



The Corporation of the Town of LaSalle

To: Members of the Parks, Recreation and Events Committee

Prepared by: Mark Beggs - Manager of Roads and Parks

Mark Masanovich – Manager of Facilities

Department: Public Works

Date of Report: July 24, 2024

Report Number: PW-CR-2024-03

Subject: Multi-Purpose Trail at LaSalle Landing – Operations Plan

Recommendation

That the report of the Manager of Parks and Roads and Manager of Facilities, dated July 24, 2024 (Report Number PW-CR-2024-03) regarding the operations plan for the Multi-Purpose Trail at LaSalle Landing be received.

Report

As part of the LaSalle Landing Waterfront Project, the Multi-Purpose Trail is currently under construction, and the facility is planning to open in the Winter of 2024. The trail will be a refrigerated skating trail, during the winter months, and an active/recreational trail and spray pad in the summer months. The facility will also include a mechanical building to house the refrigeration plant, park maintenance equipment, and will include exterior-facing public washrooms. These facilities will be for Town of LaSalle staff to manage and operate.

The following report will outline many of the key operational items that will be required throughout the skating season at the new Multi-Purpose Trail at LaSalle Landing:

Winter Operations

Opening and Closing Dates

All dates are subject to weather conditions during the season; however, the plan is:

1. Start of refrigeration plant – First week of December annually
2. Opening Day – Third Friday in December annually
3. Closing Day – March 1, or following March Break if weather allows.

Hours of Operation

The skate trail will be open Monday to Sunday, 9 am – 10 pm daily during the season including all holidays.

Staffing

During the winter season, one Town of LaSalle staff member is assigned and available to attend the skate trail, during the open hours. It is anticipated that the staff member will be on-site the majority of the time during busy hours, but not necessarily on-site during slower usage times. This staff will be responsible for:

- Refrigeration system checks
- Ice condition checks
- Ice resurfacing and maintenance
- Site snow removal
- Restroom checks
- Garbage emptying
- General maintenance

The normal operating shifts to cover the Town staffing will be a day shift from 7 am – 3:30 pm and an afternoon shift from 2:30 pm – 11:00 pm. These shifts will be 7 days per week for the season. From time to time, when additional staff are needed to assist, they can be called in for an OT shift. The Parks Department will be covering these shifts, and current staffing levels are sufficient to fill shifts as planned. During extreme weather events, park staff availability may be limited due to possible winter maintenance demands, but administration will do our best to schedule a staff member for the trail in those instances.

In addition, during busier times such as Friday evenings, Saturdays, Sundays, Holiday's, and school PA days, a contracted Security Guard will be hired to assist with crowd control. For refrigeration maintenance and repairs, a maintenance contractor will be used, on an as-needed basis. This is similar to what is currently done at the Vollmer Complex ice plant. Restroom cleaning will be done in conjunction with the Event Centre cleaning by the Towns Janitorial Contractor.

Music and Lighting

- There is lighting and music included as part of the skate trail. The lighting and music will be on during open hours and shut off when closed. Some perimeter lighting will remain on during closed hours for security and safety reasons.
- During maintenance periods, the music will stop, and lighting will likely flash, and an announcement will be made to clear the ice for maintenance.
- In the first winter of operation, there are no plans for Holiday lighting around the skate trail. There maybe an opportunity to install some light stings on the new landscaping items, but will be able to better assess once the facility is built.

Ice Maintenance and Conditions

- Outdoor ice surfaces are not maintained at the same level as indoor facilities. Weather conditions play a critical role in the condition of the ice. Conditions can vary drastically from day to day based on weather conditions.
- Town staff will maintain the ice daily, with resurfacing done multiple times per day. This will vary due to conditions.
- Ice maintenance is estimated to take 15 minutes, once all users have exited the ice
- During periods of snow, removal of the snow must be completed before resurfacing takes place and it is expected that there will be some snow on the ice surface.
- During periods of rain and warm weather, there may be portions of the ice surface that need repair. Closures may be required to make necessary repairs to the ice surface. The length of time to make such repairs will depend on weather conditions.
- For safety and liability purposes, a minimum ice thickness will be maintained. Ice found to be unsafe will result in the trail closing until the ice can be built up to a safe thickness.
- The perimeter of the trail will require snow removal; however, salt cannot be used in any of these areas as it will damage the ice sheet. Only removal of the snow will be completed in these areas, and signage indicating slippery conditions will be placed.

