

Commemoration Policy

[Policy Feedback](#)

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|----------------------|-------------------|
| Policy Number | POL-37 |
| Effective | February 07, 2017 |
| Review Date | February 07, 2023 |
| Final Approver | Council |
| Training Course Code | not applicable |
| Document State | Current |

1.0 Purpose

This policy provides guidelines for managing Commemoration requests that are on City-owned property or that require City resources or approval. The concept of commemorating people, places, events and ideas in Kingston is formally established in the Kingston Commemorations Strategy (2015-2024) and is prevalent in other City policies.

The goal of this policy is to establish an administrative process to coordinate the applications for approval of Commemoration requests. A streamlined customer process channels all requests for new Commemorations through the Heritage Resource Centre or the City website. This policy supports the recommendation in the Kingston Culture Plan "that the City of Kingston develop a cultural heritage strategy that develops Kingston's powerful historical narrative, built heritage and natural heritage features into a broad based strategy for telling Kingston's stories to each other and to the world."

2.0 Persons Affected

2.1 This policy applies to:

2.1.1 Council;

2.1.2 the Commissioner of Community Services;

2.1.3 the Cultural Director;

2.1.4 the Director of Planning, Building & Licensing Services;

2.1.5 the Director of Recreation & Leisure Services;

2.1.6 the Director of Public Works;

2.1.7 the Clerk; and

2.1.8 Directors.

3.0 Policy Statement

3.1 It is the policy of the City to ensure that:

3.1.1 a Commemoration shall comply with the law, including but not limited to, the OHA, OHRC, AODA, FADS and the Charter of Rights and Freedoms;

3.1.2 fees relating to a Commemoration shall be administered in accordance with the Fees and Charges By-Law 2005-10;

3.1.3 a Commemoration category shall be in a form outlined in the Appendix, or any other Commemoration approved by Council, and shall be administered as follows:

- i. a civic award shall be administered in accordance with the Distinguished Citizen/Honourable Award Program;
- ii. a Proclamation shall be issued for special events and/or activities to recognize the effort and commitment of organizations within the City of Kingston that enhance the community and shall be administered in accordance with the Proclamations Policy;
- iii. a flag raising on City property shall mark special occasions in recognition of activities or events that benefit or enrich the City and shall be administered in accordance with the Flag Display and Flying Policy;
- iv. a Commemoration related to motions of congratulations, recognition, sympathy, condolences and speedy recovery at Council shall be administered in accordance with the Council Procedural By-Law 2010-1;
- v. a Commemoration related to a mayoral portrait shall be administered in accordance with the Mayor's Portrait Policy;
- vi. a Commemorative Bench shall be a form of remembrance of a loved one, a celebration of a birth or anniversary or to honour others' personal and professional contributions to the community and be administered in accordance with the Commemorative Bench Policy;

- vii. a Commemoration-themed event, festival or ceremony shall be administered in accordance with the Special Events Policy, First Capital Place Policy and other applicable policies;
 - viii. a Dedication Tree shall be planted in a City park to commemorate a loved one or special event and be administered using the guidelines set out in Report Number MHC-13-010;
 - ix. a Commemoration related to a City heritage building or property, including heritage property markers and roadside signs, shall be administered in accordance with the Heritage Commemoration Program Guidelines;
 - x. the alteration, addition or renovation to existing physical Commemorations, including alterations, additions or renovations that may impact the original meaning and/or intent of an existing physical Commemoration, shall be administered in accordance with the Civic Collections Policy, the Kingston Commemorations Strategy (2015-2024) and the Copyright Act;
 - xi. a Commemoration related to the naming of a City asset shall be administered in accordance with the Naming of Corporate Assets Policy;
 - xii. a Commemoration related to civic addressing or street naming shall be administered in accordance with the Civic Addressing and Road Naming By-Law 2005-98, with due regard to this policy; and
 - xiii. a Commemoration related to an external illumination of City Hall or Springer Market Square shall be administered in accordance with the City Hall and Springer Market Square External Illumination Policy.
- 3.1.4 other types of Commemoration(s) requests shall be administered in accordance with the Kingston Commemorations Strategy and this policy shall meet one or more of the following requirements:
- i. the subject proposed must have relevance to the Kingston area or to communities in Kingston;
 - ii. an individual shall only be considered for Commemoration at least ten years after his/her death;
 - iii. a group or organization shall only be considered for Commemoration at least ten years after it has been established;

- iv. an idea or event shall only be considered for Commemoration at least ten years after its conclusion;
- v. must not duplicate the themes or subject matter of an existing commemorative site;
- vi. should recognize collective military efforts rather than individuals and in the case of international conflicts, only those sanctioned by the Government of Canada shall be considered;
- vii. should provide opportunities for celebration, reflection, dialogue and critique; or
- viii. as approved by Council.

