation & Community Policies Committee:

The Arts Advisory Committee reports and recommends as follows from the Arts Advisory Committee meeting held on May 18, 2023:

i. Arts Advisory Committee 2022 Report Card

That the Arts, Recreation & Community Policies Committee recommend to Council:

That the 2022 Arts Advisory Committee Report Card be approved as a summary of the work accomplished by the Committee.

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8. Motions

9. Notices of Motion

10. Other Business

11. Correspondence

12. Date of Next Meeting

The next meeting of the Arts, Recreation & Community Policies Committee is scheduled for Thursday, August 10, 2023 at 6:00 p.m.

13. Adjournment



City of Kingston
Report to Arts, Recreation & Community Policies Committee
Report Number ARCP-23-002

To: Chair and Members of the Arts, Recreation & Community Policies Committee

From: Brad Joyce, Commissioner, Transportation & Public Works

Resource Staff: Luke Follwell, Director, Engineering Services

Date of Meeting: June 22, 2023

Subject: Proposed Off-Leash Dog Areas and Improvements

Council Strategic Plan Alignment:

Pillar: 3. Build an Active and Connected Community

Goal: 3.1 Expand parks and recreation opportunities and participation

Executive Summary:

The City currently has five off-leash dog areas with an additional future one approved by Council for Belle Park. The City has a very high service level of off-leash dog areas with over twice as many per capita in comparison to other Ontario municipalities.

The City's Off-Leash Dog Area Policy requires staff to submit recommendations to the Arts & Recreation Policy Committee for new off-leash dog areas to be established.

The future Cataraqui West Community Park recently underwent a consultation process to determine its final design. As part of that process, a number of residents expressed interest in an off-leash dog area. The park size and configuration can readily accommodate an off-leash area with good separation from neighbouring homes. A portion of the off-leash area is proposed to be on the adjacent hydro corridor lands, of which Hydro One has agreed to in principle. Notwithstanding the very high supply in the city, one additional off-leash dog area in the northwest part of the urban area would improve distribution with closer access to a significant population of residents. The current project budget can support the cost of an off-leash dog area. Staff are recommending approval of this site.

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A resident request for an off-leash dog area in Snider Park was received in 2022. Based on policy criteria, the park could support the amenity and a public meeting was held as required. There was general support for the proposal as part of that consultation although there was some concern over loss of greenspace and noise. The population in the Snider Park area is however well served by off-leash dog areas with over three times as many per capita in comparison to other Ontario municipalities. In addition, while the site selection criteria in the policy are achievable in Snider Park, the configuration isn't optimal as the amenity would occupy a significant portion of the park and be close to neighbouring homes leading to potential noise conflict. Staff are not recommending approval of this site.

Small dog enclosures are an increasingly common trend in off-leash dog areas. Their provision allows off-leash dog areas to be used by more residents as some small dog owners do not use off-leash areas due to concerns over conflict with large dogs. They are identified as an optional off-leash dog area amenity in the policy and residents have regularly requested them. Staff are recommending that small dog enclosures be added to Rotary Park, the Memorial Centre, and Maclean Trails Park. If approved, Cataraqui West Community Park would include a small dog enclosure.

Recommendation:

That the Arts, Recreation & Community Policies Committee recommend to Council the following:

That Council approve an off-leash dog area in the future Cataraqui West Community Park and adjacent Hydro One owned hydro corridor lands; and

That Council not approve an off-leash dog area in Snider Park; and

That Council approve the addition of a small dog enclosure in the off-leash dog areas at Rotary Park, the Memorial Centre, and Maclean Trails Park with cost considerations to be included in future capital budget plans.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Brad Joyce, Commissioner,
Transportation & Public Works**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Business, Environment & Projects	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

Service Level

The current off-leash dog areas are located in Rotary Park, Meadowbrook Park, the Memorial Centre, Maclean Trails Park, and Grass Creek Park. An off-leash area was located in Lake Ontario Park for a brief period but was removed due to noise complaints. A future off-leash dog area is in the Belle Park Master Plan, approved by Council, and expected to be built in 2025. The City of Kingston has one off-leash dog area per 26,497 people currently and, with inclusion of the one planned for Belle Park, the City would have more than two and a half times as many when compared to other Ontario municipalities on average. Table 1 lists statistics from several municipalities with off-leash dog areas.

Some municipalities such as Mississauga, Hamilton, Belleville, Toronto, and Oakville have volunteer groups that help fund and operate some or all their off-leash dog areas. These are included in the below table which means the service level of City of Kingston operated off-leash dog areas is even higher than shown.

The catchment area south of Highway 401 and between Sir John A Macdonald Boulevard and the eastern urban growth boundary has two existing and one future approved off-leash dog area. It is the best served area in the city with one off-leash dog area per 16,400 people. There are over three and a half times as many off-leash areas per person in this area when compared to other Ontario municipalities. Additional off-leash dog areas in this part of the city, such as the one proposed in Snider Park, are not recommended.

As recommended by staff, one new off-leash dog area in Cataraqui West Community Park would increase the city-wide service level to one per 18,000 people which is over three times as many when compared to other Ontario municipalities. As the city’s population grows over the next 15 years, that service level would come back down but would still be above the current service level.

Table 1: Fenced Off-Leash Dog Area Service Level Comparison

Municipality	Population (2021)	Fenced Off-Leash Dog Area	Service Level (People/Off-Leash Dog Area)	% compared to Average
Kingston (current)	132485	5	26,497	224%
Kingston (current + Belle Park)	132,485	6	22,081	269%
Belleville	55,071	2	27,536	216%
Oakville	213,759	7	30,537	195%
Toronto	2,794,356	51	54,791	109%

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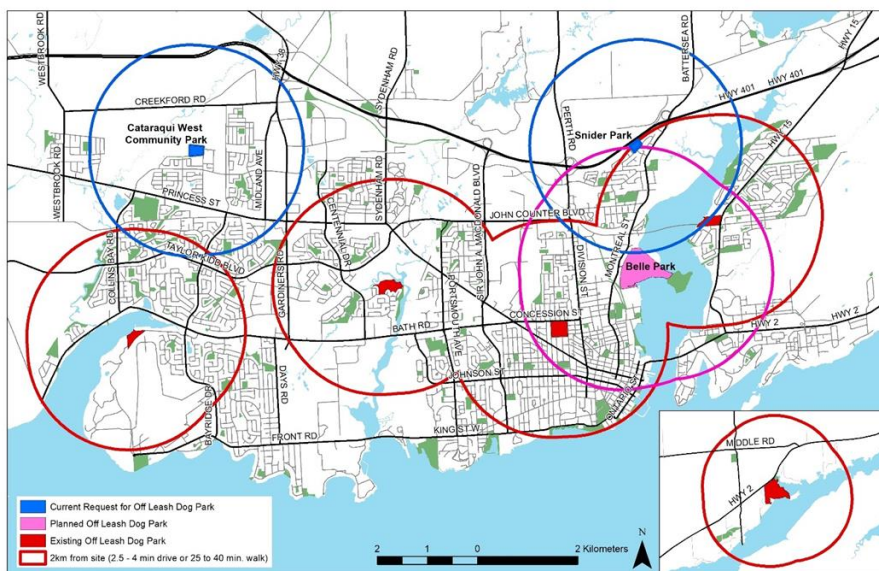
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Hamilton	569,353	10	56,935	104%
Cambridge	138,479	2	69,240	86%
Whitby	138,501	2	69,251	86%
Barrie	147,829	2	73,915	80%
Kitchener/Waterloo	378,321	5	75,664	79%
London	422,324	5	84,465	70%
Mississauga	717,961	8	89,745	66%
		Average	59,469	

Distribution

One factor that led to the City’s high service level was the need for a fair distribution approach when considering geographic barriers. An off-leash dog area in Kingston can generally be accessed within a 5-minute drive or 25 to 40-minute walk as illustrated in Figure 1. The Wabaaan Crossing has improved access and distribution compared to when the off-leash areas were originally established. It is expected that Mclean Trails Park will see an increase in usage as a result of the new bridge, including by those residents living near Snider Park.

