

**TOWNSHIP OF BILLINGS**  
**Parks, Recreation & Wellness Committee**  
**AGENDA**

August 30, 2021

Park Centre

1 Opening of Meeting

2 Approval of Agenda

3 Disclosure of Pecuniary Interest

4 Adoption of Minutes

a) June 28<sup>th</sup>, 2021

5 Delegation

6 Council Update

7 Financial Report

8 Old Business

a) Outdoor Rink Updates

a. Fundraising

b. Advertising

c. Work Schedule

9 New Business

a) Outdoor Rink Policy Review

b) Halloween Event

10 Correspondence

11 Information

12 Notices of Motion

13 Closed Session

14 Next Meeting September 27<sup>th</sup>, 2021

15 Adjournment

**TOWNSHIP OF BILLINGS**  
**Parks, Recreation and Wellness Committee**  
**MINUTES**

June 28, 2021

Electronic Meeting

**Present:** Sharon Jackson, Sharon Alkenbrack, Diane Larocque, Deb Flaxman, Tiana Mills (staff), Andrew Preyde, Shannon Smith

**1. Opening**

Motion by Sharon Alkenbrack, seconded by Andrew Preyde  
That the meeting be called to order at 7 p.m. with Chair Jackson presiding.  
Carried

**2. Approval of the Agenda**

Motion by Sharon Alkenbrack, seconded by Andrew Preyde  
That the agenda for the June 28<sup>th</sup>, 2021 meeting be accepted as amended.  
Carried

**3. Declaration of Pecuniary Interest**

None

**4. Adoption of Minutes**

Motion by Andrew Preyde, seconded by Shannon Smith  
That the minutes for the May 25<sup>th</sup>, 2021 meeting be accepted as presented.  
Carried

**5. Delegations**

None

**6. Council Report**

May 27<sup>th</sup>, 2021 – Senior of the Year Nominated, Jim Chambers  
June 1<sup>st</sup>, 2021 – Main Street Construction is well ahead of schedule, SCB open with a waiting list  
June 8<sup>th</sup>, 2021 – By Law Special Council Meeting, continuation is scheduled for June 30, 2021  
June 21<sup>st</sup>, 2021 – RFQ – Call to Artists delayed until spring 2022

**7. Financial Report**

None

**8. Old Business**

**a) Outdoor Rink Update**

Randy Noble to start work on the break wall in the upcoming weeks, construction material must be relocated for him to begin his work  
Work required in the corners by Public Works or Andrew Preyde  
Donations received to date: \$5,325.00.  
Reviewed quote from Permafib out of Quebec for professional boards and installation. Quote is \$53,444.54 (installation included).  
Council approved \$40,000 to be placed in the draft budget for outdoor rink renovations at their March 2<sup>nd</sup> Regular Council Meeting.

Motion by Sharon Jackson, seconded by Andrew Preyde  
That a recommendation be made to Council to allow staff to purchase the professional rink boards from Permafib at a price of \$53,444.54 (includes installation).

Carried

**9. New Business**

**a) Community Engagement Survey Questions**

Committee decided to postpone until winter 2021.

**b) July Newsletter Content**

Rink Fundraising

Upcoming work to the rink, Randy Noble to start work in the upcoming weeks

Add the same list of amenities that are open as posted in the June newsletter

Businesses new and existing are reopening, come check out lower Kagawong!

**10. Correspondence**

None.

**11. Information**

None

**12. Notice of Motion**

Noted above

**13. Closed Session**

None

**14. Next Regular Committee Meeting Monday July 26<sup>th</sup>, 2021**

**15. Adjournment**

Motion by Diane Larocque, seconded by Andrew Preyde

That this meeting be adjourned at 8:01 p.m.

Carried

## Parks, Rec and Wellness Committee Update

August 30<sup>th</sup>, 2021

### Game Board Pieces

- Have arrived, are at the office

### Outdoor Rink

- Fundraising \$\$ Collected to Date: \$5,936.55

Rink Donations		
Company	Contact	Donation
2546796 Ontario Limited		\$100.00
Briscoe Plumbing Services Limited	Lawrence Briscoe	\$500.00
	Barry and Mary Hunter	\$200.00
	William and Diane Baker	\$100.00
Lacroix Construction	Barry Lacroix	\$100.00
Molly Maid		\$200.00
	Robert and Nancy Vaillancourt	\$50.00
2525937 Ontario Limited		\$500.00
Dig and Doug	Doug Clark	\$300.00
	Paul Edwards	\$200.00
	Murray and Elaine Thompson	\$50.00
	John Bockert and Paulette Michener Bockert	\$25.00
Veracity Real Estate Solutions		\$500.00
JPS Solutions Inc.		\$500.00
Veracity Real Estate Solutions		\$500.00
	Ian Anderson	\$100.00
J&C Elite Cleaning Services	Jessica Jurczynski	\$500.00
	July 14 Misc Market Donations Received	\$158.05
	Marilyn Park	\$20.00
	July 21 Misc Market Donations Received	\$189.30
	July 28 Misc Market Donations Received	\$128.00
	Lillian Boyd	\$30.00
	Aug 4 Misc Market Donations Received	\$35.00
Bare Naked Beauty	Louis Couillard	\$500.00
	Aug 18 Misc Market Donations Received	\$301.15
	Aug 25 Misc Market Donations Received	\$150.05

