



## STAFF REPORT

**Title:** Policy No. 151-RC-13 - Arena and Athletic Field Use and Allocation Policy Amendments

**Meeting Date:** March 18, 2025

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### **Executive Summary:**

Administration has prepared a number of amendments to Policy 151 -RC-13, known as the Arena and Athletic Field Use and Allocation Policy, for discussion.

The amendments are intended to bring the policy in line with current operational practices, mitigate several persistent issues that staff have with bookings, and maximize bookings that bring economic benefit to the community.

Administration's intent is to align the policy with current operational practices but also with the purpose of the Energy Centre and the amenities which Council has provided for the community over the years. Namely, to provide local sports teams with the facilities and opportunities needed for a first-class recreational experiences and to provide a venue capable of hosting events and tournaments that bring exciting entertainment and sporting options to the city while generating significant economic activity.

The material changes proposed for the policy are discussed in the background to this report.

### **Background:**

During the 2024/2025 hockey season, the City of Cold Lake made a decision in what it felt was in the best interest of the community relating to scheduling for its arena's. These decisions benefited the Lakeland Lightning Hockey Academy and left hard feelings with Cold Lake Minor Hockey.

The decision was to allow PHL (Lakeland Lightning) to schedule four (4) showcase tournaments in Cold Lake including two (2) dual ice sheet tournaments and two (2) single ice sheet tournaments. With that, it was decided to move any ice time scheduling requests from Cold Lake Minor Hockey to the Cold Lake North Arena.

This decision was made with the consideration that these tournaments have a significant impact on the local economy for businesses such as restaurants, retail, hotels, fuel stations, and entertainment.



It was viewed that the City is taking away ice time from Cold Lake Minor Hockey and they cannot make schedules in advance in such a advance notice (e.x. April 2024 for the 2024/2025 season). Under the NEAHL, they don't have firmer schedules until well into the season after divisions are created. Further, it continues to be challenging to provide an updated schedules more than a week in advance.

For this season, the City strongly requested for their set schedule once tiering was done. We received this on December 12, 2024 however Cold Lake Minor Hockey made it clear that they didn't feel that this should be required as they receive block bookings for the entire facility and will release when they get closer to the dates. With that, the City receives a "updated" schedule every Wednesday of each week for the upcoming week-end. This schedule is then provided to operations for scheduling staff.

Cold Lake Minor Hockey further advised that the PHL should be limited to booking the Cold Lake North Arena where they currently practice. This perspective is under the impression that Cold Lake Minor Hockey receives priority for the Cold Lake Energy Centre for their schedules. It was and is the City's view, that the Energy Centre was designed and built with the intent to host major events and has all the supporting infrastructure, as such. Further, these are administration was in the perspective, that these are somewhat "Special events" defined as a public or private event that is not directly associated with regular season schedules and bookings (i.e. Charity Hockey Games).

With tremendous feedback from teams across the province on the facilities that Cold Lake offers, PHL would like to host a significant tournament and showcases in Cold Lake, every month during the upcoming season. In other words, expand from two (2) to six (6) per season. PHL has advised that they would commit early and be accountable for the bookings so that others can facilitate scheduling.

It is appreciated that this will be very frustrating for Cold Lake Minor Hockey and therefore administration is seeking policy clarity in regard to the priority interpretation. Administration has included the following amendments for discussion purposes.

A definition for a "Large Event" has been added to assist with the facility's cancellation policy. (See Section 5.9.2.)

4.10 "Large Event" means an event which books an amenity or facility under this policy for a half-day rate or more.

The definition of "Non-ice Use" in Section 4.14 has been amended to reflect operational realities.



- 4.14 “Non-ice Use” means the Indoor Arena playing surface ~~during the off season of May 1<sup>st</sup>—August 15<sup>th</sup> of each year~~ where the ice is either removed or covered.

The definition of “Sport Tournament” has been added as Section 4.23

- 4.23 “Sport Tournament” means a coordinated series of games which brings Non-Local Users to the City of Cold Lake to compete in multiple games, hosted over more than one day.

The definition of “Summer Ice” in Section 4.14 has been amended to better reflect operational realities.

