



The Corporation of the Town of LaSalle

Date	March 7, 2017	Report No:	C&R 02-17
Directed To:	Mayor and Council	Attachments:	Ice Use Allocation Policy & Procedure Outdoor Sports Surface Allocation Policy & Procedure
Department:	Culture and Recreation	Policy References:	
Prepared By:	Patti Funaro, Interim Director of Culture and Recreation		
Subject:	Ice Use Allocation Policy & Procedure Outdoor Sports Surface Allocation Policy & Procedure		

RECOMMENDATION:

That the report of the Interim Director of Culture and Recreation (C&R 02-17) dated March 7, 2017 regarding the Ice Use Allocation and Outdoor Sports Allocation Policy and Procedure BE RECEIVED; and that the Ice Use Allocation Policy & Procedure and the Outdoor Sports Surface Use Allocation Policy and Procedure BE APPROVED; and further that the Ice Use Allocation Policy & Procedure 3382/98 approved May 12, 1998 BE RESCINDED.

REPORT:

The Culture and Recreation Department receives numerous requests from the community to schedule use of sports facilities including ice and outdoor sports surfaces. Guidelines are required to identify priorities and ensure fair and equitable access to sport amenities within the Town of LaSalle.

At the Culture and Recreation/Parks Advisory Committee meeting held on January 19, 2017 the committee adopted a motion to recommend the updated Ice Use Allocation Policy and Procedure (attached as Appendix A) and the Outdoor Sport Surface Use Allocation Policy and Procedure (attached as Appendix B) to Council for approval.

The Ice Use Allocation Policy and Procedure has been updated to reflect current ice usage requests and scheduling practices at the Vollmer Culture and Recreation Complex.

The Outdoor Sports Surface Use Allocation Policy & Procedure has been created to guide Culture and Recreation employees in the distribution of available outdoor sports surfaces.

Respectfully,

Patti Funaro, Interim Director, Culture and Recreation

Reviewed by:							
CAO 	Treasury	Clerks	Env. Services	Planning	Parks & Rec	Building	Fire



COUNCIL POLICY

Policy Name:	Ice Use Allocation Policy & Procedure	Policy Number:	Formerly Policy #26
Date Approved:	May 12, 1998	Resolution:	PR/3382/98
Revision(s) Date:	January 20, 2017	Department Responsible:	Culture & Recreation

PURPOSE:

It is recognized and understood that the Municipality has a responsibility to provide ice time to meet the needs of the entire community. It is further recognized that these needs vary and that a system should be established to determine the best utilization of the ice time available to the community. Ice time allocation should also represent a balance of activities, which may change as trends, and demands for other activities develop in the community.

POLICY STATEMENT:

This policy will clearly define and communicate how ice will be managed, allocated and distributed as well as serve as a guide for the ice allocation process conducted by the Town.

SCOPE:

This policy applies to all requests and assignment of use of the ice located at the Vollmer Culture and Recreation Complex.

POLICY:

Rental Categories

The Town of LaSalle will allocate ice using the following definitions:

Community Youth (Minor Sports Groups):

Organizations providing youth activities with an elected volunteer executive, constitution and by-laws and are not for profit. Minor sports groups are defined as persons 3 to 19 years of age inclusive.

Competitive Junior Hockey - The LaSalle Vipers Junior B Hockey Club

Municipal Programs:

Includes public skating, parent and tot, adult skating etc.

Adult:



Includes all groups or individuals whose participants consist of participants 19 years and older.

Time Categories

Prime Time:

Monday to Friday from 4:00 pm to 11:00 pm

Saturday and Sunday from 7:00 am to 11:00 pm

Non-Prime Time:

Monday to Friday from 6:00 am to 4:00 pm

Time Block Bookings

Ice will be allocated in blocks of time (50 minutes).

Ice Time Allocation

Ice Allocation will be completed using the following priority listing:

Priority #1: Municipal Activities such as public skating, parent and tot program, etc

Priority #2: Municipal Minor Sports Groups

Priority #3: Junior 'B' Hockey (as per agreement)

Priority #4: Adult groups

Ice Allocation For Minor Sport Groups

The following factors will be considered in determining the base ice allocation for the existing minor sport groups. It is also recognized that other factors influence the suitability of ice time hours for certain groups.

