

# COUNCIL POLICY



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

Document Name: Community Backyard Rinks

Department Name: Planning and Development Services

Document Number: LDI-040

Effective Date: September 10, 2024

Next Revision Date: September 10, 2027

## **STRATEGIC PLAN LINKAGE**

Building Partnerships

## **PURPOSE AND OBJECTIVE**

The Regional Municipality of Wood Buffalo (the “Municipality”) recognizes the benefits of accessible, year-round recreational opportunities for residents. To foster diverse opportunities for winter recreation, the Municipality shall establish the Community Backyard Rinks Program to allow homeowners to construct temporary outdoor skating rinks on, or directly adjacent to, their property and utilizing Municipal Land.

The purpose of the Community Backyard Rinks Policy (the “Policy”) is to:

1. provide the Applicant with information about the establishment, maintenance, and use of Community Backyard Rinks on Municipal Land;
2. establish the process for licensing Municipal Land for Community Backyard Rinks where approved;
3. increase public awareness on the presence and use of Community Backyard Rinks; and
4. ensure Community Backyard Rinks are constructed, maintained, and used in a safe manner.

## **GENERAL PRINCIPLES**

### **1. Definitions:**

- 1.1. “Administration” means employees of the Regional Municipality of Wood Buffalo who are responsible for implementing and overseeing the Community Backyard Rinks Program.
- 1.2. “Applicant” means the person who will assume full responsibility of the construction, maintenance, and liability of a Community Backyard Rink.
- 1.3. “Community Backyard Rink” means an approved outdoor ice surface constructed, operated, and maintained by the Applicant.
- 1.4. “Licence of Occupation” means an agreement that authorizes the use of a specified portion of Municipal Land.

- 1.5. "Licencee" means a person whose Community Backyard Rink application has been approved and is now responsible for the maintenance of the Community Backyard Rink.
- 1.6. "Materials" means all tools and materials required to build and maintain the Community Backyard Rink, including perimeter boards, reflective tape, and liners.
- 1.7. "Municipal Land" means property owned by the Municipality, including property under the direction, control, and management of the Municipality.
- 1.8. "Municipality" means the Regional Municipality of Wood Buffalo.
- 1.9. "Signage" means the Waiver of Liability signage provided by the Municipality to the Applicant acknowledging that all residents can use the rink at their own risk.

## **2. Responsibilities:**

### **2.1. Council to:**

- 2.1.1. approve this Policy; and
- 2.1.2. approve any future amendments to this Policy.

### **2.2. Chief Administrative Officer to:**

- 2.2.1. support the implementation of this Policy;
- 2.2.2. recommend amendments to this Policy; and
- 2.2.3. approve any related Administrative Procedures.

## **3. General Procedures:**

### **3.1. Period of Operation:**

- 3.1.1. Community Backyard Rinks may be established when the weather permits, at the discretion of the Licensee, and no earlier than October 15<sup>th</sup> each year.
- 3.1.2. Administration may delay the start of the period of operation depending on weather conditions.
- 3.1.3. Licencee must remove Community Backyard Rinks by April 1 of the applicable year.
- 3.1.4. Administration may request early removal of Community Backyard Rinks depending on weather conditions.

### **3.2. Applications:**

- 3.2.1. The Applicant must submit a complete application and receive confirmation from the Land Administration Department that the application is complete.

- 3.2.2. The application shall include the following:
  - 3.2.2.1. payment of any applicable fees;
  - 3.2.2.2. the names of at least two people who will serve as volunteers to operate and maintain the Community Backyard Rink;
  - 3.2.2.3. a proposed location for the Community Backyard Rink with an accompanying site plan; and
  - 3.2.2.4. any additional documentation required by Administration.
- 3.2.3. Administration shall provide reasonable assistance during standard business hours to Applicant completing the application.

