

LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
PO Box 148, Port Loring, Ontario P0H 1Y0

Bylaw 2025-01:

The Members of the Local Services Board of Loring, Port Loring and District enact as follows:

A bylaw to:

1. Accept the Community Outdoor Rink's manual and user guide.
2. This bylaw shall become effective upon date of enactment.

Passed at a meeting of the Local Services Board of Loring, Port Loring and District on the 20th day of February 2025.

SIGNING AUTHORITY: *Kaleg Summers*

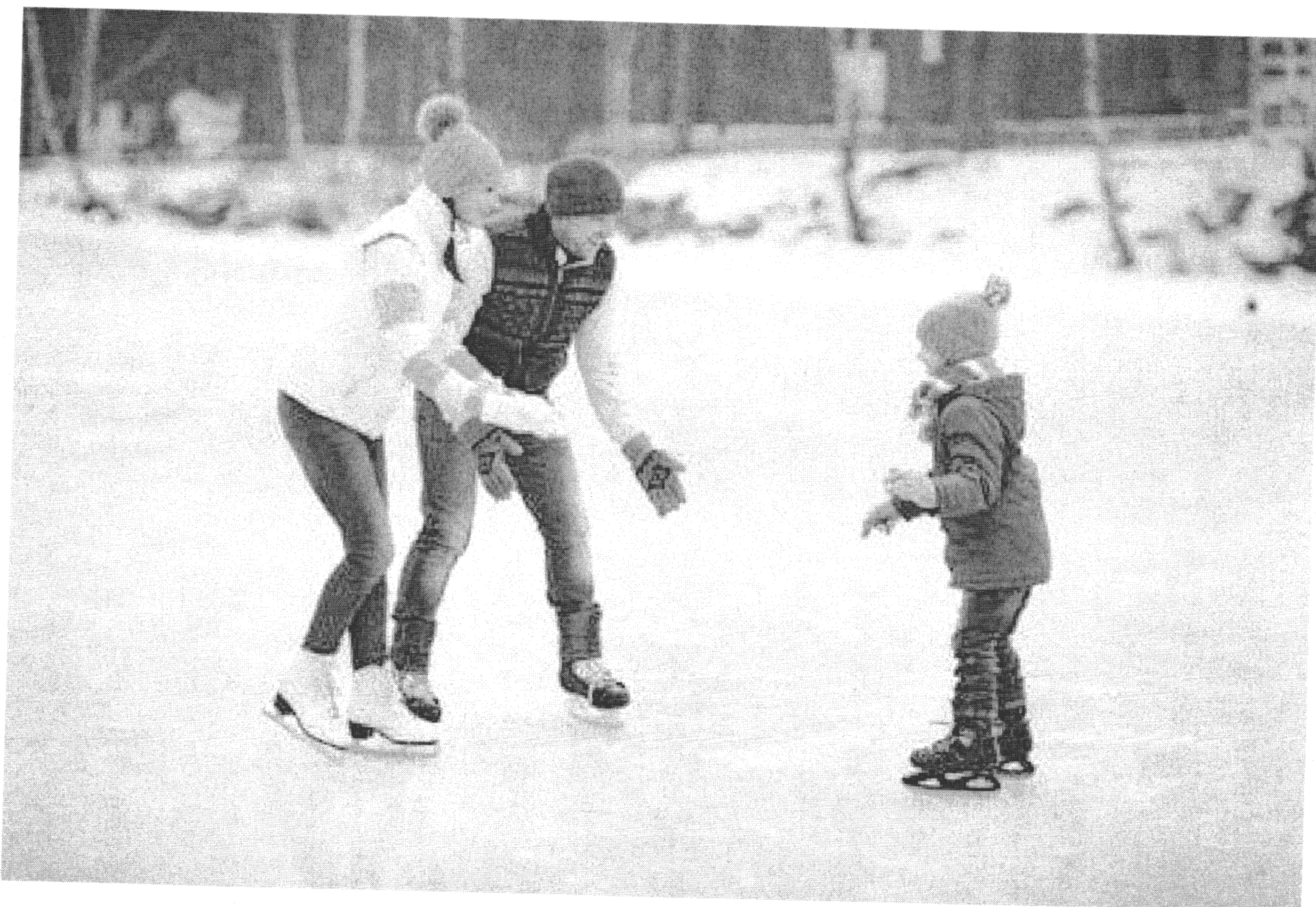
BOARD MEMBER NAME: Kaleg Summers

SECRETARY: *Peggy Whitehead*



Community Outdoor Rink

Manual and User Guide



LORING AND DISTRICT LOCAL SERVICES BOARD
LSB

Email address secretary@loringslb.com

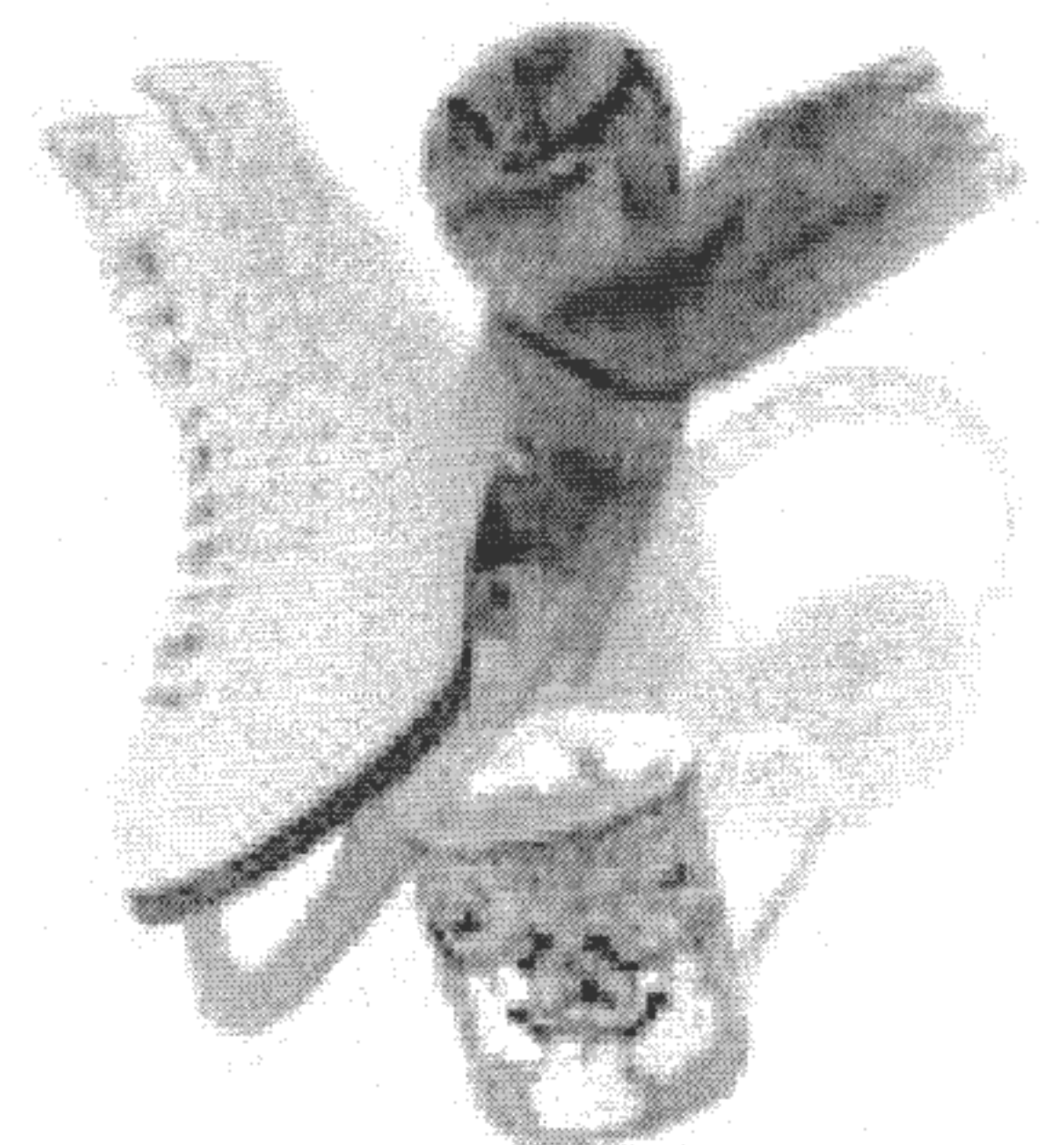
Purpose of this Guide

This guide provides:

1. Instructions and forms for making an application to the LSB to establish a volunteer Committee.
2. Instructions to an approved Volunteer Committee to build and maintain a community outdoor rink, including standard operating guidelines, training, and health and safety standards

Section One: Getting Started

1. Establish a Volunteer Team consisting of a minimum of five adults. Designate a principal contact to be the liaison between the Volunteer committee and the LSB.
2. Schedule time with the LSB board to receive the initial training on how to operate a rink including how to build and maintain ice surface.
3. Review the remainder of the user guide for inspection and log requirements, how to report an incident and other health and safety procedures.
4. The Volunteer Team will be responsible for operating the community outdoor rink, including building and maintaining the rink through the season (i.e. clearing snow and flooding ice surface).



Signage will be posted by the LSB to use the rink at own risk .

Equipment required such as shovel(s), hose(s), and spray nozzle(s) will be provided by the LSB.

