

OUTDOOR RINKS MAINTENANCE & REPAIR

Date Issued: January 7, 2019

Mandated by: Administration

Current Revision: January 7, 2019

Cross Reference:

- Outdoor Rinks Maintenance & Repair Procedure GEN-037-A

Next Review: January 30, 2021

Responsibility: Director, Public Works

1. PURPOSE

To provide residents with opportunities for affordable, unstructured social and leisure activities that enhance quality of life and promote community pride and partnerships by providing residents with clean and safe Ice Surfaces and Rink Shacks.

2. POLICY

- 2.1) The City will endeavor, as financial resources allow, to provide the community with safe outdoor Ice Surfaces and clean, useable Rink Shacks.
- 2.2) Ice season commonly begins in December and ends in March. This period of availability for use is dependent on weather conditions.
- 2.3) The location and design of the leisure Ice Surfaces may change annually, following approval from City Council.
- 2.4) Consideration of changes to Ice Surfaces will include, usage, turf health, asphalt pad conditions, accessibility, demographics and community feedback.
- 2.5) The City maintains leisure Ice Surfaces that are located throughout the City. Although they are unstaffed, they are inspected weekly.
- 2.6) The City maintains boarded Ice Surfaces, located within municipal parks, which are staffed and inspected daily, during ice season.

3. DEFINITIONS

- 3.1) *City* – The City of Fort Saskatchewan.

- 3.2) *Ice Surface* – Includes both outdoor boarded and leisure ice surfaces.
- 3.3) *Rink Shack* – A building used for the purposes of getting changed into skating attire and warming up. It has appropriate washroom facilities and is generally staffed (see Exceptions) to provide monitoring and first aid services.

4. EXCEPTIONS

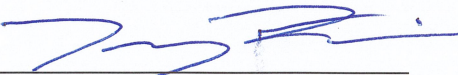
- 4.1) The City does not monitor, inspect or construct Ice Surfaces on storm water ponds, rivers or lakes.
- 4.2) Outdoor Ice Surfaces are intended for recreational purposes and as such are not able to be booked for organized or private activities.
- 4.3) Staffing for boarded Ice Surfaces may not be provided when there are staffing limitations, during a large snowfall event or during an emergency.
- 4.4) Parks building, sidewalk and trail snow removal have priority over the deliverance of outdoor Ice Surface maintenance.

5. GUIDING PRINCIPLES

- 5.1) An Administrative Procedure assigning labor, equipment and materials to the Outdoor Rink Maintenance & Repair Program may be created to support this Policy.
- 5.2) The Administrative Procedure shall be followed to ensure that all outdoor rink surfaces are inspected on a regular basis. Any Ice Surface that poses a health or safety hazard to the public shall be assessed, prioritized in accordance and executed within an acceptable timeframe.

6. AUTHORITY / RESPONSIBILITY TO IMPLEMENT

The Director, Public Works is authorized to establish procedures for the implementation of this Policy which are consistent with the governing principles.



City Manager

OUTDOOR RINKS MAINTENANCE & REPAIR

Date Issued: February 15, 2019

Responsibility: Director, Public Works

Current Revision: February 15, 2019

Cross Reference:

- Outdoor Rinks Maintenance & Repair Policy GEN-037-A
 - Parks Safe Work Practice and Procedure for Outdoor Rink Maintenance & Repair
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1. PURPOSE

To provide a strategic framework for the installation, maintenance and life cycle management of all City owned and maintained boarded and leisure ice surfaces. The City will install and maintain boarded ice surfaces and leisure ice surfaces annually. The City will inspect the ice surfaces and attached buildings, following a detailed schedule, to ensure that a safe and healthy ice surface and facility are being provided to residents. The City will maintain the ice surfaces in accordance with the Safe Work Practice and Procedure, and industry best practices.

2. DEFINITIONS

- 2.1) *City* – The City of Fort Saskatchewan.
- 2.2) *Boarded Ice Surface* – An outdoor ice surface made with a boarded rink.
- 2.3) *Ice Surface* – Includes both outdoor boarded and leisure ice surfaces.
- 2.4) *Leisure Ice Surface* – An outdoor ice surface made on natural ground, which can include turf, asphalt or concrete.
- 2.5) *Inspector* – City staff member who is has experience and is competent in ice making and maintenance and certifying ice safety.
- 2.6) *JOHSC* – The Joint Occupational Health and Safety Committee

3. PROCEDURE

- 3.1) Installation:
 - a) When possible, public input is taken into consideration for all proposed outdoor rink structures and surfaces.

- b) The City will be responsible for choosing the location of the leisure ice surfaces on an annual basis. Considerations are to include, but not limited to, usage data, turf health, condition of asphalt or concrete, accessibility, parking, demographics, and community feedback. Any changes to the location of the leisure ice surfaces must be approved by the Director, Public Works.
- 3.2) The City will inventory the locations of all outdoor ice surfaces and post the names, physical addresses and directions on the City's website.
- 3.3) Inspection:
- a) The City will inspect the boarded ice surfaces, the leisure ice surfaces adjacent to the facility and the facilities daily, during the season, except for Christmas Day.
- b) The City will inspect all leisure ice surfaces weekly.
- c) Inspections shall be documented, signed by the inspector and done in accordance with the Safe Work Practice and Procedure.
- d) If a deficiency is noted on the inspection, the staff member should take corrective action upon discovery if he/she has the ability to. If the staff member is unable to take corrective action, the area should first be made safe for the public, followed by creating an internal service request and submitting it to the Parks Foreman so further corrective action can be taken.
- 3.4) Service and Maintenance:
- a) The City will provide staffing for the boarded ice surfaces and the adjacent buildings. This will include daytime staff, who will be responsible for the maintenance of ice the surfaces and all snow removal equipment.
- b) This will also include evening and weekend staff, who will be responsible for the facility during operation, monitoring usage, providing assistance to patrons and the overall cleanliness of the facility.