### **3.3. Evaluation, Approval, or Rejection**

- 3.3.1. Evaluation of an application includes:
  - 3.3.1.1. an initial determination of the completeness of the application, and any further requests for information deemed necessary; and
  - 3.3.1.2. circulation of an application to identified internal and external stakeholders for a minimum of two weeks to ensure alignment with municipal objectives including, but not limited to:
    - 3.3.1.2.1 site suitability;
    - 3.3.1.2.2 location;
    - 3.3.1.2.3 safety concerns, including access for emergency services; and
    - 3.3.1.2.4 any other criteria deemed relevant to the application by Administration.
- 3.3.2. Approval of an application requires the Applicant to:
  - 3.3.2.1. address and mitigate any concerns that Administration deems applicable;
  - 3.3.2.2. enter into a Licence of Occupation (“LOC”) for a Nominal Fee;
  - 3.3.2.3. At the discretion of Administration provide written confirmation of Insurance coverage confirming two million dollars (\$2,000,000.00) in general liability and adding the Municipality as an additional named insured; and
  - 3.3.2.4. commit to displaying Signage and ensuring that it is visible to all users and kept in good condition.
- 3.3.3. When an application is rejected, Administration will issue a final rejection notice to the Applicant.

### **3.4. Establishment and Removal:**

- 3.4.1. The Licensee shall not establish the Community Backyard Rink before receiving all approvals from the Municipality.
- 3.4.2. Once the Community Backyard Rink has been established, the Licensee shall inform the Municipality to book an initial inspection.


- 3.4.3. The Municipality shall facilitate an initial inspection to ensure appropriate site and rink conditions have been established.
- 3.4.4. The Community Backyard Rink, including boards, electricity, or any other related materials and equipment must be removed in accordance with the terms of the LOC.
- 3.4.5. The Licencee shall inform the Municipality once the Community Backyard Rink has been removed to book a final inspection.
- 3.4.6. The Municipality shall facilitate a final inspection to ensure Municipal Land is restored to its previous condition.
  - 3.4.6.1. If the final inspection confirms that the site has been restored to its previous condition, the Licencee will be notified.
  - 3.4.6.2. If the final inspection confirms that the site has not been restored to its previous condition, the Municipality may restore the site to its previous condition and invoice the Licencee to recover costs incurred.

### **3.5. Operations and Maintenance:**

- 3.5.1. Unless otherwise permitted by the Municipality, a Community Backyard Rink shall operate in accordance with the Community Standards Bylaw No. 21/010.
- 3.5.2. Community Backyard Rinks shall provide access for all residents.
- 3.5.3. The Licencee shall ensure ongoing commitment of at least two (2) volunteers, including the Applicant.
- 3.5.4. The Licencee shall provide operations and maintenance in accordance with guidance from Administration.
- 3.5.5. The Licencee shall control, and clean-up garbage associated with the operation and maintenance of the Community Backyard Rink.
- 3.5.6. The Municipality may act as a point of contact for the Licencee and volunteers in case of concerns or emergencies throughout the season.
- 3.5.7. The Licencee is required to adhere to any guidelines established by Administration.
- 3.5.8. Should the Licencee be non-compliant, the Municipality may terminate the LOC and invoice the Licencee to recover costs incurred resulting in the Licencee being barred from participating in the Community Backyard Rinks Program in the future.

**APPROVAL**

This Policy was approved by Council. It will be reviewed not later than its next Revision Date to determine its effectiveness and appropriateness. It may be assessed before that time, as necessary.

  
Sandy Bowman, Mayor

  
Jade Brown, Chief Legislative Officer

September 10, 2024  
Date

**SUPPORTING REFERENCES AND POSITION RESPONSIBLE**

Legal References:

Cross References:

Position Responsible: Director, Planning and Development Services

**COUNCIL POLICY DETAILS AND REVISION HISTORY**

<b>Date</b>	<b>Action</b>	<b>Description</b>
September 10, 2024	Introduction	New council policy authorizing and regulating the establishment and operation of the Community Backyard Rinks Program.