



Town of Drayton Valley

Delegation Request Form

Name (s): _____

Organization: _____

Contact Number: _____ Contact E-mail: _____

Mailing Address: _____

Meeting you would like to attend as a Delegation (please check all that apply)*:

Council Meeting

Governance & Priorities Committee Meeting

Special Meeting/Presentation

Administration Meeting

* Request must be received a minimum of TWO WEEKS prior to the meeting being requested for; please refer to the Meeting Schedule for dates

Reason for Requesting Delegation:

(information only, request for funding, concern, etc)

Additional Information Provided

Please list the information you attached or included with your delegation request:

Please indicate any preference you have for meeting:

Please submit your request by:

Fax: 780.542.5753

E-mail:

admin-support@draytonvalley.ca

In person:

5120-52 ST



Town of Drayton Valley Delegation Request Form

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Organization: _____

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- Council Meeting
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Fax: 780.542.5753

E-mail: admin-support@draytonvalley.ca

In person: 5120-52 ST

AGENDA ITEM: 8.1 August 27, 2014	Historical Society Lease Agreement Renewal
Department:	Community Services
Presented by:	Councillor Wheeler
Support Staff:	Annette Driessen, Director of Community Services

BACKGROUND:

The Town of Drayton Valley has had an on-going Lease Agreement with the Drayton Valley and District Historical Society for the Society's use of lands for the purposes of a museum and heritage grounds. The previous lease term has expired and the Lease Agreement is being presented to Council for renewal.

Administration has reviewed the Lease Agreement and has updated the document to reflect the terms of the Maintenance Agreement which was recently approved by Council. The Lease Agreement sets out a term of ten years ending August 1, 2024.

RECOMMENDATION:

I move that Council approve the renewal of the Lease Agreement with the Drayton Valley and District Historical Society for a ten year term ending August 1, 2024.

THIS LEASE made in duplicate this _____ day of _____ A.D., 20 ____ .

BETWEEN:

THE TOWN OF DRAYTON VALLEY
(hereinafter referred to as the "Lessor")

OF THE FIRST PART

- and -

DRAYTON VALLEY & DISTRICT HISTORICAL SOCIETY
(hereinafter referred to as the "Lessee")

LEASE AGREEMENT

The Lessor being registered as owner, subject however to such encumbrances, liens and interests as are notified by memorandum underwritten of the lands and premises described as follows:

Lot C, Plan 5526 R.S.

does hereby lease to the Lessee all that portion of the demised lands as outlined in red on the sketch plan attached hereto as Appendix "A" (hereinafter called the "Demised Lands") to be held by the Lessee as tenant for the term of ten (10) years from the 1st day of _____, 20 ____ to _____, 20 ____, terms and conditions negotiated between the respective parties, subject to covenants, powers, terms and conditions hereinafter set forth and which the Lessor and the Lessee agree to observe and perform as the same may be applicable to each of them respectively.

The Lessor acknowledges receipt of the sum of TWO HUNDRED (\$200.00) dollars as good and valuable consideration for the term of this Lease Agreement.

1. LESSEE COVENANTS

THE LESSEE FURTHER COVENANTS AND AGREES AS FOLLOWS:

- 1.1 Use of Demised Lands** - The Demised Lands shall be developed by the Lessee solely for non-profit public purposes, ie. museum, rest area, tourist information centre. Any use outside the parameter of the intended use set out herein shall require the approval of the Lessor.
- 1.2 Maintenance** - The Lessee agrees to keep the Demised Lands in a clean and respectable condition when using the Demised Lands. The Lessee agrees that the Maintenance Agreement between the Lessee and the Lessor, attached as Appendix "B", forms part of this agreement. If in the opinion of the Lessor the Demised Lands are not being used by the Lessee in a clean and respectable condition, the Lessor may request the Lessee to correct any damage or misuse of the Demised Lands. Upon giving the Lessee a reasonable period of time to do so, if the Lessor does not find the corrective work to be acceptable, the Lessor may carry out the work and bill the Lessee accordingly.

- 1.3 Liability and Indemnity** - The Lessee shall indemnify and save harmless the Lessor from any and all liabilities, damages costs, the Lessor's own legal costs on a solicitor-client basis, claims, suits or actions growing or arising out of:
- a) Any breach, violation or non-performance of any covenants, conditions or agreements in this lease set forth and contained on the part of the Lessee to be fulfilled, kept, observed and performed.
 - b) Any injury to any person or persons, including death resulting at any time therefrom, occurring in or about the Demised Lands or in or about the sidewalks (if any), in front of, at the rear of, and along the side or sides of the Demised Lands, all driveways, parking areas and landscaped areas adjacent to the Demised Lands, or any part thereof during the term of this lease.
- 1.4 Assignment and Subletting** - The Lessee will not assign this lease or any part thereof, nor sublet, without first obtaining the consent in writing of the Lessor.
- 1.5 Builder's Lien and Encumbrances** - The Lessee shall not cause, permit or suffer any caveat, builder's lien or other encumbrances to be maintained against the Lessor's title to the Demised Lands without the prior written consent of the Lessor, except this lease or a caveat based thereon; and provided that the Lessee will undertake to postpone such caveat or lease to any mortgage or mortgages placed by the Lessee. The Lessee further agrees to indemnify and save harmless the Lessor against all such claims for liens or encumbrances filed or claimed under the Builder's Lien Act, the Worker's Compensation Act and any similar acts of the Province of Alberta, which may be filed in respect of labour or materials supplied at the request of for the Lessee, or for any other notification or encumbrances arising or stemming from the Lessee either directly or indirectly, against the Demised Lands; and that in the event of such lien, notification of encumbrances being registered against the said lands, the Lessee will have the same discharged forthwith and shall indemnify and save harmless the Lessor from any claim or liability arising therefrom or thereunder.
- 1.6 Taxes** - The Lessee agrees to indemnify and hold harmless the Lessor from Municipal or other real property taxes and utility charges levied (if deemed payable from time to time as regulated under the Municipal Government Act) against the said lands, it being acknowledged and agreed that the Lessee shall be liable for and pay any such municipal, real property taxes and utility charges levied against the said lands.
- 1.7 Development of Demised Lands** - The Lessee shall obtain all necessary municipal and provincial permits and comply with the regulations thereto as it relates to development of the Demised Lands.
- 1.8 Servicing of Demised Lands** - On-site servicing of the demised lands shall be the responsibility of the Lessee to administer. All costs for all essential services, (ie.

water, sewer, power, gas, telephone, cable) to the demised lands are to be covered by the Lessor.