3.1.5 any Commemoration considered under section 3.1.4 shall:

- i. be automatically disqualified when the subject denigrates ideological, religious or other beliefs; promotes hate; is contrary to any law; or is a Corporate Sponsorship;
- ii. not normally include a subject that commemorates a natural disaster;
- iii. strive to achieve balance in relation to Commemorations acknowledging that certain thematic areas are underrepresented, such as First Peoples; Ethno-cultural communities; Francophone and Women;
- iv. address geographic and thematic gaps identified in the Kingston Commemorations Strategy;
- v. engage and connect all of Kingston, including youth, through a range of stories and experiences;
- vi. provide opportunities for celebration, reflection, discovery, dialogue and critique;
- vii. honour important achievements and aspirations, discuss uncomfortable truths and build appreciation for the diverse stories about Kingston's past; and
- viii. be considered in future redevelopment of civic spaces.

3.1.6 a Commemoration that is extraordinary and spontaneous in nature may be permitted if it is in a temporary and acceptable form and it does not cause a risk to public safety. Time limits apply.

- 3.2 Where any policy referenced in this policy is inconsistent with this policy, the provisions of this policy shall prevail, except when the policy is in the form of a by-law.

Employees

- 3.3 Any employee who breaches this policy may be subject to discipline up to and including dismissal.

4.0 Responsibilities

- 4.1 Council is responsible for approving this policy and physical Commemorations over \$50,000 and of any value on protected heritage properties that need approval under the OHA.
- 4.2 The Commissioner of Community Services is responsible for directing compliance with and for resolving any issues or conflicts relating to this policy.
- 4.3 Upon recommendation of the public consultation process, the Cultural Director is responsible for approving the following Commemoration types, up to \$50,000:
 - 4.3.1 civic awards;
 - 4.3.2 mayor's portrait;
 - 4.3.3 display in City facility (City-initiated or partnership);
 - 4.3.4 addition/renovation to existing physical objects;
 - 4.3.5 other new physical object; and
 - 4.3.6 City led event, festival or ceremony.
- 4.8 The Director of Planning, Building & Licensing Services is responsible for approving the following Commemoration types up to \$50,000:
 - 4.8.1 heritage property markers or heritage roadside signs; and
 - 4.8.2 civic addressing or street naming.
- 4.9 The Cultural Director and the Director of Planning, Building & Licensing Services are responsible for:
 - 4.9.1 identifying when public consultation is required for the approval of a Commemoration application;

- 4.9.2 reviewing the mandate and composition of the Interdepartmental Commemorations Group (ICG); and
 - 4.9.3 establishing and maintaining the Heritage Resource Centre and a portal on the City website for Commemoration applications and information to the public.
- 4.10 The Cultural Director, in consultation with Directors, is responsible for:
- 4.10.1 maintaining an inventory of physical Commemorations on City property and identifying and assessing any items for the Civic Collection;
 - 4.10.2 allocating annual funds for Commemoration projects with local groups that address thematic and geographic gaps;
 - 4.10.3 identifying opportunities for partnerships, grants and other external investment to support new Commemorations, particularly to address existing thematic and geographic gaps; and
 - 4.10.4 reviewing applications for temporary Commemoration displays on City property.
- 4.11 The Clerk is responsible for approving the following Commemoration types, up to \$50,000:
- 4.11.1 proclamation;
 - 4.11.2 flag rising;
 - 4.11.3 City Hall or Springer Market Square external illumination; and
 - 4.11.4 naming a corporate asset.
- 4.12 The Director of Public Works is responsible for approving tree dedications and Bench Commemorations, up to \$50,000.
- 4.13 The Director of Recreation & Leisure Services is responsible for approving community-led events, festivals or ceremony Commemorations, up to \$50,000.
- 4.14 Directors are responsible for:
- 4.14.1 managing and maintaining physical commemorative items, including related budgets, in the care and control of their respective departments; and

4.14.2 providing current inventory information to the Cultural Director, annually, on physical Commemorations in the care and control of their respective departments.