Section Two: Standard Operating Guidelines

Ice Building and Maintenance

How to Apply the First Sheet of Ice

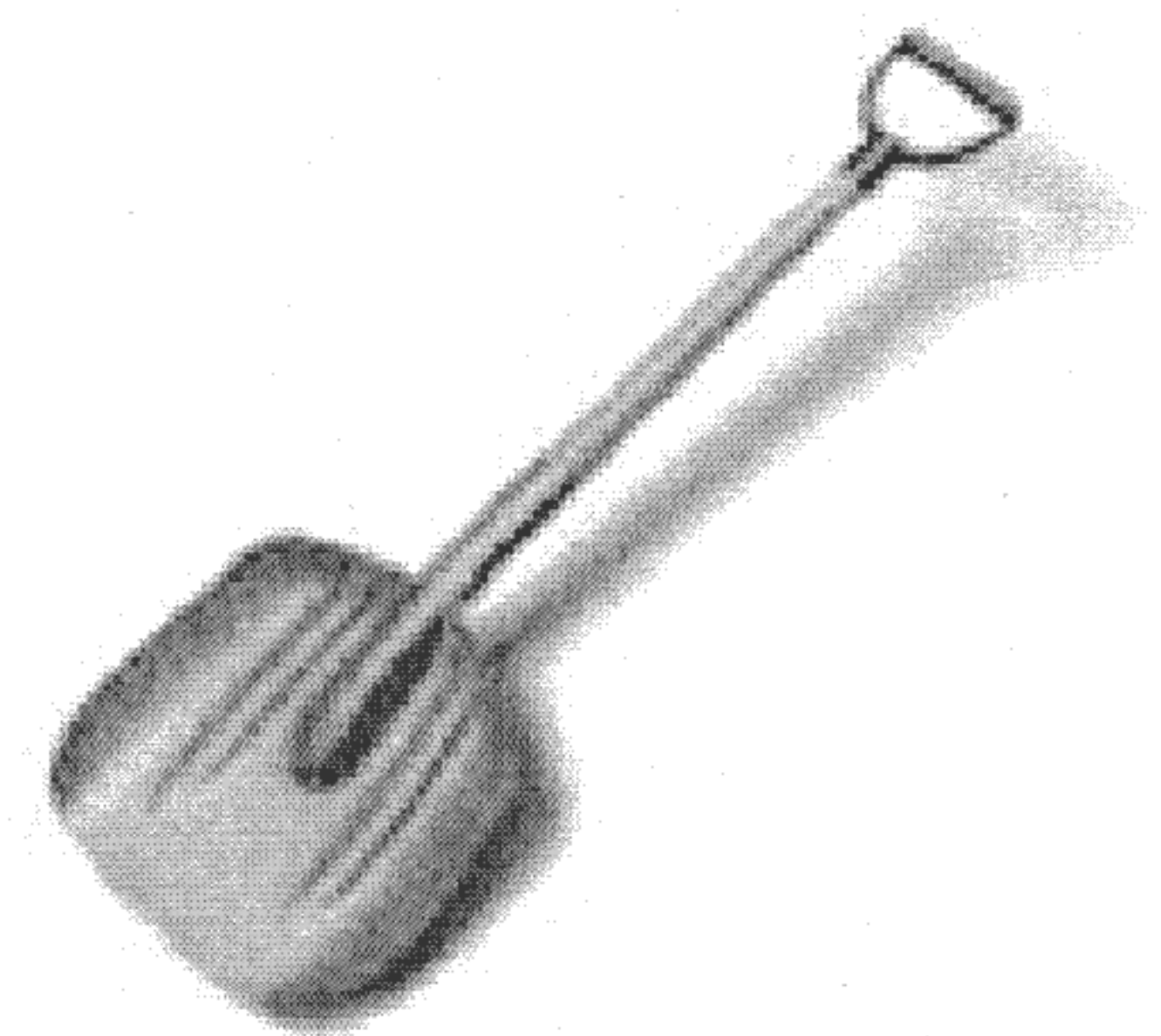
1. Do not begin before there is sufficient frost on the ground, which typically requires 7 to 10 consecutive days of minus 10 degree Celsius or lower.
2. Make sure you are wearing all the proper safety gear needed for this task, including safety boots, safety glasses, gloves, ice cleats and safety helmet.
3. Clear the surface thoroughly of all snow.
4. Initial floods should be applied heavily, allowing water to pool slightly in lower areas.
5. Once these pooled areas have frozen sufficiently, start flooding again. You should be able to walk on pools without cracking or breaking the ice.
6. Water should now be applied evenly to the entire surface, spreading water from side to side, walking backwards away from fresh floods.
7. Allow each flood to sufficiently freeze so that walking on it does not crack or break it.
8. Continue to apply water in light even sheets, until sufficient thickness is achieved. Ensure there are no dark areas where you can still see concrete (surface must be white). Once the area is covered properly with ice, skating will help to smooth out little bumps.

Flooding and Maintaining the Ice Surface

1. Scrape and clean snow, ice chips, flakes and dirt before flooding. The cleaner the ice surface, the smoother the surface when flooding.
2. Pull hose to the far end of the rink, then flood moving backward.
3. Flood as often as possible, ideally when the weather is coldest. Make sure that each layer is frozen before flooding again. The more floods the better, to sustain ice during mild periods.
4. Volunteers may use motorized snow blowers to clear snow from the ice only under extreme conditions after a very heavy snowfall.

Repairing a Crack, Chip, or Hole

If the ice becomes chipped or cracked or develops a hole, follow these repair instructions:



- a. Sweep or clean the hole of snow or ice chips
- b. Prepare a slush mixture (snow and water)
- c. Pack the slush in the hole
- d. Level the slush with a shovel
- e. Sprinkle lightly with water
- f. Protect this area from skaters until frozen



Repairing Shell Ice

Shell ice can occur when an air bubble freezes to the ice surface and appears as a white, thin layer of ice that can be easily broken. To repair the shell ice, break and remove it and follow the instructions for *repairing a crack, chip or hole* above.

