



White City

# Community Outdoor Rink Policy

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POLICY NO.: P-PRC-001

FUNCTIONAL AREA: Parks, Recreation and  
Culture

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### Purpose

- 1 To establish regulations for the approval and maintenance of volunteer based Community Outdoor Rinks in the Town of White City.

### Definitions

- 2 In this policy,
  - (1) **council** means the Town of White City Council;
  - (2) **Community Outdoor Skating Rink** means an approved outdoor rink maintained by a volunteer team;
  - (3) **manager of parks, recreation and culture** means the head of the parks, recreation and culture department;
  - (4) **coordinator** means volunteer designated as the primary contact and liaison to the Town of White City.
  - (5) **town** means the Town of White City, its employees, or its duly authorized representatives; and
  - (6) **volunteer team** means a team of at least two (2) residents responsible for the construction, maintenance, and removal of the Community Outdoor Skating Rink.

### Responsibilities

- 3 The volunteer team shall be responsible to:
  - (1) sign off to acknowledge roles and responsibilities contained within the *Outdoor Community Rink Application*;
  - (2) flood and maintain the ice surface;
  - (3) adhere to the regulations established by this policy;
  - (4) supervise the community outdoor skating rink to standards acceptable to the town;
  - (5) provide reasonable control and clean-up of garbage and litter;
  - (6) maintain open emergency access route;
  - (7) ensure ongoing commitment of volunteer team members;
  - (8) allow use of the rink by all residents; and
  - (9) removal of equipment at the end of the season.
- 4 The coordinator shall be responsible to:
  - (1) be the primary contact person and liaison to the town;
  - (2) maintain and update the contact information for the volunteer team;

- (3) ensure the *Community Outdoor Rink Daily Maintenance Log* are completed on a daily basis and submitted to the town every Monday for the preceding week; and
- (4) control the usage of the rink and enforce rules and regulations.

5 The town shall be responsible to:

- (1) receive the *Outdoor Community Rink Application* and check form for completeness;
- (2) assess the proposed location and determine whether it is feasible and satisfies the requirements established in section 7;
- (3) present the *Outdoor Community Rink Application* to council for final approval;
- (4) provide a letter of acknowledgement of the rink approval and outline the volunteer team's responsibilities;
- (5) provide *Community Outdoor Rink Daily Maintenance Logs* to be completed daily by the coordinator and submitted as a package to the town every Monday for the preceding week;
- (6) receive and file completed *Community Outdoor Rink Daily Maintenance Logs* submitted by volunteer teams and alerting appropriate persons in the case of concerns;
- (7) act as point of contact for volunteers in case of concerns or emergencies;
- (8) provide 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);
- (9) provide bi-weekly inspections to ensure appropriate site conditions; and
- (10) provide liability insurance for volunteers.

6 Council shall be responsible to approve the application of the Community Outdoor Rink.

#### Application Due Dates

- 7 In order to evaluate and prioritize requests, all application forms and supporting documentation shall be received by the town no later than November 1 unless authorized by the manager of parks, recreation and culture or their designate.

#### Criteria To Establish Community Outdoor Rinks

8 Community Outdoor Rink sites shall satisfy the following requirements:

- (1) reasonably free from hazards;
- (2) reasonably flat surface;
- (3) identification of an adequate water source including, a private connection from a neighbouring residence, private water truck or an existing winterized water source;
- (4) accessible for emergency services;
- (5) optional outdoor lighting is in compliance with section 18;

- (6) is not in close proximity to neighbouring residences; and
  - (7) is not in close proximity to existing rinks in a given area.
- 9 The suitability of the proposed location shall be assessed by the town to determine if all requirements are satisfied as specified in section 8.
- 10 It is at the discretion of the town to deny an application if the location requirements are not fulfilled.
- 11 Council reserves the right to deny or approve a site for any reason at its sole discretion.
- 12 Costs associated with signage, lighting, flooding and maintenance shall be the responsibility of the volunteer team.

