



City of Moose Jaw

COMMUNICATION # PRF-2022-0107

TITLE: Arena Usage Policy

TO: Parks, Recreation and Facilities Advisory Committee

FROM: Department of Parks and Recreation

DATE: May 11, 2022

PUBLIC: PUBLIC DOCUMENT

RECOMMENDATION

THAT the Parks, Recreation and Facilities Advisory Committee recommend to City Council:

THAT the updated Arena Usage Policy attached hereto as Attachment 'A' and forming part of these minutes be approved.

EXECUTIVE SUMMARY

The Arena Usage Policy outlines the City's annual arena seasons as well as the allocation processes for the use of arena ice and Kinsmen Arena sport court. The policy is reviewed on an annual basis to ensure that the arena seasons and booking processes remain applicable based on current usage and demand.

The purpose of this report is to provide the Parks, Recreation and Facilities Advisory Committee an opportunity to review and provide feedback on the proposed amendments to the Arena Usage Policy prior to forwarding to City Council for final approval.

BACKGROUND

The Parks and Recreation Department is responsible for the programming, scheduling, and maintenance of the Kinsmen Arena, Bert Hunt Arena, and Wally Boschuk Arena. The Kinsmen Arena is the only arena that offers both ice and sport court programming.

The Arena Usage Policy was last reviewed and updated on October 5, 2020. It is important that the policy is reviewed and updated on a regular basis to ensure that the existing practices align with the intent of the policy as well as the community's demand for the services offered at City arenas.

All changes to the policy were completed in collaboration with Mosaic Place, specifically when it comes to determining ice seasons, scheduling, and annual rates and fees reviews. The Department also engaged all historical ice users to obtain feedback related to the current ice seasons and scheduling practices that are in place.

DISCUSSION

The amended Arena Usage Policy is included as Attachment 'A' with all changes and new items highlighted in yellow.

The following is a full summary of the significant changes being proposed to the Arena Usage Policy:

- Changes to the arena open and close dates for the 2022/2023 season. (Further details provided below)
- Updated the off-season rate time periods. Regular season ice booking rates will now apply from October 1, 2022 to April 9, 2023. (Previously October 1 to March 31) The off-season ice rate (Adult Prime Time Rate) will still apply for all September ice rentals. This aligns with recent changes made by Hockey Saskatchewan to their playing seasons while ensuring that appropriate cost-recovery is achieved during slower rental periods in August and September. This change also allows the City's rates to be competitive when comparing to other non-city operated arenas in the area.
- Updated the ice allocation timelines to reflect the new arena seasons.
- Removed the increased fee for unused ice or floor time fees. Regular fees would now apply instead.
- Removal of pre-emption special event fee for regular minor users. Based on additional feedback from regular ice users, changes are proposed to the return of seasonal ice and removal of pre-emption fees for special events. Flexibly in full seasonal allocation returns will assist users with maximizing ice usage without suffering financial hardship for an entire season and increase ice availability for additional requests. The removal of regular user pre-emption fees for special events will also promote additional special events while eliminating administration and financial barriers.
- Added procedures for direct billing credit approval as well as refund and cancellation terms to align with the billing practices used at other City facilities such as the Yara Centre.
- Added a section on how dressing room space will be allocated and prioritized. This is required to provide consistency in how the new co-ed dressing room spaces added to the Pla-Mor Palace are allocated.

- Updated the annual policy review timelines so that any policy changes are approved by City Council in May of each year to allow any changes to be implemented well before the start of the next arena ice season.

Arena Seasons

One of the biggest focuses of the 2022 Arena Usage Policy review was to determine if there was sufficient demand for the ice seasons to be extended at City arenas.

In April 2022, the Parks and Recreation Department and Mosaic Place distributed a feedback form to its major ice users to determine how much ice would be booked if the City were to explore extending its ice seasons.

Once the feedback was received, the Department began to develop a business case based on achieving the same level of cost recovery for its arenas. The same strategy was applied for Mosaic Place.

