

AGENDA FOR THE TOWN OF BEAVERLODGE COMMITTEE OF THE WHOLE MEETING  
 TO BE HELD TUESDAY OCTOBER 15, 2024 @ 6:00 PM  
 COUNCIL CHAMBERS, 400 10 ST BEAVERLODGE, AB  
 Microsoft Teams Meeting ID: 244 682 110 058 Passcode: RxoGuX

<b>1.0</b>	<b><u>CALL TO ORDER</u></b> <i>Town of Beaverlodge's Legislative Meetings are being live streamed effective June 12, 2023 via Council resolution #145-2023-05-23</i>	
<b>2.0</b>	<b><u>LAND ACKNOWLEDGEMENT</u></b>	PP 2
<b>3.0</b>	<b><u>ADOPTION OF AGENDA</u></b>	
<b>4.0</b>	<b><u>DELEGATION</u></b>  4.1 Beaverlodge Minor Hockey & Girls Hockey – Kris Kyle, Dustin Riendeau, Christy Martin & Deri Lefley  4.2 Beaverlodge Mural Foundation – Jim Drabble	PP 3   PP 4
<b>5.0</b>	<b><u>OLD BUSINESS:</u></b>	
<b>6.0</b>	<b><u>NEW BUSINESS:</u></b>  6.1 Library Board Appointment Requests – Kirsten Clark and Torey Lowe 6.2 Facility and Fee Waiver – Beaverlodge Municipal Hospital – Sept 26/24 6.3 Facility and Fee Waiver – Beaverlodge Municipal Hospital – Feb 21/25 6.4 South Peace Centennial Museum Support Request 6.5 Beaverlodge Fire Station Grand Opening – November 2, 2024 6.6 Outdoor Ice Surface Request 6.7 Mountview Health Complex Committee Update – Mayor Rycroft 6.8 Community Enhancement Committee Update – Councillor Moulds 6.9 Economic Development Committee Update – Councillor Corbett	PP 5-8 PP 9-11 PP 12-15 PP 16 PP 17 PP 18-26
<b>7.0</b>	<b><u>TOPICS FOR NEXT AGENDA:</u></b>	
<b>8.0</b>	<b><u>ADJOURNMENT:</u></b>	



Box 30, Beaverlodge, AB T0H 0C0

**Phone: 780.354.2201**

**Fax: 780.354.2207**

As long as the sun shines, grass grows and the rivers flow – we acknowledge the homeland of the many diverse First Nation & Métis people whose ancestors have walked this land.

We are grateful to live, learn and work on the traditional territory of Treaty 8 and we make this acknowledgement as an act of reconciliation and gratitude.



Box 30, 400 - 10th Street  
Beaverlodge, AB T0H 0C0

DELEGATIONS TO COUNCIL

Name of Delegates(s): Kristopher Kyle, Dustin Reindeau  
Christy Martin, Deri Lefley

Representing: Beaverlodge Minor Hockey, Beaverlodge Girls Hockey

Phone Number: 780 832 2994

Email: president@beaverlodgeminorhockey.com

Topic: Arena Ice Rental fees

Staff Familiar with topic: -

Attached Information: -

Notes: Limit presentation to 15 minutes

Delegate Signature: [Signature]

Date: October 8th, 2024

All notifications and documentations must be sent to [nyoung@beaverlodge.ca](mailto:nyoung@beaverlodge.ca)  
If you have materials/documentation to be included in the Agenda, they must be received by 1:00pm the  
Tuesday before the meeting you are scheduled to appear before Council.

**Any documentation submitted (including this Delegate Application)  
is considered "Public Information" and will appear in a Council Agenda.**

FOR OFFICE USE ONLY

Date and Time of Council Meeting to attend: October 15, 2024 - 6pm

Approved to Present by: Jeff Johnston Date: Oct 9, 2024

*Town of Beaverlodge's Legislative Meetings are being live streamed effective June 12, 2023  
via Council resolution #145-2023-05-23*

 **Email**  
town@beaverlodge.ca

 **Phone**  
780-354-2201

 **Website**  
beaverlodge.ca



Box 30, 400 - 10th Street  
Beaverlodge, AB T0H 0C0

DELEGATIONS TO COUNCIL

Name of Delegates(s):

Jim Drabble

Representing:

Beaverlodge Mural Foundation

Phone Number:

780-354-8530

Email:

drabblej@hotmail.com

Topic:

Free standing Campground  
murals?