- age of participants
- availability of coaching staff
- hours that best suit after school program
- game times vs practice times
- best utilization of ice time
- total minor sport prime and non-prime hours available
- total registration for minor sport groups
- total registration for each minor sport group
- residency within the municipality

Historical Precedent

It is recognized that it is advantageous to maintain a reasonable amount of consistency in ice time scheduling from year to year and therefore due consideration will be given to the allocation of ice according to previous years. Significant changes to ice allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs.

Contracts and Payment



All ice rentals will require a signed Ice Arena Rental Permit. All ice users will be charged ice rental fees as outlined in Schedule F of the Town of LaSalle User Fee By-law. All ice users must provide a Certificate of Insurance naming the Town of LaSalle as an additional insured in the amount of two million dollars (\$2,000 000.00). Full payment of ice rental time, a copy of insurance certificate, and a signed copy of the Ice Arena Rental Permit must be provided to the Department of Culture and Recreation before the first scheduled date or access to the ice arena may be denied.

Ice Use and Flood Schedules

The maintenance of ice will be completed by the Town of LaSalle. One hour of ice rental time consists of 50 minutes; the additional 10 minutes will be used for ice maintenance. In the event that both Rink A and the Gary L. Parent C.A.W. Arena need to be flooded at the same time, Rink A will be flooded first, followed by the Gary L. Parent C.A.W. Arena. Should this occur, the users time on the ice may start a few minutes late, and their ice time will be extended in the same amount due to the late start. In some occurrences, the ice may be maintained on a different schedule, as agreed upon by the Town of LaSalle and the user.

Sub-Letting of Ice Time

No group or individual may sub-let any ice.

Cancellation Policy

Ice use cancellations are not permitted during the regular season (September – March). Permit holders are required to pay for all reserved ice, regardless of use.

Ice use cancellations will be permitted during the off-season (April – August), provided that the user provides two (2) weeks written notice to the Facility Booking Office. The municipality may then in turn try to rent the ice; however, in the event this is not possible, the user is responsible to pay the full cost for unsold hours.

Public Skating

The municipality will encourage public skating (family skate and open skate) during the regular ice season and will schedule such activities for both facilities. Times may vary at the discretion of the municipality.

Tournaments and Special Events

Requests for the allocation of ice time for tournaments and special events shall only be considered if received in writing from the sponsoring group. The exact dates for these events should be submitted with the ice time request of each group by March 31st of each year and will be confirmed before the beginning of each season. Requests for tournaments and special events will be considered on an individual basis and will take into consideration the following criteria:

1. Sponsoring Group
2. Time and Date of Event



3. Amount of Ice Time Required
4. Activity
5. Benefit to the Community
6. Purpose of Event
7. Designation of proceeds or profits from event

If a Special Occasion Permit is requested as part of a tournament, the user must comply with The Town of LaSalle Alcohol Risk Management Policy.

Curfewed Ice

It is the responsibility of user groups to inform the Facility Booking Office of any special requirements regarding curfews at the time the schedules are submitted.

Ice Re-Allocation

This refers to the re-allocation of ice-time that is no longer required by a seasonal contract rental group (ie: an Oldtimers hockey team folds, Skating Club registrations decrease). Ice time that becomes available shall be re-allocated based on the requests received, current needs of all groups, and in accordance with criteria as outlined in this policy. All non-contracted ice time will be booked on a first come first serve basis to any rental category.

Ice Rental Rates

Ice rental rates will be reviewed on an annual basis and recommendations for any changes or adjustments made to Council for approval through the User Fee By-law.

ATTACHMENTS:

None.



COUNCIL POLICY

Policy Name:	Outdoor Sport Surface Use Allocation Policy & Procedure	Policy Number:	
Date Approved:		Resolution:	
Revision(s) Date:		Department Responsible:	Culture & Recreation

PURPOSE:

It is recognized and understood that the Municipality has a responsibility to provide outdoor sports surfaces to meet the needs of the entire community. It is further recognized that these needs vary and that a system should be established to determine the best utilization of outdoor sports surfaces. Outdoor sports surface allocation should also represent a balance of activities, which may change as trends, and demands for other activities develop in the community.

POLICY STATEMENT:

This policy will clearly define and communicate how outdoor sports surfaces will be managed, allocated and distributed as well as serve as a guide for the allocation process conducted by the Town.

SCOPE:

This policy applies to all requests for and use of outdoor sports surfaces located in the Town of LaSalle.

POLICY:

1. Exemptions

Tennis, volleyball, pickleball and basketball surfaces do not require a permit and are open for casual use. Pickleball users must purchase an annual key to the courts.