ADVERTISING

ADVERTISING

**\$5,936.55**

- Advertising Money Received from:
  - J&C Elite Cleaning (\$500)
  - Bare Naked Beauty (\$500)

**Andrew to provide detail/flow of service**
- Public Works completed their clean-up at the rink on August 20<sup>th</sup>, 2021
- H&R Noble to start break wall/retaining wall the week of Sept 6<sup>th</sup>, 2021
- Rink boards are built and ready to be delivered. Once Randy has completed his work Tiana will call Permafib to arrange a date to deliver and install the boards (mid-September)
- Phase 2 grant application has been submitted to FedNor for the outdoor rink improvements (site prep, rink boards, cover, player benches/stairs, electrical)

Arthur



**Memo**  
**Township Outdoor Rinks**

Date: February 4, 2021

To: Council/Township Staff/Township Recreation Committee

As a result of my involvement in another municipality that was installing an outdoor skating facility on a municipal property, there was information such as legislative requirements, safety requirements and industry recognized best working practices that were brought to my attention.

After investigating the processes that the Township of Billings has in place in regards to the installation and use of its outdoor skating facility located at the Kagawong Park Centre, I have identified the following issues that need to be addressed.

- 1) A lack of any Township policy that provides oversight into the activities that take place in regards to providing an outdoor skating rink.
- 2) A lack of any safe operating procedures that define PPE required by worker/volunteers, ice preparation and follow-up checks on the ice.
- 3) A lack of basic and specific safety training for all workers/volunteer involved in rink activities.
- 4) The lack of any documentation that would be needed to protect the Townships liabilities in the event an injury.

I understand the importance of providing outdoor recreational opportunities for the residents of Billings Township, especially during the current pandemic, but this does not absolve the Township from having to apply the appropriate protocols for its protection and the protection of the public that will use the facility.

I am not saying that we need to close down the rink, and I am not saying the efforts of the Recreation Committee and the volunteers are not valued or appreciated.

The point that I am putting forward here is that by providing this service to the residents of Billings Township, there are liability requirements that the Township must adhere to.

Regards

Arthur Moran  
H&S Coordinator  
Billings Township



## Billings Township Outdoor Ice Rink Policy

### Purpose

The Township of Billings has been providing an outdoor skating rink to the Township residents for outdoor recreational use.

With a goal of providing a safe outdoor recreational area and because there are legislated requirements, liability risks and responsibilities associated with providing this type of recreational area, there is a need to have training and provisions in place for the protection of the Township, Committee members, Township staff, volunteers as well as the residents who use the rink.

### References

- a) Occupational Health & Safety Act section 25(2)(h).
- b) Occupiers Liability Act sections 3 and 4.
- c) ORFA Winter Outdoor Rink Operation.
- d) Billings Township Health and Safety Policies and Procedures.
- e) Billings Township Safe Operating Procedures.

### Safety Equipment Required

- a) CSA approved helmet.
- b) CSA approved safety cleats.
- c) CSA approved high visibility coat/vest (appropriate for cold weather conditions)
- d) Clothing, boots and gloves appropriate for cold weather conditions.

### Responsibilities

#### Employer

- a) Shall ensure that a committee consisting of a minimum of six persons is organized to oversee the creating, maintaining and monitoring of the ice rink.
- b) Shall ensure that the committee overseeing the ice rink, meet prior to November 15<sup>th</sup> of each year to discuss training, maintenance and other matters regarding the ice rink.
- c) Shall ensure that all staff and volunteers involved in the organization, creating, maintaining and monitoring of a recreational outdoor skating rink are competent and have received the appropriate training to perform their duties.
- d) Shall ensure that Council and Committee members are aware of the responsibilities of all parties involved in the creation, maintaining and monitoring an outdoor rink.
- e) Shall ensure that records of daily checks of the ice quality are provided, completed and kept on file at the Township garage.

- f) Shall ensure that the appropriate signage (see Schedule "A") regarding risk and rink usage rules are posted in highly visible locations.
- g) Shall ensure that tools or equipment used for ice rink maintenance are available.

