

ICE ALLOCATION

POLICY NO.	CP-194.26
DIVISION DEPARTMENT	Community Services
REVIEW PERIOD	Every 4 Years or upon Legislative Change

1. POLICY PURPOSE

- 1.1 The Town of Blackfalds is committed to allocating ice time fairly and consistently, based on the priority of User Groups. This Policy ensures equitable access for all User Groups while addressing both current and future community needs, supporting local organizations, and accommodating external participants.

2. POLICY STATEMENT

- 2.1 The Town of Blackfalds aims to maximize the use of both ice surfaces at the Eagle Builders Centre while promoting participation in ice-related activities. This Policy supports sustainable, revenue-generating operations and strives to keep user fees affordable for local associations. It establishes clear principles and procedures for managing, allocating, and distributing ice time based on current and anticipated demand.

3. DEFINITIONS

- 3.1 **“CAO”** means the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.
- 3.2 **“Joint Use Planning Agreement”** means the agreement between the Town of Blackfalds and another party for shared use of facilities.
- 3.3 **“Regional Non-Profit Organizations”** means organizations based in the region that consist of 20% to 80% of participants who reside and are considered ratepayers in Blackfalds or Lacombe County.
- 3.4 **“Special Events”** means public or private events that are not regularly scheduled during the season.
- 3.5 **“Town”** means the municipality of the Town of Blackfalds.
- 3.6 **“User Groups”** are defined as per Rate Bylaw, Schedule “C” – Community Services Facilities Fee Schedule as Local, Non-Local and Local Non-Profit.

4. SCOPE

4.1 This Policy applies to Council, the Chief Administrative Officer and User Groups.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

5.2 Chief Administrative Officer to:

5.2.1 Advise Council on the development, implementation, and amendment of the Policy.

5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.

6. POLICY

6.1 Rates will be determined in accordance with the Rate Bylaw, Schedule “C” – Community Services Facilities Fee Schedule.

6.2 Scheduling of ice will be allocated in the following order:

6.2.1 Town of Blackfalds Special Events & Programming (including Co-Sponsored Programs),

6.2.2 Blackfalds Bulldogs Junior A games and practices,

6.2.3 Local non-profit organizations,

6.2.4 Local users,

6.2.5 Regional Non-Profit Organizations without representation within our community,

6.2.6 Regional Non-Profit Organizations with representation within our community,

6.2.7 Non-Local users,

6.2.8 Joint Use Planning Agreements and casual rentals.

- 6.3 Ice allocation requests for regional, provincial, national, and international events will be reviewed by the Town of Blackfalds Community Services and determined based on demonstrated need.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

- 9.1 Council Policy – Community Services Framework
- 9.2 Rate Bylaw, Schedule “C” – Community Services Facilities Fee Schedule
- 9.3 Administrative Procedure – Ice Allocation

10. END OF POLICY

-Original Signed-

Mayor

-Original Signed-

Chief Administrative Officer

-Original Dated-

Date

-Original Dated-

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	148/26	May 12, 2026
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description