



## Outdoor Rinks Policy

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Policy Number	POL-69
Effective	November 24 2011
Review Date	Not scheduled
Final Approver	Council
Training Course Code	Not applicable
Document State	<b>CURRENT</b>

### 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

It is the policy of the City to ensure that:

#### 3.1 **Staffed Outdoor Rinks**

3.1.1 **Start up and Closure**

- i. Staffed Outdoor Rinks are given first priority for start up and closure of outdoor ice surfaces.
- ii. The City is responsible for preparing and maintaining ice surfaces for Staffed Outdoor Rinks.
- iii. Unless otherwise determined by the City, Staffed Outdoor Rinks are:
  - a. 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
  - 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

### **3.1.2 Operations**

- i. 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.

### **3.1.3 Services**

- i. City staff will be on site in accordance with the times set out in Appendix A to:
  - a. flood and maintain the ice surface
  - b. open public washrooms and/or change rooms
  - c. provide assistance to the public

## **3.2 Unstaffed Outdoor Rinks**

### **3.2.1 Start Up And Closure**

- i. Unstaffed Outdoor Rinks are given second priority for start up and closure of outdoor ice surfaces.
- ii. The City is responsible for preparing and maintaining ice surfaces for Unstaffed Outdoor Rinks.
- iii. Unless otherwise determined by the City, Unstaffed Outdoor Rinks are:
  - a. 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
  - 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

### **3.2.2 Operations**

- i. 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.

### **3.2.3 Services**

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

## **3.3 Community Outdoor Rinks**

### **3.3.1 Start Up And Closure**

- i. Unless otherwise determined by the City, Community Outdoor Rinks:
  - a. 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

- b. when equipped with boards, etc., it 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

### 3.3.2 **Operations**

- i. 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.

### 3.3.3 **Rink Types**

- i. Level 1 Community Outdoor Rinks:
  - a. are suitable for hockey and pleasure skating
  - b. rink boards are permitted
  - c. 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
  - d. 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
  - e. the Volunteer Team must consists

of 4 or more adults

ii. Level 2 Community Outdoor Rinks:

- a. are for pleasure skating only
- b. rink boards are prohibited (except where low boards used to retain ice)
- c. will not receive snow clearing assistance from the City
- d. 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
- e. the Volunteer Team must consist of 2 or more adults

**3.3.4 Approval Process**

i. Community Outdoor Rinks may be established when the following criteria have been met:

- a. An application has been submitted to the City to establish the rink.
- b. 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.
- c. 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 3.3.7, and determine the rink type as outlined in section 3.3.3.
- d. a water source as in section 3.3.6 has been confirmed
- e. 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.

f. Volunteer Team has sign agreement(s), liability waiver form(s) and provide proof of insurance coverage, as required by the City.

ii. 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.

### 3.3.5 **Application Due Dates**

i. 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.

### 3.3.6 **Water Source**

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

ii. 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.

### 3.3.7 **Criteria To Establish Community Outdoor Rinks**

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

a. reasonable freedom from hazards

b. reasonably flat surface

c. adequate water source (private, public or other)

d. accessible for emergency services

- e. accessible for snow ploughs, unless a level 2 rink
  - f. is not in close proximity to neighbouring residences. Level 1 rinks require greater separation from residences than Level 2 rinks.
  - g. the number of rinks in a given area
- ii. The City does not permit construction or operation of an outdoor rink on:
  - a. sports field
  - b. sports courts
  - c. an area that may pose a risk of flooding to parkland and neighbouring residences
- iii. 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.
- iv. The City reserves the right to deny or approve a site for any reason at its sole discretion.

### 3.3.8 **Responsibilities Of The City Upon Approval Of Application**

- i. Once the site is approved and in support of the operation of the rink the City, the City:
  - a. will provide a letter of acknowledgement of the rink approval and outline the Volunteer Team's responsibilities
  - b. will provide a manual outlining care and maintenance of an outdoor rink along with weekly inspection form and log sheet to be completed
  - c. will provide initial training to

individuals volunteering to support the rink operations on standard operating procedures, including:

1. building and maintaining ice surface
  2. managing risk, including health and safety procedures
  3. completing rink inspections and logs
- ii. will receive, monitoring and file completed weekly inspection forms and log sheets provided from Volunteer Teams and alerting appropriate persons in case of concerns
  - iii. will act as point of contact between City and volunteers in case of concerns or emergencies
  - iv. 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
  - v. 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.
  - vi. may maintain an annual fund to support the development of a new Community Outdoor Rink.
  - vii. will provide bi-weekly inspection to ensure appropriate site conditions
  - viii. will provide advice on maintenance as required
  - ix. 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.)

### 3.3.9 **Responsibilities Of The Volunteer Team Upon Approval Of Application**

- i. Once the site is approved the Volunteer Teams are responsible to:
  - a. flood and maintain the ice surface
  - b. adhere to procedures established by the City in the Community Outdoor Rink Manual
  - c. undergo training by the City and sign off to acknowledge roles and responsibilities
  - d. ensure ongoing commitment of Volunteer Team(s) who agree to support the rink
  - e. provide for daily maintenance, flooding and supervision of the rink to standards acceptable to the City
  - f. complete a weekly inspection form and log sheet and submit these to the City
  - g. provide reasonable control and clean-up of garbage and litter
  - h. maintain open emergency access route
  - i. allow use of the rink by all members of the community
  - j. store all equipment in a heated space
  - k. return in good repair all tools/equipment loaned from City for support of ice rink
- ii. Volunteer Teams who fail to fulfill the responsibilities

outlined in 3.3.9, may not be allowed to continue the operations of the community outdoor rink.

### 3.3.10 **Communications With Volunteer Teams**

- i. 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.
- ii. 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.

## **Employees**

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

## 4.0 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

<b>Role</b>	<b>Position</b>	<b>Date Approved</b>
Quality Review	Research & Policy Analyst	
Subject Matter Expert	Manager, Parks Development and Public Works	
Legal Review	Senior Legal Counsel	

Management Review	Arts, Recreation & Community Policies Committee	
Final Approval	Council	November 24, 2011

## 6.0 Revision History

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

## 7.0 Appendix

Information for this section has not yet been provided.

### Related Definitions

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#### City

or Corporation means 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.