



## Seasonal Neighbourhood Ice Surface Program

### Application Form

- PURPOSE** The purpose of this program is to enable neighbourhood residents to create their own recreational ice surface on County Municipal Reserve land.
- AUTHORITY** The Parks and Recreation department is responsible for administering this program, approving annual applications and ensuring compliance.
- ELIGIBILITY** An existing neighbourhood association or volunteer group composed of a minimum of four residents from the County of Grande Prairie for each ice surface site proposed.
- CRITERIA** The seasonal neighbourhood ice surface is intended for recreational use, must be accessible to all residents and general public, and not cause damage to property or greenspaces. This program does not address high boards, permanent rinks or access to ice on storm water ponds.
- EXPECTATION** As a community initiative, the neighbourhood association or volunteer group is solely responsible for the construction, maintenance, operation and removal of the ice surface. The County will provide parameters and complete predetermined inspections but is not involved or responsible for the operation of the neighbourhood ice surface.
- PROCESS** Applications are to be submitted to the Parks and Recreation department, County of Grande Prairie No. 1  
By Mail: 10001 84 Avenue, Clairmont AB T0H 0W0  
In Person: Community Services Building, (10808 100 Avenue), Clairmont  
By Fax: 780-567-5576  
By Email: [parksandrecreation@countygp.ab.ca](mailto:parksandrecreation@countygp.ab.ca)  
DEADLINE FOR SUBMISSIONS IS OCTOBER 31 (or last working day prior)
- ADDITIONAL DETAILS** Refer to Appendix "A" for detailed information on the parameters of this program.



This application is for a Seasonal Neighbourhood Ice Surface at the following location / site:

**Neighbourhood:** \_\_\_\_\_ **Phase:** \_\_\_\_\_ (if applicable)  
 Existing water source available at location       No water source at location

**Applicants are a:**

Neighbourhood Association (name): \_\_\_\_\_  
 Volunteer Group of four or more persons

**Contact Information** (person # 1 is the Contact Person for group; must list 4 persons)

Name	Address	Cell Phone	Email
1:			
2:			
3:			
4:			

**Pre-site Inspection** (County to complete this section):

Booked for: \_\_\_\_\_  
 Water Stand Pipe Operation Review completed (including valve key issued)     N/A  
 Concerns noted: \_\_\_\_\_  
 Completed on: \_\_\_\_\_ By: \_\_\_\_\_

**Set Up Inspection** (County to complete this section):

Booked for: \_\_\_\_\_  
 Concerns noted: \_\_\_\_\_  
 Completed on: \_\_\_\_\_ By: \_\_\_\_\_



**Post Site Inspection** (County to complete this section):

- Booked for: \_\_\_\_\_
- Water stand valve key returned & stand inspected  Not applicable
- Concerns noted: \_\_\_\_\_
- Completed on: \_\_\_\_\_ By: \_\_\_\_\_

**Previous Applications:**

- First year applying for this site / group  Previous years applied (list): \_\_\_\_\_

**Funding:**

- Group would like to apply for up to \$1,000 in funding from the County for this ice surface
- Yes - Group has previously received some form of grant funding from the County (when/amount): \_\_\_\_\_
- No – Group has never received grant funding from the County

**Next Season:**

- Group will be interested in submitting another application next Winter
- One time application / trial year
- Unsure at this time

**Acceptance:**

By completing this application on behalf of the Neighbourhood Association / Volunteer Group identified, I hereby agree to comply with the Terms and Conditions of this program (as outlined in Appendix "A") and accept responsibility for the coordination of this Neighbourhood Ice Surface.