Staff Familiar with topic:

Jeff Johnston

Attached Information:

- none -

Notes:

Limit presentation to 15 minutes

Delegate Signature:

Jim Drabble

Date:

Oct 8, 2024

All notifications and documentations must be sent to [nyoung@beaverlodge.ca](mailto:nyoung@beaverlodge.ca)

If you have materials/documentation to be included in the Agenda, they must be received by 1:00pm the Tuesday before the meeting you are scheduled to appear before Council.

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FOR OFFICE USE ONLY

Date and Time of Council Meeting to attend:

Oct 15 / 24 6pm

Approved to Present by:

Jeff Johnston

Date:

Oct 8, 2024

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via Council resolution #145-2023-05-23**

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town@beaverlodge.ca

☎ **Phone**  
780-354-2201

🌐 **Website**  
beaverlodge.ca



TOWN OF BEAVERLODGE LIBRARY BOARD
APPLICATION FOR MEMBERSHIP

The Town of Beaverlodge Library Board ensures the Beaverlodge Public Library operates in accordance with the Alberta Libraries Act by providing a comprehensive and efficient public library service that reflects the community's unique needs. The Board usually meets five times per year.

Complete the following application and submit to the Beaverlodge Public Library, in person, at 406 10th Street. Submissions can also be mailed to the library at PO Box 119 Beaverlodge AB T0H 0C0.

CANDIDATE INFORMATION

Name Kirsten Clark
Residential Address 210 11 St.
Mailing Address P.O. Box 2136
Home Phone n/a Cell Phone (780) 228-3952
Email Address kisherwo@ualberta.ca

QUALIFICATIONS

Explain your interest in applying to become a member:

My teaching experience and educational background, along w a lifelong love of reading, have informed a deep-seated belief in the importance of public libraries.

Briefly state the skills, strengths, education, and experience that would make you an asset to this Board:

- BEd w Eng. major (U of A)
• Cert. in Teacher Librarianship (UBC)
• Beaverlodge Victims Services Board Member
• Walkability Committee Member
• Run silent Book Club - Beaverlodge
• Graphic design and social media management

- NWP Dept of Education - Faculty
- Many years of sports and life-guarding
- Leadership, teamwork, Communication etc.

History of community involvement (past and present):

- Blodge Comm. Playground Foundation
- Coaching hockey and basketball
- Hockey jersey Parent
- BRHS Leadership Team
- Wheelability Committee
- BNSU Board Member
- etc. etc. ....

**DECLARATION AND CONSENT OF THE APPLICANT**

I solemnly declare that I am eligible to be appointed to the Town of Beaverlodge Library Board, am not an elected official, officer, or employee of the Town of Beaverlodge or the Beaverlodge Public Library, and I reside in the Town of Beaverlodge or the County of Grande Prairie.

  
 Signature of Applicant

09/24/2024  
 Date (month/date/year)

Kirsten Clark  
 Name of Applicant (please print)

For more information regarding the duties and responsibilities of this position, please contact the Beaverlodge Public Library at 780-354-2569 or [librarian@beaverlodgelibrary.ab.ca](mailto:librarian@beaverlodgelibrary.ab.ca)

*This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act, and is protected under the Act.*



### TOWN OF BEAVERLODGE LIBRARY BOARD APPLICATION FOR MEMBERSHIP

The Town of Beaverlodge Library Board ensures the Beaverlodge Public Library operates in accordance with the Alberta Libraries Act by providing a comprehensive and efficient public library service that reflects the community's unique needs. The Board usually meets five times per year.