Breach of Policy

4.15 Employees are responsible for compliance with this policy and shall be aware that any employee who breaches this policy may be subject to discipline up to and including dismissal.

5.0 Approval Authority

| Role | Position | Date Approved |
|-----------------------|----------------------------------|---------------|
| Quality Review | Policy & Web Coordinator | 05/27/2016 |
| Subject Matter Expert | City Curator | 07/04/2016 |
| Legal Review | Senior Legal Counsel | 07/05/2016 |
| Director Review | All Directors | 06/10/2016 |
| Commissioner Review | Commissioner, Community Services | 01/26/2017 |
| Final Approver | Council | 02/07/2017 |

6.0 Revision History

| Effective Date | Revision # | Description of Change |
|----------------|------------|---|
| xx/xx/2018 | 1 | Revised Clause 3.1.3.x, added Clause 3.1.4.vii and housekeeping updates |
| | | |

7.0 Appendix

Commemorative Form Categories, as identified in the Kingston Commemorations Strategy (2015-2024). These categories are based on the amount of processing time and resources required to approve and implement particular commemorations requests. Category A requires the least; Category C requires to the most.

| Category A | Category B | Category C |
|---|---|--|
| Civic awards | Displays and exhibitions developed in partnership with City on City property. | Naming of corporate assets |
| Tree/bench dedication | Tours | Civic addressing or street naming |
| Motions of congratulations, recognition, sympathy, condolences and speedy recovery at Council | Festival or ceremony | Addition or renovation to existing physical commemorations |
| Mayor's portrait | Proclamations | Medium to long-term physical commemorations, including plaques |
| Third party displays and exhibitions on City property | Flag raising | City-led one-time event, festival or ceremony |
| | Heritage property markers & heritage roadside signs | |
| | External illumination of City Hall or Springer Market Square | |

Related Definitions

[AODA](#)

means the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11

[City](#)

or Corporation means The Corporation of the City of Kingston.

[Clerk](#)

means the person appointed by the City as the Clerk in accordance with section 228(1) of the Municipal Act, 2001.

Commemoration

means an intentional act of acknowledging the memory of people, places, events and ideas that can be public, private, national, local, tangible or intangible, monumental or modest in scale, permanent or temporary and be represented in a range of forms, including but not limited to memorials, monuments, plaques, artwork, mementos, spaces, events and digital platforms.

Commemorative Bench

means a private commemoration on a memorial bench in a City park, which accommodates up to two separate commemorative plaques.

Copyright Act

means the Copyright Act of Canada (R.S.C., 1985, c. C-42), the federal statute governing copyright law. Under that legislation, all artists retain certain moral rights which prevent others from altering or using the work in a way that would harm the artist's reputation as a creator. Moral rights under the act focus on the artist's right (which pursuant to s. 14.1(2) cannot be assigned to another person) to protect the integrity of the work and the artist's authorship of it. The moral rights last for the artist's life plus fifty years. These moral rights are recognized in the City of Kingston Public Art Policy.

Corporate Sponsorship

means a mutually beneficial business arrangement or partnership between the municipality and an external company, organization or enterprise wherein the external party contributes funds, goods, or services to a municipal project, service or initiative in return for recognition, acknowledgement or other promotional consideration.

Council

means the governing body of the municipality formed and operating under the authority of the Municipal Act, 2001, S.O. 2001, Chapter 25. Council membership is composed of a mayor and twelve councillors. The mayor and councillors are each elected for a four-year term.

FADS

means the Facility Accessibility Design Standards, a technical design document used by City staff to enhance accessibility beyond the minimal requirements of the Ontario Building Code.