Commercial use of outdoor sports surfaces without a permit is prohibited. (i.e. structured classes or programs)

2. Rental Categories

The Town of LaSalle will allocate outdoor sports surfaces using the following definitions:

Community Youth (Minor Sports Groups):

Organizations providing youth activities with an elected volunteer executive, constitution and by-laws, are not for profit, and may be required to provide financial statements, and that they meet a 40% residency requirement. Minor sports groups are defined as persons 3 to 19 years of age inclusive.



Adult:

Includes all groups or individuals whose participants consist of participants 19 years and older.

3. Time Block Bookings

Sports surfaces will be allocated in two (2) hour blocks with the exception of the "B" and "G" soccer fields, which will be booked in one (1) hour blocks.

4. Sports Field Time Allocation

Outdoor sports surface allocation will be completed using the following priority listing:

Priority #1: Municipal Minor Sports Groups

Priority #2: Adult Groups

Outdoor Sports Surface Allocation for Minor Sport Groups

The following factors will be considered in determining the base sports field allocation for the existing minor sport groups. It is also recognized that other factors influence the suitability of sports field time hours for certain groups.

- age of participants
- availability of coaching staff
- hours that best suit after school program
- game times vs practice times
- best utilization of sports field time
- total hours available
- total registration for minor sport groups
- total registration for each minor sport group
- residency within the municipality

5. Historical Precedent

It is recognized that it is advantageous to maintain a reasonable amount of consistency in sports surface scheduling from year to year and therefore due consideration will be given to the allocation of sports surfaces according to previous years. Significant changes to sports surface allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs.

6. Contracts and Payment

All sports surface rentals will require a signed rental permit. All sports surface users will be charged rental fees as outlined in Schedule F of the Town of LaSalle User Fee By-law. All sport surface users must provide a Certificate of Insurance naming the Town of LaSalle as an additional insured in the amount of two million dollars (\$2,000 000.00). Full payment of sports surface rental time, a copy of insurance certificate, and a signed copy of the rental permit must be provided to the Department of Culture and Recreation before the first scheduled date or access to the surface may be denied.

7. Sports Surface Season



Town of LaSalle sports surfaces generally open the last weekend of April, and closed mid-October annually. When the first day of May falls on a weekend, that shall be considered the opening weekend. Exact opening and closing dates will be confirmed each year by the end of February and will be based on factors such as current weather conditions and staffing.

This is to allow much needed time for sports fields to rest, especially during the wettest time of year when the most damage can occur. This also gives municipal staff an opportunity to provide routine maintenance to all fields, undertake repairs, improvements and renovations for selected sites on an annual rotating basis. Should the use of specific fields be required before the opening dates or after the closure dates, a written request must be made to the Town of LaSalle. Decisions of field use before opening dates or after closure dates will depend on the established maintenance schedule and field conditions at that time.

8. Maintenance

The maintenance of sports surfaces will be completed by the Town of LaSalle.

Users may not make any alteration, change, addition or repair to the sports surfaces, without written consent from the Town of LaSalle.

i. Softball/Hardball Diamonds

User groups are able to line the infield base lines, on the skinned surfaces only, of a rented diamond if they wish to do so. This may be done with a walk behind cart only. All materials and equipment for this are to be supplied by user groups. This lining should be done no more than 30 minutes prior to rental of diamond. Lining should be done after grooming work is complete. User groups must advise Town of LaSalle staff at the time of booking if they intend to line the infield base lines. Any lining done by user groups is at their own risk.

The Town of LaSalle will complete the following basic maintenance of baseball diamonds:

Vollmer Culture and Recreation Complex Baseball Diamonds:

- Diamond infields will be groomed daily (weather dependent)
- Outfield grass will be cut weekly (weather dependent)
- Outfield foul lines will be painted weekly (on grass only)
- Diamond Setup:

Softball diamonds

- Pitching rubber (permanent location)
- Home plate with strike mat
- Bases set at 70 feet with safety first base

Hardball diamonds

- Pitching mound with rubber (permanent location)
- Bases set at 90 feet

Front Road Baseball Diamonds:

- Diamond infields groomed twice per week (weather dependent)
- Outfield grass will be cut weekly (weather dependent)
- Only home plate is provided - all bases and pitchers rubbers are provided by user groups

River Canard Baseball Diamonds:

- Diamond infields groomed twice per week (weather dependent)



- Outfield grass will be cut weekly (weather dependent)
- Only home plate is provided - all bases and pitchers rubbers are provided by user groups

In some occurrences, baseball diamonds may be maintained on a different schedule. During special events and tournaments, additional grooming and baseline chalking may be done. Prior arrangements and approval through the Town of LaSalle is required.

ii. Soccer

Grass mowing is performed once a week. Inclement weather may alter mowing schedules.