Complete the following application and submit to the Beaverlodge Public Library, in person, at 406 10th Street. Submissions can also be mailed to the library at PO Box 119 Beaverlodge AB T0H 0C0.

#### CANDIDATE INFORMATION

Name Torey Lowe

Residential Address 620 8th Avenue, Beaverlodge

Mailing Address Box 731, Beaverlodge

Home Phone \_\_\_\_\_ Cell Phone 780-882-5863

Email Address torey-4@hotmail.com

#### QUALIFICATIONS

Explain your interest in applying to become a member:

It is important to me to be a part of the community.

Briefly state the skills, strengths, education, and experience that would make you an asset to this Board:

Currently completing the last year of Bachelor of Arts in Sociology. 12 years experience working in an office setting. Have experience being a Board member, attending meetings + making decisions that are in

~~the best interest of the Society.~~

History of community involvement (past and present):

- Beaverlodge Victim Services Unit, Board member.  
August 2022 - Present. The Board will be shutting  
down.
- Hythe Cotts women's Hockey - Vice President. Sep 2013 - Present

**DECLARATION AND CONSENT OF THE APPLICANT**

I solemnly declare that I am eligible to be appointed to the Town of Beaverlodge Library Board, am not an elected official, officer, or employee of the Town of Beaverlodge or the Beaverlodge Public Library, and I reside in the Town of Beaverlodge or the County of Grande Prairie.

Torey Lawe  
Signature of Applicant

October 3, 2024  
Date (month/date/year)

Torey Lawe.  
Name of Applicant (please print)

For more information regarding the duties and responsibilities of this position, please contact the Beaverlodge Public Library at 780-354-2569 or [librarian@beaverlodgelibrary.ab.ca](mailto:librarian@beaverlodgelibrary.ab.ca)

*This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act, and is protected under the Act.*





Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

### Facility and Fee Waiver Application

Organization: Beaverlodge Municipal Hospital Date(s) of event: Sept 26 '24

Charity/Non Profit Registration Number: \_\_\_\_\_

Type of business:  Government  Non-Profit  For Profit  Other: Hospital

You must attach a copy of the 501(c)3, if Non-profit

Address: 422-10A Street City: Beaverlodge Prov: Ab Postal-Code: T0H 0C0

Contact Name: \_\_\_\_\_ Title: Admin Support

Phone: 780-354-2136 Phone 2: My cell: 780-296-3091 Fax: 780-354-8355

Email: amy.benson@ahs.ca Web: \_\_\_\_\_

Requested facility/location of event: Large enough so participants can practise scenarios

Requested equipment: \_\_\_\_\_

Requested Percentage of Fees to be waived:  25%  50%  75%  100%

Brief Description of Event: Non-Violent Crisis Intervention - improving staff skills

Emphasis on early intervention and prevention, design to educate staff on how to best manage a crisis during all levels of escalation.

Type of event:  Fundraiser  Community Event  Private Event

Please attach any specific details or comments that may assist Town Council in making this decision.

I acknowledge that this request and any subsequent approval or denial does not guarantee the availability of facilities and/or equipment. I further understand that I must have completed all applicable reservation procedures prior to submitting this application including but not limited to reserving the facility and/or equipment and paying a security deposit and booking fee. I further acknowledge that if the request is denied or a reduction of fees is granted the organization I represent must pay all remaining fees by the due date and that all established regulations and policies will be followed during and after the event.

