

**The Corporation of The City of Quinte West  
By-Law Number 23-006**

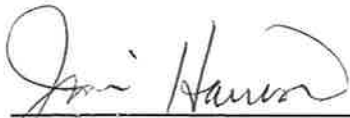
**Being a By-law To Adopt A Community Outdoor Rinks Policy for the City of Quinte West.**

**Whereas** it is deemed necessary and appropriate to establish a Community Outdoor Rinks Policy for the City of Quinte West;

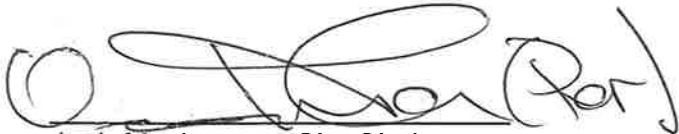
**Now Therefore The Council For The Corporation Of The City Of Quinte West Hereby Enacts As Follows:**

1. This By-law shall be entitled the “**Community Outdoor Rinks Policy By-Law**”.
2. That the Community Outdoor Rinks Policy, as attached hereto, shall be deemed to form part of this by-law and is hereby adopted for the City of Quinte West.
3. This by-law shall repeal any previous Community Outdoor Rinks Policy enacted by the City.
4. This By-law shall take effect upon the final passing thereof.

**Read A First, Second And Third Time And Finally Passed This 11<sup>th</sup> Day Of January 2023.**



\_\_\_\_\_  
Jim Harrison, Mayor



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Josh Machesney, City Clerk



## CORPORATE POLICY AND PROCEDURE

**Policy:** Community Outdoor Rinks Policy  
**Coverage:** All authorized personnel  
**Issuing Department:** Community Services and Strategic Partnerships  
**Approved By:** City of Quinte West Council

**Issued**  
2022-12-13

**Last Reviewed**  
2022-12-13

**Next Review**  
2027-12-13

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### **POLICY STATEMENT**

The purpose of this policy is to establish guidelines for Community Outdoor Rinks on municipal property, including location, operating dates and times, and service standards including maintenance responsibilities, equipment, amenities and staffing.

### **DEFINITIONS**

#### **City**

The Corporation of the City of Quinte West.

#### **Community Outdoor Rink**

A natural outdoor ice surface that is operated and maintained by a Volunteer Group.

#### **Volunteer Group**

A group of 4 or more adults that are prepared to act as an entity, association or service club, responsible for overseeing the community rink and which can be bound to this policy.

#### **Volunteer Coordinator**

The lead or main point of contact individual who will be the coordinator and representative for the Volunteer Group and liaison with the City.

### **ROLES AND RESPONSIBILITIES**

Staff/City employees

The Director of Community Services and Strategic Partnerships, Director of Public Works and Environmental Services, or their designate, is responsible for:

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## CORPORATE POLICY AND PROCEDURE

- a. Resolving any issues or conflicts related to this policy
- b. Reviewing requests from residents for Community Outdoor Rinks on City owned land and approve or deny a request in accordance with this policy.
- c. Providing training to the Volunteer Group, once approved.

### Volunteer Group

The Volunteer Group is responsible for:

- a. Flooding and maintaining the ice surface
- b. Adhering to procedures established by the City and in the Community Outdoor Rink Manual
- c. Attending training as provided by the City and sign off to acknowledge roles and responsibilities
- d. Ensuring ongoing commitment of VG who agree to support the rink
- e. Provide for daily maintenance, flooding and supervision of the rink to standards acceptable to the City
- f. Providing reasonable control and clean-up of garbage and litter
- g. Maintaining open emergency access route
- h. Allowing use of the rink by all members of the community
- i. Storing all equipment
- j. Returning in good repair any tools/equipment loaned from the City to support of the ice rink
- k. Completing a weekly inspection form and log sheet and submit these to the City upon request

### Volunteer Coordinator

The Volunteer Coordinator is responsible for:

- a. Acting as the main point of contact, coordinator and representative for the Volunteer Group
- b. Liaising with the City as necessary
- c. Reporting to the City as required
- d. Maintaining the Volunteer Group contacts
- e. Obtaining, maintaining and providing adequate general liability insurance at an amount deemed appropriate by the City
- f. All duties as part of the Volunteer Group

## PROCEDURE

1. The Corporation of the City of Quinte West ("City") will permit a Volunteer Group ("VG") which consists of a group of City trained/approved Volunteers and a Volunteer Coordinator to install, operate and maintain community outdoor ice rink(s) on City lands at designated locations and times as approved by the City. The Volunteer Coordinator shall enter into the required agreement with the City by signing the "Volunteer Coordinator Agreement" and all other volunteers will be required to sign the "Volunteer Agreement".