The distribution in Kingston is good in the urban area except for the northwest. As recommended by staff, one new off-leash dog area in Cataraqui West Community Park would improve distribution and better serve an area of the city whose population has grown since the off-leash areas were originally established. Figure 1: Distribution of Existing, Approved and Proposed Off-Leash Dog Areas.



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Policy

The Off-Leash Dog Area Policy was established in 2009 at the time when the current off-leash dog areas were established. The policy acknowledges the benefits of safe areas for owners to exercise and socialize their dogs. It requires off-leash dog areas to be a minimum of 1.5 acres in size, be separated from other park amenities, be fully fenced, and include a parking lot. A number of site selection criteria are also required by the policy. Off-leash dog areas are large by design so they can be maintained in good condition, are hygienic and safe for dogs. As such, they are difficult to accommodate in existing parks.

Since 2009, a number of off-leash dog areas have been requested by residents however none have advanced due to site constraints or community opposition. Noise, odour, non-compliance with by-laws, and parking pressure are the most common challenges with off-leash dog areas. Location selection is important to reduce future conflicts and complaints.

Cataraqui West Community Park

Cataraqui West Community Park is a new park located west of Bayridge Drive and north of Princess Street in the Woodhaven subdivision. The park will be 5.2 hectares and is currently being developed to offer several different types of park amenities including courts, a soccer field, a softball diamond, playground, and splash pad.

During the public consultation process for the design of the park, there was considerable interest in an off-leash dog area. While there was some opposition to the proposal, staff believe most concerns have been addressed in the detailed design that has since been completed and general community consensus would be met. An off-leash dog area can be accommodated in the park with a relatively level site, a large distance to neighbouring homes to keep noise impacts lower and good separation between other park amenities has been coordinated. The resulting design and long-term success of accommodating an off-leash dog area in an entirely new park is better than when fitting one into an existing park.

To include the off-leash dog area in Cataraqui West Community Park, as planned, the City would use and construct it partially on hydro corridor lands. This is consistent with the policy and Hydro One has approved the proposal in principal and an agreement has been drafted. The hydro corridor lands are part of the open space system for the area in the Official Plan under the Cataraqui West Secondary Plan and a trail system is planned in these lands that an off-leash dog area would compliment.

The park is expected to be under construction later this year and ready for use in 2025.

Snider Park

In 2022, a resident submitted a request to establish an off-leash dog area in Snider Park as per the Off-Leash Dog Area Policy. Snider Park is located south of highway 401, west of Montreal Street on Guthrie Drive. The 2.6-hectare acre park is a neighbourhood park with a sloping site

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and mix of maintained lawn and wooded brush area. Upon review, staff determined the site to be adequately compliant with the site selection criteria in the policy although the park isn't optimal in comparison to other off-leash dog areas in other parks.

The distance to neighbouring homes was a concern but ambient noise from Highway 401 may provide some level of masking. The policy doesn't identify an exact separation distance due to variability in noise tolerance in different applications, but distances less than 100 metres are known to be challenging and have an impact on neighbouring residents. A dog area in Snider Park would be 50 metres from homes.

Another concern was the proximity to neighbouring apartment buildings. The policy specifically excludes parks that are near high-density, residential homes to reduce impact on a higher concentration of residents. The neighbouring apartments would be considered on the higher end of the scale of medium density based on the Official Plan and still have a relatively high concentration of residents.

The last criteria that the policy requires staff to consider is the distribution of new off-leash dog areas. Snider Park would provide a local opportunity for off-leash dog area users but does not improve broader distribution of the service.

To comply with the conditions in the policy, staff worked with the proponent and developed a concept plan for the park which included moving the existing playground and adding the off-leash dog area and a new parking lot. Public consultation was held and 184 people participated in the various forms of consultation including an open house, online meeting, surveys, correspondence, etc.

Approximately 80% of respondents wanted an off-leash dog area in Snider Park, in particular large dog owners who cannot take their dogs on the bus or seniors who cannot walk their dogs as often. There was not, however, good consensus overall as some residents were concerned with noise, increased traffic, safety of children, reduced greenspace from children, and pet waste. Some residents cited concern with the proximity to the 401 and the potential, albeit unlikely, risk of loose dogs accessing the highway and causing a serious accident. Others expressed concern over the highway noise causing stress to some dogs. A perceived lack of regular licensing of pets in the area was also raised as dogs need to be licenced and vaccinated to enter the off-leash dog area which may cause conflict and increase the need for enforcement.

It is estimated that the cost to establish an off-leash area in Snider Park would be \$500,000. Approximately \$300,000 would be required to develop the off-leash dog park and parking lot and \$200,000 would be allocated to relocate the playground area and related pathway. The play equipment is older and would be replaced.

Staff do not recommend approval of an off-leash area in Snider Park. This is based on the lack of strong community consensus, the very high provision of currently approved off-leash dog areas particularly in this area of the city, and the limited distribution benefit to residents city-wide that this site would add.

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Small Dog Enclosures

Many owners of small dogs have expressed concern about the safety of their dogs in an off-leash dog area. Incidents are known to happen from time to time in the City’s existing off-leash dog areas and one reported incident of a death of a small dog happened since 2009. Requests for small dog enclosures are common with the Memorial Centre being the most frequent due to occasional injuries between small and large dogs particular to this site. Many municipalities have recently begun installing off-leash dog areas with fenced separations between large and small dogs, especially those in denser urban areas.

It is expected that small dog enclosures would increase usership in dog parks significantly. With a relatively low cost and small spatial impact to existing parks, the addition of small dog enclosures would be a high-value addition to the off-leash community. To provide security for small dogs and their owners and increase usership, staff recommend establishing small dog enclosures in three existing off-leash dog areas. Meadowbrook Park is not recommended due to chronic noise complaints with the current usage and proximity to neighbouring homes, and Grass Creek is not recommended as the site is unique and very large where the potential for conflict is reduced.

Existing Policy/By-Law:

The City’s Off-Leash Dog Area Policy was approved in June of 2009.

Notice Provisions:

Public consultation for the future Cataraqui West Community Park was held July and November 2022. A public meeting for the Snider Park off-leash dog area proposal was held on February 22, 2023. News release, social media, flyers, and onsite signs were posted about the public consultation opportunities.

Accessibility Considerations:

The proposed off-leash dog area and improvements would meet Facility Accessibility Design Standards.

Financial Considerations:

The cost for an off-leash dog area in the future Cataraqui West Community Park is expected to be approximately \$150,000 which could be accommodated in the current approved project budget. Operational cost is expected to be approximately \$25,000–\$30,000 per year.

The cost to add small dog enclosures to three existing off-leash dog areas would be approximately \$150,000–\$200,000 depending on configuration and details and, if approved, would be included in future capital budget plans for consideration. Some incremental operating

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costs are expected with the addition of small dog enclosure areas, the amount to be determined based on final configuration.

Contacts:

Luke Follwell, Director, Engineering Services, 613-546-4291 extension 3139

Other City of Kingston Staff Consulted:

Lacricia Turner, Director, Recreation & Leisure Services

Karen Santucci, Director, Public Works & Solid Waste

Amy Gibson, Manager, Recreation Services, Recreation & Leisure Services

Troy Stubinski, Operations Manager, Public Works & Solid Waste

Neal Unsworth, Manager, Parks & Shoreline, Engineering Services

Exhibits Attached:

Exhibit A - Cataraqui West Community Park Plan

Exhibit B - Snider Park Off-Leash Dog Area Proposal

Cataraqui West Community Park Plan



Cataraqui West Community Park

City of Kingston

Community Park Concept B



November 2022



Snider Park Off-Leash Dog Area Proposal





City of Kingston
Report to Arts, Recreation & Community Policies Committee
Report Number ARCP-23-006

To: Chair and Members of the Arts, Recreation & Community Policies Committee

From: Lanie Hurdle, Chief Administrative Officer

Resource Staff: Lacricia Turner, Director, Recreation & Leisure Services

Date of Meeting: June 22, 2023

Subject: Update to the Ice Allocation Policy

Council Strategic Plan Alignment:

Theme: Policies & by-laws

Goal: See above

Executive Summary:

In 2008, the City of Kingston endorsed the Ice Allocation Policy and Guideline. These documents were established in order to provide a clear process for ice allocation use and cancellations for arenas. In 2018 Council endorsed an update to this policy.