ICG

means the Interdepartmental Commemorations Group that meets bi-annually to review and coordinate commemoration proposals for forms C2 to C5 as listed in diagram 4.1 of the Kingston Commemorations Strategy 2015-2024. Membership includes employee designates from the following departments: Cultural Services, Public Works, Recreation & Leisure Services, Planning, Building & Licensing Services and Facilities Management & Construction Services. Membership may change to meet program or proposal requirements.

OHA

means the Ontario Heritage Act, R.S.O. 1990, c. O.18

OHRC

means the Ontario Human Rights Code, R.S.O. 1990, c. H.19

Operating Budget

means the annual operating budget which outlines the City's spending plans and provides for the day to day expenditures of the City for items such as salaries and benefits, services, supplies, utilities and fuel.

Proclamation

means an official public announcement or declaration given by the Mayor and/or Council to formally recognize a special event which is deemed to be of interest and/or benefit to a significant number of citizens of Kingston.

Related Information

Policy

- [Corporate Sponsorship Policy](#)
- [Donation Policy](#)
- [Commemorative Bench Policy](#)
- [Commissioning Mayoral Portraits Policy](#)
- [Consolidated Civic Collection & Municipal Museums Policies](#)
- [Distinguished Citizen Award Program](#)
- [First Capital Place Policy](#)

- [Flag Display and Flying Policy](#)
- [Heritage Commemoration Program Guidelines \(under review\)](#)
- [Illumination of City Facilities Policy](#)
- [Naming of corporate assets policy](#)
- [Proclamations Policy](#)
- [Public Art Policy](#)
- [Special Events Policy for City Facilities](#)

Reference

- [Civic Address and Road Naming Bylaw - 2005-98](#)
- [Council Procedural Bylaw - 2010-1](#)
- [Fees & Charges Bylaw - 2005-10](#)
- [Kingston Commemorations Strategy 2015-2024](#)
- [Parade Bylaw No. 5 \(1981\)](#)

Top of Form

Bottom of Form

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Outdoor Rinks Policy

| | |
|-----------------------|--|
| Policy # | Assigned by the communications officer (web developer). |
| Effective Date | The effective date is the date the policy was or will be approved. |
| Status | Draft |
| Final Approver | Council |

Note - if a policy is approved by Council then it must be posted on the [City website policy page](#)

1.0 Purpose

- 1.1 This policy is to establish the following guidelines for Staffed, Unstaffed and Community Outdoor Rinks in municipal parks on
 - 1.1.1. locations
 - 1.1.2. opening and closing dates
 - 1.1.3. operating times
 - 1.1.4. 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 Persons Affected

- 2.1 This policy applies to all employees, including the Director of Recreation & Leisure Services and Public Works

3.0 Policy Statement

- 3.1 It is the policy of the City to ensure that:

3.1.1 STAFFED OUTDOOR RINKS

3.1.1.2 START UP AND CLOSURE

- 3.1.1.2.1 Staffed Outdoor Rinks are given first priority for start up and closure of outdoor ice surfaces.
- 3.1.1.2.2 The City is responsible for preparing and maintaining ice surfaces for Staffed Outdoor Rinks.
- 3.1.1.2.3 Unless otherwise determined by the City, Staffed Outdoor Rinks are:
 - i. open no earlier than the 3rd week of December (weather permitting) and once there is sufficient frost in the ground, which typically requires seven to ten consecutive days of minus ten degrees Celsius or lower

- ii. 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
- iii. closed during the first week of March at the latest, or earlier as weather conditions dictate

3.1.1.3 OPERATIONS

3.1.1.3.1 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.

3.1.1.4 SERVICES

3.1.1.4.1 City staff will be on site in accordance with the times set out in Appendix A to:

- i. flood and maintain the ice surface
- ii. open public washrooms and/or change rooms
- iii. provide assistance to the public

3.1.2 UNSTAFFED OUTDOOR RINKS

3.1.1.5 START UP AND CLOSURE

3.1.1.5.1 Unstaffed Outdoor Rinks are given second priority for start up and closure of outdoor ice surfaces.

3.1.1.5.2 The City is responsible for preparing and maintaining ice surfaces for Unstaffed Outdoor Rinks.

3.1.1.5.3 Unless otherwise determined by the City, Unstaffed Outdoor Rinks are:

- i. open no earlier than the 3rd week of December (weather permitting) and once there is sufficient frost in the ground, which typically requires seven to ten consecutive days of minus ten degrees Celsius or lower
- ii. 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
- iii. closed during the first week of March at the latest, or earlier as weather conditions dictate

3.1.1.6 OPERATIONS

3.1.1.6.1 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.