Staffing Chart

Staff Description	Objective	Responsibility
Daytime Staff – Labourer II	Provide and maintain a safe and healthy ice surface.	Sweep, snow blow and shovel all snow and ice from the ice surface. Repair all cracks and gouges to the ice surface. Flood the ice surface as required. Maintain all snow removal equipment in accordance with the Operator's Manuals.
Nighttime Staff - Arena Attendant	Provide a safe and healthy outdoor skating rink facility.	Remove all litter, waste and recycling from areas adjacent to the building and parking lot/parking area. Clear snow if required. Provide assistance to residents/users of the facility. Ensure the safe operation of the facility. Close the facility to the public nightly. Clean the facility nightly to ensure a healthy environment is being provided to the

		patrons. Empty waste and recycling receptacles nightly.
Lead Hand	Ensure outdoor arena staff objectives are being met.	Ensure outdoor area staff have the required equipment, materials, etc. to do the job. Ensure facility and ice surface standards are being maintained. Ensure snow removal equipment is being inspected and maintained in accordance with the Operator's manual. Hold a weekly Tool Box Talk, providing staff with safety education and a platform to address any concerns or have questions answered.

Service Level Interval Chart

Service	Frequency	Description
Inspections – Boarded Ice Surfaces and Adjacent Buildings	Daily During Season	Inspections are to be documented and signed by the inspector. Inspections shall look for obvious health and safety hazards, housekeeping, snow removal requirements (especially at building entrances), ice surface condition, condition of boarded structure and any other building/maintenance concerns. Completed inspections to be forwarded to Foreman.
Inspections – Leisure Ice Surfaces	Once Per Week During the Season	Inspections are to be documented and signed by the inspector. Inspections shall look for obvious health and safety hazards, housekeeping/access, snow removal requirements, ice surface condition and vandalism or other damage.
Clearing of Ice Surface	As Required	Ice surfaces are to be cleared following the deposit of snow. Snow removal at any of the City's outdoor ice surfaces shall not take priority over snow removal at City buildings, City sidewalks or trails.
Flooding of Ice Surface	As Required	Ice surfaces are to be repaired and/or flooded following significant usage in order to maintain a safe and level ice surface.

3.5) Lifecycle Management – When the building and/or facility reaches the end of its lifecycle, consideration for maintenance and repair or total replacement will be considered in accordance with life cycle management and industry best practices.

3.6) Records Management and Program Review:

- a) The City will maintain detailed records of maintenance and service utilizing data gathered from the City's job costing software.
- b) The City will maintain detailed records of building inspections, patron injury reports, first aid records and incident reports.

- c) The City will review annual expenditures, daily/weekly/monthly/seasonal (JOHSC) building inspections, patron injury reports, first aid records and incident reports to review the effectiveness of the program.

4. SUCCESS INDICATORS

- 4.1) All City owned and maintained outdoor ice surfaces and adjacent facilities are being inspected and otherwise maintained in accordance with the City's service level intervals to avoid public injuries and/or complaints.

5. LEGISLATION

- 5.1) The City will adhere to all pertinent legislation while providing service and maintenance to City owned and maintained boarded and leisure ice surfaces
- 5.2) Legislative context to include:
 - a) Alberta Occupational Health & Safety Legislation
 - b) Alberta Traffic Safety Act
 - c) Alberta Environmental Protection and Enhancement Act
 - d) Alberta Wildlife Act
 - e) City of Fort Saskatchewan Snow Removal Bylaw C4-10

6. SUPPORTING DOCUMENTS

- 6.1) The City will adhere to all pertinent supporting documentation while providing service and maintenance to City owned and maintained boarded and leisure ice surfaces.
- 6.2) Supporting document to include:
 - a) Development Agreement (should it include plans for a new outdoor ice surface and/or facility)
 - b) The City of Fort Saskatchewan Engineering Standards
 - c) The City of Fort Saskatchewan Health and Safety Policy
 - d) Outdoor Rinks Maintenance & Repair Policy
 - e) Job Hazard Assessments (JHAs)
 - f) Safe Work Practices and Procedures (SWP&Ps)

7. REFERENCES/LINKS

- Alberta Occupational Health and Safety Act, Regulation and Code - <http://work.alberta.ca/occupational-health-safety/ohs-act-regulation-and-code.html>
- Alberta Traffic Safety Act – <http://www.qp.alberta.ca/documents/Acts/t06.pdf>
- Alberta Environmental Protection and Enhancement Act - <http://www.qp.alberta.ca/documents/acts/e12.pdf>
- Alberta Wildlife Act - <http://www.qp.alberta.ca/documents/Acts/W10.pdf>
- City of Fort Saskatchewan Health and Safety Policy - <http://www.foresask.ca/Home/ShowDocument?id=3673>
- City of Fort Saskatchewan Parkland Bylaw 1952 – <http://www.foresask.ca/city-government/bylaws/parkland>
- City of Fort Saskatchewan Community Standards Bylaw C16-12 - <http://www.foresask.ca/home/showdocument?id=3417>
- City of Fort Saskatchewan Traffic Bylaw C4-09 - <http://www.foresask.ca/home/showdocument?id=3427>
- City of Fort Saskatchewan Snow Removal Bylaw C4-10 - <http://www.foresask.ca/city-government/bylaws/snow-removal>
- City of Fort Saskatchewan's Website <http://www.foresask.ca/residents/recreation/arenas-outdoor-rinks/outdoor-rinks>