Beginning in 2023, the policy was reviewed by staff and has been revised based on feedback from user groups and key community organizations in addition to amendments identified by staff. The updates have been recommended to create further efficiency and clarification regarding the allocation, booking and cancellation of municipal arenas throughout the City.

Recommendation:

That the Arts, Recreation & Community Policies Committee recommends to Council:

That Council adopt the Ice Allocation Policy and Guideline updates, attached as Exhibit A (Draft Ice Allocation Policy) to Report Number ARCP-23-006.

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Options/Discussion:

Staff engaged in a fulsome review of the Ice Allocation Policy to ensure it aligned with best practices, supported municipal programs/operations and was conducive to user groups. Exhibit A is the draft revised Ice Allocation Policy. The review process involved an analysis of the day-to-day operations and considers how best to allocate ice capacity to user groups and support municipal programs such as Shiny Hockey, Public Skating, and Parent and Tot within the City's nine ice pads. The recommended changes were reviewed by the Recreation Facilities management team who oversees ice maintenance and operations.

User Group Consultation

Upon these final reviews, City staff engaged user groups in consultation. A user group meeting was held on May 16, 2023, to review the recommended changes to the policy and seek feedback from the User groups. Exhibit B is a copy of the Power Point presentation that was shared with the user groups. This presentation clearly defines the recommended policy revisions and updates. Staff presented in person to the user groups and shared a copy of the presentation electronically via email. Staff provided all user groups an opportunity to provide feedback during the meeting, and following the user group meeting, to share any additional concerns and feedback. During the in-person user group meeting, the main question that was posed was directly related to the changes in Section 3.15.5 Permit Cancellation (Monthly Contracts). Staff provided further clarity on this section and a rationale for this change. Staff did not receive any further questions or concerns from the user groups following the meeting. Staff did receive some emails expressing appreciation for the opportunity to engage in discussion, and review the draft revisions.

New Policy Revisions

The following revisions are being recommended:

1. 3.2 Ice Distribution Matrix (Master Schedule)
 - Language change: title creation to add clarity to this section.
2. 3.3 City of Kingston Recreational Ice Programs
 - Language change: updating program information and verbiage to be reflective of current City programs.
3. 3.10 Weekly Hours of Entitlement and Distribution for Partner Groups
 - Language change: updating age level names to be reflective of current state.
4. 3.11 Regional Organizations
 - New: returning language from a previous Ice Allocation Policy to allow for potential infrastructure contingency planning.

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5. 3.12 The Seasonal Minimum Commitment
 - Change: updated date changes regarding seasonal identification between spring and summer.
6. 3.13 Time Period Entitlements and Restrictions
 - Change: updated date changes regarding seasonal identification between spring and summer.
7. 3.13.7 Allocation Time Frames
 - Change: Updated Partner groups to include spring in their ice allocation to be reflective of the increasing demand for spring ice and spring try outs.
8. 3.14 Processing and Management of Tournaments and Special Events
 - Change: Updated Spring & Summer Tournaments to be reflective of the change to seasonal dates and the increasing demand for spring ice.
 - Change: Spring tournaments moved from 4 pads to 3 ice pads permitted to ensure additional ice availability for City programming and increasing demand for spring ice.
 - New: Single Day Tournaments (Fridays) will only be added after the master tournament schedule has been completed to avoid impact to full weekend tournaments requests.
 - New: Single Day Tournaments (Monday to Thursday) will be processed with regular season ice to promote daytime ice usage and school tournaments.
9. 3.14.1 Leon's Centre – Special Events
 - Change: To ensure that the operations at the Leon 's Centre are reflective in the policy regarding uninterrupted ice and the impact of last-minute change of special events.
- 10.3.15.4 Permit Cancellation (Seasonal)
 - Language change: Separated “seasonal” and “monthly contracts” regarding cancellation policy.
- 11.3.15.5 Permit Cancellation (Monthly Contracts)
 - Change: Timelines regarding cancellation for monthly contracts (Partner Groups) has been updated to reflect cancellation request being received prior to the last Friday of the prior month instead of being up to 7 days prior. This will allow for additional time to re-sell any unused ice as well as provide best practices regarding monthly reconciliation for accounts receivables. Additional ice requests will also be added on separate contract for clarity and consistency within the City's software. Administration fees remain in place based on when the cancellation requests are received (prior to the last Friday of the month).

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12.3.16.1 Ice Use and Ice Flood Schedules

- Change: updated language change to be reflective of one “week” instead of one “month” to be consistent with current practices; flood schedules are not required until the week before.

13.3.17.2 Insurance Requirement for All Facility Users

- Change: insurance requirements were updated from “two million” to “five million” dollars to be reflective of City’s policy.

Next Steps

Staff will continue to consistently audit the policy over the next year and continue to evaluate the changes with community partners at regularly scheduled user group meetings. City staff will also share a copy of the approved policy with Tourism Kingston to support sports tourism ice related events.

Existing Policy/By-Law:

None

Notice Provisions:

None

Accessibility Considerations:

None

Financial Considerations:

None

Contacts:

Amy Gibson, Manager, Recreation & Leisure Services, 613-546-4291 extension 1805

Other City of Kingston Staff Consulted:

Alan McLeod, Senior Legal Counsel & Deputy Director, Legal Services

Amy Elgersma, Manager, Recreation Facilities

Matt Rhymer, Supervisor, Recreation Facilities

Amanda McDonald, Supervisor, Recreation & Community Development

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Dave Flindall, Assistant Supervisor, Recreation Services

Exhibits Attached:

Exhibit A – Draft Ice Allocation Policy

Exhibit B - User Group Power Point Presentation



Ice Allocation Policy and Guidelines

Policy #	POL-67
Effective Date	Sept 1 2018
Status	Under Review
Final Approver	Council

1.0 Purpose

The purpose of this policy is to establish guidelines for the allocation and management of arenas owned and operated by the City.

2.0 Persons Affected

This policy affects all City Partner Groups and any person, organization, community member, and/or community group interested in renting space within an arena.

3.0 Policy Statement

3.1 Policy Goal

It is the goal of this policy to:

- i. Promote and encourage participation in ice sports to the overall benefit of the community;
- ii. Provide a fair and transparent means for service delivery;
- iii. Consider the needs of Kingston residents before residents of other communities;
- iv. Strive to provide fair access to arenas and recreational amenities;
- v. Allow flexibility to meet the needs of sports associations and other users;
- vi. Establish uniform criteria and procedures for the reservation and use of arenas;
- vii. Facilitate scheduling that will support proper and sufficient maintenance and repair of ice surfaces;
- viii. Permit the planning and implementation of special sport events and programs in which a large number of people are expected to participate;
- ix. Ensure that the City's arenas are used for the benefit of the entire community; and
- x. Balance the needs of Permit Holders, casual participants and the City as a whole.

3.2 Ice Distribution Matrix (Master Schedule)

On an annual basis the Facility Booking Office (FBO) will develop an Ice Distribution Matrix that best reflects the expressed needs of the users and application of this policy's directives and guides. Any such Matrix will reflect the Council supported Multiplex guideline of a minimum of 70% youth ice within the usable winter ice allotment. The City reserves the right to reassign ice annually as required.

