



OFFICE OF THE CLERK

DISTRICT OF PARRY SOUND

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Outdoor Ice Rink Maintenance Agreement

Ice Technician

Recreation and active living enhance overall well-being.

OUTDOOR ICE RINK OPERATIONS AGREEMENT

Ice Technician (Contractor)

1. Purpose and Scope

This document outlines the administrative, operational, maintenance, and reporting responsibilities for the operation and maintenance of outdoor municipal ice rinks owned by the Township of Armour.

The Ice Technician shall provide seasonal rink maintenance services in a safe, professional, and timely manner to maintain outdoor ice surfaces for public recreational use during the winter season.

2. Contract Term

The seasonal contract period shall generally operate between December 1 and March 31, weather dependent, or as otherwise directed by the Township of Armour.

The Township reserves the right to establish the overall seasonal operating period for the outdoor rink(s). Day-to-day decisions regarding rink openings, closures, and temporary service interruptions due to weather, ice conditions, maintenance requirements, or public safety concerns shall be made by the Ice Technician, who shall notify the Clerk, CAO, or designate of any closures or re-openings as soon as reasonably possible.

3. Summary of Duties

The Ice Technician is responsible for providing all labour, supervision, and routine maintenance necessary for the safe and effective operation of the outdoor ice rink(s), including:

- Ice resurfacing and maintenance of overall ice quality
- Flooding and monitoring rink ice conditions
- Opening and closing the rink based on weather and ice conditions
- Snow removal from the ice surface, sidewalks, entrances, gates, and access areas

- Monitoring and maintaining cleanliness of the rink, change room facilities, and surrounding municipal property
 - Garbage and litter removal
 - Daily inspections and completion of required maintenance logs
 - Providing customer service assistance to the public when required
 - Safe operation and maintenance of contractor-supplied equipment
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4. Qualifications

The Ice Technician shall possess the following qualifications and abilities:

- Ability to work independently and as part of a team
 - Experience flooding and maintaining outdoor ice rinks
 - Knowledge of rink operations and ice maintenance equipment
 - Knowledge of and ability to safely operate snow removal equipment, including snowblowers
 - Ability to work in cold weather conditions
 - Ability to lift up to 50 pounds
 - Strong communication, teamwork, and time management skills
 - Valid Ontario Class G Driver's Licence
 - Ability to comply with all applicable health and safety requirements
-

5. Municipal Responsibilities

The Township of Armour shall:

1. Designate the Clerk, CAO, Deputy Clerk, or designate as the primary municipal contact for rink operations.
2. Assist with coordinating communication between the Ice Technician and the Burk's Falls and District Fire Department regarding the initial seasonal flooding of the rink.
3. Receive, monitor, and file completed maintenance log sheets submitted by the Ice Technician.
4. Coordinate communication between the Township, the Ice Technician, and any volunteers, where applicable.
5. Provide garbage cans and garbage bags for rink operations.
6. Provide a landfill site pass for disposal of rink-related garbage.
7. Provide the following flooding equipment:
 - o Water pump
 - o Hoses
 - o Flooding hose attachment tools
8. Provide operational guidance and maintenance advice, as required.

9. Provide and install appropriate signage, including:
 - o “Rink is unsupervised – Use at your own risk”
 - o Any additional public safety signage deemed necessary by the Township
 10. Communicate rink closures, safety advisories, or operational updates to the public as required.
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6. Responsibilities of the Ice Technician

The Ice Technician shall:

1. Adhere to all procedures, policies, and operational standards established by the Township of Armour.
2. Maintain an ongoing commitment to the safe and effective operation of the rink throughout the season.
3. The initial flooding of the rink at the beginning of each season shall be coordinated by the Ice Technician in consultation with the Burk's Falls and District Fire Department for the delivery of water using the Department's water tanker truck, subject to departmental availability and approval.
4. Perform daily maintenance and flooding of the rink to standards acceptable to the Township.
5. Monitor weather, ice, and site conditions regularly and determine whether the rink is safe to open for public use.
6. Have the authority to temporarily close the rink when weather, ice conditions, maintenance concerns, or public safety issues create unsafe operating conditions.
7. Notify the Clerk, CAO, or designate immediately upon closing the rink due to weather, unsafe ice conditions, maintenance concerns, or public safety issues to ensure the public is informed of the closure.
8. Re-open the rink when conditions are determined to be safe for public use and notify the Clerk, CAO, or designate when the rink has re-opened.
9. Notify the Township as soon as reasonably possible of any extended closures, significant safety concerns, vandalism, equipment failures, or operational issues.
10. Acting as on-site coordinator for Township-authorized repair and maintenance contractors at the rink facility.
11. Remove snow and ice accumulation from:
 - o Ice surfaces
 - o Sidewalks
 - o Entrances
 - o Gates
 - o Rink access areas
 - o Change room facility
12. Maintain the rink, change room facility and surrounding municipal property in a neat, clean, and safe condition.