Skate Trail Closures

- From time to time, the skate trail will need to close due to poor or unsafe conditions. When this occurs, signage will be placed at the facility in designated locations, and communication through the Town's website and communications pages will be sent out.
- Town Staff will strive to re-open the facility as quickly as possible by working with the weather and adding additional staffing and shifts where possible to complete necessary work.
- If the ice is lost due to weather, it may take several days of cold temperatures to return it to usable condition

Signage and Rules

- Signage will be clearly visible onsite indicating:
 - Rules
 - Hours of operation
 - Use is at your own risk
 - Slippery conditions exist
 - Unsupervised/no skate patrol

- Summary of rules:
 - Trail is unsupervised, use at your own risk.
 - Ice surface is variable and subject to change. Skate cautiously.
 - Trail is for skating only, only people with skates allowed on the trail.
 - No walking, pets, strollers, toboggans allowed on the trail.
 - CSA approved helmets recommended.
 - No horseplay allowed.
 - No playing hockey or figure skating allowed.
 - The Town is not responsible for any damaged, stolen, or lost items.
 - No food or drink permitted on the ice surface.
 - Children must be accompanied by an adult.
 - No carrying children while on the ice.

Spring, Summer and Fall Operations

When the ice is removed from the skate trail, the area will be utilized as a paved walking trail with gardens and landscaping, a spray pad feature, and washroom facilities.

Restrooms

- Restrooms will continue to be open and maintained daily throughout the year.
- Restrooms will be locked during the night at park closing time.

Spray Pad

- Season runs from May to September annually, similar to the Vollmer splash pad
- Open daily from 9am – 9pm.
- The pad is inspected for safety and maintenance issues daily during the season.
- Spray pad is operated by the users and required a button to be pushed to start the spray cycle.
- The spray pad is unsupervised, and only periodic checks of the area by staff will be completed
- Any repairs or maintenance is done by Town maintenance staff or contractor as needed.

Landscaping and Garden Maintenance

- All landscaping will be maintained by Parks staff.
- The landscaping in this area will be a priority A (highest), which is the same level as the Civic Centre Park area.

Closing

As this is a new facility, there will be a learning curve that comes along with it. Our hope is to be able to operate this facility as efficiently as possible and continue to improve upon our operational plan as needed.

Consultations

NA

Financial Implications

The anticipated annual operating expenses are as follows:

Maintenance Budget (refrigeration, spray pad, misc. repairs)	\$110,000
Ice Installation/Repairs	\$5,000
Washroom Cleaning	\$15,000
On-site Security	\$10,000
Electricity	\$110,000
Total	\$250,000

This annual operating budget will be reallocated from the LaSalle Landing reserve fund build-up starting in 2025.

Prepared By:



Manager, Parks and Roads

Mark Beggs

Manager of Roads and Parks



Mark Masanovich

Manager of Facilities

Link to Strategic Goals

- 1. Enhancing organizational excellence - Yes
- 2. Strengthen the community's engagement with the Town - Not Applicable
- 3. Grow and diversify the local economy - Not Applicable
- 4. Build on our high-quality of life - Yes
- 5. Sustaining strong public services and infrastructure - Yes

Communications

N/A

Report Approval Details

Document Title:	Multi-Purpose Trail at LaSalle Landing – Operations Plan.docx
Attachments:	
Final Approval Date:	Aug 14, 2024

This report and all of its attachments were approved and signed as outlined below:



Manager of Recreation and Culture

Scott Bisson



Director of Culture & Recreation

Patricia Funaro

A handwritten signature in black ink, appearing to read "Joe Milicia". The signature is fluid and cursive, with the first name "Joe" and last name "Milicia" clearly distinguishable.

Chief Administrative Officer

Joe Milicia