2. LESSOR'S COVENANTS

THE LESSOR COVENANTS AND AGREES WITH THE LESSEE AS FOLLOWS:

- 2.1** That upon the Lessee performing and observing the terms covenants and conditions herein contained, the Lessee shall and may have the use of the Demised Lands for the term hereby granted without any interruption, hindrance, or disturbances by the Lessor or from any other person or persons lawfully claiming to represent the Lessor.
- 2.2** If the Lessor can demonstrate to the Lessee that a portion of the Demised Lands are required for its purpose and that portion not being utilized by the Lessee upon mutual agreement of the parties hereto, the Lessor may be permitted to utilize that portion as agreed.

3. AMENDMENT TO LEASE AGREEMENT

- 3.1** If at any time during the term of this Lease Agreement, the Lessor or Lessee shall deem it necessary to amend the terms of this Lease Agreement, notice shall be provided for a sixty (60) day period in which the other party has the option to mutually agree to the proposed amendment or in which to seek remedy in accordance with Section 4 herein.

4. ARBITRATION

- 4.1** In the case of any dispute between the Lessor and Lessee during the term hereof as to any matter which by the provision hereof is required to be determined by arbitration in accordance with the provisions of this lease the matter in dispute shall be referred to arbitration.
- 4.2** If the parties cannot agree on a single arbitrator each party shall appoint an arbitrator within fifteen (15) days after notice of failure to agree served by one party on the other and shall advise the other party of such appointment. On the failure of either party to so appoint an arbitrator or to advise the other party of such appointment, the person who has been appointed as arbitrator shall appoint a second arbitrator to represent the party in default. The two arbitrators appointed shall then appoint a third arbitrator (and failing their agreement on a third, the same shall be appointed by a Justice of the Court of Queen's Bench of Alberta on application either party hereto) and such determination shall be final. The expense of such arbitration shall be borne equally by the Lessor and the Lessee. Except as otherwise herein provided the arbitration shall be conducted in accordance with the provisions of the Arbitration Act of Alberta and any amendments thereto or successors to such statute, which provisions shall apply mutatis mutandis.

5. RIGHT OF RENEWAL

5.1 Provided that the Lessee is not in default of any of the terms hereof, the Lessor does grant to the Lessee an option to renew the Lease granted hereby for an additional term of ten (10) years on the terms and conditions to be negotiated at the time of renewal.

5.2 The option to renew this lease shall be exercised by written notice to the Lessor and given no later than three (3) months before the expiration of the term of this lease.

6. NOTICES

6.1 Whenever under the provisions hereof any notice, demands or requests are permitted or required to be given by either party to the other, such notice may be given by personal delivery to or by prepaid registered mail addressed to the following respective addresses, and if given by mail such notice, demand or request shall be deemed to have been served on the third business day following the date of mailing by registered mail, to the Lessor at:

P.O Box 6837, Drayton Valley, AB T7A 1A1

and to the Lessee at:

In c/o P.O. Box 5099, Drayton Valley, AB T7A 1R3

provided however that such addresses may be changed upon five (5) days' notice; PROVIDED FURTHER that in the event that notice is served by mail at a time when there is an interruption of mail service affecting the delivery of such mail, then notice shall not be deemed to have been served until one week after the date that normal mail service is restored.

Any document required under this Agreement shall be deemed given if it is delivered, sent by fax, email or mail.

7. ACCEPTANCE OF LEASE

7.1 The Lessee does hereby accept this lease of the above Demised Lands, to be held by it as Lessee and subject to the conditions, restriction and covenants as set out above.

8. TERMINATION

8.1 This Lease shall be null and void and all assets will revert back to the Lessor should the Lessee not exist or dissolve anytime during the term of this Lease. There shall be NO COMPENSATION paid to the Lessee for its assets or improvements to the site. The Lessor shall have full control over the assets on the site.

IN WITNESS WHEREOF the Lessor and Lessee have each executed this agreement by affixing their hands and seals or by way of the signatures of their appropriate signing officers and under their corporate seal, on the day and year first above written.

Town of Drayton Valley

Mayor, Print Name

Mayor, Signature

Town Manager, Print Name

Town Manager, Signature

Drayton Valley and District Historical Society

President, Print Name

President, Signature

Board Executive Member, Print Name

Board Executive Member, Signature

APPENDIX A

HIGHWAY-22

HIGHW

0+100

0+100

R=15.0m

PROVIDE ACCESS

0+159.5

R=15.0m

0+192.422 INSTALL

CSP 600 x 22.0m

SERVICE ROAD

0+261.820 B.C.



TREES

TREES

TREES

R = 40,000
T = 57,148
D = 60,855

0+300

0+111.688 CP204

0+322.705 E.C.

EXISTING C. TREE

200 METERS

100 METERS

LOT C

SERVICE ROAD TO R.V. PARK

0+400

(67 KS)