Requests to modify or improve any Town of LaSalle sports surface shall be submitted in writing for review and if approved by Town staff, will be submitted to Council for consideration.

The Town of LaSalle observes the following holidays during the summer season: Victoria Day, Canada Day, Civic Day and Labour Day. User groups may use outdoor sports surfaces on holidays that fall within their regularly assigned allocation, however, maintenance will not be done on holidays.

In addition to the above schedule, the Front Road Baseball Diamonds will be closed one week prior and one week after the annual Town of LaSalle Strawberry Festival in June.

9. Sub-Letting of Sports Field Time

No group or individual may sub-let sports fields.

10. Cancellation Policy

Sports field use cancellations will be permitted provided that the user provides two (2) weeks written notice to the Facility Booking Office. The municipality may then in turn try to rent the field; however, in the event this is not possible, the user is responsible to pay the full cost for unsold hours.

11. Inclement Weather/Poor Field Conditions

- i. The Town of LaSalle reserves the right to cancel or suspend permits for games, practices or other uses whenever sports surface conditions could result in damage to the surface or injury to players
- ii. Play is not permitted on surfaces that have been closed. If play does take place, the Town may bill the user for damages.
- iii. During periods of changeable, adverse weather conditions, where surfaces remain open, team officials will be responsible for pre-game inspections to determine field safety and surface damage potential.
- iv. Only authorized Town of LaSalle staff can re-open a previously closed field.

12. Tournaments and Special Events

Requests for the allocation of sports fields for tournaments and special events shall only be considered if received in writing from the sponsoring group. Requests for tournaments and special events will be considered on an individual basis.

13. Parking



User groups must inform their participants and spectators to park in parking lots and public parking areas. No vehicles are allowed on Town of LaSalle sports surfaces or property other than parking lots.

14. Field Re-Allocation

This refers to the re-allocation of time that is no longer required by a seasonal contract rental group. Field time that becomes available shall be re-allocated based on the requests received, current needs of all groups, and in accordance with criteria as outlined in this policy. All non-contracted field time will be booked on a first come first serve basis to any rental category.

15. Sports Surface Rental Rates

Rental rates will be reviewed on an annual basis and recommendations for any changes or adjustments made to Council for approval through the User Fee By-law.

ATTACHMENTS:

None.

Municipal Parks Amenities Chart

	BOAT RAMP	BASEBALL	BASKETBALL	ELECTRICITY	FOOTBALL	PLAYGROUND	PAVILION	PICNIC TABLES	SOCCER	SWIMMING	TENNIS	TRACK & FIELD	VOLLEYBALL	WALKING PATHS	WASHROOMS	WATER
Brian Briggs Park-1230 Tanglewood Cres.																
Brunet Park-6000 Seventh Street							P									
Dossenbach Park-325 Dossenback Dr.																
Gerry Craig Park-101 Reaume																
Gilbert Park-7000 International																
Gil Maure Park-1180 Front Road				P			P									P
Heritage Park-1140 Heritage Drive								P								
James Jenner Park-1259 Eastbourne																
Jim Chappus Park-495 Gary																
John Dupuis Park-905 Hazel St.																
Kenwood Park-6975 Marquette St.																
Lafferty Park-955 Lafferty																
Front Road Park-1200 Front Road		P														
Natalie Park-1895 Westview																
Ojibway Oaks Park-1005 Morton																
Optimist Park-914 Victory Street																
Paul Wilkinson Park-1395 Lyons Ave.								P								
River Canard Park-		P														
Rivervilla Park- 1000 Rivervilla Crt.																
Rob Carrick Park-7040 Malden Rd.																
Sandwich West Park-2455 Sandwich West Pkwy																
St Clair Street Park-4199 St. Clair Ave.																
Senator Paul Lucier Park-900 River Ave.																
Steve Budimir Park-5929 Bagley																
Trillium Park-2205 Suzanne St.																
Turtle Club-375 Reaume Rd.		P														P
Victory Park-2455 Runstedler Dr.																
Vince Marcotte Park-6000 LaSalle St.																
Vollmer Complex -2121 Laurier Parkway		P					P		P							

P – Permit Required