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Approval:

Outdoor Rinks Policy

1.0 PURPOSE

- 1.1** The purpose of this policy is to establish the following guidelines for Staffed, Unstaffed and Community Outdoor Rinks in municipal parks
- a)** locations
 - b)** opening and closing dates
 - c)** operating times
 - d)** standards of service, including maintenance, equipment, amenities and staffing
- 1.2** This policy also allows for the establishment of Community Outdoor Rinks through cooperative measures with local community volunteers when a need has been identified and certain criteria have been met.

2.0 REVISION HISTORY

Date	Rev. No.	Change	Ref. Section
August 19, 2011	1.0	New document	Not applicable

3.0 DEFINITIONS

- 3.1** **City:** the Corporation of the City of Kingston
- 3.2** **Community Outdoor Rink:** a natural outdoor ice surface that is operated and maintained by a Volunteer Team
- 3.3** **Park:** any land owned, leased or controlled by the City, designated or used as parkland or as a trail, including gardens, playgrounds, sports fields or beach areas.
- 3.4** **Staffed Outdoor Rink:** an outdoor ice surface owned, maintained and staffed by the City.
- 3.5** **Unstaffed Outdoor Rink:** an outdoor ice surface owned and maintained by the City.
- 3.6** **Volunteer Team** consists of a team of 4 adults that are individual citizens or a group, association, service club, union or other legal entity, which may be able to be bound to this policy.

4.0 STAFFED OUTDOOR RINKS

START UP AND CLOSURE

- 4.1** Staffed Outdoor Rinks are given first priority for start up and closure of outdoor ice surfaces.
- 4.2** The City is responsible for preparing and maintaining ice surfaces for Staffed Outdoor Rinks.
- 4.3** Unless otherwise determined by the City, Staffed Outdoor Rinks are:
 - a)** open during the second week of January and once there is sufficient frost in the ground, which typically requires seven to ten consecutive days of minus ten degrees Celsius or lower
 - b)** equipped with boards and/or other infrastructure, which will be installed and dismantled over a five week period at the beginning and end of the season
 - c)** closed during the first week of March at the latest, or earlier as weather conditions dictate

OPERATIONS

- 4.4** Unless otherwise determined by the City, all Staffed Outdoor Rinks are open to the public from 7:00 a.m. to 9:00 p.m. seven days a week, in accordance with the provisions of the City's noise by-law.

SERVICES

- 4.5** City staff will be on site in accordance with the times set out in Appendix A to:
 - 4.5.1** flood and maintain the ice surface
 - 4.5.2** open public washrooms and/or change rooms
 - 4.5.3** provide assistance to the public

5.0 UNSTAFFED OUTDOOR RINKS

STARTUP AND CLOSURE

- 5.1** Unstaffed Outdoor Rinks are given second priority for start up and closure of outdoor ice surfaces.
- 5.2** The City is responsible for preparing and maintaining ice surfaces for Unstaffed Outdoor Rinks.
- 5.3** Unless otherwise determined by the City, Unstaffed Outdoor Rinks are:
 - 5.3.1** open during the second week of January, once there is sufficient frost in the ground, which typically requires seven to ten consecutive days of minus ten degrees Celsius or lower
 - 5.3.2** equipped with boards and/or other infrastructure, which will be installed and dismantled over a five week period at the beginning and end of the season
 - 5.3.3** closed during the first week of March at the latest, or earlier as weather conditions dictate

OPERATIONS

- 5.3.4** Unless otherwise determined by the City, Unstaffed Outdoor Rinks are open to the public from 7:00 a.m. to 9:00 p.m. seven days a week, in accordance with the provisions of the City's noise by-law.

SERVICES

- 5.3.5** City staff will only be on site to flood and maintain the ice surface.

6.0 COMMUNITY OUTDOOR RINKS

START UP AND CLOSURE

6.1 Unless otherwise determined by the City, Community Outdoor Rinks are:

- 6.1.1** open during the second week of January, once there is sufficient frost in the ground, which typically requires seven to ten consecutive days of minus ten degrees Celsius or lower
- 6.1.2** equipped with boards and/or other infrastructure, which will be installed and dismantled over a five week period at the beginning and end of the season
- 6.1.3** closed during the first week of March at the latest, or earlier as weather conditions dictate

OPERATIONS

6.2 Unless otherwise determined by the City, Community Outdoor Rinks are open to the public from 7:00 a.m. to 9:00 p.m. seven days a week, in accordance with the provisions of the City's noise by-law.

SERVICES AND EQUIPMENT

6.3 The Volunteer Team is responsible for flooding and maintaining the ice surface.

6.4 Rink boards and/or other infrastructure will be installed at the City's discretion. As a general rule boards will be installed at outdoor rinks that are maintained by an ice surfacing machine, in order to provide a safety barrier between people and machinery.

6.5 Water sources are not available in all municipal parks to facilitate flooding of an outdoor rink. The location and related costs must be determined by staff and presented to council for approval before any new water source will be installed or any Community Outdoor Rink is approved by the City.