3.1.1.7 SERVICES

3.1.1.7.1 City staff will only be on site to flood and maintain the ice surface.

3.1.3 COMMUNITY OUTDOOR RINKS

3.1.1.8 START UP AND CLOSURE

- 3.1.1.8.1 Unless otherwise determined by the City, Community Outdoor Rinks:
- i. are open no earlier than the 3rd week of December (weather permitting) and once there is sufficient frost in the ground, which typically requires seven to ten consecutive days of minus ten degrees Celsius or lower
 - ii. when equipped with boards, etc., it will be installed and dismantled over a five week period at the beginning and end of the season
 - iii. closed during the first week of March at the latest, or earlier as weather conditions dictate

3.1.1.9 OPERATIONS

- 3.1.1.9.1 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.

3.1.1.10 RINK TYPES

- 3.1.1.10.1 Level 1 Community Outdoor Rinks:
- i. are suitable for hockey and pleasure skating
 - ii. rink boards are permitted
 - iii. may receive snow clearing assistance from the City, as needed, when snowfall accumulation is 15 cm or more and after all other municipal snow clearing priorities have been addressed
 - iv. size must be appropriate for the size of available park space and in any event may not exceed 300 square metres, unless authorized by the Director
 - v. the Volunteer Team must consists of 4 or more adults
- 3.1.1.10.2 Level 2 Community Outdoor Rinks:
- i. are for pleasure skating only
 - ii. rink boards are prohibited (except where low boards used to retain ice)
 - iii. will not receive snow clearing assistance from the City
 - iv. size must be appropriate for the size of available park space and in any event may not exceed 150 square metres, unless authorized by the Director
 - v. the Volunteer Team must consists of 2 or more adults

3.1.1.11 APPROVAL PROCESS

- 3.1.1.11.1 Community Outdoor Rinks may be established when the following criteria have been met:

- i. An application has been submitted to the City to establish the rink.
- ii. A Volunteer Team has been established to oversee, direct the operation and maintenance of the rink, including a principal contact person who will be the liaison with the City.
- iii. A City representative will confirm with the applicant the intended use of the rink, determine a suitable location for an outdoor rink within the park or other municipal land as per section 3.1.1.14, and determine the rink type as outlined in section 3.1.1.10.
- iv. a water source as in section 3.1.1.13 has been confirmed
- v. a notice is posted by the City at the intended site about the proposed community rink for a minimum of 2 weeks to determine if there are any objections.
- vi. Volunteer Team has sign agreement(s), liability waiver form(s) and provide proof of insurance coverage, as required by the City.

3.1.1.11.2 This policy is subject to the City of Kingston Volunteer Policy, including the requirement for all members of the Volunteer Team to submit a Police Record Check.

3.1.1.12 APPLICATION DUE DATES

3.1.1.12.1 In order to evaluate and prioritize requests, all application forms and supporting documentation must be received by the City no later than September 1, unless authorized by the Director.

3.1.1.13 WATER SOURCE

3.1.1.13.1 A water source could be a private connection from a neighbouring residence, private water truck or an existing winterized water source.

3.1.1.13.2 If a site does not have an existing winterized water source on site, consideration for a permanent water service may be provided in future years for level 1 rinks after establishment, considering proximity to a water service and where funding is available.

3.1.1.14 CRITERIA TO ESTABLISH COMMUNITY OUTDOOR RINKS

3.1.1.14.1 A City representative will ensure that the site satisfies the following requirements:

- i. reasonable freedom from hazards
- ii. reasonably flat surface
- iii. adequate water source (private, public or other)
- iv. accessible for emergency services

- v. accessible for snow ploughs, unless a level 2 rink
- vi. is not in close proximity to neighbouring residences. Level 1 rinks require greater separation from residences than Level 2 rinks.
- vii. the number of rinks in a given area

3.1.1.14.2 The City does not permit construction or operation of an outdoor rink on:

- i. sports field
- ii. sports courts
- iii. an area that may pose a risk of flooding to parkland and neighbouring residences

3.1.1.14.3 The City does not support/encourage and/or recognize the use of municipal storm water ponds as skating rink locations. Any use of municipally owned storm water ponds for the purpose of skating is at the user's sole risk.

