

Policy No.	<b>1.6.3-003</b>	File No.	<b>Page 1 of 3</b>
Department:	<b>Operational Services</b>	Date:	1983 06 20
Branch:	<b>Parks &amp; Facilities Maintenance</b>	Revision:	2006 01 06
Subject:	<b>Licensing, Permitting, etc.</b>	Approved by:	
Title:	<b>Outdoor Ice Rinks</b>	Approved by Council:	2006 01 16

**Purpose**

To facilitate the installation of outdoor ice rinks and provide installation, maintenance and operational safety guidelines to community volunteers groups for such rinks.

**Source**

Department of Community Services Policy & Procedures, 1981 11 20.

**Policy**

The Department, through its Parks and Facilities Branch, will provide the opportunity for a community volunteer or a community group to install outdoor ice rinks on parkland or open space owned by the City of Oshawa. On a loan basis, to provide wooden boards and hose for outdoor ice rinks. These shall be made available to and at the request of community volunteers who fulfill the requirements of an Outdoor Ice Rink Permit application.

**Procedure**

1. An Outdoor Ice Rink Permit application must be completed by the community volunteer or community group (applicant) and submitted to the Parks Maintenance Services Division on or before September 30, of the year for initial installation.
2. The application must be accompanied by a plan outlining the exact location, size, details of construction, ground conditions, location of water source and lighting, including foot candles of light over the ice surface.
3. Application requests for the loan of boards (numbers) and hose (100 feet only) can also be made. The provision of boards and hose are subject to availability and that year’s current budget funding for the purchase of such.

The **applicant** will adhere to the following installation, maintenance and operational safety guidelines as noted below.

- a) Inspect all areas to be flooded before season begins.

- b) Areas must be flat and smooth, free from mounds or irregularities in grade, and not in an area that will cause flooding to adjacent residents' yards.
- c) Areas must be free of stones, sticks and debris. Grass and weeds must be cut as short as possible.
- d) Areas should be flooded or sprayed as temperature and weather conditions permit.
- e) Rink must be inspected daily by a community volunteer or a member of the community group and any hazards or problems with the outdoor ice rink must be attended to immediately.
- f) Hazards such as cracks frost boils, or exposed ground must be repaired immediately as soon as weather conditions permit.
- g) Inspect all rink lighting for need of lamp or lens replacement and for proper aiming, if applicable.
- h) Check for adequate water supply and adequate equipment.
- i) Rink boards should be properly installed without protruding stakes and not left in the park when fallen down.
- j) Maintain in good condition all signage supplied and installed by the City of Oshawa.
- k) Ensure appropriate parking is available.
- l) Any knowledge of an injury that takes place in relation to the outdoor ice rink must be reported to the City immediately.
- m) At the end of the season remove the boards and clean the site of all debris.
- n) Responsible for the upkeep and maintenance of the snowfence barrier.

5. The **City** will

- a) Snowfence the perimeter of the rink areas, including a three (3) metre buffer from rink boards.
- b) Provide adequate waste receptacles.
- c) The City will provide appropriate signage outlining hours of use, supervision and codes of conduct.
- d) The city will conduct weekly inspections of the outdoor ice rinks.
- e) At the end of the season remove all snowfencing and signage.

6. Hours of use shall adhere to the Parks by-law.
7. Upon inspection, if the safety guidelines have not been adhered to the City upon notification to the applicant will close the outdoor ice rink.
8. New applications in any one year from the previous year for the loan of boards and hose will be subject to funding available in that current year's budget.

Re-typed: January 2004/bjw/

P&P Community Outdoor Ice Rinks/Licensing, Permitting, etc.