

**REGULAR AGENDA – AGENDA 51
CORPORATION OF THE TOWNSHIP OF LAIRD
January 15, 2026, at 6:00 pm
Laird Township Council Chambers**

ADDENDUM

9. e. Memo – G. W. Evoy Memorial Rink Committee Policy

Recommendation: BE IT RESOLVED THAT Council receives the report from the G. W. Evoy Memorial Rink Committee dated January 15, 2026, and approves the amended G. W. Evoy Outdoor Rink Policy, the Rink Caretaker Position Description, and the Caretaker-Attendant Duties and Responsibilities documents, effective upon the date of Council approval.

TOWNSHIP OF LAIRD
MEMORANDUM

Date: January 15, 2026

To: Mayor Evoy and Council

From: Jennifer Errington, Clerk

Subject: G. W. Evoy Memorial Rink Committee

Background/Overview

The G. W. Evoy Memorial Rink Committee met on January 14, 2026, to review the following documents:

- G. W. Evoy Outdoor Rink Policy
- Rink Caretaker Position Description
- Caretaker-Attendant Duties and Responsibilities

The Committee reviewed and discussed all three documents and passed the following motions recommending amendments and Council approval.

R05-26

Moved by: Shawn Evoy

Seconded by: Merril Evoy

BE IT RESOLVED THAT the G. W. Evoy Rink Committee has reviewed and amended the G. W. Evoy Outdoor Rink Policy and hereby submits the revised policy to Council for consideration and approval, effective upon the date of Council approval.

Carried.

R06-26

Moved by: Shawn Evoy

Seconded by: Al Cook

BE IT RESOLVED THAT the G. W. Evoy Rink Committee has reviewed and amended the *Rink Caretaker Position Description (January 14, 2022)* and the *Caretaker-Attendant Duties and Responsibilities* documents and hereby submits the revised documents to Council for consideration and approval, effective upon the date of Council approval.

Carried.

The Committee requests that Council review the recommended changes and formally adopt the revised documents at the January 15, 2026, Council meeting.

Attached are the three documents with tracked changes. New information is shown in red, and items recommended for removal are shown with strikethrough formatting.

RECOMMENDATION

The Committee requests that Council review the recommended changes and formally adopt the revised documents at the January 15, 2026, Council meeting.

Attached are the three documents with tracked changes. New information is shown in red, and items recommended for removal are shown with strikethrough formatting.

Recommended Resolution:

BE IT RESOLVED THAT Council receives the report from the G. W. Evoy Memorial Rink Committee dated January 15, 2026, and approves the amended G. W. Evoy Outdoor Rink Policy, the Rink Caretaker Position Description, and the Caretaker-Attendant Duties and Responsibilities documents, effective upon the date of Council approval.

ATTACHMENTS

- G. W. Evoy Outdoor Rink Policy
- Rink Caretaker Position Description (January 14, 2022)
- Caretaker-Attendant Duties and Responsibilities

G. W. Evoy Outdoor Rink Policy

Welcome to our Bar River Community rink! We're excited to provide this space for everyone to enjoy during this short but wonderful skating season. To ensure the rink is safe and enjoyable for all, we kindly ask everyone to follow these guidelines:

General Usage

- The rink is open to **all activities**, including skating and hockey.
- We encourage **sharing the space** and being considerate of others. If the rink is busy, please take turns and make room for skaters and hockey players alike.
- Younger children and beginner skaters may need extra space and time – let's support and encourage them!

Safety First

- All skaters and players should wear appropriate equipment for their activity (e.g., helmets, gloves).
- Please **keep the rink free of obstacles** such as personal items, sticks, or pucks when not in use.
- Avoid aggressive play, including body checking, to prevent injuries.
- **No alcohol or drugs are permitted on the rink premises.**

Respect and Language

- This is a **family-friendly space – no profanity** or disrespectful behaviour will be tolerated.
- Please show kindness, patience, and respect to everyone using the rink.

Fair Play Guidelines

- When both skaters and hockey players are present, we encourage alternating usage or sharing the rink:
 - Example #1: Hockey – 30 minutes of play, followed by 15 minutes of skating.
 - Example #2: Hockey players use half the ice; skaters use the other half.