Assistance and Advice provided by the LSB

The LSB will provide reasonable assistance and advice on the following:

- a. Problems with nozzles and hoses
- b. Ice maintenance and weekly inspections
- c. Vandalism to ice surface or storage area

Section Three: Rink Rules

Rink Access

1. The Outdoor rink must be made available to all those who wish to use it, during allowable hours.
2. The LSB encourages Volunteer Committee's to post a rink schedule, including opening and closure dates and times.
3. Volunteer Committee members should prevent people from skating on the ice when it is mild in order to preserve the surface. If the ice is unsafe for use, the Volunteer Committee members are responsible to close the rink and notify the LSB of the ice closure, condition and post signage to warn other potential users.
4. Helmets must be worn by all children 10 and under.
5. Only people wearing skates are permitted on the ice surface.
6. Access to a rink may only be denied by the LSB and the Volunteer Committee to an individual or group for conduct that includes, but is not limited to:
 - a. Abuse or harassment of park visitors or volunteers
 - b. Destruction or vandalism of property
 - c. Unsafe practices or behaviour that is in violation of law

Rink Tidiness

1. Volunteer Committee's have a responsibility to keep rink sites clean by picking up garbage and debris as part of their maintenance activities.
2. No smoking, alcohol or foul language is permitted on the ice or in the change room and/or washroom.

Rink Inspections

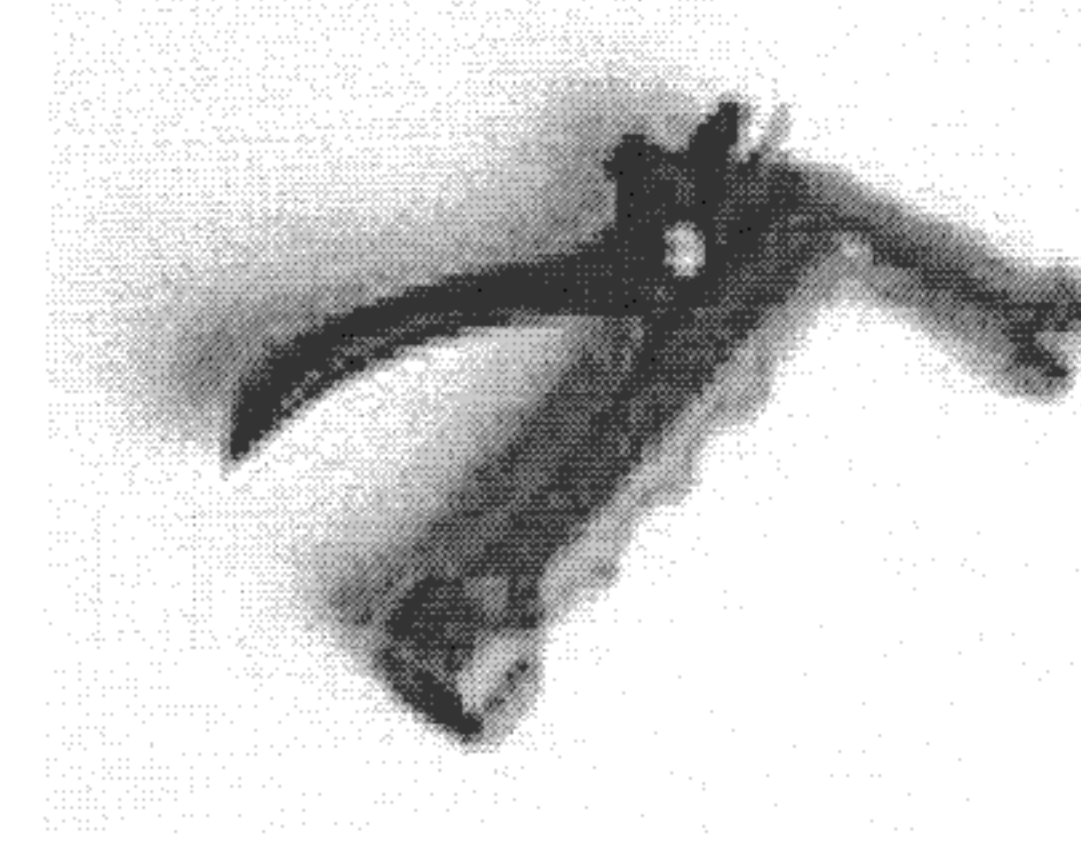
1. Volunteer Committee's will conduct weekly inspections of ice surface and change rooms and washrooms to identify deficiencies, hazards and damages and to ensure site cleanliness and security.
2. Weekly inspection log sheets must be completed and submitted to the LSB.
3. The LSB will conduct inspections to check rink quality and overall tidiness and care.