3.2.1 Client Scheduling Priorities:

Ice will be allocated utilizing the following priority groups:

- i. City of Kingston Recreational Ice Programs
- ii. Tournaments & special events (primarily hosted by Partner Groups)
- iii. Partner Groups (as defined below)
- iv. Seasonal clients
- v. Boards of Education – high school hockey and school ice
- vi. Occasional and commercial users

3.3 City of Kingston Recreational Ice Programs

The City ensures resident access to recreational ice opportunities through municipal skating programs. Programs provide low-cost access to recreational skating opportunities organized through the Recreation & Leisure Services Department. Opportunities include public skating, parent and tot skate, senior skate as well as shinny or pick up hockey. Programs are provided in response to resident demand.

3.4 Tournaments and Special Events

The City supports special programs like tournaments and special events. These programs provide revenue generating opportunities to both the program organizers and the City, as well as provide an economic spin-off to the community at large. Generally, tournaments and special events are competitions hosted by recognized City Partner Groups. They may include events of regional or provincial significance. Tournaments may also be hosted by seasonal clients such as men's hockey leagues. Special events may not be limited to competitions and may include events such as trade shows or exhibitions. Typically, tournament and special event ice time is allocated above and beyond group's regular seasonal allocation.

3.5 Partner Groups

The City's Partner Group is defined as follows:

- i. A non-profit recreational group based within the City and dedicated primarily to minor sports (18 and under)
- ii. Will be established providers of quality recreational programs, primarily for youth.
- iii. Will be the main provider of its particular activity for youth in the City

- iv. Membership in the group will be dominated by residents of the City (Note: If item 3 is dominate, item 4 may be waived)

Organizations recognized as Partner Groups must:

- i. Have constitutions
- ii. Be incorporated
- iii. Have an auditable annual financial statement
- iv. Be affiliated with a responsible regional, provincial or national organization. The choice of this organization can be entirely at the discretion of the Partner Group

If the appropriateness of a Partner Group's status as a Partner Group comes into question, the group may be required to re-produce evidence that the conditions under which it was granted partner status still apply.

3.6 Seasonal Clients

Groups in this category are defined as groups that use an ice facility(s) on a weekly basis for an entire season. Examples are men's/ladies' hockey leagues, pick-up hockey groups, etc. The City wishes to recognize long-term clients; these clients will have access to their historical ice (same or similar date or time blocked) to all seasonal clients that have had the same hour(s) for two or more consecutive years from the current year.

The City reserves the right to change the ice allocated to seasonal long-term clients when facility closures or restrictions must be applied, when ice schedules negatively influence operational/program efficiencies and resident demands or to meet the 70% youth matrix requirement. In these circumstances every attempt will be made to find an equitable ice time replacement.

If a designated seasonal long-term permit holder disbands or fails to apply for ice in consecutive ice seasons, they will lose their status. If they reapply in a subsequent ice season, they will be treated as a new client as the seasonal long-term client designation is not transferable.

3.7 Boards of Education – High School Hockey and School Ice

School bookings are to be administered on a first-come, first-served basis through the FBO.

High School Hockey: A designated convener will be the point of contact for the high school hockey allocations (Practice & Game Allocation).

3.8 Occasional or Commercial Users

Groups in this category are defined as organizations or individuals that use ice time with the intent of generating positive net income (profit). At the City's discretion, not-for-profit groups may be allowed to generate net income from the use of

allocated ice time so long as the subjects use aligns with the “fundamental activities” of the group. In consultation with ice users, the FBO will establish a process to ensure that net income producing activities of not-for-profit groups remain consistent with the goals, objectives and guiding principles of the Allocation Policy as well as the best interests of Kingston residents.

3.9 Residency

The City recognizes the tax-based contribution provided by its residents toward the development and operation of recreation ice facilities and recognizes that residents will always receive priority over non-residents in the allocation of ice time. For the purpose of supporting the ongoing development of ice user groups (e.g. girls/women’s hockey), the City will accept the residency requirements defined by Sport Governing Bodies (S.G.B.’s – local, regional, provincial and/or federal)) which govern the actions of local affiliated ice user groups. The City reserves the right to impose residency requirements or limitations on permit applicants at any point in time in the future when it is deemed necessary to do so (e.g. restricted ice capabilities).

The City will accommodate the regular use of ice by non-residents after resident demand is satisfied and under special circumstances such as reciprocal agreements. Non-residents will not achieve historical status in regard to permit allocation on a year-to-year basis. Non-resident use will be reviewed on a case-by-case basis.

3.10 Weekly Hours of Entitlement and Distribution for Partner Groups

The number of weekly hours allocated to any Partner Group will be based on justified need. On an annual basis, registration data must be supplied by the Partner Group in an approved format to the FBO. The FBO will then apply the data to a ‘Standards of Play’ (SOP) formula which will determine the total number of weekly hours each user is entitled to and the distribution of those hours to different age and skill level groupings.

HOCKEY/RINGETTE				
Category		Age Level	Skaters on Ice	Hours/Week
House League & C Rep	All	U9	16	1
		U11	16	1
		U13	16	1.5
		U15	16	1.5
		U18	16	2
		U21	16	2
Competitive	A, AA, B, BB	U11	17	2
		U13	17	2.5
		U15	17	2.5
		U18	17	3.5
		U21	17	3.5

	AAA, Girls AA	U11	17	3
		U13	17	3.5
		U15	17	4
		U18	17	5
		U21	17	5

FIGURE SKATING			
Category	Age Level	Skaters on Ice	Hours/Week
Recreational	Can Skate	60	1
	Learn to Skate	60	1
	Special Olympics	60	1
Competitive	Junior A	24	5.25
	Preliminary B	24	5.25
	Intermediate C	24	5.25
	Pre-Junior	24	9
	Competitive	24	13.75

SYNCHRONIZED SKATING			
Category	Age Level	Skaters on Ice	Hours/Week
	Star 3 Elements	Team	2
	Star 4 Program	Team	2
	Juvenile/Pre-Novice	Team	3
	Senior/Open	Team	4

SPEED SKATING			
Category	Age Level	Skaters on Ice	Hours/Week
Recreational	Special Needs – Midget	24	1
	Juvenile – Masters	24	2
Competitive	Special Needs – Midget	24	1
	Juvenile – Masters	24	2

3.11 Regional Organizations

Regional sports organizations which do not draw all players from within the boundaries of the City of Kingston must include in their requests for ice time confirmation of all weekly hours of ice booked outside of City of Kingston owned and operated arenas. These hours may be subtracted from the ice allocation from the City of Kingston's Ice Distribution Matrix to ensure that the residency requirements set out in section 3.9 are met.

3.12 The Seasonal Minimum Commitment

All Partner Groups and seasonal users are required to commit to a minimum:

Fall & Winter: 24 of 26 consecutive weeks permit schedule to be completed between the October 1 and the end of winter session March 31. Exceptions to the 24-week commitment may be made when the City is unable to supply replacement ice for disruptions to regular ice time during weekends and emergency closures.

Spring: 8 consecutive weeks permit schedule to be completed between April 1 and May 31. Exceptions to the 8-week commitment may be made when the City is unable to supply replacement ice for disruptions to regular ice time during weekends and emergency closures.

Summer: 12 consecutive weeks permit schedule to be completed between June 1 and Labour Day weekend. Exceptions to the 12-week commitment may be made when the City is unable to supply replacement ice for disruptions to regular ice time during weekends and emergency closures. Preference will be given to users that book for the entire summer season June 1 to Labour Day weekend.

3.13 Time Period Entitlements and Restrictions

3.13.1 Prime and Non-Prime Ice

All Partner Groups will receive an equitable distribution of prime and non-prime hours, as well as morning hours. All Partner Groups, regardless of gender orientation, level of competitiveness, and total hours of entitlement shall not receive relatively more or less prime time access than a similar client. To maximize the use of the City’s arenas, Partner Groups will be issued approximately 10% of their allocation in morning ice. If morning ice is returned, an equal percentage of prime-time ice must be released as well. Partner Groups may notify the FBO by June 1st to update how many hours of morning ice will be used, releasing their right to the additional allocation. Once the seasonal ice allocation has been finalized, for each hour of morning ice returned and hour of prime ice will be removed from their seasonal allocation at the discretion of the FBO.