### Approval Process

- 13 Community Outdoor Rinks may be established when the following criteria have been met:
- (1) a volunteer team has been formed to oversee, direct and maintain the rink, including designating a coordinator who will be the liaison with the town;
  - (2) the volunteer team has submitted the *Outdoor Community Rink Application* to the town;
  - (3) the location has satisfied the requirements specified in section 8;
  - (4) a notice of the proposed Community Outdoor Rink location is posted in the following locations for a minimum of two (2) weeks to determine if there are any objections:
    - (a) the town's notice board located in the town office;
    - (b) the White City post office;
    - (c) on the town's website; and
    - (d) mailed to all residents located within seventy-five (75) meters of the proposed location.
  - (5) Following the two (2) weeks notice period, if more than seventy percent (70%) of residents located within seventy-five (75) meters of the proposed location register an objection, the *Outdoor Community Rink Application* will be denied;
  - (6) the *Outdoor Community Rink Application* is approved by council resolution; and
  - (7) the volunteer team has signed all agreements including, acknowledgment of roles and responsibilities contained within the *Outdoor Community Rink Application* and a *Hold Harmless Agreement* as required by the town.

### Start up and Closure

- 14 Unless otherwise determined by the town, Community Outdoor Rinks shall be open no earlier than the third week of December (weather permitting) and closed the first week of March at the latest, or earlier as weather conditions dictate.
- 15 Unless otherwise determined by the town, Community Outdoor Rinks may be open from 10:00 a.m. to 6:30 p.m. seven (7) days a week.

- (1) If the Community Outdoor Rink is equipped with outdoor lighting, the rink may be open from 10:00 a.m. to 8:00 p.m.
- (2) All outdoor lighting shall comply with the requirements stipulated in section 18.

### Rink Types

#### 16 Level 1 Community Outdoor Rinks:

- (1) are suitable for hockey, ringette, and pleasure skating;
- (2) shall have rink boards of at least 30 inches in height;
- (3) shall have designated signage posted indicating:
  - (a) applicable prohibited use;
  - (b) regulations or warnings, including a note that rinks are unsupervised and not operated by the town; and
  - (c) coordinator contact information;
- (4) location shall be a reasonable distance from any buildings, play structures, walking paths and play areas; and
- (5) size shall be appropriate for the size of available space and in any event may not exceed 300 square metres, unless authorized by the Manager of Parks, Recreation and Culture of their designate.

#### 17 Level 2 Community Outdoor Rinks:

- (1) are for pleasure skating only;
- (2) shall have designated signage posted indicating:
  - (a) applicable prohibited use;
  - (b) regulations or warnings, including a note that rinks are unsupervised and not operated by the town; and
  - (c) coordinator contact information;
- (3) rink boards are prohibited except where low boards are used to retain; and
- (4) size shall be appropriate for the size of available park space and in any event may not exceed 150 square metres, unless authorized by the Manager of Parks, Recreation and Culture of their designate.

### Outdoor Lighting

18 Outdoor lighting may be installed at Level 1 and 2 Community Outdoor Rinks if the following requirements are satisfied:

- (1) is wireless;

- (2) is removable at the end of the season;
- (3) provides reasonable visibility in low light;
- (4) is placed in a location that shall not pose a safety hazard to skaters and pedestrians; and
- (5) has the capability to be turned off during hours of closure.

**Non Compliance**

19 Volunteer teams that are noncompliant with the terms of this policy will be subject to disbandment and will be barred from participating in the community outdoor rink program in the future.

- (1) Volunteer teams that fail to remove equipment and materials associated with the Community Outdoor Skating Rink at the end of the season or upon abandonment of the rink will be found in violation of Bylaw No. 454-06, *The Encumbrance Bylaw*.

20 Notwithstanding subsection 3(8), if an individual using the Community Outdoor Skating Rink violates the rules and regulations or displays inappropriate behaviour including, but not limited to, bullying, offensive language or engaging in physical altercations they may, at the discretion of the rink's coordinator be barred from using the rink.

  
\_\_\_\_\_  
Mayor  
  
\_\_\_\_\_  
Town Manager





“FORM A”

**OUTDOOR COMMUNITY RINK APPLICATION**

# \_\_\_\_\_

**\*APPLICATIONS MUST BE SUBMITTED BY NOVEMBER 1\***

**1. PROPOSED RINK LOCATION (PARK NAME, ADDRESS OR GENERAL AREA)**

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**2. RINK TYPE (CHECK ONE)**

**LEVEL ONE**

- Suitable for hockey and pleasure skating.
- Must have rink boards of at least 30 inches in height.
- Location must be a reasonable distance from any buildings, play structures, walking paths and play areas
- Size must be appropriate for the size of available space and in any event may not exceed 300 square metres, unless authorized by the manager of parks, recreation and culture of their designate.