DIV. PRELIM. P/W

0+475.000
CSP 600 x 11.0m

GRADING LIMIT
0+483.000

PULL THROUGH SITES

R.V. PARK

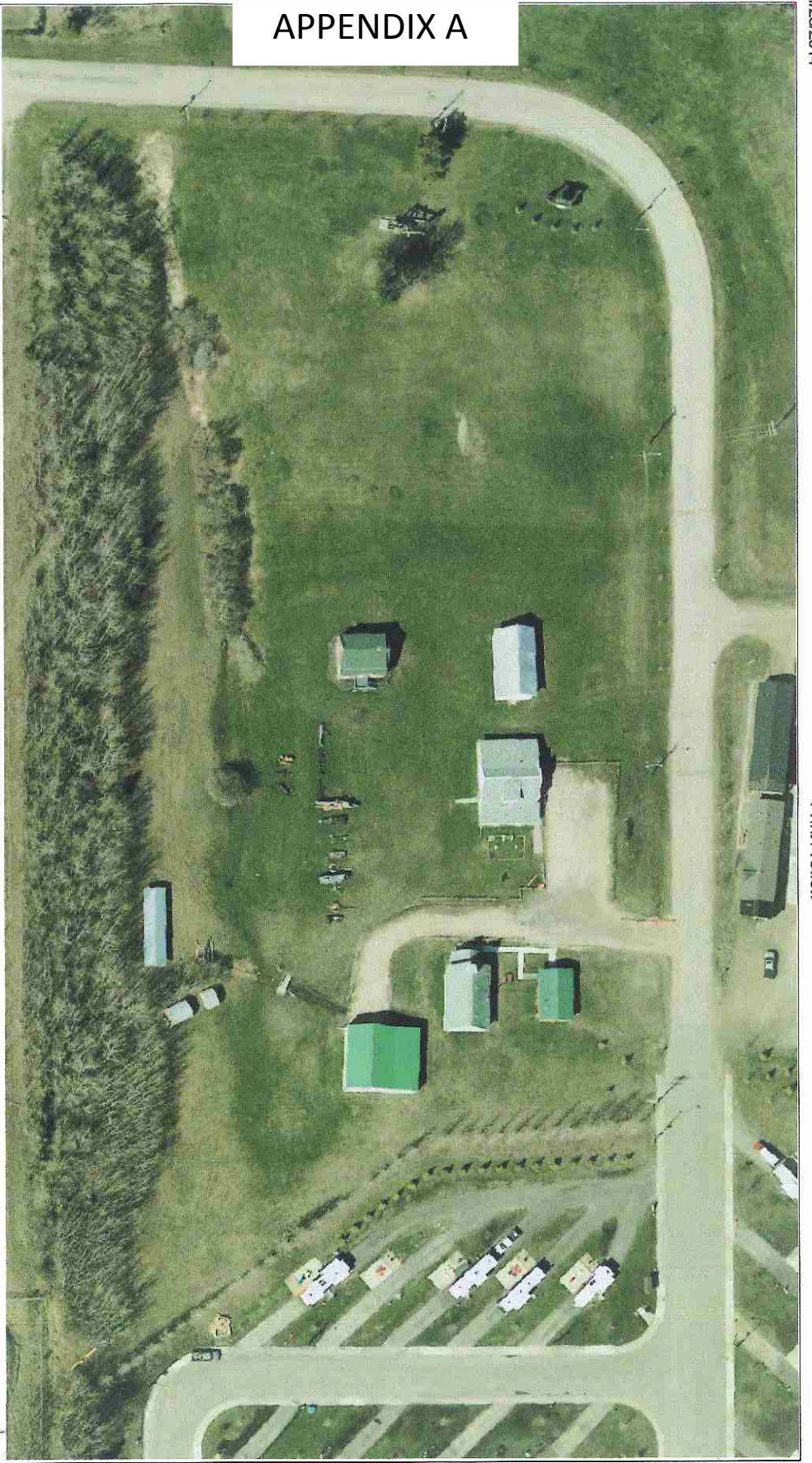
SEWAGE 2 DUMPING STATION

4

PS

S.W. 1/4 SEC. 8-49-7-5

APPENDIX A



100 yd
100 m



Brazeau County



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Current Scale 1 : 841



LEGEND

- Roads
 - County Paved
 - County Cold Mix
 - Provincial Paved
 - Provincial Gravel
 - Private Gravel
 - County Gravel
 - Other Paved
 - Other Gravel
 - Urban Paved
- County Paved/Gravel
- Map Labels
- Hydro Features
- Map Points
 - Parts
 - Manufactured Home
 - Multi-Family Dwelling
 - Residences
 - Cabin
 - Hotel/Motel
 - Tower
 - Ball Diamonds
 - Campground
 - Nordic Center
 - Community Hall
 - Gun Range
 - Recreation Area
 - Golf Course
 - Fire Hall
 - Airport
 - Land Fill/Waste Disposal
 - Municipal Shop
 - Post Office
 - Sewage Lagoon
 - Water Treatment Plant

APPENDIX "B"

Maintenance and Grounds keeping Agreement

This Agreement made effective this 10 day of July, 2014.

Between:

The Town of Drayton Valley
A Municipal Corporation in the Province of Alberta
("the Town")

and

Drayton Valley and District Historical Society
("the Society")

WHEREAS the Society has established an area which houses a Museum and other buildings of historical significance within the Town of Drayton Valley, and

WHEREAS the Society has requested assistance to maintain the grounds and structures known as the Museum site, and

WHEREAS the Town has expressed a willingness to assist with the maintenance of the grounds and structures,

NOW THEREFORE, the Town and the Society agree as follows:

1. This Agreement shall be from May 1st, 2014 to December 31, 2014. The two parties shall enter into a new agreement for any extended period of time following the completion of this term and a review of the performance of this agreement.
2. The Town agrees to provide services to maintain the grounds and structures as identified on the attached site plan, attached as Appendix "A". Maintenance services performed by the Town shall include the following:
 - all grass mowing, trimming, and lawn care,
 - maintenance of all flower beds, and
 - minor maintenance of all structures and equipment on site.
3. The Town shall work with the Society to identify major maintenance needs of the grounds and structures, and to establish an action plan to address these maintenance needs. The Town agrees to provide the administrative services to coordinate major maintenance work. The Society agrees that the Town is not responsible to cover the cost of any materials, supplies, labour, contracted services, or equipment for major maintenance work, unless prior approval has been granted by the Town of Drayton Valley.

4. The Society agrees that the Town will forego any grant assistance or any other funding assistance provided to the Society in previous budgets for the work identified in article "2".
5. The Society agrees to undertake the following work and to cover any costs associated with this work:
 - supply and plant all perennial and annual plants for the flower beds on the site, and
 - complete all grant applications and requests for funding to cover any maintenance work not covered in this agreement

6. NOTICES

All notices, requests or demands to or upon the Parties hereto shall be in writing and shall be deemed sufficiently given if delivered:

To the Town at: Director of Community Services
Box 6837, 5120 - 52nd Street, Drayton Valley, AB T7A 1A1
community@draytonvalley.ca

To the Society at: Drayton Valley & District Historical Society
Box 5099, Drayton Valley, AB T7A 1R3

The Parties may change their address for notices from time to time on written notice to the other Party. Any notice, request or demand to or upon the Parties hereto may, in addition, be sent by facsimile or other electronic communication which results in a written or printed notice being given and addressed to the Parties as aforesaid at their respective facsimile numbers of record and any notice sent by electronic communication shall be deemed to be given on the date of transmission if received prior to 4:30 pm on a business day (excluding Saturday, Sunday and statutory or civic holidays in Drayton Valley, Alberta) or otherwise on the next business day.

7. MISCELLANEOUS PROVISIONS

- a) This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Province of Alberta.
- b) This Agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.
- c) Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.
- d) Any dispute, difference or disagreement between the parties hereto in regard to the interpretation and application of this Agreement may, by the consent of both parties, be referred to arbitration before a single arbitrator. If the parties cannot agree upon an arbitrator, either party may apply to the Court of Queen's Bench to appoint a qualified arbitrator. No person shall be appointed to act as arbitrator who is in any way interested, financially or otherwise, in the conduct of the maintenance service or in the business or other affairs of either the Town or the Society. The award of the arbitrator shall be final and

binding upon the parties. Any arbitration under this Agreement is to be subject to the Arbitration Act of Alberta.

- e) This Agreement can be modified, amended or assigned only by a written instrument duly executed by the parties.

