



POLICY MANUAL

Legal References: <ul style="list-style-type: none">•	Policy department: Parks and Recreation
Cross References: <ul style="list-style-type: none">• K9 – Recreational Development of Municipal Reserve Properties	Policy Number: K11
Adoption Date: <ul style="list-style-type: none">• December 19, 2016 - #CM20161219.1014	Policy Title: Neighborhood Ice Surfaces
Revision Date:	Review Date: December 2019

POLICY PURPOSE:

The purpose of this policy is to define an operational process by which the County of Grande Prairie No. 1 enables neighbourhood residents to create their own recreational ice surface on County Municipal Reserve land.

BACKGROUND:

The County of Grande Prairie No. 1 Parks and Recreation department's mandate is to provide enticing opportunities to explore and enhance an active lifestyle; Neighbourhood Ice Surfaces fit within this mandate. The existing Policy K9 – Recreational Development of Municipal Reserve Properties references a potential funding source (Municipal Reserve) but does not address operational considerations specifically for outdoor Neighbourhood Ice Surfaces.

DEFINITIONS:

Neighborhood 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 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 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.

POLICY STATEMENT AND GUIDELINES:

All County staff will follow the proper procedures to ensure that the Neighborhood Ice Surfaces policy is administered and managed equitably for all County residents. This Policy governs:

Grant Funding:

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

- 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.

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 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 in 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 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, 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 Neighbourhood Ice Surface. The County of Grande Prairie provides a 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 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 31st.
- 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. The Volunteer Group is responsible for contacting the County if the water line freezes. A Parks & Recreation employee will place the service call with Aquatera.
- 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, which must be received by the County before November 1st of each calendar year. If funding is approved, the volunteer group will receive notification by December 1st 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 1st 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

ROLES AND RESPONSIBILITIES:

Chief Administrative Officer is responsible for: reviewing recommendations with regards to Budget and submitting feedback if required.

Director of Community Services is responsible for: working with Parks and Recreation in reviewing recommendations and giving feedback if required.

Manager of Parks & Recreation is responsible for: ensuring that County Council understands policy, reviewing Neighbourhood Ice Surface applications, managing issues of concern or non-compliance, supervising and supporting the Recreation Program Coordinator and Grounds Keeping Supervisor, communicating grant information to the public, approval of grant dispersal recommendations,

Recreation Program Coordinator is responsible for: advertising and making grant applications available, accepting and filing completed grant applications, communicating with groups,



ensuring applications are complete, completing AP memos, ensuring compliance, reporting issues or concerns.

Grounds Keeping Supervisor is responsible for: accepting and filing completed program applications, pre site inspections, ice surface inspection once built, and post season inspection of all Neighbourhood Ice Surfaces, ensuring compliance, reporting issues or concerns.

Manager of Communications is responsible for: press releases regarding grant and recreational programs

ETHICS AND CODE OF CONDUCT:

All county staff will comply with the County Personnel Policy, in particular sections concerning conflict of interest and confidentiality. Any staff member found to be acting in non-compliance is subject to disciplinary action.

CONFIDENTIALITY:

The use and interpretation of all County Policies and schedules will comply with all aspects of the Freedom of Information and Protection of Privacy Act (FOIP). Any breaches of the FOIP Act will be subject to disciplinary action.

RECORDS MANAGEMENT REQUIREMENTS:

All documentation will be filed in accordance with the Records Management Policy and to comply with the Municipal Government Act (MGA), Freedom of Information & Protection of Privacy Act (FOIP) and any other applicable legislation, regulation, or act.

NON COMPLIANCE:

Consequences of non-compliance with this Policy may result in the potential for legal challenges and/or penalties to the County of Grande Prairie No. 1, its elected officials and/or staff.

The Chief Administrative Officer must approve any exceptions to the Policy.

POLICY AUTHORITY:

The Chief Administrative Officer has the authority to amend the related Schedules of Policy K11 from time to time to keep current, enforceable and compliant with statutes and legislation in the Province of Alberta. Any changes that are made to Policy are to be approved by Council.

ATTACHMENTS:

Schedule "A" – Neighbourhood Ice Surface Program Application Form



SCHEDULE "A"

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 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@countygpr.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 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): _____
- Group has received grant funding from County (when/amount): _____

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 - Neighbourhood Ice Surface Program

Definitions:

- **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 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 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 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 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, 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 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.
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 - (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 31st.
- 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: $\frac{1}{4}$ turn clockwise is FULL on; $\frac{1}{4}$ 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 1st of each calendar year. If funding is approved, the volunteer group will receive notification by December 1st 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 1st of the calendar year

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- 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)