- 4.23 “Sport Tournament” means a coordinated series of games which brings Non-Local Users to the City of Cold Lake to compete in multiple games, hosted over more than one day.

In various places in Section 5.6 and its subsections, the word “Sport” has been inserted in front of the word “Tournament” to align with the proposed definition of “Sport Tournament.”

Section 5.9.2 has been amended to refer to regular practices, rentals and games, which fall outside of the definition of a “Large Event” and has reduced the requirement notice for cancellation to 7 days from 30 days in advance of the booking. This better reflects operational realities and customer expectations.

Section 5.9.3 maintains the 30 day notice period for cancellation of “Large Events.”

- 5.9.2 All user groups must provide the City written notice of cancellations ~~30~~ 7 days ~~prior to the cancellation of regular practices, rentals and games.~~ Cancellations made within ~~30~~ 7 days will be charged regular rental rates.
- 5.9.3 All user groups must provide the City written notice of cancellations 30 days prior to the cancellation of Large Events and Sport Tournaments. Cancellations made within 30 days will be charged regular rental rates.

Sections 5.10.1.5 and 5.10.1.6 have been removed to better reflect operational realities. Damage Deposits are not taken, but when damage occurs and can be tied to a user group that group is charged for the cost of the damages. A signed contract has been removed from the list of required documents required for a confirmed booking.



This is to reflect operational realities: Namely, that the current system issues a contract along with an invoice when a booking has been made. Regular user groups receive monthly statements, and have an account which can be monitored, while users who book individual events sign the contract and leave with their invoice after making a booking.

Changes to the Appendix reflect changes in facility names (Cenovus Energy Arena), new, operational realities in terms of some date changes and changes to Prime Time and Non-Prime-Time allocations due to shifts in demand for ice time.

**8. Prime and Non-Prime Allocation**

Prime Time	Monday – Friday	4:00 PM – 12:00 AM
	Saturday & Sunday	<del>8</del> 7:00 AM – 12:00 AM
Non-Prime Time	Monday – Friday	<del>6</del> 7:00 AM – 4:00 PM
	<del>Saturday &amp; Sunday</del>	<del>6:00 AM – 8:00 AM</del>
Summer Ice	1 <sup>st</sup> of June – 31 <sup>st</sup> of August	<del>6</del> 7:00 AM – 12:00 AM

Changes to Schedule “A” prioritizes the newly defined “Sport Tournaments” along with “Special Events” in the second priority.

**Schedule “A” – Facility Priority Rankings**

**EventEnergy Centre & North Arena**

- First Priority: City of Cold Lake Programs
- Second Priority: Special Events **and Sport Tournaments**
- Third Priority: Junior Teams Games
- Fourth Priority: Local Minor Sport Organizations
- Fifth Priority: Junior Teams Practice
- Sixth Priority: Local Adult Sport Organizations
- Seventh Priority: Local Other
- Eighth Priority: Non-Local Minor Sport Organizations
- Ninth Priority: Non-Local Adult Sport Organizations
- Tenth Priority: Non-Local Other

**Athletic Fields**

- First Priority: City of Cold Lake Programs
- Second Priority: School Users
- Third Priority: Local Minor Sport Organizations



Fourth Priority:	Local Adult Sport Organizations
Fifth Priority:	Local Other
Sixth Priority:	Non-Local Minor Sports Organizations
Seventh Priority:	Non-Local Non Profit Organizations
Eighth Priority:	Non-Local Other

**Alternatives:**

- The Corporate Priorities Committee of Council may pass a motion recommending that Council pass a motion accepting the proposed changes to Policy 151-RC-13 Arena and Athletic Field Use and Allocation Policy as presented.
- The Corporate Priorities Committee of Council may pass a motion recommending that Council pass a motion accepting the proposed changes to Policy 151-RC-13 Arena and Athletic Field Use and Allocation Policy as amended.
- The Corporate Priorities Committee of Council may decline to consider changes to Policy 151-RC-13 Arena and Athletic Field Use and Allocation Policy.

**Recommended Action:**

That the Corporate Priorities Committee of Council direct Administration to present amendments to Policy 151-RC-13, being the Arena and Athletic Field Use and Allocation Policy, at the March 25, 2025 regular meeting of Council, for Council's consideration.

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer