



OFFICE OF THE CLERK

DISTRICT OF PARRY SOUND

56 ONTARIO STREET
PO BOX 533
BURK'S FALLS, ON
P0A 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: clerk@armourtownship.ca

Website: www.armourtownship.ca

OUTDOOR SKATING RINK ICE TECHNICIAN MAINTENANCE 2021/2022 CONTRACT

Business Name: _____

Business Address: _____

Contact Name: _____

Contact Phone No.: _____

This contract is for the duration commencing on January 1, 2022 and ending on March 31, 2022, dependent on weather and conditions. Due to weather uncertainties, the contract may be terminated with two weeks' notice, be extended by two week increments and/or renewed annually upon Council's approval.

The outdoor ice rink is located at the Katrine Community Centre, 6 Brown's Drive.

Required duties are outlined in the attached documents.

Equipment is to be supplied and maintained by the contractor at the contractor's expense.

Water trash pump, hoses and ice flooding accessories are to be supplied by the Township and are to be cared for and maintained by the contractor for the duration of the contract.

Mileage is at the expense of the contractor.

Invoicing is to be submitted to the municipal office on a monthly basis, with all pertinent information on the invoice; business name, business address, HST #, period of work.

Proof of WSIB Independent Operator Status or WSIB Certificate is required **before** work commences.

Follow the Ministry of Health's regulations and recommendations in response to the COVID-19 pandemic.

If service performed does not reflect the integrity of the Township of Armour and is deemed to be unsatisfactory, the Township of Armour reserves the right to cease the continuation of services, thereby rendering this contract to end on the date as set out by the Township of Armour and no further payments will be issued. The Township of Armour also reserves the right to contract a third party to complete the service(s) that is deemed to be unsatisfactory, and deduct such charge from the contractor's monthly invoice.

It is the intent of the Township of Armour that this contract is to reflect a business relationship and that by signing this document you acknowledge your independent contractor status.

Signed

Date



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REQUEST FOR SERVICE

Timing: Outdoor Skating Rink Ice Technician service to be provided as needed from January 2022 to March 2022, dependent on weather conditions.

Submissions: Submissions must be presented on municipal request forms, in sealed envelopes, and will be received by the undersigned until 12:00 p.m. (noon) Thursday, November 18, 2021. Envelopes should be clearly marked "ICE TECHNICIAN".

All responses will be opened at the municipal office on Thursday, November 18, 2021 at 2:00 p.m.

Proof of WSIB certificate and liability insurance is required.

Lowest or any quotation not necessarily accepted.

Pricing Information:

Price of \$_____per month
HST \$_____show HST separate if applicable
Total \$_____

Submitted by:

Company or Individual: _____
Signature: _____
Address: _____
Phone Number: _____
HST Registration # _____

Please provide a list of equipment that will be used to complete the required tasks:

EQUIPMENT	MAKE	MODEL	YEAR

Please state your general maintenance abilities or experience that would be applicable.



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Outdoor Ice Rink

Maintenance Contract Duties

Ice Technician

Recreation and active living enhance overall well-being.

Background and Scope

The information contained within this document outlines administrative and operational procedures regarding the outdoor ice rinks formed and maintained on Municipal property.

Summary of Job Duties

The Ice Operator is required to perform a variety of maintenance duties, including ice maintenance and ensure overall ice quality. Also responsible for cleaning rinks & the surrounding area.

General Responsibilities

- Ice Resurfacing and ensure overall ice quality
- Snow removal on sidewalk and to rink door access
- Shovel and remove all snow from ice rink
- Monitor all equipment and ensure logs are kept up to date & accurate
- Maintain cleanliness of rinks & surrounding area
- Removal of garbage and litter
- Provide own snow removal equipment
- Provide customer service as needed

Qualifications

- Ability to work independently and as part of a team
- Knowledge of rinks & ice rink equipment
- Must be able to lift 50 pounds
- Knowledge and ability to use snowblower
- Ability to work in cold climate
- Excellent communication, team work & time management
- A valid Class G: Ontario Drivers License
- Experience flooding and servicing ice rinks

Municipal Responsibilities:

1. Deputy Clerk or the designate will manage and co-ordinate ongoing contact with the Ice Technician supporting the rink by:
 - i) Receiving, monitoring and filing completed daily log sheets provided by the Ice Technician and alerting appropriate persons in case of concerns (e.g., Roads Department, Clerk's

Office and/or volunteers).