Contact Person: \_\_\_\_\_ (Print)  
\_\_\_\_\_ (Signed)  
\_\_\_\_\_ (Date)

The personal information requested on this form is being collected for municipal purposes relating to this program application, under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have questions about the collection, contact our FOIP Coordinator at 780-532-9722



**County Administration to complete:**

Application:

Approved by \_\_\_\_\_ Parks & Recreation department

Date: \_\_\_\_\_

Denied by \_\_\_\_\_ Parks & Recreation department

Date: \_\_\_\_\_

Reason:

\_\_\_\_\_

Grant Funding:

Applied and was approved for \$ \_\_\_\_\_

Applied but was not approved: why \_\_\_\_\_

Did not apply this year



## Appendix A: Terms and Conditions – Seasonal Neighbourhood Ice Surface Program

### Definitions:

- **Seasonal Neighbourhood Ice Surface:** Is any temporary, outdoor natural ice surface set up for the winter season on a Municipal Reserve greenspace within a neighbourhood or subdivision. The ice surface could have low board edge or a snow bank edge. This policy does not address high board, permanent outdoor rinks or access to ice on storm water ponds.
- **Volunteer Group:** Is a formal neighbourhood association or a group of four or more people who voluntarily offer him/her self to perform a service willingly and without pay. If any member of the Volunteer Group moves out of the neighbourhood, a replacement must be found to meet the minimum requirement of four persons.
- **Contact Person:** Is the designated member of the Volunteer Group who is responsible for communicating on the group's behalf. An alternate Contact Person must also be identified on the application form as number "2". The primary Contact Person will be responsible for the water valve key and returning it to the County at the final site inspection.
- **Site:** Location of the Seasonal Neighbourhood Ice Surface within the neighbourhood or subdivision. It is acknowledged that there may be several potential sites within the same subdivision – example, phased development within a subdivision. In this case, a separate Volunteer Group must be established to manage each Seasonal Neighbourhood Ice Surface site.
- **Municipal Reserve / Greenspace:** The land owned by the County of Grande Prairie No. 1 within a subdivision that is dedicated for recreational purposes and accessible to the public.

### Location:

- This Policy primarily applies to land that has been designated with a Final Acceptance Certificate and is under the responsibility of the County of Grande Prairie No.1. Under this policy, with the permission of the developer , a Seasonal Neighbourhood Ice Surface may be established on Municipal Reserve land that



- has been designated with a Construction Completion Certificate. The County will confirm approval with the developer upon application.
- The exact site location of an ice surface on a Municipal Reserve or greenspace is subject to the approval of the County's Parks and Recreation department.
  - If a water standpipe or similar infrastructure is already available at the ice surface site, the Volunteer Group may access it. The Contact Person will be responsible for the valve key and ensuring that the Volunteer Group follows Aquatera protocols when accessing the standpipe.
  - If there is no water standpipe or infrastructure at the ice surface site, the Volunteer Group is responsible for all water expense and access. Water trucks are only permitted if they are able to park on a roadway and access the site with a hose. No vehicles over one ton permitted on grass areas.

**Liability:**

- The County of Grande Prairie No. 1 views Seasonal Neighbourhood Ice Surfaces the same way as seasonal green space use of playgrounds and other structures.
- The County will post a sign at approved sites "Neighbourhood Ice Surface – Maintained by Volunteer Group - Use at your own risk"
- Under this policy, Seasonal Neighbourhood Ice Surfaces are intended for recreational use by the community.
- The County expects community groups to self-monitor the appropriate use of these surfaces to optimize the enjoyment for all persons and minimize property damage.
- Residents are encouraged to utilize permanent outdoor (or indoor) high board rinks within the County for competitive play.
- If significant damage was caused to the Municipal Reserve or the ice surface site was abandoned, the Parks and Recreation Department reserve the right to decline subsequent applications from the Volunteer Group for that site.

**Operation:**

- The Volunteer Group is solely responsible for the construction and operation of the Seasonal Neighbourhood Ice Surface. The County of Grande Prairie provides



- an optional grant fund program (K9) to assist volunteer groups with the creation of said ice surface, but is not responsible for the operation, management or storage of any items relating to the Neighbourhood Ice Surface.
- Volunteer groups are encouraged to review the “Best Practices for Neighbourhood Ice Surfaces” document on the County’s website.
  - The County’s Parks and Recreation department will conduct three site inspections with the contact person from the volunteer group or a suitable designate:
    - (1) a Pre-Site inspection to confirm the approved location, provide access to the water standpipe (if applicable at that site), and confirm that the ground is sufficiently frozen.
    - (2) a Set Up site inspection once the ice surface has been constructed to identify potential safety hazards to users and ensure it has been placed in the correct location.
    - (3) a Post Season site inspection to ensure that all equipment has been removed from the site prior to grass mowing season.