3.1.1.14.4 The City reserves the right to deny or approve a site for any reason at its sole discretion.

3.1.1.15 RESPONSIBILITIES OF THE CITY UPON APPROVAL OF APPLICATION

3.1.1.15.1 Once the site is approved and in support of the operation of the rink the City, the City:

- i. will provide a letter of acknowledgement of the rink approval and outline the Volunteer Team's responsibilities
- ii. will provide a manual outlining care and maintenance of an outdoor rink along with weekly inspection form and log sheet to be completed
- iii. will provide initial training to individuals volunteering to support the rink operations on standard operating procedures, including:
 - a. building and maintaining ice surface
 - b. managing risk, including health and safety procedures
 - c. completing rink inspections and logs

3.1.1.15.2 will receive, monitoring and file completed weekly inspection forms and log sheets provided from Volunteer Teams and alerting appropriate persons in case of concerns

3.1.1.15.3 will act as point of contact between City and volunteers in case of concerns or emergencies

- 3.1.1.15.4 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
- 3.1.1.15.5 may loan boards (level 1 rinks only), and other equipment such as hoses, nozzles, rink construction supplies, etc. to support the rink operation, where funding and resources are available, provided equipment is returned to the City in the same condition, recognizing normal wear and tear. Boards that may be loaned for a Community Outdoor Rink shall not be larger in scale than an Unstaffed Outdoor Rink.
- 3.1.1.15.6 may maintain an annual fund to support the development of a new Community Outdoor Rink.
- 3.1.1.15.7 will provide bi-weekly inspection to ensure appropriate site conditions
- 3.1.1.15.8 will provide advice on maintenance as required
- 3.1.1.15.9 will provide and post appropriate signage indicating the rink is a community outdoor rink, any applicable prohibited use, regulations or warnings (sign to be removed at end of season.)
- 3.1.1.16 RESPONSIBILITIES OF THE VOLUNTEER TEAM UPON APPROVAL OF APPLICATION**
- 3.1.1.16.1 Once the site is approved the Volunteer Teams are responsible to:
 - i. flood and maintain the ice surface
 - ii. adhere to procedures established by the City in the Community Outdoor Rink Manual
 - iii. undergo training by the City and sign off to acknowledge roles and responsibilities
 - iv. ensure ongoing commitment of Volunteer Team(s) who agree to support the rink
 - v. provide for daily maintenance, flooding and supervision of the rink to standards acceptable to the City
 - vi. complete a weekly inspection form and log sheet and submit these to the City
 - vii. provide reasonable control and clean-up of garbage and litter
 - viii. maintain open emergency access route
 - ix. allow use of the rink by all members of the community
 - x. store all equipment in a heated space
 - xi. return in good repair all tools/equipment loaned from City for support of ice rink

3.1.1.16.2 Volunteer Teams who fail to fulfill the responsibilities outlined in 6.15, may not be allowed to continue the operations of the community outdoor rink.

3.1.1.17 COMMUNICATIONS WITH VOLUNTEER TEAMS

3.1.1.17.1 To foster good communication, the City may organize an annual training meeting with Volunteer Teams as well as provide onsite training for any new Volunteer Team.

3.1.1.17.2 To improve efficiency and record keeping, communications will be sent by email. Volunteer Teams are asked to list email addresses to which they prefer to receive communications from the City.

4 Responsibilities

4.1 The Director of Recreation & Leisure Services and Director of Public Works, or designate, is responsible for:

4.1.1 resolving any issues or conflicts related to this policy; and

4.1.2 reviewing requests from residents for Community Outdoor Rinks on City owned land and approve or deny a request in accordance with this policy.

BREACH OF POLICY

4.2 Employees are responsible for compliance with this policy and shall be aware that any employee who breaches this policy may be subject to discipline up to and including dismissal.