- ii) Acting as point of contact between the Municipality, the Ice Technician and any volunteers in case of concerns or emergencies.
- iii) Providing garbage cans and garbage bags. Providing a Landfill Site Pass for disposal of garbage.
- iv) Providing water pump, hoses and flooding hose attachment tool.
- v) Providing advice on maintenance as required.
- vi) Providing and posting appropriate signage indicating that "Rink is unsupervised. Use at own risk." (Sign to be removed at end of season.)

Responsibilities of Ice Technician

1. Adhere to procedures as established.
2. Ensure ongoing commitment to support the rink.
3. Provide for daily maintenance and flooding of the rink to standards acceptable to the Township.
4. Complete a daily log sheet for each day of rink season and submit these weekly to the Deputy Clerk.
5. Provide reasonable control and clean-up of garbage and litter.
6. Allow access to all members of the community.
7. Snow removal on ice rink, sidewalk and to rink door access(es).
8. Return in good repair all tools/equipment loaned by the Township for support of ice rink.
9. It is important that all persons involved in maintaining, flooding and operating the rink carefully complete the daily log sheets documenting the work performed. The log sheets that are provided to the Deputy Clerk will be kept in municipality's files. This documentation, along with completed, signed accident/incident report forms will be maintained for reference should any injury become the basis of a future law suit.

10. Contractor shall perform all services diligently and in a professional manner, using good quality materials, equipment and workmanship to complete the services in a safe and timely manner which does not unduly interfere with the operation of the property.
11. Contractor shall provide the snow removal equipment, including the snow blower, gasoline, etc for the contract.
12. Contractor shall not engage subcontractors to perform services without the Township of Armour's prior written consent. This is a personal service contract with Contractor, and as such is not assignable by Contractor.
13. If Contractor fails to perform the Services as required by this Agreement or otherwise defaults under this Agreement, the Township of Armour, may, in its sole discretion cancel this contract and seek alternate service arrangements.
14. Mileage is at the expense of the contractor.
15. Monthly invoicing is to be submitted at the end of each month.
16. Contractor will provide own equipment.
17. Municipality will provide the water pump, hoses and attachments for ice rink flooding. This equipment is to be cared for and maintained by the Contractor. A heated facility is required for storage by the Contractor on a daily basis for the duration of the contract.

GENERAL MAINTENANCE JOBS

On occasion, the Clerk, Deputy Clerk or Council may request maintenance be done that is not listed in the required duties. On these occurrences, direction and instruction will be taken from the township office. The hourly rate for these projects is \$21.00 / hr. If additional hourly rates are required, a breakdown of time / hours spent and receipts for expenses of these additional requests must be provided to the Township. ***The municipal property must be kept neat, tidy and clean to reflect the integrity of the Township of Armour.***

Appendices



OUTDOOR SKATING RINK DAILY LOG SHEET

Location	Outside Weather Conditions & Temperature	Time	Day of Week	Yr	Mo	Day
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Daily Average Attendance

Morning Afternoon Evening Daily Total

Inspected	Good (v')	Fair (v')	Poor (v')	Corrective Action Taken	Operator (Please Print Name)
Ice Surface					
Rink Boards/Snow Banks					
Perimeter of Rink					
Storage Area					
Equipment					
Garbage Containers					
Signs					
Fencing					
Parking Lot					
Walkways					
Emergency Vehicle Access					
Security/Vandalism Protection					

Notes:

"Daily" Risk Maintenance Report				
Time	AM	PM	Identify Condition & Corrective Action Taken	Operator (Please Print Name)

Comments: (Describe any extraordinary circumstances and action taken)

ICE BUILDING AND MAINTENANCE INFORMATION:

Rink Size and Orientation

Generally speaking, rinks are traditionally rectangular or square in shape. Rectangular shape allows for a straight away and turning areas at the ends. Suggested ice surface sizes and pleasure skating capacities for outdoor rinks:

Small:	24' x 40' = 960 sq. ft.	allows for 20 skaters
Medium:	32' x 64' = 2048 sq. ft.	allows for 42 skaters
Large:	40' x 80' = 3200 sq. ft.	allows for 65 skaters

(49 sq. ft. allowed per person)

Where practical, the long axis of a rink should run in a north/south direction. This orientation will minimize the number of south facing rink boards (if rink boards are installed), which reflect the sun's rays onto the ice surface.