Section Four: Equipment

Care of Equipment

1. All equipment must be kept in a secure place when not in use. Never leave equipment out overnight. Never allow shovels or brooms to be left lying around.
2. Elevate the hose near the tap and drain excess water from the hose to minimize ice build-up near or in the storage area. While waiting between floods, place the hose in a secure area so not to become a trip hazard. Turn off the water completely when not in use.
3. Keep the storage area tidy at all times.
4. Turn off any lights in the skating or storage area.
5. Do not leave the storage room unattended and lock it at the end of the evening or upon leaving the area.
6. Periodically check all equipment for damages and repair as required.
7. If the rink has been designated for hockey use, the Volunteers must store and secure hockey nets and other related equipment. Don't allow them to be abused and when not in use, they should be removed from the ice surface.

Section Five: Training



Training Checklist

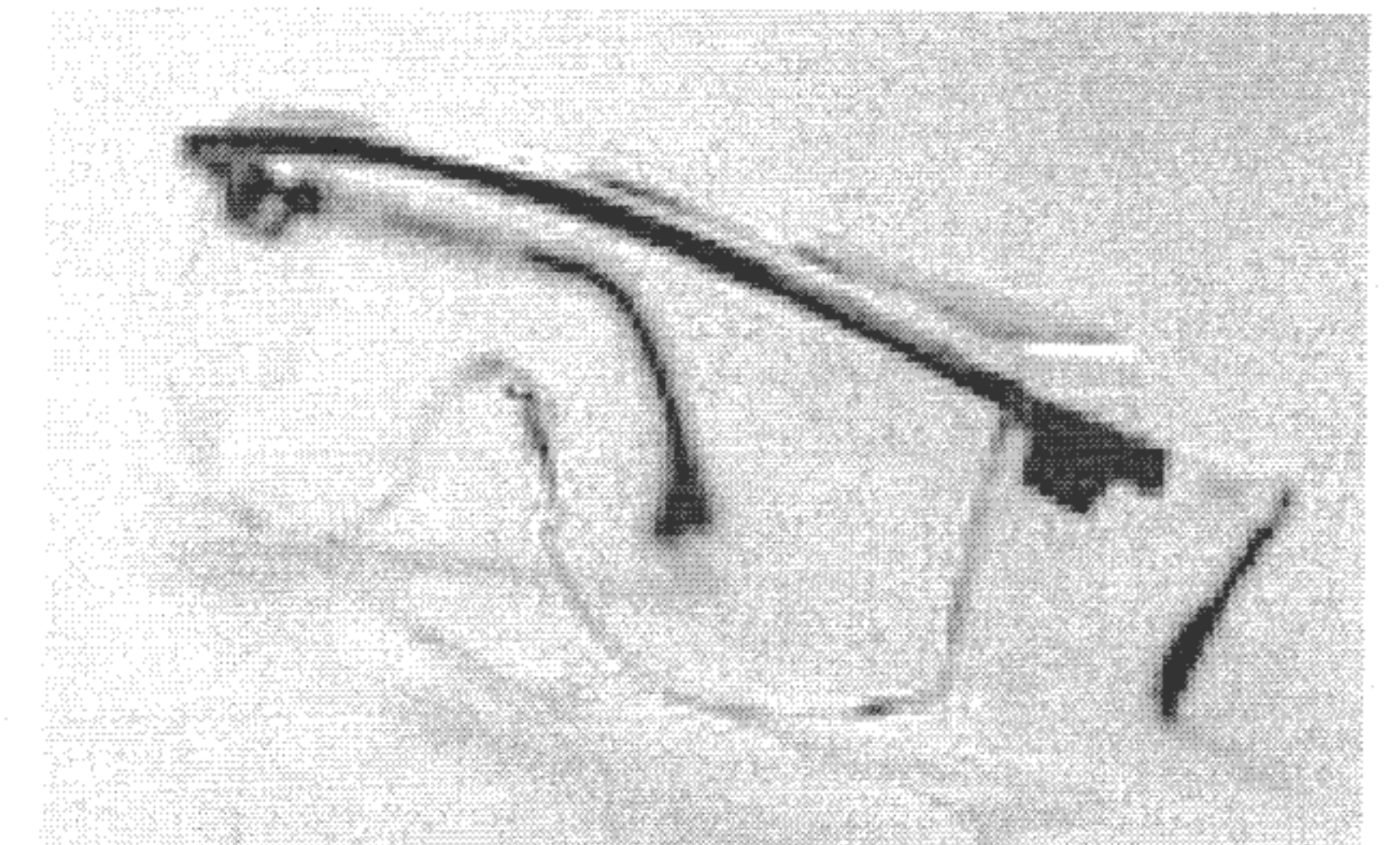
The LSB will provide training to the Volunteer Committee to clearly outline responsibilities of the LSB and the Volunteer Committee and to review forms and instructions in this guide, including:

- a. How to properly build and inspect ice
- b. How to complete weekly inspections
- c. How to report an accident/incident
- d. How to contact the LSB for assistance

Health and Safety Procedures

The primary function of a risk management program is to prevent accidents while providing a safe environment for Volunteers and the general public. Volunteers are required to identify, correct (where possible) and report potential hazards to the LSB. In order to maintain the safety of the public the following is recommended:

- a. The general public should not be on or using the ice while Volunteer Team members are flooding, clearing snow from or repairing the ice.
- b. Volunteers should wear appropriate clothing for winter temperatures, including boots, safety glasses, gloves and safety helmet.
- c. Volunteers should not work alone in the interest of their personal safety. A team of a minimum two volunteers are required when work on the rink is needed.



Working in Cold Temperatures

1. Working under cold conditions can lead to various injuries or health effects, which are collectively known as cold stress. The hazardous effects of cold on the body may include dehydration, numbness, shivering, frostbite, immersion foot (trench foot), and hypothermia. Hazards associated with cold stress are categorized into systemic and local effects. Local effects impact the part of the body where the exposure to cold is the greatest.
2. How to recognize cold stress: Shivering is the body's response to cold stress and serves as a protection mechanism by increasing the rate of metabolism. Be on guard for cold stress if volunteers or members of the public are shivering because it's a good sign of cold stress and possible hypothermia.
3. If cold stress is observed, get to a warm environment, drink warm non-alcoholic liquids and seek medical attention as needed.

Lifting Techniques

Improper lifting techniques can lead to back, leg and arm pain. Poor technique can cause both acute injury, and serious chronic effects. The following lifting techniques will help you avoid these problems:

- a. Size up load. Determine the appropriate weight by tipping the container or lifting one end of the item. If you think the item is too heavy to lift or too difficult to handle, obtain additional help. If help is unavailable, leave the item until help arrives.
- b. Take a good stance. Ensure that you are standing on solid footing, legs shoulder width apart, with one foot further back than the other.
- c. Get a firm grip. Ensure that you have a secure hold on the item. Use your whole hand not your fingertips to grasp the item.
- d. Keep your back straight. If you must bend, bend at the hips. Do not bend your back.
- e. Tuck in your arms and elbows. This gives your arms as much strength as possible.
- f. Use leg muscles to lift. Push with the rear foot as you lift.
- g. Hold the load close to your body. This will help to maintain proper balance.
- h. Do not twist the body. To change direction, shift the foot position and turn the whole body.

