



CITY OF PRINCE GEORGE ADMINISTRATIVE PROCEDURE

PROCEDURE NAME: (Temporary COVID-19) Ice Arena Usage: Version 1

CATEGORY: Community Services - Arenas
APPROVED BY CITY MANAGER: 2020/08/19
DEPARTMENT RESPONSIBLE: Community Services and Public Safety

PURPOSE:

Council approved the reopening of the three (3) Kin Arenas on August 17, 2020 in accordance with Provincial Public Health Orders and guidelines. This represents 50% of the City's normal availability of ice surfaces. Because of this, user group requests for ice time must be allotted in a fair and equitable manner. Generally speaking, this will equate to a maximum of 50% of previous years' availability.

OVERVIEW:

This Administrative Procedure is effective as of August 24, 2020 and is subject to change in accordance with Provincial Public Health Orders, City policies and other provincially mandated guidelines. User groups shall be informed of any future changes and provided an updated copy of this Procedure. All user groups should review this Procedure prior to booking ice times. This is version 1. Subsequent versions are expected.

BOOKING, PAYMENT AND CANCELLATION OF ICE TIME:

Generally speaking, user groups shall receive no greater than a maximum of 50% of their normal ice allotment. This is because there are only 3 of 6 sheets of ice available. For example, if a user group books 1,000 hours in a typical year, they can expect a maximum of 500 hours for 2020/21. This ratio is not fixed; it is subject to change depending on overall user demand for ice. Arena staff shall work with user groups to accommodate requests; however, because of less ice availability and 30-minute turnaround for required sanitization between groups, ice availability is less than half of what was typical in previous years.

Other normal activities are not occurring under current COVID restrictions. These include public skating and learn to skate programs.

All user groups must adhere to the City's Arena Safety Plan, the Provincial Public Health Order(s), and their respective Provincial Sport Organization's guidelines, in accordance with Via Sport and the BC Recreation & Parks Association.

Note that bookings are subject to change on short notice. As arenas are currently operating under strict COVID-related modifications, it is probable that there may be days over the fall and winter months where staff shortage may prevent the opening of facilities. This may occur with little to no notice. If the City cancels ice bookings because of staff shortages, all user groups shall receive a full refund associated with that day's booking.

All current User Agreements, bookings, payment and cancellations shall follow the City's Fees and Charges Bylaw Schedule B1, which can be downloaded at the following hyperlink (download "consolidated bylaw," Schedule B1 begins on page 77):

<https://bylaws.princegeorge.ca/Modules/bylaws/Bylaw/Details/3446a5ee-8f91-4fe3-89f0-20c5ebecdcc2>

This is a different practice than user groups may be familiar with from previous years (such as less flexibility in changing ice time requests). User groups are encouraged to read and understand the payment and booking process, contained within the event resume and Schedule B1 of the Fees and Charges Bylaw. Staff are available to answer any questions that you may have.

WHERE TO FROM HERE:

This Administrative Procedure is subject to change on short notice as the City adapts to the changing circumstances imposed by the ongoing COVID-19 pandemic. The City and its user groups shall abide by all Provincial orders and guidelines. If/when the guidelines evolve, the City shall strive to adapt to the changes as quickly as practical. All changes shall be communicated with user groups. This is Version 1 of the Administrative Procedure; subsequent versions are likely in the coming months.

The City thanks our user groups for their flexibility and understanding during these challenging times.