3.13.2 Youth and Adult Ice

Some Partner Groups may have adult membership (excluding coaches). Partner Groups that have limited adult membership must adhere to the rates and fees established in the Fees and Charges By-Law. Groups will be charged youth rates when ice is used for instructional purposes and there is a mix of adult and youth participants. All mixed ages competitive ice will be charged at adult ice rates.

3.13.3 Fall – Winter – Spring Seasons (Labour Day Weekend to May 31)

FALL – WINTER – SPRING SEASONS (Labour Day Weekend to May 31)		
Prime Time	Monday to Friday	4:30pm to Close

	Saturday and Sunday	8:00am to 12:00am
Non-Prime Time	Monday to Friday	Open to 4:30pm
	Saturday and Sunday	Open to 8:00am

3.13.4 Summer Season (June 1 to Labour Day Weekend)

SUMMER SEASON (June 1 to Labour Day Weekend)		
Prime Time	Sunday to Thursday	4:30pm to Close
Non-Prime Time	Monday to Thursday	Open to 4:30pm
	Friday and Saturday	Open to Close

3.13.5 Weekday and Weekend Ice

An ice distribution ratio of 50% weekday ice and 50% weekend ice will be used as a guideline by the FBO when allocating ice to seasonal and Partner Groups.

WEEKDAY AND WEEKEND ICE	
Weekday	Monday to Friday
Weekend	Saturday and Sunday

3.13.6 Block Bookings

Ice will be allocated in blocks of time (minimum of 2 hours). No organization will dominate a specific time block to the detriment of another organization. All organizations will share equally in the distribution of early and late prime time ice. If an organization can demonstrate, to the satisfaction of the FBO, that 'blocking of time' as outlined in this policy is not feasible, alternate methods of time distribution may be considered.

3.13.7 Allocation Time Frames

The following time frames will be compulsory when forwarding ice allocation requests into the FBO. All dates in the table below are prior to the beginning of each season. The FBO is committed to responding back to groups/clients within one month of each respective time frame.

CLIENT	SEASON		
	FALL WINTER	SPRING	SUMMER
City of Kingston Recreational Ice Programs	April 1	January 1	October 1

Tournaments and Special Events/Camps	May 1	January 1	October 1
Partner Groups	May 1	January 1	N/A
Seasonal Clients	June 1	January 1	February 1
Board of Education	September 1	N/A	N/A
Occasional and Commercial Users	September 1	April 1	May 1

3.13.8 Conflict Resolution

Ice time request conflicts that arise from the development of the Ice Distribution Matrix will be highlighted by the FBO. These conflicts will be brought forward to the specific groups affected for discussion and resolution with an FBO representative acting as mediator. Should no resolution be reached with mediation addressing a specific ice time request conflict, the Supervisor of Administrative Services will act as Arbitrator. Each group involved in the ice request conflict will submit, in writing, to the Supervisor of Administrative Services, rationale for their requirement of the ice time in conflict. Along with this information, if required, consideration will be given to the following factors to guide a final decision. These factors would include:

- i. User group historical ice allocation
- ii. The degrees in which the user groups ice time requests have been met, apart from the ice time request in conflict
- iii. The age of the user group as it relates to the period of ice time in conflict
- iv. Sport(s) requirements of the groups involved. This would include requirements of governing sport bodies and logistics involved in the sport(s)
- v. Other applicable City policies

Should the groups not be able to resolve the conflict, the decision of the Supervisor of Administrative Services will be final.

3.14 Processing and Management of Tournaments and Special Events

The City recognizes the significant positive impacts that tournaments, special events and championships can provide to the community. In order to accommodate these events and minimize disruptions to regular programs, league play and try-out ice:

- **Fall-Winter (September to March)** will allow for 72 hours (2 ice pads) of ice weekly for additional ice for special events
- **Spring (April to May)** will allow 108 hours (3 Ice pads) for special event and extra ice after spring ice allocation has been completed
- **Summer (June to August)** will allow up to 75% of available ice to be initially booked for tournaments/special events of ice. Additional ice can be purchased once seasonal permits are issued

- **Single Day Tournaments (Fridays)** will only be added after the master tournament schedule has been completed. This is to avoid impact on full weekend tournaments
- **Single Day Tournaments (Monday to Thursday)** will be processed with regular season ice

Ice users requiring additional hours for their tournaments, will have to work with other users to release ice from their regular allotted ice for these additional hours. City staff will help facilitate this process.

In order to promote tournament play and assist with the development of the tournament centre allocation model, tournament organizers will receive as part of their tournament event ice rental, complimentary room use to enhance the quality of the event and assist with event logistics. Adult tournaments will receive one (1) free room rental per day, per minimum 8 daily hours of ice rental. Youth tournaments will receive two (2) rooms, one to be used as a tournament office and one to be used for other tournament needs. The minimum ice rental requirement for adult tournaments also applies for youth tournaments.

In order to promote summer, PA Day and Holiday Camps, the organizer will receive as part of their camp's ice rental, complimentary room use to enhance the quality of the camp and assist with camp logistics. The organizer will also receive access to the CaraCo turf field (pending availability), in the amount of up to ½ the ice rental.

3.14.1 Leon's Centre – Special Events

Due to the multiple uses of the Leon's Centre, any weekly ice allocated at the Leon's Centre that conflicts with other bookings such as special events may be subject to cancellation. The FBO shall give groups with such bookings notice of cancellation as early as possible and will do their best to reallocate this ice time.

3.14.2 Opportunities and Restrictions

Some user groups may have to re-locate to another City's arena if another user group holds a tournament. Regular seasonal ice time will not be lost. City of Kingston recreational ice programs will not be cancelled during tournament weekends. The FBO will be responsible for effectively managing client requests for tournaments and special events. This model will provide all users with an uninterrupted ice schedule.

A maximum of two tournaments or special events per organization per fall (September to December) and per winter (January to March) will be scheduled at the tournament facilities of their choice between the fall/winter season (September through March). If supply exceeds demand, the FBO will address further user needs on a case-by-case basis.

13.14.3 Tournament Permit Amendments and Cancellations

The City will effectively manage any client requests for tournaments and special event permit amendments or cancellations with the goal of minimizing administrative, revenue and operational impacts. When changes or cancellations are requested, the guidelines outlined in the Ice Allocation Policy will be stringently applied.

3.15 Processing and Management of Seasonal and League Ice Applications and Permits

3.15.1 Permit Amendments and Cancellations

Allocated ice time turned back in to the FBO must be done utilizing the same ratio as the originally allocated ice (e.g. a proportionate number of prime and non-prime time ice, weekday and weekend ice). The FBO reserves the right to accept only hours that hold the greatest potential for rebooking.

The FBO has the right to control all ice distribution and use of City-owned and operated ice facilities for the duration of the ice permit. Controls must be in place to minimize the negative impacts that unused, returned, amended and cancelled ice can have on the arena system operation and its clients. As such, the FBO will apply all guidelines outlined in the Ice Allocation Policy to reasonably and responsibly manage unused ice or changing ice needs once permits have been issued.

3.15.2 Added Ice (Temporary or Permanent)

All ice hours added to an existing contract will be final on the date issued and accepted. No further changes will be considered.

3.15.3 Transferred Ice/Ice Trades/Sub-Leased Ice

The City is the sole permit authority for all ice times. The City must be aware of and be able to control the intended use of all ice permitted within its facilities at all times. The practice of occasionally transferring ice, trading ice or sub-leasing ice between permit holders is acceptable upon advance written notification and forwarding of related schedule updates to the FBO.

3.15.4 Permit Cancellation (Seasonal)

To allow for league scheduling and unforeseen amendments, all Season users will be able to make one amendment to their confirmed Season permit(s) prior to October 15 without the administration charge being applied (Minimum 30 days' notice).