8. INDEMNIFICATION

Each of the parties hereto shall be responsible for and indemnify and save harmless the other party, for any damages or losses (including legal fees on a solicitor and his own client full indemnity basis) injuries or loss of life, resulting from the acts or omissions of their respective employees, servants, agents or contractors which may occur in the performance, purported performance, or non-performance of their respective obligations under this Agreement, provided that, such indemnity shall be limited to an amount in proportion to the degree to which the indemnifying party, its employees, servants, agents, or contractors are at fault or otherwise held responsible in law. These indemnifications will survive the expiration of the Term or the termination of this Agreement for whatever cause and any renewal or extension of the Term as the case may be.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date first above written.

Town of Drayton Valley

Glenn McLean.

Print Name

Signature

Drayton Valley & District Historical Society

WILLIAM S. B. LOOSMORE

Print Name

Signature

APPENDIX A



Current Scale 1: 641



Brazeau County

The municipality makes no representation or warranties regarding the information contained in this document, including without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and the municipality shall have no liability to such person for any loss or damage whatsoever. This document shall not be copied or distributed to any person without the express written consent of the municipality. Copyright Brazeau County. All Rights Reserved.

LEGEND

- Roads
 - County Paved
 - County Cold Mix
 - Provincial Paved
 - Provincial Gravel
 - Private Gravel
 - County Gravel
 - Other Paved
 - Other Gravel
 - Urban Paved
- County Paved/gravel
- Map Labels
- Hydro Features
- Parts
- Map Points
 - Manufactured Home
 - Multi-Family Dwelling
 - Residences
 - Cabin
 - Hotel/Motel
 - Tower
 - Ball Diamonds
 - Campground
 - Nordic Center
 - Community Hall
 - Gun Range
 - Recreation Area
 - Golf Course
 - Fire Hall
 - Airport
 - Land Fill/Waste Disposal
 - Municipal Shop
 - Pest Office
 - Sewage Lagoon
 - Water Treatment Plant

AGENDA ITEM: 8.2	Change of Council Meeting Dates	
Aug 27, 2014	Department:	Administration
	Presented by:	Councillor Bossert
	Support Staff:	Manny Deol, Town Manager

BACKGROUND:

At the August 6, 2014 Governance and Priorities Meeting the September meeting dates were reviewed in regards to Councillor availability and the ability to have quorum. It has been recommended that Council consider making the following changes:

- Change the Governance and Priorities Meeting from September 10th to September 3rd
- Move the Council meeting from September 17th at 9am to September 10th at 9am to be followed by the Governance and Priorities Meeting

Therefore, it is being recommended that Council amend the meeting schedule as per the above.

MOTION:

I move that Council approve the change of the Governance and Priorities meeting from September 10th at 9am to September 3rd at 9am.

I move that Council approve the change of the Council meeting from September 17th at 9am to September 10th at 9am to be followed by the Governance and Priorities Meeting.

COUNCIL AGENDA ITEM: 8.3 August 27, 2014	Neighbourhood Outdoor Skating Rinks Policy No. RC-01-14
Department:	Community Services
Presented by:	Councillor Nadeau
Support Staff:	Annette Driessen

BACKGROUND:

In preparation for the upcoming winter Administration has prepared a Policy regarding the creation of outdoor skating rinks within various neighbourhoods. This Policy, and the associated Procedures, outlines the expectations for the Town as well as for the applicants who wish to create outdoor rinks.

With this Policy, storm water management ponds will no longer be utilized for skating. This eliminates the great risk associated with the use of these ponds when conditions are subject to continual change given the nature of our weather.

In the past winter we have had some residents create skating surfaces for neighbourhood children, but the Town has not had regulations or requirements in place for the proper installation, maintenance and use of those rinks. With this Policy and Procedure in place Administration will be better able offer guidance to, and establish minimum standards for, the implementation and upkeep of these neighbourhood rinks.

The Recreation and Leisure section of the CSP includes the following goal: "Build a vibrant and healthy community for all ages". One strategy under this goal is to "integrate recreation facilities to meet the evolving needs of residents and visitors", and more specifically, to "expand recreational opportunities through partnering with local user groups".

RECOMMENDATION:

I move that Council approve the attached Neighbourhood Outdoor Skating Rinks Policy No. RC-01-14.



TOWN OF DRAYTON VALLEY

Subject:	Neighbourhood Outdoor Skating Rinks Policy	Policy:	RC-01-14
Department:	Recreation and Culture		
Approval Date:		Review Date:	

Neighbourhood Outdoor Skating Rinks Policy

Purpose

Given the high risk nature of the use of storm water ponds for recreation and the desire of the community to have neighbourhood outdoor skating rinks, the Town will cease clearing ponds for use as skating surfaces effective Autumn/Winter 2014. The Town will instead focus on encouraging the use of neighbourhood outdoor skating rinks which will be created and maintained by the community with the guidance of the Town.

The intent of this Policy is:

- a. to provide the Public and Town Administration with information about the use of neighbourhood outdoor skating rinks;
- b. to increase public awareness and understanding of neighbourhood outdoor skating rinks;
- c. to ensure neighbourhood outdoor skating rinks are used in a manner with the least amount of risk; and
- d. to ensure proper signage of neighbourhood outdoor skating rinks.

General Policy

Neighbourhood outdoor skating rinks will only be allowed in locations approved by the Town. Individuals or applicants must apply to the Town for approval of the location prior to any ground preparation or flooding. These skating surfaces are the responsibility of the applicant. Applicants will sign a contract with the Town of Drayton Valley outlining the responsibilities for maintenance and liability.

Subject:	Neighbourhood Outdoor Skating Rinks Policy	Sign off:	
Department:	Recreation & Culture		
Approval Date:		Review Date:	

Definitions

Within this Policy the following definitions shall apply:

Applicant means local community group of not less than five (5) adult volunteers which assumes both maintenance and liability responsibilities for a neighbourhood outdoor skating rink.

Neighbourhood outdoor skating rink(s) means skating area or surface set up in local community green spaces by applicants or volunteer groups, and are the responsibility of those applicants or volunteer groups. (Further referred to as “rink” or “rinks” within this Policy.)

special event means an function held in or around the neighbourhood outdoor skating rink which anticipates drawing a large number of spectators or participants.

Responsibilities

Public Works Staff

- a. Shall monitor and assess the rinks from time to time but not less than once each week while the rinks are in use, and log their findings.
- b. May provide suggestions or recommendations to the Applicant to improve the condition of the rinks.
- c. Shall ensure that all necessary signage, as provided by the Town, is posted at the rink site.

Community Services Department

- a. Shall administer this Policy, ensure all requirements are met, and recommend updates to the Policy as required.
- b. Shall oversee the educational and safety awareness components of the approved uses of outdoor rinks.
- c. Shall be the designated point of contact for information related to approved and proposed uses of outdoor rinks.
- d. Shall develop and maintain a web page with relevant information on neighbourhood outdoor rinks.

