

NEIGHBOURHOOD COMMUNITY RINKS

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| Policy Number: | COMS - 019 |
| Responsibility: | Manager, Recreation and Parkland Planning Services |
| Approval: | Sarnia City Council |
| Effective Date: | October 20, 2025 |
| Date of Last Review: | October 20, 2025 |

1.0 PURPOSE

The purpose of this Policy is to establish guidelines to allow the public to develop and operate neighbourhood rinks on City property. This Policy will establish such roles of the City and its citizens and provides a framework to ensure equal access for all.

2.0 SCOPE

This Policy provides parameters and guidelines for community organizations, groups of families, friends, neighbours or colleagues, herein referred to as the Applicant, to participate in the Neighbourhood Community Rink program within the City's park spaces. This Policy will provide appropriate oversight and understanding of the approval process, applicant responsibilities, and administration responsibilities.

3.0 DEFINITIONS

“Applicant” means the community group or person(s) wanting to establish a Neighbourhood Community Rink.

“City” means The Corporation of the City of Sarnia.

“Season” means the designated timeframe of December 1 through March 15 when a neighbourhood community rink can be established in City parks.

4.0 POLICY

- Applicants wishing to participate in the Neighbourhood Community Rink program may do so by completing an application form available on the City's website and, once approved, all parties will sign the agreement;
- Applications shall be submitted by November 1 of each year for one season (December 1 through March 15) of use;
- Applications shall clearly identify the desired rink space within the specific park being requested;

- Applications will be received, reviewed, and approved by the Manager, Recreation and Parkland Planning Services and/or designate and once approved, all parties will sign a binding agreement;
- On-site meeting with the Applicant to identify and discuss the parameters as outlined in this document will be arranged prior to final approval;
- Applicants are requested to provide their choice for location, however, the Manager, Recreation and Parkland Planning Services and/or designate shall make the final determination on location of the rink, and such approval may be withheld if there are safety concerns regarding the proposed site.

5.0 ROLES AND RESPONSIBILITIES

Applicant:

- Approved Applicants must sign an agreement and provide signed and dated waivers provided by the City;
- Applicant will inform the City immediately should any contact information change over the course of their committed term;
- Provide a proposed Site Plan, with approximate setbacks of the rink to property lines, attached to the application and be amenable to any alterations the City may require;
- Responsible for building and maintaining their own community ice rink, and for the security of their own tools, equipment, and supplies;
- Must sign the annual permit issued to them, and/or the Community Rink Agreement before the rink can begin;
- Community groups must leave no litter or waste of any kind behind when they tear down the rink at the end of the season; and this must be cleared no later than March 15 of each year.
- Community rinks must be regularly inspected and maintained, including clearing of snow and be free of any obstacles;
- The Applicant is responsible for the maintenance and safe use of the community rink, including posting signage when the rink is unsafe to be used, and will be held liable for any damage caused to City property;
- Able to provide a water source.

City Staff:

- Appropriate City staff will meet and consult with interested Applicants on the requirements of this program and will work with them to ensure an ideal and appropriate location is chosen. Water sources will need to be a significant consideration for location;

- Provide approval or denial of applications and site plans, and work with those denied ensuring the opportunity is given for a successful outcome. Applications will be reviewed with every effort to accommodate the request;
- Provide initial site visits with Applicants who have been approved.
- Issue an accurate permit annually to approved Applicants;
- Will publicly recognize all Applicants and the hard work and dedication they have contributed to their community.

6.0 RELATED POLICIES AND PROCEDURES

COMS 015 *Community Gardens*

7.0 GOVERNING LEGISLATION

N/A

DOCUMENT HISTORY

| Revision | Date |
|------------------------|------------------|
| Creation of new Policy | October 20, 2025 |