3.15.5 Permit Cancellation (Monthly Contracts)

To maximize the potential of re-allocation of cancelled ice and firming of contracts, all ice on monthly permits, must be returned to the FBO by 12:00pm (noon) on the last business day of the month prior to contract. The FBO will update the revised permit and firm the permit. Payment will be due immediately. All additional ice will

be added to a separate contract.

PERMIT CANCELLATIONS	
<p>Tournaments and Special Events Initiated by the permit holder and/or the permit holder's designated ice permitter/scheduler(s)</p>	<p>Require 60 days written notice to the FBO to cancel full permit. Up to 25% of the permit can be modified without admin fee more than 30 days out. An administration fee of 25% will apply to cancellations made between 7-60 days prior the booking. Full payment is required less than 7 days out.</p>
<p>Partner Groups, Seasonal Clients, and Boards of Education Initiated by the permit holder and/or the permit holder's designated ice permitter/scheduler(s)</p>	<p>An Administration fee of 10% will be apply to cancellations /amendments made from confirmed permit to 30 days prior to the booking and an administration fee of 25% will apply to cancellations/amendments made within 30 days prior the booking. All cancellations made less than 7 days prior to the event, Full payment will be charged unless ice is re-sold then the 25% fee applies. Section 3.15.5 supersedes these cancellations. All monthly contract cancellations/amendments must be submitted to the FBO no later than the last Friday of the month prior to the contract; percentage administration/cancellation fees remain and will be applied based on when received prior to the last Friday of the month prior to the contract.</p>
<p>Occasional and Commercial Users Initiated by the permit holder and/or the permit holder's designated ice permitter/scheduler(s)</p>	<p>Requires 30 days written notice to the FBO. Payment of \$25 cancellation fee per permit affected by the cancellation request.</p>

3.15.6 Inclement Weather

In the event the Police or Mayor deems the roads unsafe for travel, the permit holder has the right to reschedule the ice with no fee. High School hockey ice rentals may be re-scheduled if the Tri-Board transportation cancels buses.

3.15.7 Permit Cancellations by the City of Kingston

The City reserves the right to reasonably postpone, reschedule or cancel any permitted activity due to justified circumstances. The City reserves the right to cancel a permit or portion of the permit without notice should there be a breach of the condition or regulations, or should the City be of the opinion that the facilities are not being used for the purpose contained in the application. Where

postponement or rescheduling cannot be mutually coordinated, the permit holder affected will receive a full refund/credit for the time owing.

3.15.8 Unused Ice

Affiliated users are not permitted to book ice that will go unused except for the purpose of ensuring that sufficient ice time is available, as a contingency, to prevent a curfew situation for tournaments or league games. Unused ice (no shows) reflects badly on the permit holder and on the City's administration of ice and is not acceptable. The guidelines detailed in Ice Allocation Policy for managing unused ice will be strictly applied.

3.16 General Ice Management

3.16.1 Ice Use and Ice Flood Schedules

In order to maintain the efficient scheduling of maintenance staff, ice floods, and to ensure the accurate communication of pad and room assignments to participants, the City requires that all groups supply ice use schedules and flood requirements to the FBO one week prior to the commencement of the ice booking.

The City reserves the right to accept or modify ice flood requests to ensure the achievement of operational efficiencies and pad coordination. Special floods for any ice use time of less than two hours will not be considered (e.g. a 90-minute game does not qualify to receive an extra mid-game flood).

3.16.2 Group Representation

In order for FBO representatives to effectively serve their customers, all groups are asked to elect no more than two representatives to serve as liaison between the FBO and their group. All communications between the group and the FBO should, at all times, be channeled through each group's representatives.

3.16.3 Curfew Ice

The City reserves the right to curfew any games, including tournament games, to maintain the schedule submitted and will consider the cancellation of any or all permits if the user does not cooperate in the implementation of this Ice Allocation Policy directive. It is the responsibility of user groups to inform the FBO of any special requirements regarding curfews at the time the schedules are submitted. It is the responsibility of the user to ensure all ice required is booked prior to on ice activities.

3.16.4 Ice that is not booked – “unused ice” (Programs, Public Skates and Reduced Rates)

The City, through the FBO, may set up and advertise skating programs when there is “unused ice”. Programs will vary and will be charged the same ticket rate as shinny hockey or the current by-law fee. The FBO will determine the type of programs and schedules of programs and public skates.

3.16.5 Instructional Program and Leisure Skate Management

The City reserves the right to offer instructional programs and leisure skate services at its arenas for the benefit of the general public. Instructional programs and leisure skate services proposed to be offered by any permit applicant is subject to the City's review and approval. Through application of the guidelines outlined in the Ice Allocation Policy, duplication of programs and services will be managed effectively and coordinated to limit or remove any negative impact(s).

3.16.6 Program or Leisure Skate Cancellations

In order to minimize user frustration, dissatisfaction and related negative impacts, the City will not cancel advertised instructional programs and leisure skate times, with the exception of the following:

- i. Significant and high-profile special events as directed by Council.
- ii. Low registration in instructional programs.
- iii. Emergency shut down situations and ice maintenance issues.

3.16.7 Temporary Ice Cancellations and Redistribution

In the event of an unplanned multi-day facility closure, the FBO will act to redistribute ice permits so that all ice users are universally impacted while certain types of ice use are protected from cancellation over others. The City will apply predetermined ice priorities and procedures identified in this Ice Allocation Policy. The City reserves the right to make all final decisions regarding emergency ice cancellations and redistribution.

3.16.8 Introduction of New Community Ice Programs and Services

New programs/services and sponsoring organizations/associations will be accommodated only to provide for unmet community needs. Existing or new groups must demonstrate/justify the need for a new program or service while also meeting other criteria outlined in this Ice Allocation Policy.

3.16.9 New Organization/Emerging Sport

When reasonable and feasible, the City will recognize a new ice organization or emerging ice sport and will allocate ice time to enable it to establish its programs and services in the City. Recognition and ice allocation will occur once the conditions and criteria outlined this Ice Allocation Policy is met and if existing users will not be adversely affected. The City will use unallocated ice first to meet the needs of a new applicant but reserves the right to reasonably reallocate hours from existing users, if warranted.

3.16.10 Opening Arenas Outside of Standards Hours of Operation

The opening of arena facilities on statutory holidays, when they are normally closed, or beyond established operating hours (as defined by this Ice Allocation Policy), will be considered only if the applicant agrees to pay for the full operational

costs for such an opening and pending the availability of staff. All reasonable requests will be reviewed and responded to. Application does not guarantee approval.

3.17 General Administration

3.17.1 Forms

All applicants and users must submit all requests for permit applications, processing, amendments and cancellations on City approved forms. Packages and forms are available from the FBO. The City reserves the right to reject applications and requests from clients who submit forms which are not complete or contain falsified information.

3.17.2 Insurance Requirements for All Facility Users

The organization shall, at all times during its allocated ice time in the City's facilities, arrange, pay for and keep in force and in effect Comprehensive General Liability Insurance on an "occurrence" basis including personal injury, bodily injury and property damage protecting the City of Kingston, its elected Members of Council, its employees, agents and contractors (hereinafter "Released Persons") and the organization against all claims for damage or injury including death to any person or persons, and for damage to any property of the Released Persons or any public or private property, howsoever caused including damage or loss by theft, breaking or malicious damage, or any other loss for which the Released Persons or the organization may become liable resulting from the organization's use of ice time in City's facilities. Such policy shall be written with inclusive limits of not less than Five Million Dollars (\$5,000,000), shall contain a cross liability clause, a severability of interest clause, shall be primary without calling into contribution any other insurance available to the Released Persons as additional insured parties. The City of Kingston must be named as additional insured.

The organization (for itself and its insurers) shall release each of the Released Persons and waives any rights, including rights of subrogation; it may have against them for compensation for any loss or damage occasioned by organization or loss of use of property of the Purchaser.

The organization shall provide certificates of insurance evidencing the coverage as required above to the FBO upon ice time confirmation by the FBO, which certificates shall include the obligation on the part of the issuer of the certificates to endeavor to provide thirty (30) days written notice of cancellation to the certificate holders. Upon expiry, documents of renewed coverage are again to be provided and the organization will make policies available to the City for review from time to time and in the event of a claim.

