



Neighborhood Ice Surfaces

Parks & Recreation
Policy K11

Policy:	K11 – Neighborhood Ice Surfaces
Policy Department(s):	Parks and Recreation
Adoption Date:	December 19, 2016
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Policy Purpose

To define an operational process by which the County of Grande Prairie No. 1 enables neighborhood residents to create a recreational ice surface on County Municipal Reserve land.

Policy Statement

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. Seasonal Neighbourhood Ice Surfaces can be created on Municipal Reserve greenspace and provide low cost, outdoor recreation opportunities for spontaneous use by the community. This policy does not address high board, permanent outdoor rinks or access to ice on storm water ponds.

Definitions

“Contact Person” means 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”.

“County” means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“Municipal Reserve / Greenspace” means 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.

“Neighborhood Ice Surface” means 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 snowbank edge.

“Site” means 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 – for example, phased development within a subdivision. In this case, a separate Volunteer Group must be established to manage each Neighbourhood Ice Surface site.

“Volunteer Group” means 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.



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“Water Standpipe” means specific utility infrastructure located within the municipal reserve with the purpose of providing water for a seasonal ice rink.

Policy Guidelines

1. Location:

- 1.1. 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.
- 1.2. The Neighbourhood Ice Surface must be available to all subdivision residents and the general public at all times.
- 1.3. 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.
- 1.4. If there is no water standpipe or infrastructure at the ice surface site, the Volunteer Group is responsible for all water expenses 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 or trails.

2. Operation:

- 2.1. The Volunteer Group is solely responsible for the construction and operation of the Neighbourhood Ice Surface. The County of Grande Prairie is not responsible for the operation, management or storage of any items relating to the Neighbourhood Ice Surface.
- 2.2. Volunteer groups are encouraged to review the “Best Practices for Neighbourhood Ice Surfaces” document on the County’s website.
- 2.3. The County’s Parks and Recreation department will conduct three site inspections with the contact person from the volunteer group or a suitable designate:
 - 2.3.1. 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. Occurs within two weeks of receiving the application from Volunteer Group
 - 2.3.2. 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. Occurs within one week of being notified by the Volunteer Group



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- 2.3.3. A Post Season inspection to ensure that all equipment has been removed from the site prior to grass mowing season. Occurs within one week of being notified by the Volunteer Group

3. Responsibilities:

3.1. The Volunteer Group will:

- 3.1.1. Coordinate a group of a minimum of four volunteer adults. If a member of the group moves out of the neighbourhood, the group is responsible for finding a replacement to meet the minimum requirement of four persons.
- 3.1.2. Designate one main Contact Person and one alternate. The Contact Person will be responsible for the water valve key and returning it to the County at the Post Season inspection, if applicable.
- 3.1.3. Complete a Neighbourhood Ice Surface application form each calendar year and submit to the Parks and Recreation Department by November 30th
- 3.1.4. Coordinate with the Parks and Recreation department to schedule site inspections
- 3.1.5. Be solely responsible for setting up the ice surface, installing boards or other alternate edging
- 3.1.6. Manage the ice surface including snow clearing and flooding as necessary during the skating season
- 3.1.7. 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.
- 3.1.8. Be responsible for any excessive wear or damage to the grass at the site.
- 3.1.9. Be responsible for call out fees to thaw 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.
- 3.1.10. Ensure that the ice surface does not interfere with the enjoyment of resident's use of Municipal Reserve or greenspace lands.
- 3.1.11. Ensure that emergency access routes are clear to the ice surface site
- 3.1.12. Be responsible for any expenses incurred that are not covered by any grants or other sources of funding.



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4. Liability:

- 4.1. Under this policy, Neighbourhood Ice Surfaces are intended for recreational use by the community.
- 4.2. The County views Neighbourhood Ice Surfaces the same way as seasonal green space use of playgrounds and other structures and are covered under general liability.
- 4.3. The County will post a sign at approved sites “Neighbourhood Ice Surface-Maintained by Volunteer Group - Use at your own risk”
- 4.4. 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.
- 4.5. Residents are encouraged to utilize permanent outdoor (or indoor) high board rinks within the County for competitive play.
- 4.6. 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.

5. Grant Funding:

- 5.1. This program is funded from the Community Assistance grant line.
- 5.2. New applications may be funded up to \$1,500 for start up costs. Recurring applications may be funded up to \$750 for ongoing maintenance costs
- 5.3. Application does not guarantee that funds of any amount will be issued.
- 5.4. Funding can be used for:
 - 5.4.1. Purchasing building materials for rink boards;
 - 5.4.2. Water expenses;
 - 5.4.3. Lighting; or
 - 5.4.4. Any expense associated with the construction and operation of the Neighborhood Ice Surface.
 - 5.4.4.1. These assets thereby belong to the Volunteer Group and not any one individual. If the group ceases to exist all assets funded under this program must be returned to the County of Grande Prairie.
- 5.5. Funding cannot be used for reimbursing any member of the Volunteer Group for time spent or services performed.



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- 5.6 Funding is payable upon submission of receipts for expenses occurred.
- 5.7 The Volunteer Group does not have to apply for funding to pursue a Neighbourhood Ice Surface. However, the Volunteer Group is still required to meet the operational conditions of this policy and complete a Neighbourhood Ice Surface application form.
- 5.8 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.

Attachments

N/A

References

Legal Authorities	N/A
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development Policy K18 – Recreational Use on Stormwater Ponds
Other	Best Practices for Neighbourhood Ice Surfaces Neighborhood Ice Surface Program Application Form – available on the County Website

Revision History

Review Date	Description
November 14, 2022	Reviewed and Amended CM20221114.007
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