Signature: [Handwritten Signature]

Date: Sept 26 '24

For Office Use Only:	
Received By:	Date:
Total Amount Requested for Waiver:	Permit #:
Recommendation: <input type="checkbox"/> 0% <input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%	
Council Approval <input type="checkbox"/> 0% <input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%	
CAD:	Date:
Notified by:	Date:

Permit Contract

**Town of Beaverlodge Recreation**  
 P.O. Box 30  
 1016 - 4th Ave  
 Beaverlodge, AB T0H 0C0  
 Phone: (780) 354-2203  
 FAX: (780) 354-2203  
 Email: recreation@beaverlodge.ca

**Permit #4342, Approved**  
 Sep 26, 2024 10:31 AM



**Company:** Beaverlodge Hospital  
 Box 480  
 Beaverlodge, AB T0H 0C0

Customer Type: Other Organizations  
 Prepared By: Michelle Reneau

**Agent:** Dawnel Hotte  
 Email: dawnel.hotte@ahs.ca

Work: (780) 354-2136 Home: (780) 354-2136

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$171.43	\$8.57	\$0	\$180.00	\$0	\$0	\$0	\$0	\$180.00

▼ RESERVATIONS

Event	Resource	Center	Notes		
Beaverlodge Hospital #4342 Type: MPR/Private Function Attend/Qty: 20	MPR Whole	Beaverlodge/West County Pool 1016 4th Ave Beaverlodge, AB T0H 0C0 (780) 354-2201	--		
Day	Days Requested Date	Event Begins	Duration	Event Ends Date	Time
Thursday	Sep 26, 2024	8:00 AM	8 hours	Sep 26, 2024	4:00 PM
Summary	Notes	Total Number of Dates: 1 Total Time: 8 hours REFUND OF THE DAMAGE DEPOSIT INCLUDES CLEANUP BY THE RENTER AS FOLLOWS: PUTTING TABLES & CHAIRS AWAY, SWEEPING AND SPOT MOPPING OF THE FLOOR, TAKING ALL OF THE GARBAGE TO THE GARBAGE BIN OUTSIDE AS WELL AS REMOVAL OF RECYCLE IF DESIRED. PLEASE CONFIRM WITH THE CSR AT THE FRONT COUNTER HOW TO REFUND THE DAMAGE DEPOSIT (BY CHEQUE OR BY CREDIT TO ACCOUNT IN THE COMPUTER)			

▼ CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
MPR Full Day	Beaverlodge Hospital #4342 MPR Whole	\$180.00	1.00	GST (I): \$8.57	\$180.00

▼ Payment Schedule for Original Balance of \$180.00

Due Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
Sep 26, 2024	\$180.00	\$0	\$0	\$180.00
			<b>Current Balance</b>	<b>\$180.00</b>

▼ CUSTOM QUESTIONS

Question	Answer
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What is the purpose of your function?	Training
Do you need tables or chairs?	Yes
Would you like to purchase the set-up?	No

Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.

Special Events: a. Special Events include, but are not limited to, private pool rentals, rentals of the multi-purpose rooms, community centre, arena, or sports fields. b. 50% of the total booking fee is payable at the time of booking, including the refundable damage. c. Cancellation notice for Special Events must be at least seven (7) days prior to the event. Some events may require notice of more than seven (7) days and that notice period will be indicated on contracts. d. In case of a no-show, the booking fee will not be refunded.



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

## Facility and Fee Waiver Application

Organization: Beaverlodge Municipal Hospital

Type of business:  Government  Non-Profit  For-Profit  Other Hospital

Charity / Non Profit Registration Number: \_\_\_\_\_  
You must attach a copy of the 501(c)3, if Non-Profit

Address: 422 10a St

City: Beaverlodge Province: AB Postal-Code: T0H 0C0

Contact Name: Amy Benson Title: Site Manager

Phone: 780-354-2134 Phone 2: 780-216-3091 Fax: 780-354-8355

Email: amy.benson@abs.ca

Type of Event:  Fundraiser  Community Event  Private Event

Date(s) of event: Jan 7, 2025 moved to February 21, 2025 (TH)

Requested Facility/Location of Event: Multipurpose Room Nurista

Requested Equipment: None

Requested Percentage of Fees to be Waived:  25%  50%  100%

NOTE: The maximum amount of any eligible application for waiver or fee reduction is 50%.

Requested Amount of Fees to be Waived: rental fee

Brief Description and Purpose of Event (attach an additional page if needed):

Teaching Nursing staff debriefing and safety procedures when navigating agitated / aggressive pts.

