



TOWN OF  
**HALTON HILLS**  
*Working Together Working for You!*

## REPORT

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**TO:** Mayor Lawlor and Members of Council

**FROM:** Aaron Matthews, Director of Facilities

**DATE:** August 25, 2025

**REPORT NO.:** CSE-2025-017

**SUBJECT:** Ice Allocation Policy

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### RECOMMENDATION:

THAT Report No. CSE-2025-017, dated August 25, 2025, regarding the Ice Allocation Policy, be received;

AND FURTHER THAT Council approves the Ice Allocation Policy, attached as Appendix A to this report;

AND FURTHER THAT Town staff be directed to communicate the Ice Allocation Policy to residents and users of Town facilities, as appropriate;

AND FURTHER THAT the Ice Allocation Policy be posted on the Town's website.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- The Ice Allocation Policy (Appendix A) is needed and is being formalized to support the fair and equitable allocation of time on Town ice rinks.
- The policy is in direct response to increasing levels of competition for limited Town recreation, leisure, sport and social spaces.
- Although the policy framework has already been used informally for ice allocation by the Town for nearly two decades, it needs to be formalized in response to increasing pressure and competition for limited facility space.
- As operational challenges at other Town-owned recreation and leisure amenities require, additional space allocation policies may be created.

## **BACKGROUND AND DISCUSSION:**

The Town owns and operates two Arena facilities, comprised of six (6) full ice surfaces and one (1) leisure ice surface.

As the Town's population continues to grow and recreation facility needs change and/or increase, in light of the available stock of existing municipal facilities, there has been an increase in competition for existing amenities. For example, Prime Time Arena ice is now consistently at over 95% capacity and local affiliated youth groups report ever growing registration numbers. There is no reasonable time left in the evenings or on weekends for these youth groups to add additional programs to accommodate this growth.

This challenge has resulted in the need to formalize the allocation or distribution of limited ice amenities or to possibly consider the need to reduce access for certain users or deny access completely to other potential users.

To achieve equitable usage of ice, the Town strives to use the following distribution:

- 85% of prime ice for youth.
- 15% of prime ice for adults; and
- 5% of prime ice for Town-specific programming.

The Town has long used a priority sequence to, informally, manage the equitable distribution of ice to ensure maximum enjoyment for all. The allocation procedure was developed with user group requirements and inputs as a consideration and has been communicated to the user groups annually during the ice rental request window. With increasing pressure and competition, the allocation of space and ice time to one group over another needs to be formalized.

The Ice Allocation Policy (Appendix A) outlines a clear and proven, priority sequence of how ice amenities will be distributed. It also identifies a method for conflict resolution.

While developing this policy, staff reviewed actions and instances of when the informal procedure was utilized. Staff also reviewed the practices in neighbouring municipalities, which mirror what has been happening in Halton Hills.

## **STRATEGIC PLAN ALIGNMENT:**

This report identifies a safe and welcoming community as one of the Town's Strategic priorities.

## **RELATIONSHIP TO CLIMATE CHANGE:**

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

**PUBLIC ENGAGEMENT:**

Public Engagement was not needed as this report is administrative in nature.

However, Ice User groups are familiar with the policy framework as it has been used informally for nearly two decades. These groups contributed to the policy during the original creation. The formalization of the policy via this report has been communicated to the major user groups. If approved by Council, the policy will be communicated to the public via the Town's website.

**INTERNAL CONSULTATION:**

Consultation with members of the Community Services department occurred in the preparation of this report.

**FINANCIAL IMPLICATIONS:**

This report is administrative in nature and does not have any financial implications.

Reviewed and approved by,

Damian Szybalski, Commissioner of Community Services

Chris Mills, Chief Administrative Officer