Subject:	Neighbourhood Outdoor Skating Rinks Policy	Sign off:	
Department:	Recreation & Culture		
Approval Date:		Review Date:	

Applicant

- a. Shall enter into an Agreement with the Town regarding the creation, maintenance and operations of the rink.
- b. Shall assume all liability for the rink/surface and any damage caused to Town lands.
- c. Will provide all materials, including water for the rink with no compensation from the Town.
- d. Will ensure the maintenance of the rink surface to maintain a minimum two (2) inch base.
- e. Ice surface will be scraped clean of all snow, ice chips, flakes and dirt before flooding.
- f. Shall maintain ongoing repair of cracks and holes on the ice surface as required.
- g. Shall inspect the ice surface daily for any damages.
- h. Place signage or a warning barricade to warn users at any time if the ice surface becomes unusable.
- i. Ensure rinks are to be used for skating only, no hockey is to be played on the rink/surfaces.
- j. Complete a monthly maintenance log sheet and submit to the Public Works Department.

Procedure

The Town has identified, but not limited, the following areas as potential sites for neighbourhood outdoor skating rinks:

Celebrity Estates
 Aspenview (46th Avenue and Beckett Road)
 Regency Park or Sunrise Park
 MacKenzie Park
 Little Lions Park
 Rotary Park
 Park Place

Subject:	Neighbourhood Outdoor Skating Rinks Policy	Sign off:	
Department:	Recreation & Culture		
Approval Date:		Review Date:	

In establishing rinks at the above locations or any other location approved by the Town, the following shall apply:

1. No boards other than those used at ground level to form the rink surface shall be provided or placed around the rink.
2. The Town shall prepare and provide signage to be placed by the Applicant at the site of the rink. These signs include, but are not limited to:
 - a. 911
 - b. Use at Own Risk
 - c. Operated by Your Local Volunteer Community Group
 - d. This park is NOT supervised.
 - e. Use of protective equipment (helmets, pads, etc.) is strongly recommended while using the rink.
 - f. Use of the rink not recommended during hours of darkness. Darkness increases the risk of injury.
 - g. The rink should not be used in poor weather. Poor weather conditions create hazardous conditions for users.
 - h. Respect all users of the facility.
 - i. Unauthorized equipment (such as hockey sticks, pucks, etc.) is not permitted on the rink.
 - j. The Municipality is not responsible for any loss, damage or injury resulting from using this rink.
 - k. Warnings of any nature that the Town determines reasonable.
3. The Applicant shall be required to enter into an Agreement with the Town regarding maintenance and the logging of same. Such Agreement shall outline the responsibilities of the Applicant with regarding to the installation, maintenance and removal of the rink.

Subject:	Neighbourhood Outdoor Skating Rinks Policy	Sign off:	
Department:	Recreation & Culture		
Approval Date:		Review Date:	

4. The Town shall not be responsible for training the Applicant in the installation, maintenance or removal of the rink, but shall monitor and assess the condition of the rink from time to time. Such monitoring and assessment shall be logged by the Town for its records, including any recommendations made to the Applicant regarding improvements to the rink.

5. The Applicant shall not cause any damage to the Town lands upon which the rink is located; any damage caused as a result of the rink shall be rectified at the cost of the Applicant.

 Mayor

Parks Operations

Neighbourhood Outdoor Rink Program

Procedures



Table of Contents

Neighbourhood Outdoor Rink Program	1
Neighbourhood Volunteer Form	2
Rink Installation Instructions	3
Rink Board Illustration	4
Ice Building and Maintenance Information	5
How to Repair Holes	8
Pebbling	9
Flooding	10
Monthly Log Sheet	11
Initial Training Checklist	12
What to do in case of Accident/Incident	13

NEIGHBOURHOOD OUTDOOR RINK PROGRAM

If your neighbourhood has a group interested in participating in the Neighbourhood Outdoor Ice Rinks Program this year, please complete and return the attached form as soon as possible. **Please note that there must be a minimum of 5 adult volunteers signed up to maintain the rink.**

Send or drop off to the Town of Drayton Valley Civic Centre, 5120 - 52nd Street, Drayton Valley, AB, T7A 1A1 or fax to 780-542-5753.

NEIGHBOURHOOD VOLUNTEER GROUP WILL:

- Include a group of a minimum of 5 adult volunteers - listed on the application form.
- **Include a contact person who will receive the instructions and be the contact for the group.**
- Enter into an Agreement with the Town regarding the creation, maintenance and operations of the rink; this shall include the acknowledgement of roles and responsibilities.
- Maintain the rink as needed including cleaning and flooding of the surface.
- Complete a monthly maintenance log sheet and submit to the Public Works Department.

PUBLIC WORKS STAFF WILL:

- Be available to provide technical advice on setting up/maintaining rink sites.
- Do monthly rink inspections.

Instructions for rink board set-up are attached.

Please follow instructions carefully to ensure proper, safe installation.

Please Note:

- Neighbourhood rink boards cannot be modified in any way for purposes other than skating.
- Neighbourhood outdoor rinks are not designed for playing hockey!!!
- Hockey enthusiasts are encouraged to use the Omniplex ice surfaces.
- The Town of Drayton Valley thanks you for your time and effort in making this program a success. Contact us at 780-514-2200 if you need more information or have concerns. We look forward to working with you.



Neighbourhood Outdoor Rink Program

We, the undersigned, understand that our **Neighbourhood Outdoor Rink Volunteer Group** is responsible for the following:

A. INSTALLATION AND TAKE DOWN OF RINK BOARDS, IF UTILIZED

Once the ground thaws:

- Rink Boards will be removed and appropriately stored
- Public Works will be advised when the outdoor rink has been decommissioned for the season.

B. MAINTENANCE OF THE ICE SURFACE

- Snow clearing
 - should take place as often as needed
- Flooding
 - as needed to establish and maintain a good ice surface

C. SUPERVISING USERS OF THE RINK and reporting any serious problems, including:

- Safety Concerns
- Vandalism
- Other situations involving use or abuse of the facility

Report issues to Public Works 780-514-2200

Rink Location:

MINIMUM FIVE ADULT VOLUNTEERS REQUIRED

Name (Please Print)	Email Address & Mailing Address	Day Time & Cell Phone Numbers
1. This person is the RINK CONTACT FOR THE GROUP AND WILL RECEIVE INSTALLATION INSTRUCTIONS		
2.		
3.		
4.		
5.		