**Responsibilities:** The Volunteer Group will:

- Coordinate a group of a minimum of four volunteer adults
- Designate one main Contact Person and one alternate. The Contact Person will be responsible for the water valve key if applicable.
- Complete a Neighbourhood Ice Surface application form each calendar year and submit to the Parks and Recreation department by October 31<sup>st</sup>.
- Coordinate with the Parks and Recreation Department to schedule site inspections
- Be solely responsible for setting up the ice surface, installing boards or other alternate edging.
- Manage the ice surface including snow clearing and flooding as necessary during the skating season
- Tear down the ice surface at the end of the season, remove all boards and equipment, store all equipment for use in subsequent years and return the greenspace to its original state.
- Be responsible for any excessive wear or damage to the grass at the site
  
- Be responsible for call out fees to unthaw frozen lines and any damage caused to water infrastructure. Note: ¼ turn clockwise is FULL on; ¼ turn anticlockwise is



FULL off – **there is no flow control mechanism.** The emergency contact number for Aquatera is 780-882-7800. Group must advise County if call out required.

- Ensure that the ice surface does not interfere with the enjoyment of resident's use of Municipal Reserve or greenspace lands.
- Ensure that emergency access routes are clear to the ice surface site
- Submit a separate grant application if applying for grant funding under Policy K9 (see below), which must be received by the County before November 1<sup>st</sup> of each calendar year. If funding is approved, the volunteer group will receive notification by December 1<sup>st</sup> of that year.
- Be responsible for any expenses incurred that are not covered by the grant funds
- If funding is approved by the County, the volunteer group is responsible for providing a short report at the end of the season to the Parks and Recreation Department that demonstrates that the funds were used as outlined in the grant application.

The County's Parks and Recreation department will:

- Review the Neighbourhood Ice Surface application and ensure that the volunteer group meets the criteria
- Coordinate with the Volunteer Group to schedule the pre-site inspection once the ground has frozen sufficiently.
- Provide access and direction to the Volunteer Group on how to safely access the water infrastructure if available at the site.
- Inspect the site on once the ice surface has been established and following the removal of all equipment at the end of the season.
- Provide resources on best practices for Neighbourhood Ice Surfaces
- Provide the Volunteer Group with direction on the earliest set up date, and deadline to remove the ice surface based on the weather conditions experienced that year.
- If applicable, release funds to successful Grant applicants by December 1<sup>st</sup> of the calendar year

**Timing:** The County is committed to the following timelines:

- Pre-Site Inspection: Within two weeks of receiving the application from Volunteer Group



- Set Up Inspection: Within one week of being notified by the Volunteer Group
- Post Season Inspection: Within one week of being notified by the Volunteer Group

**Grant Funding:** If the Volunteer Group chooses to access grant funding under policy K9 (up to \$1,000 maximum) on a one time basis, the following criteria applies:

- Complete the K9 Recreational Development of Municipal Reserve Properties application form
- The Volunteer Group must be a formal neighborhood association or have a minimum of four adults with one designated contact person.
- The Neighbourhood Ice Surface must be available to all subdivision residents and the general public at all times.
- The Volunteer Group may only apply for grant funding once for that subdivision for any of the amenities listed in Policy K9.
- Application does not guarantee that funds of any amount will be issued.
- Funding can be used for: purchasing building materials for rink boards, water expenses, lighting, or any expense associated with the construction and operation of the Neighbourhood Ice Surface. These assets thereby belong to the Volunteer Group and not any one individual.
- Funding cannot be used for reimbursing any member of the Volunteer Group for time spent or services performed.

It should be noted that the Volunteer Group does not have to apply for funding to pursue a Neighbourhood Ice Surface. For example, if a Volunteer Group chooses to fund the project themselves or if the subdivision has already received funding under Policy K9. However, the Volunteer Group is still required to meet the operational conditions of this policy and complete a Neighbourhood Ice Surface application form.

**Emergency Contact Information:**

- Medical Emergency: Call **911**
- Water Hydrant Break: Call **780-882-7800** (it is not considered an emergency if frozen and cannot turn on)