The primary purpose of the organization is: Health care, primary urgent/emergent care

Include the following information with your Application:

- Organization profile (documentation may be requested confirming non-profit status);
- Membership information including the number of members residing in and around the Town of Beaverlodge;
- Funding profile and non-profit status (submission of documentation confirming non-profit status);
- An explanation of the purpose or nature of the event or activity and the perceived benefit of the event or activity to the local community;
- A budget for the event including:
  - Funding sources available and accessed by the organization; and, proposed expenses.
  - Additional sources of revenue including grant sources.
- Previous year's financial statement:
  - An Audited Financial Statement, a Balance Sheet, or an Income and Expense report are all examples of acceptable financial information from applicants. Only one type of statement is required to be submitted with an application.
- Incomplete applications will not be accepted.
- Applications to waive or reduce fees and charges must be made at least four (4) weeks prior to the event

I acknowledge that this request and any subsequent approval or denial does not guarantee the availability of facilities and/or equipment. I further understand that I must have completed all applicable reservation procedures prior to submitting this application including but not limited to reserving the facility and/or equipment and paying a security deposit and booking fee. I further acknowledge that if the request is denied or a reduction of fees is granted the organization I represent must pay all remaining fees by the due date and that all established regulations and policies will be followed during and after the event.

Signature: [Handwritten Signature] Date: Sept 20 24

FOR OFFICE USE ONLY

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Permit #: \_\_\_\_\_ Total Amount of Permit: \_\_\_\_\_

Amount of Fees Waived: \_\_\_\_\_

Administration Approval:  0%  25%

Council Approval:  0%  25%  50%

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

Notified by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Contract

**Town of Beaverlodge Recreation**  
 P.O. Box 30  
 1016 - 4th Ave  
 Beaverlodge, AB T0H 0C0  
 Phone: (780) 354-2203  
 FAX: (780) 354-2203  
 Email: recreation@beaverlodge.ca

**Permit #4340, Approved**  
 Sep 20, 2024 3:59 PM



**Company:** Beaverlodge Hospital  
 Box 480  
 Beaverlodge, AB T0H 0C0

Customer Type: Other Organizations  
 Prepared By: Michelle Reneau

**Agent:** Dawnel Hotte  
 Email: dawnel.hotte@ahs.ca

Work: (780) 354-2136 Home: (780) 354-2136

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$171.43	\$8.57	\$0	\$180.00	\$50.00	\$0	\$0	\$0	\$230.00

▼ RESERVATIONS

Event	Resource	Center	Notes
Non-Violent Crisis Intervention #4340 Type: MPR/Private Function Attend/Qty: 40	MPR Whole	Beaverlodge/West County Pool 1016 4th Ave Beaverlodge, AB T0H 0C0 (780) 354-2201	--

Day	Days Requested	Event Begins	Duration	Event Ends
Friday	Feb 21, 2025	8:00 AM	8 hours	Feb 21, 2025 4:00 PM

Summary	Notes
Total Number of Dates: 1 Total Time: 8 hours	REFUND OF THE DAMAGE DEPOSIT INCLUDES CLEANUP BY THE RENTER AS FOLLOWS: PUTTING TABLES & CHAIRS AWAY, SWEEPING AND SPOT MOPPING OF THE FLOOR, TAKING ALL OF THE GARBAGE TO THE GARBAGE BIN OUTSIDE AS WELL AS REMOVAL OF RECYCLE IF DESIRED. PLEASE CONFIRM WITH THE CSR AT THE FRONT COUNTER HOW TO REFUND THE DAMAGE DEPOSIT (BY CHEQUE OR BY CREDIT TO ACCOUNT IN THE COMPUTER)

▼ CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
MPR Full Day	Non-Violent Crisis Intervention #4340 MPR Whole	\$180.00	1.00	GST (I): \$8.57	\$180.00

▼ DEPOSITS

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
MPR/Pool Deposit	Non-Violent Crisis Intervention #4340 MPR Whole	\$50.00	\$0	\$0	\$0	\$50.00