### **Supervisors**

- a) Shall ensure that Township employees and volunteers performing work at the outdoor rink have received the appropriate training.
- b) Shall ensure that employees and volunteers are using/wearing the appropriate PPE when performing duties at the outdoor skating rink.
- c) Shall ensure that ice rink maintenance performed is recorded on the ice rink maintenance recording form and that the records are kept on file (see schedule "B")
- d) Shall ensure that the appropriate tools and equipment are available for workers and volunteers to perform their work at the ice rink.
- e) Shall perform daily inspections of the ice rink and ice quality checks (if required).
- f) Shall have barricades and signage readily available to close the ice rink if there are conditions that make the ice rink unsafe for use.
- g) Shall ensure that written procedures for ice rink maintenance and duties is provided to all volunteers.
- h) Shall ensure that the volunteers select an individual who will be the contact/liaison with the Township staff and attend meetings regarding the ice rink.
- i) Shall ensure that a list contact information all staff is produced and distributed to all staff and volunteers.
- j) Shall ensure that a maintenance work schedule for staff and volunteers is produced and distributed.

### **Workers/Volunteers**

- a) Shall attend a training safety training session that includes basic new hire training and ice rink maintenance responsibilities.
- b) Shall ensure that appropriate PPE is worn when performing maintenance or ice quality checks of the ice rink.
- c) Shall ensure that ice rink maintenance records are completed whenever ice maintenance is performed.
- d) Shall contact supervisory staff immediately if there are ice rink deficiencies that could cause injury to residents using the rink.
- e) Shall contact supervisory staff or the volunteer liaison if they are not available to perform the daily inspection/maintenance of the ice rink as scheduled.



**Schedule "A"**  
**Ice Rink Safety Signage**

The safety signage posted at the outdoor ice rink shall include the following safety rules:

- a) Use at your own risk. (Could be a stand-alone sign)
- b) All posted rules must be followed by persons who are using the ice rink.
- c) Children who are aged 12 and under are required to have adult supervision.
- d) Children who are aged 12 and under are required to wear a CSA approved helmet while using the ice rink.
- e) The carrying of children on the ice rink is prohibited.
- f) The use of hand held electronic and music devices while on the ice rink is prohibited.
- g) Tag or other games of chase and horseplay on the ice rink is prohibited.
- h) Hockey is not permitted to be played when individuals are on the rink for public skating purposes.
- i) Foul language will not be tolerated.
- j) The use of tobacco, tobacco related products, cannabis or cannabis related products on or around the rink area as identified in Billings Township By-law #.
- k) The consumption of alcohol is prohibited on or around the rink area.



**Billings Township**

**Weekly Ice Inspection Recording Sheet**

Week of: \_\_\_\_\_ to \_\_\_\_\_

Day	Inspected By:	Inspection Results	Action Taken
Mon.			
Tues.			
Wed.			
Thurs.			
Fri.			
Sat.			
Sun.			

**Any maintenance i.e. Snow Removal, Rink Flooding or Patching must be recorded.**

**Ice hazards to look for could include cracks, frost boils, ice chipping, exposed ground, condition of boards.**

## **VOLUNTEER SUPPORTED OUTDOOR ICE RINK POLICY**

### **TOWNSHIP OF BILLINGS**

Approved by Council Oct 1, 2019

#### Introduction

The Township of Billings Volunteer Supported Outdoor Ice Rink Policy was developed in response to community demand for a local ice surface (weather permitting) that would be initiated and maintained by community volunteers. The location of the ice surface is the concrete pad situated about 50 metres north and east of the Park Centre.

#### Getting Started

Prior to November 15<sup>th</sup> and prior to starting work on an ice surface, a volunteer committee (such as the Billings Recreation Committee) will be identified and will have a minimum of six people interested in building and maintaining an ice rink. This group will designate a principal contact person(s) who will liaise with the Township and related departments.

#### Responsibilities

The Township of Billings will provide the following support:

- ✓ Source of water and other utilities
- ✓ A garbage can to be emptied every second week
- ✓ Advice on maintenance as requested or required
- ✓ Post appropriate signage indicating "Recreational rink is unsupervised. Use at own risk."
- ✓ Post any relevant notifications about rink closure or conditions on the Township website

The Volunteer Group shall be responsible for the following:

- ✓ Designating a Volunteer Coordinator who will be the primary liaison with the Township and who will convene and oversee volunteers
- ✓ Attending a meeting and consultation session with relevant Township staff to sign off on and acknowledge roles and responsibilities
- ✓ Ensuring ongoing commitment of at least six adult volunteers who agree to support the rink
- ✓ Arranging for necessary flooding to meet safety standards
- ✓ Completing a log book entry for every maintenance activity including clearing, flooding and inspection of the rink surface
- ✓ Allowing access to all members of the community
- ✓ Call 911 and report to the Township any accident, incident or injury
- ✓ Provide all tools for clearing and maintaining the rink
- ✓ Notify the Township if the volunteer service is unable to continue
- ✓ Provide a list of volunteer names, their mailing, emailing and telephone contact information to the Township