3.17.3 Insurance Requirements for Casual and Commercial Users

All casual users must purchase insurance through the City for each arena rental hour.

4.0 Responsibilities

4.1 Ice Allocation Responsibility

The City’s Facility Booking Office (FBO) has the responsibility to manage the allocation and distribution of ice on an annual basis to reflect population, registration, utilization, and participation patterns, in addition to applying municipal, provincial and federal directives where required. The FBO is responsible for the implementation of the policies as outlined.

4.2 Ice Facility Operations

The City will responsibly manage its ice resources to ensure optimum usage and programming, to reflect municipal directives and to minimize risk and operational issues, as well as enhance fiscal health to allow for timely and effective infrastructure updates.

On an annual basis, City staff will review, define or confirm the City’s ice seasons, hours of operation, ice pad uses and restrictions, facility closures, holiday operating hours, prime and non-prime time hour definitions and ice capacity calculations. The results of this meeting will enable City staff to update related portions of this document, the Annual Arena Operations Calendar, the Ice Management Schedule and Critical Dates, the Ice Allocation Matrix and the Five-Year Ice Planning Calendar.

5.0 Approval Authority

Role	Position	Date Approved
Subject Matter Expert	Facility Booking Office	
Legal Review	Senior Legal Counsel	
Management Review	Supervisor, Rec & Com Dev Supervisor, Rec Facilities Manager, Rec Services Manager, Rec Facilities Director, Recreation & Leisure Services	
Final Approval	Council	

6.0 Revision History

Effective Date	Revision #	Description of Change
September 1, 2018	1	
September 1, 2023	2	3.0 Policy Statement

		3.1 Title Change 3.2 Title Change 3.3. Language Change 3.10 Age Level Language Change 3.11 New – Regional Organizations 3.12 Minor Date Changes 3.13 Minor Date Changes 3.14 New – Updated Tournament 3.15.5 New – Permit Cancellation 3.16 Minor Date Changes 3.17 Insurance Increase to 5M

Ice Allocation Policy Review

Tuesday, May 16, 2023

INVISTA Centre



Agenda

Welcome & Introductions - ALL

Policy Review Process - Amy

Proposed Changes - Dave & Amanda

Questions - ALL

Next Steps - Email concerns to Dave Flindall: dflindall@cityofkingston.ca by May 19th 12:00pm



Ice Allocation - Proposed Changes

3.2 Ice Distribution Matrix (Master Schedule)

- *Title language creation/change*

3.3 City of Kingston Recreational Ice Programs

- Opportunities include public skating, parent and tot skate, senior skate as well as shinny or pick up hockey.
- *Verbiage/program change (removal of learn to skate)*

3.10 Weekly Hours of Entitlement and Distribution for Partner Groups

- *Age level names changes (Removal of peewee, bantam, etc.)*

Ice Allocation - Proposed Changes

3.11 Regional Organizations

- Regional sports organizations which do not draw all players from within the boundaries of the City of Kingston must include in their requests for ice time confirmation of all weekly hours of ice booked outside of City of Kingston owned and operated arenas. These hours may be subtracted from the ice allocation from the City of Kingston's Ice Distribution Matrix to ensure that the residency requirements set out in section 3.9 are met.
- *Returning language from previous Ice Allocation Policy*

Ice Allocation - Proposed Changes

3.12 The Seasonal Minimum Commitment

- Spring = April 1 to **May 31**
- Summer = **June 1** to Labour Day
- *Date changes for seasonal identification (Spring & Summer)*

3.13 Time Period Entitlements and Restrictions

- *Update changes for seasonal identification (Spring & Summer)*

3.13.7 Allocation Time Frames

- *Including Partner Groups for Spring Allocation (January 1)*

Ice Allocation - Proposed Changes

3.14 Processing and Management of Tournaments and Special Events

The City of Kingston recognizes the significant positive impacts that tournaments, special events and championships can provide to the community. In order to accommodate these events and minimize disruptions to regular programs, league play **and try-out ice:**

- **Fall-Winter (September to March)** will allow for 72 hours (2 ice pads) of ice weekly for additional ice for special events.
- **Spring (April to May)** will allow 108 hours (3 Ice pads) for special event and extra ice after spring ice allocation has been completed.

Ice Allocation - Proposed Changes

3.14 Processing and Management of Tournaments and Special Events (Continued)

- **Summer (June to August)** will allow up to 75% of available ice to be initially booked for Tournaments/ special events of ice. Additional ice can be purchased on seasonal permits are issued.
- **Single Day Tournaments (Fridays)** will only be added after the master tournament schedule has been completed. This is to avoid impact on full weekend tournaments.
- **Single Day Tournaments (Monday to Thursday)** will be processed with regular season ice.

Ice Allocation - Proposed Changes

3.14.1 Leon's Centre – Special Events

- Due to the multiple uses of the Leon's Centre, any weekly ice allocated at the Leon's Centre that conflicts with other bookings such as special events may be subject to cancellation. The FBO shall give groups with such bookings notice of a cancellation as early as early as possible and will the best to reallocate this ice time.
- *Uninterrupted ice and special events*

3.15.4 Permit Cancellation (**Seasonal**)

- *Separating "seasonal" and "monthly contracts" permit cancellation*

Ice Allocation - Proposed Changes

3.15.5 Permit Cancellation (**Monthly Contracts**)

- To maximum the potential of re-allocation of cancelled ice and firming of contracts, all ice on monthly permits, must be returned to the FBO by 12:00pm (noon) on the last business day of the month prior to contract. The FBO will update the revised permit and firm the permit. Payment will be due immediately. All additional ice will be added to a separate contract.

3.15.5 Permit Cancellation Chart – Partner Groups, Seasonal Clients, and Boards of Education

- Section 3.15.5 supersedes these cancellations. All monthly contract cancellations/amendments must be submitted to the FBO no later than the last Friday of the month prior to the contract; percentage administration/cancellation fees remain and will be applied based on when received prior to the last Friday of the month prior to the contract.

Ice Allocation - Proposed Changes

3.16.1 Ice Use and Ice Flood Schedules

- *Language change to one “**week**” from one “month”*

3.17.2 Insurance Requirement for All Facility Users

- *Update to **Five Million Dollars***

QUESTIONS & NEXT STEPS

THANK YOU!



**City of Kingston
Report to the Arts Advisory Committee**

To: Members of the Arts Advisory Committee
From: Brianne Franklin, Arts Advisory Committee Vice-Chair 2022
Date of Meeting: May 18, 2023
Subject: Arts Advisory Committee 2022 Report Card

Summary of the Discussion Item

The Arts Advisory Committee was established in 2008 to serve as an avenue of communication and consultation between the arts community and the municipal government, it being understood that the arts include creative expression in all its forms. Reporting to the Arts, Recreation & Community Policies Committee, the Arts Advisory Committee is composed of up to two members of Council, one to be a member of the Arts, Recreation & Community Policies Committee, the Executive Director of the Kingston Arts Council plus four arts professionals nominated by the Board of Kingston Arts Council, two representatives from community-based arts groups, two representatives from the education sector, and two members of the public.

The purpose of this report is to provide a summary of the activities and accomplishments of the Arts Advisory Committee in 2022, pursuant to Section 2.5 of the Committee By-Law. The former Chair and Vice-Chair would like to thank each Committee and Working Group Member for their hard work on behalf of the artistic community of Kingston and for their support in creating this document.

Recommendation:

That the Arts Advisory Committee recommend to the Arts, Recreation & Community Policies Committee:

That the 2022 Arts Advisory Committee Report Card be approved as a summary of the work accomplished by the Committee.