5.0 Approval Authority

| Role | Position | Date Approved |
|-----------------------|---|----------------------|
| Quality Review | Policy & Web Coordinator | |
| Subject Matter Expert | Manager, Parks Development and Public Works | |
| Legal Review | Senior Legal Counsel | |
| Management Review | ARCP | |
| Final Approval | Council | |

6.0 Revision History

| Effective Date | Revision # | Description of Change |
|--------------------|------------|-----------------------------------|
| November 24, 2011 | 1 | New document |
| September 27, 2018 | 2 | Community Outdoor Rink Amendments |
| | | |

7.0 Appendix

7.1 Appendix A - Outdoor Rinks Policy Schedule A

Related links and documents

DEFINITIONS

City: the Corporation of the City of Kingston

Community Outdoor Rink: a natural outdoor ice surface that is operated and maintained by a Volunteer Team

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.

Staffed Outdoor Rink: an outdoor ice surface owned, maintained and staffed by the City.

Unstaffed Outdoor Rink: an outdoor ice surface owned and maintained by the City.

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.

Outdoor Rinks Policy Schedule A

| | Outdoor Rink Site | Leisure Skating | Pick-up Hockey | Operated by | Staffed between | Change Rooms | Washrooms | Boards | Lights | Water Source | Ice Resurfacing Method |
|--------------|---------------------------|-----------------|----------------|-------------|---|--------------|-----------|-----------|--------|-----------------|-----------------------------|
| staffed | 1. City Park | 1 | 1 | City | Mon-Fri 4-9 p.m. Sat-Sun 12-9 p.m. | yes | yes | yes | yes | municipal | manual |
| | 2. Springer Market Square | 1 | 0 | City | Mon-Thurs 11a.m.-9 p.m. Fri-Sun 8 a.m.-10 p.m. | yes | yes | yes | yes | municipal | gas powered zamboni |
| | 3. Victoria Park | 1 | 3 | City | Mon-Fri 4-9 p.m. Sat-Sun 12-9 p.m. | yes | yes | yes | yes | municipal | diesel tractor with zamboni |
| | 4. McBurney Park | 1 | 1 | City | Mon-Fri 4-9 p.m. Sat-Sun 12-9 p.m. | yes | yes | yes | yes | municipal | manual |
| | 5. Polson Park | 1 | 1 | City | Mon-Fri 4-9 p.m. Sat-Sun 12-9 p.m. | yes | yes | yes | yes | municipal | manual |
| | 6. Woodbine Park | 1 | 1 | City | Mon-Fri 4-9 p.m. Sat-Sun 12-9 p.m. | yes | yes | yes | yes | municipal | diesel tractor with zamboni |
| unstaffed | 7. O'Connor Park | 0 | 1 | City | not applicable | no | no | ends only | yes | truck | manual |
| | 8. Markers Acres Park | 0 | 1 | City | not applicable | no | no | ends only | no | truck | manual |
| | 9. Third Avenue Park | 1 | 1 | City | not applicable | no | no | ends only | no | truck | manual |
| | 10.Henderson Blvd Park | 0 | 1 | City | not applicable | no | no | ends only | no | truck | manual |
| | 11.Shannon Corners Park | 0 | 1 | City | not applicable | no | no | ends only | no | truck | manual |
| | 12.Cataraqui Woods Park | 0 | 1 | City | not applicable | no | no | ends only | no | truck | manual |
| | 13.Molly McGlynn Park | 0 | 1 | City | not applicable | no | no | ends only | no | truck | manual |
| community | 14.John Brewer Park | 0 | 1 | volunteers* | not applicable | yes | no | yes | yes | municipal well | manual |
| | 15.Pierson Park | 0 | 1 | volunteers* | not applicable | yes | no | yes | yes | municipal well | manual |
| | 16.Ken Matthews Park | 0 | 1 | volunteer** | not applicable | no | no | no | no | ground water | manual |
| | 17.Hemlock Park | 0 | 1 | volunteers | not applicable | no | no | ends only | yes | municipal well | manual |
| | 18.Compton Park | 1 | 1 | volunteers | not applicable | no | no | no | yes | municipal water | manual |
| Total | | 8 | 19 | | | | | | | | |

*volunteer fire fighters

**initial snow plowing (season start) by the city then maintained by volunteer