**LEVEL TWO**

- Suitable for pleasure skating only.
- Rink boards are prohibited except where low boards are used to retain.
- 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 manager of parks, recreation and culture of their designate.

**3. OUTDOOR LIGHTING**

**YES**

**NO**

Outdoor lighting is **OPTIONAL**. If volunteer teams intend to use outdoor lighting the following requirements must be satisfied:

- the light source is wireless;
- is removable at the end of the season;
- provides reasonable visibility in low light;
- is placed in a location that shall not pose a safety hazard to skaters and pedestrians; and
- has the capability to be turned off during hours of closure.

**4. COORDINATOR INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**5. OTHER VOLUNTEERS (MINIMUM OF 2 VOLUNTEERS REQUIRED)**

NAME	ADDRESS	EMAIL	CONTACT NUMBER

**6. COORDINATOR RESPONSIBILITIES**

- Will be designated as the primary contact person and liaison to the Town.
- Maintain and update the contact information for the volunteer team.
- Ensure the Community Outdoor Rink Daily Maintenance Log are completed on a daily basis and submitted to the town every Monday for the preceding week.

**7. VOLUNTEER RESPONSIBILITIES**

- Flood and maintain the ice surface.
- Ensure ongoing commitment of volunteer team who agree to support the rink.
- Provide for daily maintenance, flooding and supervision of the rink to standards acceptable to the Town.
- Complete Community Skating Rink Daily Maintenance Logs for each day of the rink season and submit the preceding week's log sheets to the Town each Monday.
- Ensure signage is posted indicating applicable prohibited use, regulations or warnings.
- Provide reasonable control and clean-up of garbage and litter.
- Maintain open emergency access route.
- Allow use of the rink by all residents.
- Notify the Town of any changes to the volunteer team or contacts.

- Adhere to the regulations established by Policy No. PRC-001, *Community Outdoor Rink Policy*.

By signing below, I hereby acknowledge that I have completely read and fully understand the content and responsibilities of the Outdoor Community Rink Application:

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

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

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*For Office Use Only*

## 8. SITE REQUIREMENTS

- Reasonable freedom from hazards
- Reasonably flat surface
- Adequate water source
- Accessible for emergency services
- Not close to neighbouring residences
- Reasonably separated from another rink
- (OPTIONAL) Outdoor lighting satisfies the following requirements:
  - the light source is wireless;
  - is removable at the end of the season;
  - provides reasonable visibility in low light;
  - is placed in a location that shall not pose a safety hazard to skaters and pedestrians; and
  - has the capability to be turned off during hours of closure.

## 9. WATER SOURCE

- Private home (specify address): \_\_\_\_\_
- Water truck
- Other (specify) : \_\_\_\_\_

Approved by: \_\_\_\_\_

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



“FORM B”

COMMUNITY SKATING RINK DAILY MAINTENANCE LOG

\*A LOG SHEET IS TO BE COMPLETED DAILY. THE SEVEN (7) LOG SHEETS FROM THE PRECEDING WEEK MUST BE SUBMITTED TO THE TOWN OFFICE THE FOLLOWING MONDAY\*

LOCATION OF RINK: \_\_\_\_\_

Date: (dd/mm/yr) \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Temperature: \_\_\_\_\_

SIGNS:  Posted Open  Posted Closed  Missing

LIGHTING:  N/A  Operational  Not operational

ICE CONDITIONS:

- Overall condition  Good  Fair  Poor
- Perimeter of rink (snowbanks)  Good  Fair  Poor
- Ice present and free of all debris  Good  Fair  Poor
- Bare sports with holes  Good  Fair  Poor
- Jagged edges  Good  Fair  Poor
- Smooth & free of cracks or ruts  Good  Fair  Poor
- Heaving  Good  Fair  Poor

ACTION TAKEN:

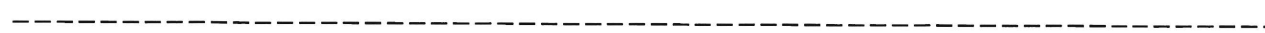
- Flood  Yes  No
- Packed & repaired cracks and holes  Yes  No
- Repaired banks  Yes  No
- Shoveled snow  Yes  No

ADDITIONAL COMMENTS:

Date Submitted to the Town: \_\_\_\_\_

Name: \_\_\_\_\_

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



For Office Use Only

Approved by: \_\_\_\_\_

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