Please return this form to:
 Town of Drayton Valley Community Services Department
 5120 - 52nd Street, Box 6837, Drayton Valley, AB T7A 1A1
 Phone: 780-514-2200
 Email: community@draytonvalley.ca

Rink Installation Instructions:

If a neighbourhood group is proposing the use of rink boards, the following is a recommended process of installation.

- Lay out 2 x 10 planks end to end in a rectangular shape.
- The boards should be at least 2 meters from any hazard (standpipe, light poles, trees and playground benches).
- Note: there should be one board opening for snow clearing equipment.
- Use 2 rigid straps towards both ends of the boards. These straps are to be on the outside of the rink once the boards are standing.
- Join the boards together with plywood joiner boards using 2" nails, ensuring that the nails pose no hazard.
- Stand the boards up.
- Slip a 22" steel pin through the first straps on the outside of the rink and pound it into the ground until the top of the pin is level or below the top of the boards.
- Make sure the boards are in a straight line and pound in additional pins.
- Join the next line of boards at the corner with 3" nails (see diagram) to create a 90 degree corner.
- Repeat above stages until all boards are standing and square.
- Make sure there are no nails or pins sticking out that could catch on anything.
- Build a snow ramp along the opening and soak it with water to form an ice ramp.
- Bank snow around the outside of the boards to pack it down and water it to seal the bottom of the boards to prevent leaks.

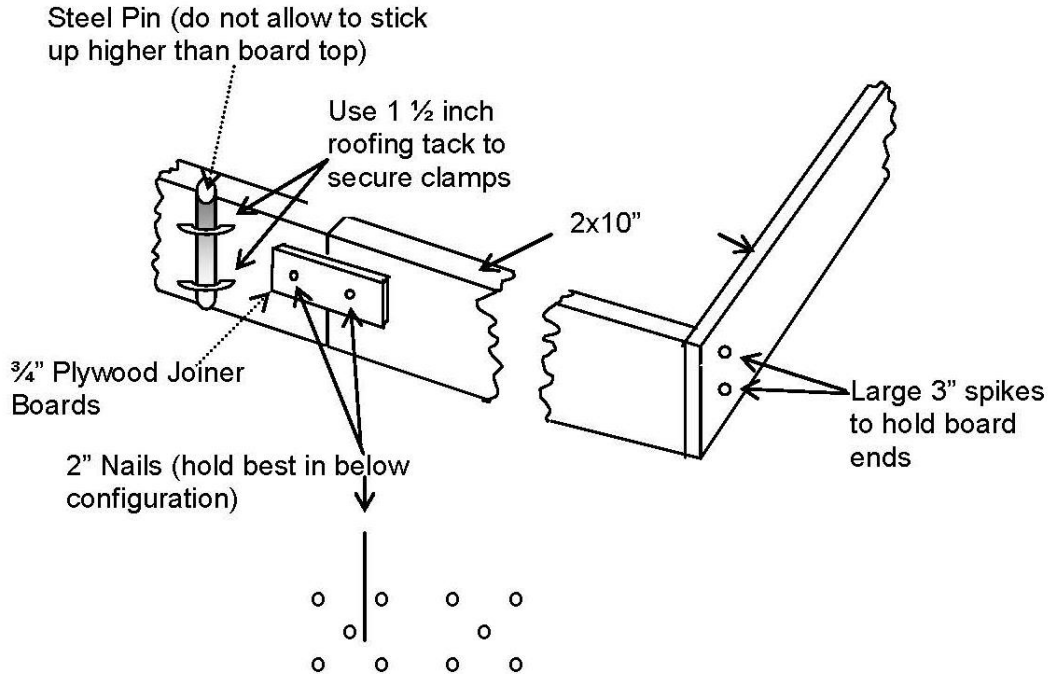
See Diagram on next page

Making of Snow Boards:

- Find centre point of rink site.
- Mark out the edges of the rink site.
- Make sure the site is level and square.
- Start moving the snow to the outer edges using the extra snow to make snow banks as your boards for the rink.
- Freeze the snow banks with water by spraying them lightly.
- This will create solid walls.
- You are now ready to start making ice.

RECOMMENDED:

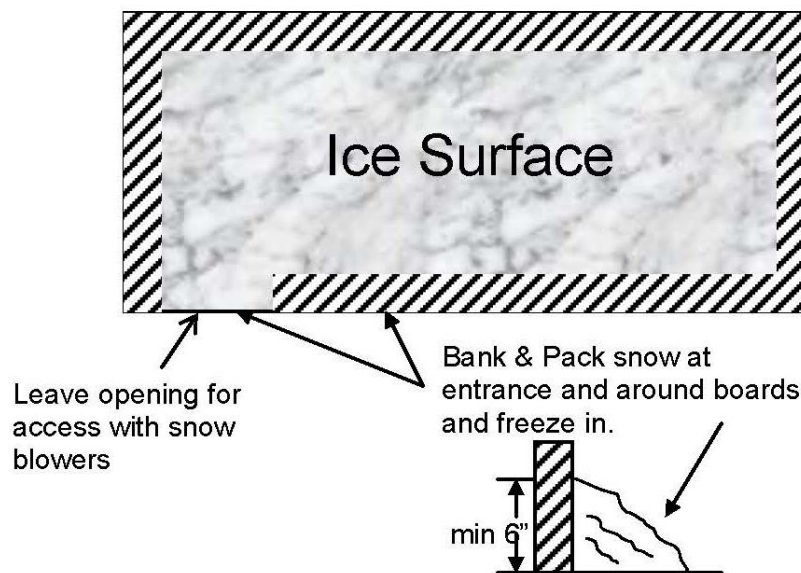
RINK BOARD INSTALLATION INSTRUCTIONS



SAFETY ALERT

For the Safety of All Users

Ensure that rink boards are installed as shown – do not allow any nails or pins to stick out beyond boards.



TOWN OF DRAYTON VALLEY

ICE BUILDING AND MAINTENANCE INFORMATION

How to Lay the First Sheet of Ice

- Level the snow and pack with shovel, snowshoes, scrapers, etc. This can be done by “back dragging” or patting the surface. As the ground is not always flat where rinks are erected, take the time now to level out the surface, even if it means carrying snow to level it off.
- Now you are ready for water.
- Pick a time when it is the coldest, late evening or early morning as opposed to mid-afternoon.
- Be prepared to spend considerable time at this stage.
- Use a 1.5” diameter hose equipped with a nozzle capable of producing a fairly fine spray.
- Turn the nozzle to a fine spray and systematically begin to sprinkle the packed snow.
- Don’t put too much water on the first pass, just enough to dampen the surface.
- Keep the hose moving. (Don’t ever stop or stand still.)
- After giving the complete area a preliminary sprinkle, stop.
- Return to your starting point. If it’s frozen, you are ready for another fine coat. If not, wait until the area is frozen.
- The snow has a tendency to crystallize and form “channels” if the snow is very light or if too much water is added at one time. If this occurs, fill the “channels” and sprinkle lightly with water.
- Continuous sprinkling with the fine coats of water will eventually give you a solid surface of ice that may be walked on. However, it will be rather rough and not suitable for skating.
- Determine if the first sheet of ice has stuck to the rink boards. If it hasn’t sprinkle lightly, adding snow as required, making sure that the water is applied to the side of the board as well as to the snow.
- After a solid crust has been obtained and bonding with the boards is firm, it is now time to flood.