13. Provide reasonable control, removal, and cleanup of garbage and litter.
 - o Complete daily maintenance log sheets documenting:
 - o Maintenance activities performed
 - o Flooding activities
 - o Ice conditions
 - o Equipment concerns
 - o Safety issues or incidents
 - o Rink closures and re-openings, where applicable
 14. Submit completed maintenance logs weekly to the Deputy Clerk or designate.
 15. Immediately report any accidents, injuries, vandalism, unsafe conditions, equipment failures, or public safety concerns to the Township.
 16. Complete accident or incident reports as required by the Township.
 17. Allow public access to the rink during periods deemed safe for operation.
 18. Return all Township-owned equipment in good working condition at the end of the season, reasonable wear and tear excepted.
 19. Perform all services diligently, professionally, safely, and in a manner that does not unduly interfere with the operation of municipal property.
 20. Provide all contractor-owned equipment necessary to perform services under this agreement, including but not limited to:
 - o Snowblowers
 - o Shovels
 - o Fuel
 - o Hand tools
 - o Personal protective equipment (PPE)
 21. Store Township-owned flooding equipment in a secure heated facility for the duration of the contract period to prevent freezing or damage.
 22. Not subcontract or assign any portion of the services without prior written approval from the Township of Armour.
 23. Be responsible for all mileage and transportation costs associated with the contract.
 24. Submit invoices monthly to the Township for processing.
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7. Service Standards

The Ice Technician shall make reasonable efforts to maintain rink conditions suitable for public recreational skating, weather permitting.

Maintenance standards shall include:

- Timely snow removal following snowfall events
- Routine flooding to maintain smooth ice conditions
- Monitoring weather and ice conditions daily
- Closing the rink when conditions are unsafe
- Prompt notification to the Clerk, CAO, or designate regarding rink closures and re-openings

- Re-opening the rink once safe skating conditions have been restored
- Removal of hazards that may create unsafe skating conditions
- Regular inspection of rink surfaces and access areas

The Township acknowledges that outdoor rink conditions are weather dependent and may fluctuate due to changing environmental conditions.

8. Health and Safety Requirements

The Ice Technician shall comply with all applicable federal and provincial legislation, including the Occupational Health and Safety Act and associated regulations.

The Ice Technician shall:

- Operate all equipment safely and according to manufacturer recommendations
 - Use appropriate personal protective equipment
 - Maintain safe working practices at all times
 - Immediately report hazards, injuries, or unsafe conditions to the Township
-

9. Insurance and WSIB Requirements

The Ice Technician shall maintain, at their own expense:

- Commercial General Liability Insurance with a minimum coverage amount of \$2,000,000 per occurrence; and
- Any required Workplace Safety and Insurance Board (WSIB) coverage or proof of independent operator status.

Proof of insurance and WSIB status shall be provided to the Township.

10. Compensation and Invoicing

Compensation for seasonal rink maintenance services shall be based on the Council-approved quote submitted for the seasonal service contract.

Additional maintenance work requested by the Township that falls outside the normal scope of rink operations may be compensated at a rate approved by Council or otherwise agreed upon in writing.

The Ice Technician shall:

- Submit monthly invoices to the Township
 - Provide supporting documentation for any approved additional work or expenses
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11. General Maintenance Requests

From time to time, the Clerk, CAO, Deputy Clerk, or Council may request additional maintenance work not specifically identified within this agreement.

In such instances, direction and instruction shall be provided by the Township office.

Where reimbursement for additional approved expenses is requested, the Ice Technician shall provide:

- A breakdown of time and hours worked; and
 - Copies of applicable receipts or supporting documentation.
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12. Default and Termination

If the Ice Technician fails to perform the required services or otherwise defaults under this agreement, the Township of Armour may, at its sole discretion:

- Issue written notice identifying deficiencies;
- Require corrective action within a specified timeframe; or
- Terminate the agreement and arrange alternate service provision.

The Township reserves the right to terminate the agreement immediately where public safety, negligence, or significant non-performance concerns exist.

13. Independent Contractor Relationship

The Ice Technician is engaged as an independent contractor and is not an employee, agent, or representative of the Township of Armour.