In reviewing the requests submitted by the major user groups, it is recommended that the arena ice and sport court seasons be amended as follows:

**Proposed changes are in red*

	Current Start Date	Current End Date	Proposed Start Date	Proposed End Date
Mosaic Place Ice	Last week in August	End of Warriors Season	August 15	April 9 or end of Warriors Season (whichever is latest)
Kinsmen Arena Ice	September 15	March 31	September 12	March 15
Bert Hunt Arena Ice	October 1	March 15	October 1	April 9
Wally Boschuk Arena Ice	October 15	March 15	October 15	April 9
Kinsmen Arena Sport Court	April 15	August 28	First Monday in April	Third Sunday in August

Note: The opening dates proposed for Mosaic Place are subject to change should there be any significant reductions to the ice requests that have been submitted. Mosaic Place also has separate Ice Rental Guidelines when it comes to allocating ice and rates & fees.

The primary users of the extended ice seasons will be Moose Jaw Minor Hockey and the Moose Jaw Skating Club. The August ice at Mosaic Place will be used to offer weekday summer hockey and skating camps. The extended spring ice at the Bert Hunt and Wally Boschuk arenas will also be primarily used by these groups for their competitive members and to bring in additional events such as 3 on 3 spring hockey tournaments that have become very popular in centres such as Swift Current and Regina.

Epic Hockey, a local spring hockey program has also committed to expanding their spring hockey tournament which would require the use of the Bert Hunt Arena, Wally Boschuk Arena, Mosaic Place, Red Knight Arena (15 Wing), and the Barkman Arena (Caronport) from April 6 – 9, 2023. This tournament is expected to draw approximately 30 teams to Moose Jaw which will provide significant economic impact to the City while ensuring the City's arena usage is maximized in April.

FINANCIAL IMPLICATIONS

There are no additional costs expected with the proposed changes to the arena seasons. The additional utility, staffing, and maintenance/supply costs will be offset through additional revenue generated from ice rentals.

Kinsmen Arena – We will need to rent 8 hours of ice to recover the additional costs of opening 3 days earlier. (10 hours are currently committed)

Pla-Mor Palace – We will need to rent 255 hours of ice to recover the additional costs of extending the ice season from March 16 to April 9. (275 hours are currently committed)

Mosaic Place – There is currently 150.25 hours of ice rentals committed in August which is expected to generate \$31,700 in revenue to offset the costs of opening 2 weeks earlier.

In addition to the committed rentals, the Department also believes that additional ice will be booked once the new arena ice seasons are finalized as additional users will have the opportunity to plan programs well in advance knowing that the ice will be available.

Should any of the major groups back out of their current ice commitments, the Department will review the cost implications and notify City Council if any changes are required mid-season. All groups have indicated that significant notice would be provided so that appropriate time is given to make any necessary changes to the proposed arena ice seasons.

Arena Usage Policy changes related to the elimination of pre-emption rates and flexibility in returns will have no financial implication and will create fewer financial barriers to hosting additional special events.

OPTIONS TO RECOMMENDATION

The Parks, Recreation and Facilities Advisory Committee may choose to provide alternative direction or feedback on any of the proposed changes.

COMMUNICATION PLAN

Detailed timelines have been included in the policy to address the communication of allocation deadlines, policy reviews, and rates and fees approvals. The Department will work closely with all arena users on scheduling the use of arenas based on the approved timelines.

STRATEGIC PLAN

The Arena Usage Policy supports the following City of Moose Jaw Strategic Objectives:

- Core Amenities and Services – The policy ensures that consistent processes are implemented for residents accessing arena programs and services. It is also an opportunity to enhance the level of recreation services offered in the community.
- Entrepreneurial Civic Administration – The annual review of the policy ensures that it continues to meet the needs of the communities while being reactive to current trends such as the demand for additional ice.
- People and Culture – The policy is customer/people-focused in our deliberations and actions.

PRESENTATION

Mr. Scott Osmachenko, Recreation Services Manager and Mr. Derek Blais, Director of Parks and Recreation will provide an overview of this report.

ATTACHMENTS

- A. New Arena Usage Policy
- B. Previous Arena Usage Policy

REPORT APPROVAL

Written by: Scott Osmachenko, Recreation Services Manager
Reviewed by: Derek Blais, Director, Parks and Recreation
Tracy Wittke, City Clerk
Approved by: Jim Puffalt, MBA, CMMA, RMA

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

Resolution No. _____

Report Approval Details

Document Title:	Arena Usage Policy - PRF-2022-0107.docx
Attachments:	- Attachment A - New Arena Usage Policy.pdf - Attachment B - Current Arena Usage Policy.pdf
Final Approval Date:	May 13, 2022

This report and all of its attachments were approved and signed as outlined below:



Tracy Wittke



Jim Puffalt