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<b>POLICY TITLE:</b>	<b>Outdoor Ice Skating Rinks</b>
<b>POLICY TYPE:</b>	<b>Administrative</b>
<b>POLICY #:</b>	<b>ADM-04</b>
<b>EFFECTIVE DATE:</b>	<b>September 18, 2017</b>
<b>REVISED:</b>	
<b>APPLICABLE TO:</b>	<b>All Employees</b>

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## **Purpose:**

To establish the process for the approval and maintenance of volunteer based outdoor ice skating rinks.

## **Policy:**

Outdoor ice skating rinks provide an important community element where local residents and families can enjoy the outdoors and also participate in an active lifestyle. Outdoor Ice Skating Rinks approved by the municipality will be situated in community parks on relatively level ground that have suitable access, limited encumbrances, and adequate ambient lighting levels and are also located adjacent to a municipal water source or the home of a volunteer where water can be obtained.

## **Procedure:**

### Application and Approval Process

1. Interested parties must contact the municipality in writing by November 1<sup>st</sup> of each year and be signed by a minimum of 4 adult volunteers. The request should also be accompanied by proof that a neighbourhood consultation process (i.e. resident petition) has been completed demonstrating local support for the ice rink installation.
2. The requested location and size of the ice rink must be approved by municipal staff. Preferred locations must be on generally flat lands, be accessible, have adequate ambient lighting levels and be adjacent to a suitable water source. Ice rinks will be limited to prevent excessive installations in any given area, shall be at least 20 metres offset from adjacent private property and be a minimum size of 25ft x 50ft (7.6m x 15.2m) to a maximum size of 50ft x 100ft (15.2m x 30.5m). Requests for rinks on areas of natural ice formation such as ponds are not acceptable.
3. Once the location has been approved, volunteers must agree to abide by all conditions of this policy, complete an application form (Attachment 1), and provide proof of insurance coverage for \$1,000,000, naming the municipality as an additional insured. All conditions of insurance coverage as specified in the

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policy must be complied with at all times. The liability of volunteers will be limited to the insurance coverage provided.

It should be noted that the municipality reserves the right to shut down any ice rink at any time for justified reasons.

## Volunteer Responsibilities

1. All volunteers must participate in training by Clarington Parks staff to acknowledge their roles and responsibilities prior to the set-up and operation of an outdoor rink. Training topics will cover such aspects as preparing the outdoor rink, proper use of equipment, maintenance and flooding techniques, required daily inspection procedures, managing risk and health and safety procedures, instruction on how to effectively manage competing or conflicting uses and volunteer safety.
2. Volunteers will be required to install and maintain equipment such as perimeter rink boards, picnic tables, garbage cans and/or any other infrastructure supplied by the municipality.
3. Volunteers are expected to provide daily maintenance activities. These duties will include snow shovelling or ice scraping, flooding of the ice surface, providing litter pick-up, etc.
4. Volunteers are required to complete a daily inspection log each morning and afternoon and then submit them to the Operations Department (Attachment 2) once a week before noon each Friday. Any maintenance or safety concerns that are observed by volunteers during their inspection should be immediately reported to the municipality.
5. Ensure that all members of the community are given equitable access to the ice rink.
6. Volunteers are required to immediately report any serious issues, accidents or medical emergencies that they have personally observed or have been made aware of.
7. Ensure that the minimum number of volunteers (4) is provided continuously throughout the winter season to ensure that the ice rink is properly maintained.
8. At the end of each winter season volunteers are responsible for the return of all equipment loaned to them by the municipality.
9. Submit a letter requesting compensation, to a maximum of \$50, if a private water source was used for rink maintenance.

## Municipal Responsibilities

1. Provide suitable training for volunteers with information on how to effectively build and maintain outdoor natural ice surfaces, how to complete the daily inspection logs, properly manage risk, health and safety procedures, etc.
2. Deliver and sign-out any necessary equipment that may include perimeter rink boards, tarps, picnic tables, shovels, hoses, spray nozzles, garbage cans, etc.
3. Post appropriate signs at the ice rink to address risk management (Attachment 3).
4. Complete a thorough review of the ice rink installation on a once a week basis and document the findings on an inspection log. Discuss and/or resolve any observed issues or concerns with the volunteers.
5. Assist volunteers during normal business hours (Monday to Friday) with reasonable levels of advice and assistance. Respond to or appropriately direct emergency situations to the proper authorities.
6. Follow-up on concerns respecting the improper use of the ice rink or during prohibited hours in accordance with the Park by-law.
7. Process compensation claims for private water use.

## ATTACHMENT 1

### Outdoor Ice Skating Rinks Application Form

Location of Rink: \_\_\_\_\_

Main Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home \_\_\_\_\_

Business/Cellular \_\_\_\_\_

E-Mail \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Volunteers:

Name	Address	Phone	Signature

## ATTACHMENT 1 (Continued)

### Inspection Findings:

- Neighbourhood Consultation Process Complete
- Flat Location
- Minimum Private Property Offset (20 meters)
- Minimum Size Requirement (7.6 meters x 15.2 meters)
- Limited Encumbrances
- Visibility
- Accessible
- Adequate Ambient Lighting Levels
- Water Source (Municipal/Private)

Private Water Source Address: \_\_\_\_\_

Signature of Resident: \_\_\_\_\_

### Approval Requirements:

- Insurance Certificate
- Additional Insurance Requirements Satisfied

### Training:

- Building the Rink
- Supply and Proper Use of Equipment
- Maintenance and Flooding Techniques
- Daily Inspection Process
- Managing Risk
- Health & Safety
- Managing Competing & Conflicting Uses
- Volunteer Safety

Date Approved: \_\_\_\_\_

Approved for Operation: \_\_\_\_\_

Clarington Operations Representative

**ATTACHMENT 2**

## Outdoor Ice Skating Rink Daily Inspection Form

Date/Time: \_\_\_\_\_ Volunteer Name: \_\_\_\_\_

Location: \_\_\_\_\_ Signature: \_\_\_\_\_

ITEM	ACCEPTABLE CONDITION	NATURE OF DEFECT
Perimeter Boards (if applicable)		
Ice Surface Condition		
Picnic Tables		
Lighting (if applicable)		
Garbage Cans/Litter		
Signage		
Walkways		
Parking		
Broken Glass		
Emergency Access		
Pole Padding		
Fencing		
Other		

NOTES:

- 1) A morning and afternoon daily inspection sheet must be completed and forwarded to Ken Mercer by e-mail at [kmerc@clarington.net](mailto:kmerc@clarington.net) or by fax at 905-263-4433.
- 2) Ice Skating Rink defects shall be reported immediately. Please contact the Municipality of Clarington by e-mail at [patrol@clarington.net](mailto:patrol@clarington.net) or by telephone at 905-260-0746.

ATTACHMENT 3

Outdoor Ice Skating Rink Signage



OUTDOOR ICE SKATING RINK

RULES AND REGULATIONS

- Inspect ice surface prior to use
- Children should be supervised at all times
- Helmets and other safety equipment is strongly recommended
- Alcohol is prohibited
- Be considerate of others
- Hours of operation 7:00 a.m. to 11:00 p.m.

To report dangerous conditions or any damaged equipment please call:

Monday to Friday 8:00 a.m. to 3:30 p.m.  
905-263-2291

After hours and weekends  
905-260-0746