Flooding:

- Flooding is done only when it is cold enough to freeze.
- Start at one end of the rink and apply an even spray across the width.
- Spray a strip 6' - 6 ½" wide. Work progressively down the rink until the entire rink has been sprayed.
- The flooding pattern should allow you to apply water to the complete surface of the rink without overlapping or causing you to walk on freshly watered surface (this might cause slush to build up).
- Note: If slush builds up remove it immediately.
- After the first flood is frozen, continue adding floods until you have a 2" base of ice and the rink is somewhat flat and level.
- Water seeks its own level.
- Eventually if sufficient number of floods is applied, the rink will become flat, level and ready for skating.

Maintaining a Good Skating Surface:

- Flood as often as possible.
- The time that ice will freeze properly are numbered, so when it does turn cold . . . FLOOD, FLOOD, and FLOOD.
- Build up the sheet's thickness so that on mild days the rink can withstand the sun without patches of earth showing through and chunks breaking off the surface.

CAUTION: Make certain that each flood is frozen solid prior to adding another.

- The ice surface must be scraped clean of all snow, ice chips, flakes and dirt before flooding.
- With a broom (use a good, stiff corn broom or stable broom) sweep around the boards removing snow that the scraper has left behind. This part of the ice is seldom skated on and every precaution must be taken to ensure that it does not build up into a ridge.
- By sweeping you are allowing the water to form a good bond with the boards. If you don't sweep chances of a gap or space between your boards and the ice surface forming is greatly increased.
- "An Ounce of Prevention" . . . Ongoing repairs to cracks and chips in the ice surface are more desirable than attempting to repair damages to the ice surface through flooding alone.

Steps for Repairing a Crack, Chip or Hole:

- Sweep or clean the hole of all snow or ice chips.
- Mix a slush mixture of snow and water.
- Pack the slush in the hole.
- Level off the slush with a shovel.
- (Optional) Sprinkle with a light flood of water.
- Keep people from skating on the spot until frozen (see diagram)
- Water Run Off . . . Sometimes, due to the nature of the terrain on which the rink is built; the water is continually seeping through the snow, under the boards and “running off”. This occurs when there is a marked slope in the ground or where the boards do not sit flush to the earth.

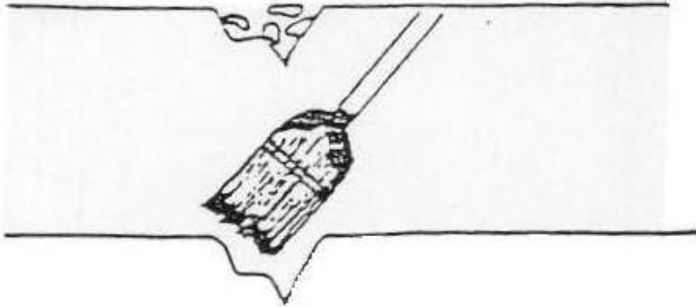
Ensure rink boards are well sealed/frozen before applying large amounts of water.

- Shell Ice . . . During your flooding, whether on your initial sheet or ongoing throughout the winter, be aware of shell ice. Shell ice occurs when an air bubble is frozen into the surface. Shell ice is characterized by a white patch of thin brittle ice that is easily broken. When broken, the layer of ice underneath is exposed.

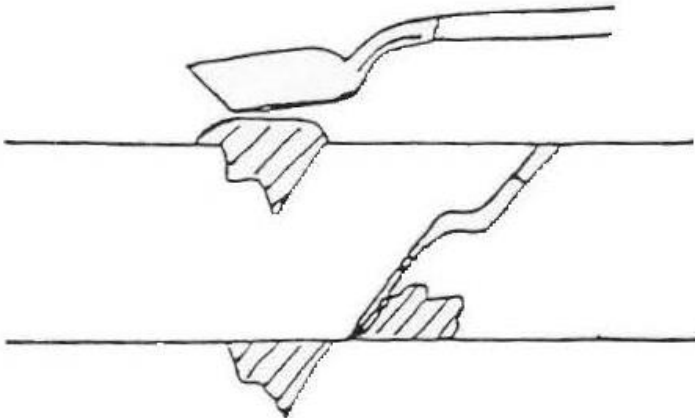
How do you Deal with Shell Ice?

- Break the surface.
- Remove the brittle ice completely.
- Pack solid with a mixture of snow and water.
- Level with shovel, trowel, etc. and remove excess slush.
- Avoid stepping or skating on this area until frozen solid (see diagram).
- Don't allow the snow banks to become too high. Periodically lower them by pushing the snow, from the top, farther away from the surface. This will lessen the amount being dragged back onto the surface by participants as well as facilitate easier cleaning.
- During mild spells, boards sometimes come loose. Freeze them into place as soon as possible.

