



Policy Number: 2021 - 05

Date of Issue: March 2, 2021

Page 1 of 3

Motion Number: 2021 - 65

Policy Subject/Title: PEACE MEMORIAL MULTIPLEX STARTUP/SHUTDOWN POLICY

Signature of Approval by Authorized Personnel:

Ed Chow, CAO

Supersedes: March 4, 2008
Date of Last Update

Policy #2008-05; Motion #2008-82
Title & No. of Previous Policy if Applicable

POLICY STATEMENT:

The purpose of this policy is to provide a basis for provision of arena ice in the off-season.

PROCEDURES:

1. The provision of ice in the primary (Encompass) arena is from September 1st through the first Sunday in April. Pending certain events this date can fluctuate yearly at the discretion of the Director of Parks and Recreation. Any ice rental prior to or after the above dates is considered beyond the normal mandate of providing recreational services to residents. Should arena bookings fall short of 50% capacity (30 hours/week), the Director of Parks and Recreation may delay the arena startup date until the required criteria has been met.
2. The identified startup date for the secondary ice surface (PlanWright Arena) shall be October 1st, with the shutdown date to be March 31st. Should arena bookings fall below 50% capacity (30 hours/surface/week), the Director of Parks and Recreation may determine an earlier closing date for the surface.
3. The secondary ice shall be installed as early as September 20th should demand reach a guaranteed minimum of one hundred and sixty (160) total hours on both ice surfaces between September 20th – October 1st. User groups must commit to this ice time prior to September 1st and are responsible for all ice time booked.
4. A booking request will be considered when it involves a minimum of forty (40) hours per week immediately preceding startup or following shutdown dates established in this policy. For both surfaces to be installed or remain in, the booking party must commit to one hundred (100) hours of ice per week.

5. Early startup or delayed shutdown applications are to be received by the Parks & Recreation Department at least two (2) months prior to the requested booking date. A proposed ice schedule must accompany the application for Department review.
6. Conflicting applications for early startup or delayed shutdown will be resolved based on the duration of the booking request and which booking is the most advantageous for the Town of Wainwright. (Most hours in a week and number of weeks).
7. The Town reserves the right to place restrictions on the length of time the ice is in the Peace Memorial Multiplex. The facility is closed on all statutory holidays.
8. The hourly booking rate to be charged after the first Sunday in April until August 31st shall be the early start-up price within the Peace Memorial Multiplex Facility Fee Structure which is based on facility break even costs.
9. Upon confirmation of the booking – 50% of the total ice rental fee + GST is due and considered non-refundable for all groups. Specific payment arrangement dates are at the discretion of the Director of Parks and Recreation.
10. The remaining fifty percent (50%) + GST will be invoiced at the end of each month and payment must be received within 30 days of being invoiced.
11. If payments are not received in accordance with the above noted policies the booking will be cancelled.
12. Should the 40-hour guarantee be met, the Town of Wainwright reserves the right to receive additional rentals to fill extra time as they see fit. Should the Town of Wainwright be able to fill additional rentals, the guarantee renter's mandatory commitment will be reduced for each additional hour the Town of Wainwright rents. Based on additional rental hours, the guarantee renter's commitment may be lowered to a minimum of 30 hours per week. This will be decided on a week-by-week basis based on rentals.
13. The guarantee renter cannot block book the ice to restrict additional rentals. An agreed upon schedule must be made to be fair for all renters and the Town of Wainwright has final decision on booking times and details.
14. If there are multiple groups collaborating to make the ice usage guarantee they all need to be listed and approved by the Town of Wainwright. The guarantee renter may not sub-let the ice. All bookings must go through the Town of Wainwright.

15. Early install ice will be decided on a year-by-year basis and not based on previous years rentals.
16. A contract is to be signed by the requesting party(ies) outlining the terms and conditions for the use of the facility.
17. Each renter must provide proof of insurance.