Report to the Arts Advisory Committee

May 18, 2023

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Mandate Considerations

The mandate of the Arts Advisory Committee is to ensure that City of Kingston arts policies and strategies serve the needs of the arts community, and in turn, the residents of Kingston. Through regular communication with staff and Council, the Arts Advisory Committee fosters awareness of City of Kingston's corporate goals pertaining to the arts community. Its mandate includes reporting on the following to the Arts, Recreation & Community Policies Committee:

1. Ensure the continuing implementation of the recommendations contained in the Kingston Culture Plan;
2. Provide input into the development of arts policies and strategies offered by effectiveness and best practices;
3. Making staff and Council aware of changing conditions and opportunities within the arts; and
4. Advising staff and Council as to the impact, actual and potential, of broader policies, programs, and regulations on the Kingston arts sector.

Discussion, Delegations and Briefings

During the 2022 calendar year, the Arts Advisory Committee held four meetings in a virtual, electronic format. While the Committee did not hear from delegations in the 2022 meeting year, it did hear briefings from Danika Lochhead, Manager, Arts & Sector Development, regarding the Arts Advisory Committee Priority Setting for 2022 and Felix Lee, Executive Director, Kingston Arts Council, regarding the Kingston Arts Council Plan for Administration of Arts Funding for the Corporation of the City of Kingston in 2023.

Staff brought one report before the Committee regarding the Arts Advisory Committee Priority Setting for 2022. The purpose of this report was to provide members of the Arts Advisory Committee with an overview of its mandate and responsibilities and outline key priority projects for 2022 in alignment with Council's Strategic Priorities and the Arts & Culture Services Department's work plans, including the need to be responsive to the impacts felt by the arts sector because of the COVID-19 pandemic.

In 2022, the Committee accomplished a large degree of its work through smaller Working Groups consisting of Committee members, City staff, and members of the public. In 2022, this included four distinct Working Groups. A summary of the work accomplished by the Working Groups is provided below:

Art in Public Places Working Group

The Art in Public Places Working Group functions as a working group associated with the Arts Advisory Committee and includes Committee members along with community representatives that are approved by Council on an annual basis. The need for the Working Group is identified as part of the Public Art Policy as approved and supports the on-going implementation of the

Report to the Arts Advisory Committee

May 18, 2023

Page 3 of 5

City's public art program. It also plays a critical role in helping to define and shape public art in Kingston and helps to raise awareness and understanding of the importance and value of public art as a creative platform for representing local history, issues and themes of interest to the community and for fostering civic pride.

As the Public Art Program has evolved since it was first established in 2015, staff updated the Terms of Reference for the working group to expand its mandate and membership, which was approved by the Arts, Recreation and Community Policies Committee on March 9, 2021 ([Report Number ARCP-21-005](#)).

Members of the Working Group were appointed by the AAC following the approval of the updated Terms of Reference, and subsequently approved by City Council. The Working Group under the new Terms of Reference began meeting in the summer of 2021 and in 2022, brought forward minutes to the AAC at its meeting on [March 10](#), [May 12](#), and [November 10](#).

Mayor's Arts Awards Nominations Working Group

The Mayor's Arts Awards is an annual recognition program that celebrates high artistic achievement and recognizes extraordinary contributions in and to the arts. By increasing the profile and appreciation of the arts, the Awards enhance the cultural vitality and civic identity in Kingston.

The Mayor's Arts Awards Nominations Working Group is established annually to identify award recipients according to the program criteria set out in the [Terms of Reference](#) for the Mayor's Arts Awards. In 2022, this Working Group consisted of three Arts Advisory Committee members (Councillor Gary Oosterhof, Tim Fort as Chair and Brianne Franklin) as well as three members of the community (Ashley-Elizabeth Best, Ricky Brant, and Tracey Guptill). The AAC took special note to ensure that an appropriate diversity of art and artists were represented on the Working Group.

Meeting over a series of months, the Working Group compiled a final list of recommended nominees as well as suggested future considerations for the Mayor's Arts Awards program. The Working Group submitted [minutes](#) and was dissolved at its meeting on September 22, 2022.

The 2022 Mayor's Arts Awards were presented at a hybrid event with both an in-person and [digital live stream](#) on November 9, 2022, and the recipients were:

- Creator Award: Mariah Horner
- Creator Award: Josh Lyon
- Creator Award: Sadiqa de Meijer
- Arts Champion Award: Skeleton Park Arts Festival
- Limestone Arts Legacy Award: Steven Heighton

[Award recipients](#) were also recognized by Mayor Paterson at the November 15, 2022 meeting of City Council.

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Local Music Working Group

The Local Music Working Group is established annually according to the Terms of Reference to support the YGK Music program, that promotes local musicians through City playlists. The playlists are shared widely and publicly through City channels, including the website, social media and call waiting system, on partner websites such as Visit Kingston's Music page, and are broadcast at various public spaces and facilities including at Springer Market Square. The Working Group is responsible for listening to and selecting the tracks and musicians to be featured in the playlists.

In 2022, the Working Group consisted of three Arts Advisory Committee members (Councillor Gary Oosterhof, Dean Burry, and Annie Clifford) and three community members including Ricky Brant, Meghan Balogh, and Jay Clifffen.

The Working Group reviewed the submissions to YGK Music independently based on established evaluation criteria and then came together for a meeting in May 2022 to determine the shortlist of 30 musicians to be featured. In 2022, YGK Music received 68 submissions through an open call process.

The 2022 YGK Music playlists were launched on July 6, 2022 and a list of the musicians featured in the playlist can be found on the [City website](#) and the playlists are housed on [SoundCloud](#).

Poet Laureate Working Group

The Poet Laureate Working Group is established through the Arts Advisory Committee according to the [Terms and Reference](#). The Working Groups comes together every four years to align with the term of the Poet Laureate position and the tenure of a new City Council. The Working Group is responsible for deliberating and identifying a candidate based on eligibility and appointment criteria and for providing a written statement highlighting the reasons for their selections.

In 2022, the Working Group consisted of one member of the Arts Advisory Committee (Aara McCauley), the outgoing Poet Laureate, Jason Heroux, and three community members (Sarah Emtage, Billy Ows, and Brenda Leifso).

The Working Group met three times over a series of months and came to consensus on the long list, short list and final decision. The Working Group submitted [minutes](#) and was dissolved at its meeting on November 10, 2022.

The new Poet Laureate for 2023-2026, Sadiqa de Meijer was announced by the Mayor at the December 6, 2022, Council meeting.

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Other Accomplishments

In addition to the work completed by the Working Groups, the Committee accomplished a number of items, including:

- Approved the 2023 Kingston Arts Council Plan for Administration of the City of Kingston Arts Fund.
- Provided input and feedback on the Roundtable Discussion of the City of Kingston Arts Fund (CKAF) Consultation for 2023.

Outlook for 2023

Throughout the remainder of 2023, the Arts Advisory Committee will continue to support a variety of priorities and projects, which were outlined at its recent meeting on March 9, 2023 ([Report Number AAC-23-001](#)) with a particular focus in the following areas:

- Support for the implementation of the Creative Industries Strategy as well as helping to build broader awareness of arts and culture sectors and how they contribute to cultural vitality overall.
- Support for the development and implementation of the Kingston Music Strategy that will build on the success of the local music scene while also recognizing the impact of the pandemic to determine how the City and its partners can work together to strengthen the local music economy and support musicians, businesses and industry.
- Support the development of a strategic business review of the Kingston Grand Theatre to optimize the venue operations.
- Support and participate in the renewal of the Public Art Master Plan and to outline a new vision for public art in Kingston that advances broader city-building priorities, such as equity, diversity and inclusion; environmental resiliency; reconciliation with Indigenous communities; and placemaking and so it continues to provide opportunities for artists to advance their professional practice through public commissions.
- Support for the annual review and endorsement of the City of Kingston Arts Fund Plan for Administration, developed and submitted by the Kingston Arts Council, and participate in the City-led review of the Fund to ensure the grant program is responsive to the evolving needs of the arts community.
- Support the ongoing Working Groups, including: the Arts in Public Places Working Group, the Local Music Working Group, and the Mayor's Arts Awards Working Group.