Section Six: Accidents and Property Damage

When to Report an Accident

1. Whenever a member of the public or volunteer is injured or hurt.
2. In any situation where there is property damage
3. If you are ever in doubt complete the form.

Submitting an Accident / Incident Form

Complete the form and submit to the LSB or any board member immediately.

Reporting Serious Accidents or Major Property Damage

1. In the case of any serious accident. injury or death call 911
2. Complete and submit the accident/incident form.

Schedule A: Weekly Inspection and Log Sheet

Park Name	Date of Inspection:	Time:	
Weather conditions:	Current temperature:	No. of users:	
Inspected	Acceptable Condition	Poor	Corrective Action Taken
Ice Surface condition			
Signage			
Emergency access			
Notes:			

Inspected by: _____

(print name)

Loring and District Local Services Board

Incident Report Form

Complete this form within 72 hours of an incident on LSB property that resulted in injury to a park user or volunteer.

A. Incident/accident information

Date: _____ Time: _____ Location: _____

Were the police present at the scene?

If yes, name of officer: _____

B. Who is reporting the incident/accident?

Name: _____ Phone number: _____

Department: _____ Extension: _____

C. Did anyone witness the accident?

Name: _____ Phone number: _____

Name: _____ Phone number: _____ Name: _____ Phone number: _____

D. Complete this section if there was a personal injury

Name of person(s) injured: _____ Type of injury: _____

Describe what happened that caused the injury. Provide as much detail as possible:

Was the person(s) given emergency medical attention? Yes No If

yes, by whom?

Describe treatment:

Did an ambulance attend the scene? Yes No Was the person taken to

a hospital or clinic? Yes No

If yes, where was the person taken? By whom?

E. Complete this section if there was damage to LSB property. Describe what happened that caused the property damage. Provide as much detail as possible

THE LORING & DISTRICT LOCAL SERVICES BOARD Volunteer Agreement/Release and Waiver Form

I, _____ (full name) am applying to perform duties for the LORING & DISTRICT LOCAL SERVICES BOARD as a volunteer for a **community outdoor rink** as per the Outdoor Rinks Policy. I **fully understand my responsibilities to maintain the rink during the season and agree to the following:**

- i. That I will not be participating in volunteer activities in the capacity of a LSB employee or independent contractor.
- ii. That I will not receive any remuneration, salary, wage or payment or any employee benefit whatsoever, or be covered by Work Place Safety and Insurance Act.
- iii. That except as authorized, I will not use LSB facilities and equipment or divulge or make any use of confidential information.
- iv. That I will immediately notify the LSB of any incident that involves personal injury or property damage during my volunteer duties.
- v. That either the LSB or myself may terminate my volunteer activities at any time.
- vi. I acknowledge that volunteer activity may involve personal risk of damage or injury. Notwithstanding this acknowledgement, I hereby release the LSB, its Board Members and agents from all claims for damage or injury to myself resulting from my participation as a volunteer.
- vii. I have read and understand the Community Outdoor Rinks Manual and User Guide and Outdoor Rink Policy.
- viii. Allow all members of the community free and unlimited access to the rink during regular operating hours in accordance with policy standards unless otherwise determined by the LSB.

BY SIGNING THIS FORM, I ACKNOWLEDGE HAVING READ, UNDERSTOOD AND AGREED TO THE ABOVE CONDITIONS, RELEASE AND WAIVER, FOR THE VOLUNTEER ROLE THAT I AGREE TO PERFORM FOR THE LORING & DISTRICT LOCAL SERVICES BOARD.

Volunteer Signature _____ Date _____

Witness Signature _____ Date _____

To be signed by parent/guardian if volunteer is under the age of 18 years of age.

Parent/Guardian Signature _____ Date _____