ELIGIBLE APPLICANTS

6.6 Community Outdoor Rinks must be operated and maintained by a Volunteer Team.

6.7 In order to be eligible a Volunteer Team must:

- 6.7.1** contact the City in writing to express interest in developing a community outdoor rink
- 6.7.2** hold a neighbourhood consultation process to demonstrate support for the proposed rink
- 6.7.3** complete, sign and submit an application and waiver form
- 6.7.4** attend training session(s) provided by the City and abide by the standard operating procedures and health and safety standards established by the City
- 6.7.5** provide the name and contact information of principal contact
- 6.7.6** provide a proof of insurance coverage
- 6.7.7** provide a list of at least 4 people involved in ongoing and consistent support of the rink

CRITERIA TO ESTABLISH COMMUNITY OUTDOOR RINKS

6.8 Community Outdoor Rinks may be established when a need has been identified in a specific area of the community and when the following criteria have been met:

- 6.8.1** A Volunteer Team has contacted the City in writing to express interest in developing a community outdoor rink.
- 6.8.2** A Volunteer Team has held a neighbourhood consultation process to demonstrate support for the proposed rink. This process could take place in the form of meetings, neighbourhood petition and/or survey, etc. The City will provide support as required.
- 6.8.3** a Volunteer Team has been established to oversee and direct the operation of the rink, including a principal contact who will be the liaison with the City.
- 6.8.4** an application has been submitted to the City to establish the rink, which includes the documentation in 6.8.1 and 6.8.2
- 6.8.5** the City has approved the application and location of the site
- 6.8.6** a water source has been confirmed as well as any associated costs
- 6.8.7** any budget requirements have been approved by Council
- 6.8.8** The Volunteer Team has held a neighbourhood consultation process to demonstrate support for the proposed outdoor rink. This process could take place in the form of meetings, neighbourhood petition and/or survey, etc. The City will provide support as required

APPLICATION DUE DATES

6.9 All application forms and supporting documentation must be received by the City no later than November 1 for the following season. Note that if an adequate water source is not available on the proposed site, it may take up to eighteen months to establish the rink, in order to accommodate any budget approval process and/or site improvements.

APPROVAL PROCESS

- 6.10** Once an application has been submitted to the City, a City representative will meet with the applicant to:
 - 6.10.1** confirm the level of interest of neighbourhood residents of an ice rink in the area proposed
 - 6.10.2** determine the best location for an outdoor rink within the park or on other municipal land
 - 6.10.3** outline the procedures and steps for approval and/or support for the rink
- 6.11** A City representative will ensure that the site satisfies the following requirements:
 - 6.11.1** reasonable freedom from hazards
 - 6.11.2** reasonably flat surface
 - 6.11.3** adequate water source
 - 6.11.4** access for emergency vehicles
 - 6.11.5** is not in close proximity to neighbouring residences
 - 6.11.6** the number of rinks in a given area
- 6.12** The City does not permit construction or operation of an outdoor rink on a sports field.
- 6.13** The City reserves the right to deny or approve a site for any reason at its sole discretion.

RESPONSIBILITIES OF THE CITY UPON APPROVAL OF APPLICATION

- 6.14** Once the site is approved the City will manage and coordinate ongoing contact with the Volunteer Team supporting the rink by:
- 6.14.1** assisting Volunteer Teams to organize
 - 6.14.2** providing letters of acknowledgement outlining responsibilities
 - 6.14.3** providing manual outlining care and maintenance of an outdoor rink along with daily log sheets to be completed
 - 6.14.4** receiving, monitoring and filing completed daily log sheets provided by volunteer and alerting appropriate persons in case of concerns
 - 6.14.5** acting as point of contact between City and volunteers in case of concerns or emergencies
- 6.15** Once the site is approved and in support of the operation of the rink the City:
- 6.15.1** will provide a water source, if approved by council
 - 6.15.2** will provide initial training to individuals volunteering to support the rink operations to include:
 - a)** building a rink
 - b)** risk management
 - c)** completing the daily logs
 - 6.15.3** may provide snow clearing as needed when snowfall accumulation is 15 cm or more and after all other municipal snow clearing priorities have been addressed
 - 6.15.4** will provide garbage cans, garbage bags, hose and nozzle to support the rink operation as necessary
 - 6.15.5** will provide weekly inspection to ensure appropriate site conditions
 - 6.15.6** will provide advice on maintenance as required
 - 6.15.7** will provide and post appropriate signage indicating that "rink is unsupervised and use at own risk." (sign to be removed at end of season.)
 - 6.15.8** will receive records of weekly inspection to be filed with daily log sheets from Volunteer Teams
 - 6.15.9** will provide and install perimeter boards, if required

RESPONSIBILITIES OF VOLUNTEER TEAMS UPON APPROVAL OF APPLICATION

- 6.16** Once the site is approved the Volunteer Teams are responsible to:
- 6.16.1** adhere to procedures established by the City in the Community Outdoor Rink Manual
 - 6.16.2** undergo training by the City and sign off to acknowledge roles and responsibilities
 - 6.16.3** ensure ongoing commitment of at least four adults from the community who agree to support the rink
 - 6.16.4** provide for daily maintenance, flooding and supervision of the rink to standards acceptable to the City
 - 6.16.5** complete a daily log sheet for each day of the rink season and submit these weekly to the City
 - 6.16.6** provide reasonable control and clean-up of garbage and litter
 - 6.16.7** maintain open emergency access route
 - 6.16.8** allow use of the rink by all members of the community
 - 6.16.9** store all equipment in a heated space
 - 6.16.10** return in good repair all tools/equipment loaned by City for support of ice rink.

7.0 COMMUNICATIONS WITH VOLUNTEER TEAMS

- 7.1** To foster good communication the City will organize an annual training meeting with Volunteer Teams as well as provide onsite training for any new Volunteer Team.
- 7.2** To improve efficiency and record keeping, communications will be sent by email. Volunteer Teams are asked to list 2 email addresses to which they prefer to receive communications from the City.