## CORPORATE POLICY AND PROCEDURE

2. The VG or Coordinator will submit to the City a completed application for review by no later than Nov.1. Applications received outside this timeframe may be reviewed based on the availability of resources and at the discretion of the Director or their designate.
3. The location and the size of the ice rink must be approved by the City prior to its installation. The ice rinks will only be permitted subject to receiving the consent of a majority of residents who about the park.
4. The VG will maintain access into the site and provide benches, as required.
5. The City will provide garbage receptacles and the Volunteer Group are responsible for putting them out in conjunction with household collection schedules.
6. The VG shall appoint a Volunteer Coordinator to act as liaison with the City. The Volunteer Coordinator is responsible for creating and circulating a request confirming the acceptance of the ice rink by the majority (50%) of residents adjacent to the park or ice rink location. The request must be received and approved by City staff prior to the implementation of the ice rink. The Volunteer Coordinator shall be responsible for following and enforcing all guidelines and directions as provided by the City against the Volunteers. The Volunteer Coordinator is responsible for ensuring that the ice surface is inspected a minimum of once daily and more frequently when conditions fluctuate in order to determine if the ice is suitable for skating. The Volunteer Coordinator is also responsible for recording the information required on the "Volunteer Community Ice Rink Program Maintenance Form" provided by the City. The completed form shall be provided to the City when the ice rink is removed, or any time upon request by the City. The Volunteer Coordinator shall also report all accidents which occur or arise as a result of the operation of the ice rink to the City.
7. The Volunteer Group and Volunteer Coordinator shall maintain the ice rink by flooding the ice and providing snow removal as required.
8. The Volunteer Coordinator is responsible for installing a signage system indicating ice conditions. The "yellow" flag/sign allows skating at users own risk, and the "red" flag/sign prohibits skating. The Volunteer Coordinator is responsible for ensuring that the "red" flag/sign is in place at all times unless the ice surface is smooth and covers 100% of the ice rink area at which time the "yellow" flag/sign can be posted. The "red" flag/sign must also be posted when there is standing water on the ice surface.
9. All Volunteers and the Volunteer Coordinator shall supply at their own expense and wear appropriate personal protective clothing for warmth and ice cleats on their boots when inspecting, flooding or removing snow on the ice surface. In addition, there shall be a minimum



## CORPORATE POLICY AND PROCEDURE

of two Volunteers together when inspecting, flooding or removing snow from the ice to ensure assistance is available should it be required.

10. All Volunteers and the Volunteer Coordinator shall attend an onsite training session and shall abide by all practices and procedures recommended at the training session by the City.
11. Volunteers and the Volunteer Coordinator are responsible for providing shovels at their own expense and shall shovel and remove snow from the skating surface(s) and around benches and undertake any hand shoveling required to allow access to the ice rink(s).
12. Organized hockey shall only be permitted during posted times to be determined by the VG. These times will be clearly posted and shall be dedicated for hockey use with no pleasure skating during that time.
13. Rink operations will be restricted to daytime use, closing at dusk. Nighttime lighting of the rink will not be permitted.
14. The ice rinks shall be open to use by all members of the community and it is strongly recommended that adult supervision be provided, as well as the use of helmets, when the ice rink is in use.
15. The City may, as it deems appropriate, inspect and maintain the ice rink, change the flag signage posted by the Volunteer Coordinator, close the ice rink to use at any time, or if required, remove the ice rink as it deems to be necessary. The decision of the City will be final.
16. The Volunteer Coordinator is responsible for ensuring the ice rink area is restored to the conditions that pre-existed the installation of the ice rink. All garbage/litter, equipment and materials must be cleaned up/removed by the VG by April 1st or earlier at the request of the City.
17. The Director of Community Services & Strategic Partnerships or the Director of Public Works and Environmental Services, reserve the right to waive conditions relating to the construction or operation of new community outdoor rinks for site specific applications.

### FORMS

- Community Outdoor Rink Application Form
- Community Outdoor Rink Weekly Log Sheet
- Community Outdoor Rink Incident/Accident Form



# CORPORATE POLICY AND PROCEDURE

## CITY POLICIES AND PROCEDURES / DOCUMENTS

- 12-135 Parks, Urban Spaces and Recreation Areas Regulation By-law
- Noise By-Law

## LEGISLATION AND OTHER RESOURCES

- Ontario Human Rights Code
- Occupational Health and Safety Act

## OTHER RESOURCES

- BFL Canada, Public Sector Assessing Municipal Risks: Skating Rinks

## REVISIONS

Revision #	Date	Change
01	YYYY-MM-DD	xxxxxxxxxxxx

David Clazie  
 Chief Administrative Officer  
 City of Quinte West

Date