HOW TO REPAIR HOLES, CRACKS, OR SHELL ICE



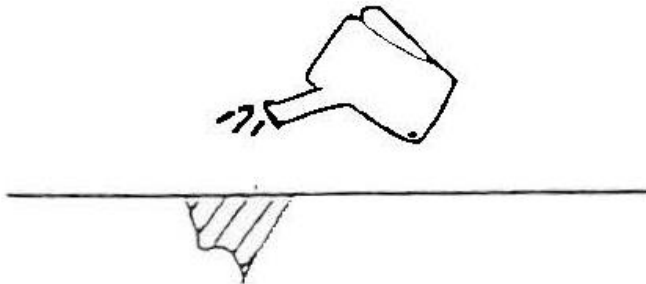
Clean



Pack Slush



Level

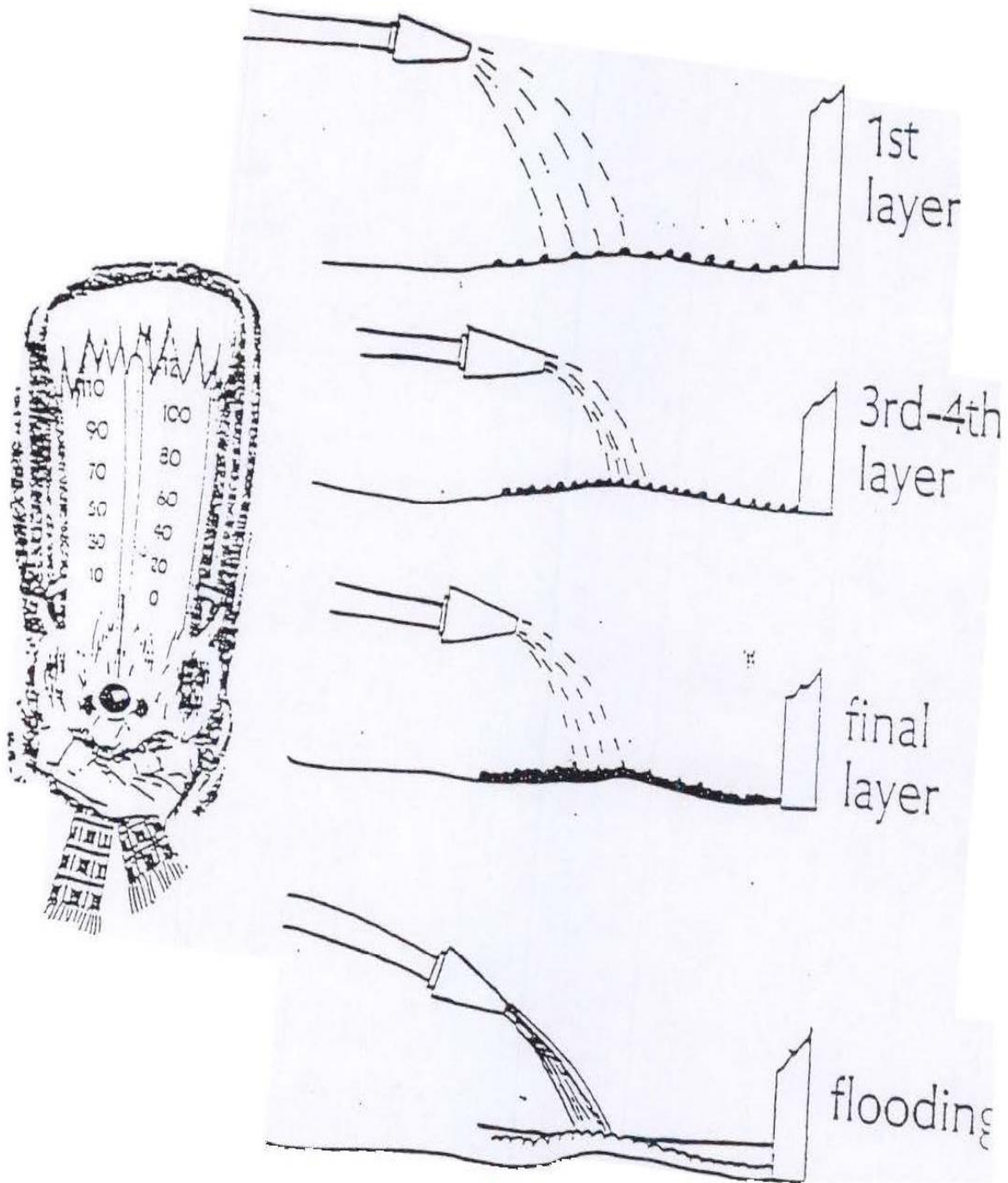


Sprinkle

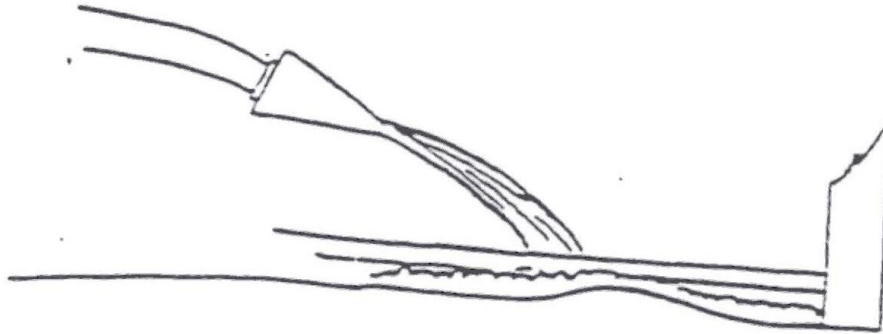


NO Skating

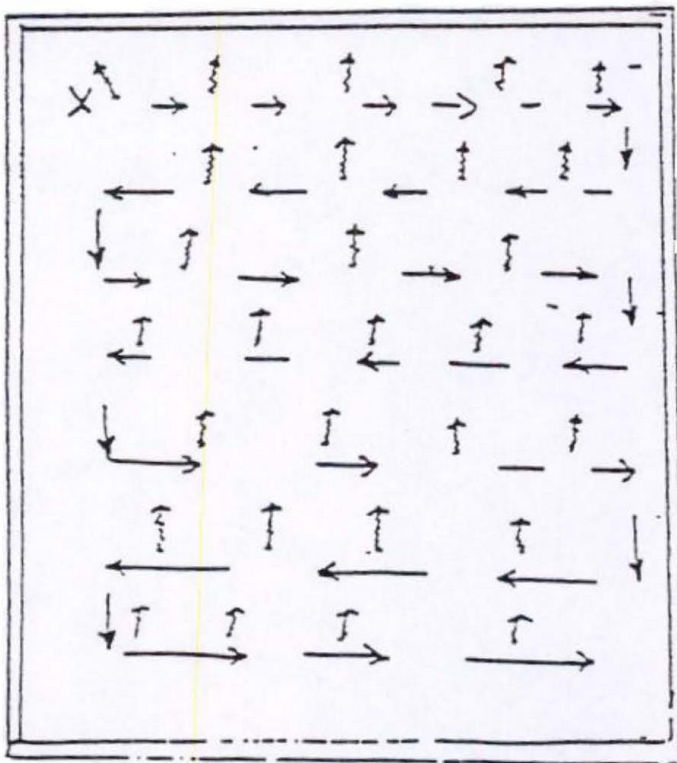
PEBBLING



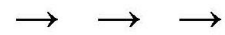
FLOODING



1. Keep nozzle close to surface
2. Thin layers of water



Water Flow



Flooding Pattern

TOWN OF DRAYTON VALLEY

WHAT TO DO IN CASE OF ACCIDENT OR INCIDENT

Deal with medical emergencies immediately and call “911”.

If an emergency arises that affects the Town’s infrastructure, immediately call

8:30 am to 4:30 pm Monday to Friday

780-514-2200

After hours/Weekends/Statutory Holidays

780-514-2200 (Public Works On call)

Non-emergency issues please contact Public Works at 780-514-2200 or

Email: pubworks@draytonvalley.ca