FLOODING:

Flooding is done only when it is cold enough to freeze. Start at one end of the rink and apply an even spray across the width. Spray a strip 6' - 6 W' wide. Work progressively down the rink until the entire rink has been sprayed. The flooding pattern should allow you to apply water to the complete surface of the rink without overlapping or causing you to walk on freshly watered surface (this might cause slush to build up).

Note: If slush builds up remove it immediately.

The temperature must be below freezing point.
Recommended temperature is between -7° and -17° Celsius.

After the first flood is frozen, continue adding floods until you have a 2" base of ice and the rink is somewhat flat and level. Water seeks its own level. Eventually if sufficient number of floods are applied, the rink will become flat, level and ready for skating.

MAINTAINING A GOOD SKATING SURFACE:

Flood as often as possible. In this area, the time that ice will freeze properly are numbered, so when it does turn cold ... FLOOD, FLOOD, FLOOD. Build up the sheet's thickness so that on mild days the rink can withstand the sun without patches of earth showing through and chunks breaking off the surface.

Caution: Make certain that each flood is frozen solid prior to adding another.

- The ice surface must be scraped clean of all snow, ice chips, flakes and dirt before flooding. A steel scraper is recommended. (Make sure the edge of the scraper is straight.)
- With a broom (use a good, stiff corn broom or stable broom) sweep around

the boards removing snow that the scraper has left behind. This part of the ice is seldom skated on and every precaution must be taken to ensure that it does not build up into a ridge. By sweeping, you are allowing the water to form a good bond with the boards. If you don't sweep, chances of a gap or space between the boards and the ice surface forming is greatly increased.

- It is very important, when removing the snow from the ice surface, not to block the entrance. Throw the snow clear of the entrance.
- Good ice is clean ice, not covered by dirt or litter. This is primarily a participant concern; however, proper supervision will increase awareness and lessen the maintenance frustrations.
- Be aware that many individuals using the rink will be wearing boots or rubbers rather than skates. Restrict the use of salt or sand in areas such as walkways, the equipment storage area, parking lot, etc. otherwise this salt or sand will eventually end up on the rink causing maintenance problems.
- "An Ounce of Prevention" ... Ongoing repairs to cracks and chips in the ice surface is more desirable than attempting to repair damages to the ice surface through flooding alone.

The Steps for Repairing a Crack, Chip or Hole are:

1. Sweep or clean the hole of all snow or ice chips.
 2. Mix a slush mixture of snow and water.
 3. Pack the slush in the hole.
 4. Level off the slush with a shovel, trowel, hockey stick or puck, etc.
 5. (Optional) Sprinkle with a light flood of water.
 6. Keep people from skating on the spot until frozen (see diagram).
- Water Run Off ... Sometimes, due to the nature of the terrain on which the rink is built; the water is continually seeping through the snow, under the boards and "running off". This occurs when there is a marked slope in the ground or where the boards do not sit flush to the earth.
 - Shell Ice ... During your flooding, whether it be on your initial sheet or ongoing throughout the winter, be aware of shell ice. Shell ice occurs when for some reason or another, an air bubble is frozen into the surface. Shell ice is characterized by a white patch of thin brittle ice that is easily broken. When broken, the layer of ice underneath is exposed.

How do you Deal with Shell Ice?

1. Break the surface.
2. Remove the brittle ice completely.
3. Pack solid with a mixture of snow and water.
4. Level with shovel, trowel, hockey stick, etc. and remove excess slush.
5. Avoid stepping or skating on this area until frozen solid (see diagram).

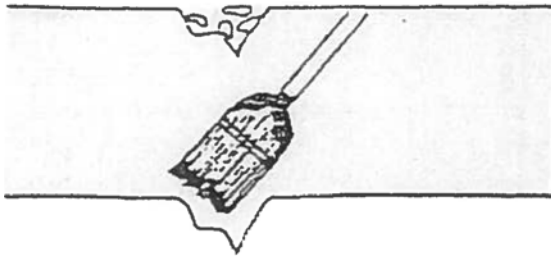
- Don't allow the snow banks to become too high. Periodically lower them by pushing the snow, from the top, farther away from the surface. This will lessen the amount being dragged back onto the surface by participants as well as facilitate easier cleaning.
- During mild spells, boards sometimes come loose. Freeze them into place as soon as possible. This will insure the rink's shape being constant and also reduce the operating cost of replacing boards that disappear.