▼ Payment Schedule for Original Balance of \$230.00

Due Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
Feb 14, 2025	\$230.00	\$0	\$0	\$230.00
			<b>Current Balance</b>	<b>\$230.00</b>

▼ **CUSTOM QUESTIONS**

Question	Answer
What is the purpose of your function?	Training
Do you need tables or chairs?	Yes
Would you like to purchase the set-up?	No

**Terms & Conditions:** This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.

**Special Events:** a. Special Events include, but are not limited to, private pool rentals, rentals of the multi-purpose rooms, community centre, arena, or sports fields. b. 50% of the total booking fee is payable at the time of booking, including the refundable damage. c. Cancellation notice for Special Events must be at least seven (7) days prior to the event. Some events may require notice of more than seven (7) days and that notice period will be indicated on contracts. d. In case of a no-show, the booking fee will not be refunded.



South Peace Centennial Museum  
Box 493, Beaverlodge, AB, T0H 0C0  
Facebook: South Peace Centennial Museum group  
Website: [southpeacemuseum.com](http://southpeacemuseum.com)  
email: [spcminfo@gmail.com](mailto:spcminfo@gmail.com)  
[southpeacemuseum@gmail.com](mailto:southpeacemuseum@gmail.com) (e-transfers only)

September 26, 2024

To Whom it may concern,

We, at the South Peace Centennial Museum, are hard at work planning 2 new events for the community and we are looking for your support!

1. First is our Halloween Village. This event will take place on Oct 25. We will start the day in the evening at 4pm with a family Trick or Treat through the museum, followed by a family drive-in movie at 6:30, and a teen/adult movie at 9 in our parking lot. For this event we are looking for:
  - a. Event/movie sponsor- so we can keep this event by donation for the community. Sponsors will be recognized on the big screen, social media and at the event.
  - b. Trick or Treat sponsor- your business or family can decorate a porch or area at the museum and bring candy to hand out to the Trick or Treaters. We are hoping to have around 20 spots for the kiddos to stop at. Advertise in your area and be recognized on our big screen
  - c. Decorations, lights, extension cords etc
  - d. Volunteers to help us decorate, make decorations and help out that evening.
2. Our second event is our old fashioned Christmas! We plan on decorating and lighting up the museum! Things like a skating area, photos with Santa, carollers, and much more are in the works! For this event we are looking for:
  - a. Event sponsors
  - b. Skating rink sponsor
  - c. Decorate your own area and advertise your business
  - d. Volunteers to prepare, decorate and work the event.
  - e. Lights, decorations, extension cords

We understand that times are tough and we appreciate you taking the time to consider supporting our community events at the South Peace Centennial Museum. Please contact us if you are able to help in any way. For more info please contact Danielle at (780) 202-0973 or Trudy at (780) 296-6711

Sincerely appreciated,

Danielle Jonzon (vice president)

Trudy Hosker (director)




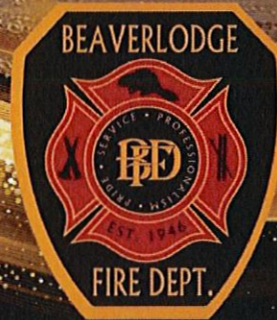
# Beaverlodge Fire Station

# GRAND OPENING

Join us in celebrating the grand opening of the Beaverlodge Fire Station. Enjoy cake and refreshments, along with greetings from local dignitaries.

**NOVEMBER 2, 2024**  
**1PM - 3PM**

 **400 1st Avenue,  
Beaverlodge, AB**



## Nichole Young

---

**Subject:** FW: {External}Fwd: outdoor ice surface  
**Attachments:** Beaverlodge Outdoor rink.PNG; rink.jpg

----- Forwarded message -----

From: **Trevor Bartsch** <[tbartsch@cityofgp.com](mailto:tbartsch@cityofgp.com)>  
Date: Mon, Sep 16, 2024 at 9:08 PM  
Subject: outdoor ice surface  
To: [trevor.bartsch@gmail.com](mailto:trevor.bartsch@gmail.com) <[trevor.bartsch@gmail.com](mailto:trevor.bartsch@gmail.com)>  
Cc: [tbartsch@hotmail.ca](mailto:tbartsch@hotmail.ca) <[tbartsch@hotmail.ca](mailto:tbartsch@hotmail.ca)>

To whom it may concern,

I would like to build a temporary outdoor rink in the green space identified in the attached photo. If the town would be able to assist with the cost of the boards and tarp i will have a group that will build and maintain the rink.