The Ice Technician shall be solely responsible for:

- Income taxes

- CPP contributions
 - EI obligations
 - WSIB obligations
 - Insurance coverage
 - All other statutory or business-related obligations associated with operating as an independent contractor.
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14. Record Retention

Maintenance logs, inspection records, and accident or incident reports submitted to the Township shall be retained in municipal records in accordance with applicable record retention requirements and may be used for operational, insurance, or legal purposes.

15. General Conditions

The municipal property and rink areas shall be maintained in a neat, tidy, safe, and professional manner that reflects the integrity and standards of the Township of Armour.

The Township reserves the right to inspect rink operations and maintenance activities at any time during the contract period.

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).

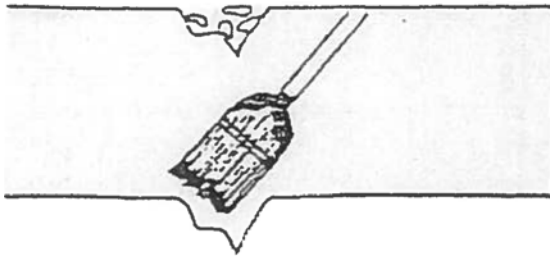
- Don't allow the snow banks to become too high. Periodically lower them by pushing the snow, from the top, farther away from the surface. This will lessen the amount being dragged back onto the surface by participants as well as facilitate easier cleaning.
- During mild spells, boards sometimes come 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:

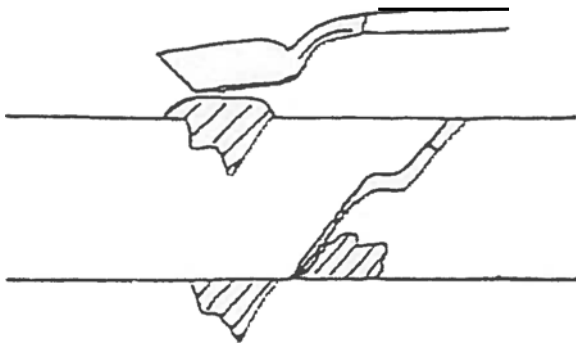
- Never leave any equipment out overnight.
- Every piece of equipment should have a place in the storage room and when not in use should be returned to it.
- Never allow shovels or brooms to be left lying around. By elevating the hose nearest the tap and walking towards the nozzle, any water remaining 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

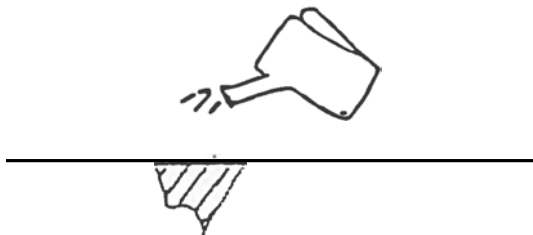
Clean



Pack Slush



Level



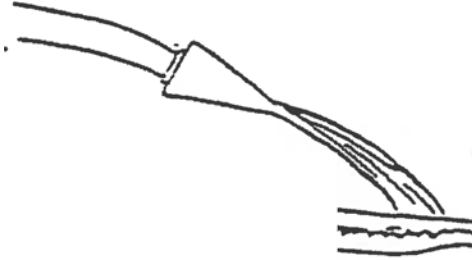
Sprinkle



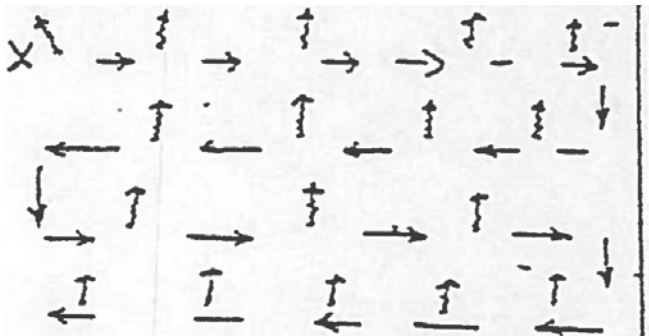
DANGER
THIN ICE

NO Skating

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.



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OUTDOOR SKATING RINK ICE TECHNICIAN MAINTENANCE 2026/2027 CONTRACT

Business Name: _____

Business Address: _____

Contact Name: _____

Contact Phone No.: _____

This contract is for the duration commencing on December 1, 2026 and ending on March 31, 2027, 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.

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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ICE TECHNICIAN QUOTE

Timing: Outdoor Skating Rink Ice Technician service to be provided as needed from December 2026 to March 2027, dependent on weather conditions.

Submissions: Proof of WSIB certificate and liability insurance is required.

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.