CARE OF EQUIPMENT:

There is nothing more frustrating than attempting to do a proper job at anything with equipment that is broken, without the proper equipment or with insufficient equipment. This definitely applies to ice rink maintenance. The proper care of equipment will insure that when it is required, it will be available. Consider the following hints or suggestions on proper maintenance:

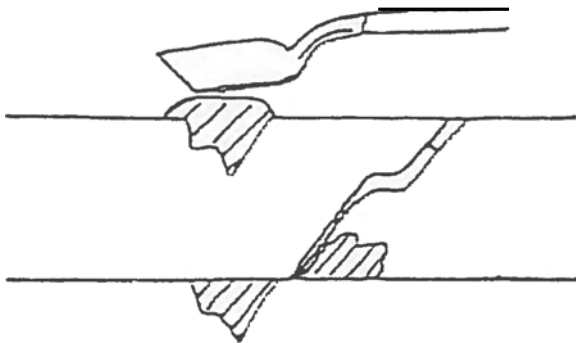
- Never leave any equipment out overnight.
- Every piece of equipment should have a place in the storage room and when not in use should be returned to it.
- Never allow shovels or brooms to be left lying around. By elevating the hose nearest the tap and walking towards the nozzle, any water remaining within the hose will drain. This will minimize excess water or ice build up near or in the storage area.
- Be certain that the water is shut off completely after every use.
- Keep the storage area clean and tidy at all times. Proper care of the storage area and equipment not only increases the life expectancy but is contagious as well. If the participant sees that the rink storage area and equipment are properly cared for, chances are they will also treat it in the same manner.
- Use the containers that are provided for refuse.
- Periodically check all equipment for damages, especially the hockey nets. If caught in time, a minor repair is preferable and less expensive than a major one.

HOW TO REPAIR HOLES, CRACKS, OR SHELL ICE



OH OH

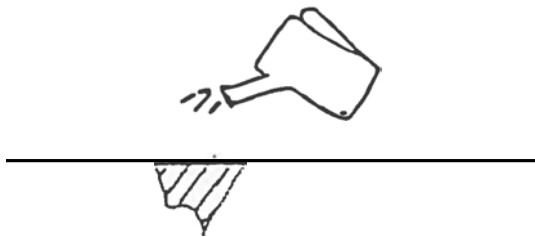
Clean



Pack Slush



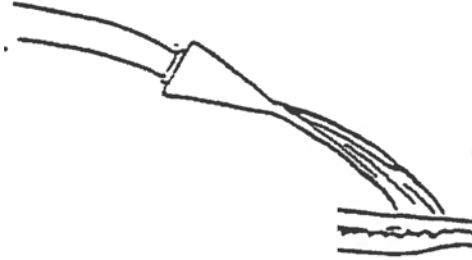
Level



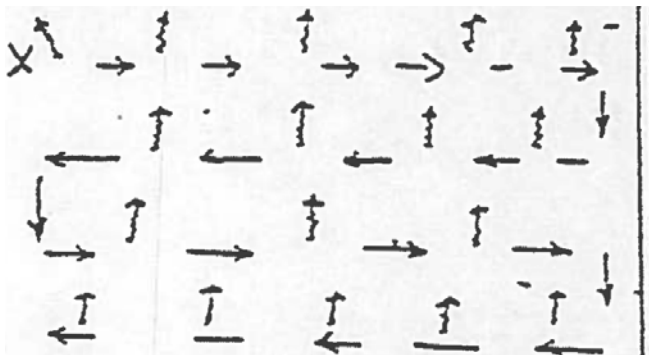
Sprinkle



FLOODING



1. Keep nozzle close to surface
2. Very little water pressure
3. A yard/pass



Water Flow

→ → →
pattern utilized
by individual
flooding

WHAT TO DO IN A CASE OF EMERGENCY OR INCIDENT

If a problem arises during business hours, call the Municipal Office:

705-382-3332

Deal with medical emergencies immediately by calling "911".

If the problem arises during the evening or on weekends, please call the Roads Department number at 705-382-5982. This number is to be used in extreme situations only (e.g. first aid emergencies). If the situation can wait until the next business day, please do so.

In all cases, be prepared to give the following information:

- 1) Your name and phone number.
- 2) The name and location of the municipal site.
- 3) The problems – as you see it.