This location would be flat enough and large enough for a sheet of ice. Perks of this location are: the structure with tables that can be used for getting ready and warm ups, power nearby to run a timed light switch and ample parking available.

This would provide a visual to the highway traffic of what our town can offer its young people and compliment the light show that is set up in the campground. This would offer an easier way for families on the north west end of town to skate and play hockey.

Attached is an example of the rink i would like to build.

I estimate this project costing \$1500-3000 initial cost with a \$750 annual cost every year after for perishable materials.

I do not know what kind of liability or insurance an outdoor rink would require, but in the county and city the only requirements are a "use at own risk" sign. We currently have an unsupervised outdoor rink in town so i assume this would fall into the same category.

Here are some ideas from our neighbouring communities:

### **From County of Grande Prairie website:**

An existing neighborhood association or volunteer group with at least 4 dedicated residents must be named on the application. This group will be solely responsible for the construction, maintenance, operation and removal of the ice surface. The County will provide oversight but will not be involved in the operation of the ice surface. The group may also apply for a one-time grant up to \$1,500 to assist with the initial costs of setting up the ice surface or a grant of up to \$750 annually for maintenance costs.

[Seasonal Neighborhood Ice Surface Application - Grande Prairie \(countygp.ab.ca\)](#)  
[ab3fb0a8-3882-4e91-adbb-58126d1b04e1 \(countygp.ab.ca\)](#)

**From the city of Grande Prairie website:**

[Neighbourhood Outdoor Rink Program Procedures - Proof 1 \(1\).pdf \(cityofgp.com\)](#)

Neighborhood Rink Program

The Neighbourhood Rink Program allows local residents an opportunity to erect and maintain a small skating rink in a park location near their home. These rinks are maintained by volunteers and used throughout the winter for local skating. *Please note that there must be a minimum of 5 adult volunteers signed up to maintain the rink.*

If your neighborhood has a group interested in participating this year, please fill out the online form by clicking the "Apply for the Neighborhood Rink Program" button. Applications must be submitted by December 15th to be accepted.

NEIGHBOURHOOD VOLUNTEER GROUP WILL:

- Include a group of minimum of 5 adult volunteers - *must include all contact information when completing application*
- Include a contact person who will receive the hardware and instructions and be the contact for the group
- Take rink set up training by the city
- Sign off to acknowledge roles and responsibilities
- Install the rink boards
- Maintain the rink as needed including cleaning and flooding of the surface
- Complete a monthly log sheet and submit to Parks Operations
- Once the ground has thawed, remove, and neatly stack the rink boards in the park.
- Leave key, hose, joiners, and pins with the contact person
- Advise parks when rink boards are removed and where other items may be picked up by contacting 3-1-1
- 

Please reach out if you have any questions or concerns,

Thanks,

Trevor

780-897-8556

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# Neighborhood Ice Surfaces

Parks & Recreation  
Policy K11

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<b>Policy:</b>	K11 – Neighborhood Ice Surfaces
<b>Policy Department(s):</b>	Parks and Recreation
<b>Adoption Date:</b>	December 19, 2016
<b>Adoption Reference:</b>	CM20161219.1014
<b>Effective Date:</b>	December 19, 2016
<b>Last Amended:</b>	November 14, 2022

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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

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

## Revision History

<b>Review Date</b>	<b>Description</b>
November 14, 2022	Reviewed and Amended CM20221114.007
December 19, 2016	Adoption Date CM20161219.1014