

TOWNSHIP OF BILLINGS
Parks, Recreation & Wellness Committee
AGENDA

September 27, 2021

Electronically

1 Opening of Meeting

2 Approval of Agenda

3 Disclosure of Pecuniary Interest

4 Adoption of Minutes

a) August 30th, 2021

5 Delegation

6 Council Update

7 Financial Report

8 Old Business

a) Outdoor Rink Updates

a. Fundraising

b. Advertising

c. Work Schedule

b) Outdoor Rink Policy Review

c) Halloween Event

9 New Business

a) Flywheel Selection Panel

b) Advertise Vacancy on Committee

10 Correspondence

11 Information

12 Notices of Motion

13 Closed Session

14 Next Meeting: October 25th, 2021

15 Adjournment

TOWNSHIP OF BILLINGS
Parks, Recreation & Wellness Committee
Minutes

August 30, 2021

Park Centre

Present: Sharon Alkenbrack, Sharon Jackson (Chair), Kathy McDonald (staff), Andrew Preyde and Shannon Smith.

Regrets: Deb Flaxman

1. Opening
Motion by Shannon Smith, seconded by Sharon Alkenbrack
THAT the meeting be called to order at 7:09 p.m. with Chair Jackson presiding.
Carried
2. Approval of Agenda
Motion by Andrew Preyde, seconded by Sharon Alkenbrack
THAT the agenda be amended to add under New Business c) Resignation of Diane Larocque.
Carried
3. Disclosure of Pecuniary Interest
None
4. Adoption of Minutes
Motion by Andrew Preyde, seconded by Shannon Smith
THAT the minutes of the June 28th, 2021 meeting be accepted as presented.
Carried
5. Delegation
None
6. Council Update
Sharon Jackson provided the committee with a Council update.
7. Financial Report
Discussed under Old Business – outdoor rink updates.
8. Old Business

Outdoor Rink Updates
 - a. Fundraising
To date \$5,936.55 has been collected in donations/advertising for the rink.
More money is expected to come in.
 - b. Advertising
The township (Tiana) will look after contacting the advertisers for designs and arrange for the purchase of the advertising boards
 - c) Work Schedule

H & R Noble are scheduled to start the week of September 7. The boards are scheduled to be installed September 20, but can possibly be moved up once H & R Noble has finished their work.

9. New Business

a) Outdoor Rink Policy Review

The outdoor rink policy was discussed, comparing the 2019 policy with the new draft policy written by Arthur Moran. The township office will review both policies and have a policy to present to the Committee at the next meeting.

b) Halloween Event

Committee to purchase candy for approximately 100 bags and talk to Martin Connell regarding the possibility of setting up and handing them out with the fire department on Halloween night. Also discussed was possibly purchasing a few decorations to put on the fire hall, if the fire department approves.

c) Diane Larocque's Resignation from Parks Recreation and Wellness Committee

The committee regrets that Diane has resigned. The committee accepts the resignation with regret.

Recommendation to Council

Motion by Andrew Preyde, seconded by Shannon Smith

That Council accepts, with regret, the resignation of Diane Larocque and sends her a letter thanking her for all the work that she has done for the community and requests that the Township advertise for a new committee member.

Carried

10. Correspondence
None

11. Information
None

13. Closed Session
None

14. Next Meeting - September 27th, 2021 7:00 p.m.

15. Adjournment

Motion by Sharon Alkenbrack, seconded by Andrew Preyde

That the Parks, Recreation and Wellness Committee meeting be adjourned at 8:23 p.m.

Carried

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
	Alex Vanderstarren	\$50.00
	Kelly Thibault - High Tea Fundraiser	\$1,115.00
Hideaway Lodge	Al Douglas	\$500.00

ADVERTISING

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ADVERTISING

\$7,601.55



Billings Township Outdoor Ice Rink Policy

Purpose

The Township of Billings Volunteer Supported Outdoor Ice Rink Policy was developed in response to community demand for 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.

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.

Getting Started

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

Responsibilities

Parks Recreation Committee

- 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 15th 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 office.
- 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.

Volunteer Supervisors

- a) Shall ensure that 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.
- k) Shall be the primary liaison with the township.

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.

DRAFT

Schedule "A"

Ice Rink Safety Signage

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

1. Patrons must respect and follow Rules of Conduct at all times.
2. Skaters under the age of 12 must be under the supervision of an adult.
3. All skaters under the age of 16 must wear CSA approved helmets while on the ice surface.
4. Carrying children while on the ice is not permitted at any time.
5. The use of headsets, cell phones or handheld electronic devices is not permitted while skating.
6. Hockey playing and public skating is not allowed to take place at the same time on the rink.
7. No horseplay, tag or other games of chase are permitted.
8. Display good sportsmanship.
9. Foul language will not be tolerated
10. Alcohol, tobacco or drugs are prohibited.

Schedule B
Outdoor Skating Rink
Maintenance and Inspection

Date Inspected by Inspection Results Repairs Required/Action Taken

Date	Inspected by	Inspection Results	Repairs Required/Action Taken

All inspections should be documented including any repairs or maintenance done and maintenance that should be completed. It is recommended that the ice rink be inspected on a daily basis. Maintenance includes snow removal, flooding, patching, checking boards, etc.

HAZARDS FOR OUTDOOR RINKS

All hazards found should be repaired immediately. Rinks should be closed as soon as a hazard is found and remain closed until repairs are completed. Common Hazards include: cracks, frost boils, exposed ground, chopped up ice surface, rink boards-protruding nails or boards

Information for Outdoor Rink Inspections

All inspections should be documented. It is recommended that the ice rink be inspected on a daily basis.

Hazards for Outdoor Rinks

All hazards found should be repaired immediately. Rinks should be closed as soon as a hazard is found and remain closed until repairs are completed.

Common Hazards:

Cracks

Frost Boils

Exposed ground

Chopped up ice surface

Rink boards – protruding nails or boards

Inspections should be documented including any repairs or maintenance done and maintenance that should be completed. Hazards such as cracked ice, frost boils, exposed ground, or chopped ice surface should be repaired immediately and the rink should be posted as closed until the repairs are completed.