Rink Hours

- ~~Open 10 AM to 10 PM daily; Sunday closes at dark.~~
- **Open Monday through Sunday evenings from 7 p.m. to 10 p.m. Open Saturday & Sunday afternoons from 1 p.m. to 4 p.m. (holidays included)**
- Expect maintenance crew to clean & resurface the ice between 5 p.m. and 7 p.m. Please give them space and stay off the ice while the Zamboni is in use.
- Please leave the rink promptly at closing time to allow maintenance crews to prepare for the next day.

Approval

This policy is approved by Laird Council motion #_____

TOWNSHIP OF LAIRD

POSITION DESCRIPTION

POSITION: Rink Caretaker

RESPONSIBLE TO: Clerk Administrator/Deputy Treasurer Roads Superintendent

SUMMARY OF FUNCTION:

The Rink Caretaker has the responsibility for the maintenance of the rink including conditioning the surface and operating the Zamboni. The Rink Caretaker works collaboratively with the Rink Committee Chair.

ORGANIZATIONAL RESPONSIBILITIES:

COMPETENCY 1: Maintaining the rink

Demonstrated and Evidenced By:

- Appropriately flooding the rink surface
- Cleaning the ice using the zamboni
- Line painting and snow shoveling **of the rink**
- **Removal of snow from the walkways, stairs, and ramps of the Bar River Hall and the Rink**
- **Minor repairs to the building and zamboni**
- Cleaning bathrooms, mopping floors
- Maintaining inventory of supplies
- **Monitoring citizens using the ice**
- **Collecting rental fees**
- Performing other duties as assigned

Outcome:

1. Work is performed in a safe, and efficient manner.
2. The ice surface is properly maintained.

Competency 2: Promotes and ensures a safe workplace environment

Demonstrated and Evidenced By:

- Maintaining knowledge of and complying with the provisions of the Occupational Health and Safety Act and regulations including ensuring no violations of bullying, harassment or violence
- Maintaining knowledge of and complying with all workplace health and safety policies, programs and practices
- Reporting immediately any contravention of the Occupational Health and Safety Act, including any allegations of workplace bullying, harassment or violence or any workplace hazard, the absence or defect of any protective device of which the employee is aware, which may endanger self or others to the Clerk Administrator/Deputy Treasurer

Outcomes:

1. A safe and healthy workplace environment is achieved and maintained.
2. Workplace injuries are minimized.

Competency 3:

Facilitates effective communication and relationships with all residents, Council and all stakeholders

Demonstrated and Evidenced By:

- Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion
- Preparing for and actively participating in meetings and leading meetings as appropriate
- Listening attentively to others
- Communicating and relating to others in a professional, respectful manner

Outcomes:

1. Effective relationships are established and maintained with all employees in the organization.
2. The Township's profile and reputation continually improve.

Competency 4:

Exhibits ethical and moral conduct.

Demonstrated and Evidenced By:

- Manifesting superior personal integrity
- Demonstrating respect for all people
- Treating all people with dignity
- Adhering to confidentiality
- Demonstrating high standards of ethical behaviour

Outcomes:

1. Behaviour exemplifies and is consistent with the Code of Conduct of the Township.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and EXPERIENCE:

- Minimum education is completion of Grade 10
- Minimum one-month related experience required
- Ability to work independently and collaboratively as a member of a team
- Excellent organizational, time management, communications and interpersonal skills

LANGUAGE SKILLS:

- Ability to read and interpret documents such as instructions and Material Safety Data Sheets and any other health and safety information

REASONING ABILITY:

- Ability to apply good sense and understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to exercise sound judgement, reasoning and analytical skills

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing essential functions
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Working alone in the performance regular daily functions that are completed independent of others and through interaction with others
- Pressures to meet deadlines and schedules

ESSENTIAL DUTIES:

- Manual dexterity – use of machinery/vehicles specific to job including zamboni, shovel, and ability to undertake a highly manual labour job with reaching, bending, stooping, stretching

Approved by Clerk Administrator/Deputy Treasurer:

Date: _____

Developed: 21 April 2019

Revised: 14 Jan 2022

Revised: 15 Jan 2026

TOWNSHIP OF LAIRD
G. W. EVOY RINK CARETAKER/ATTENDANT
Update ~~November, 2019~~ January 15, 2026

Duties and Responsibilities

1. The rink is to be setup/established by volunteers with the assistance of the caretaker/attendant.
2. The caretaker/attendant position commences when rink is being established. This will serve as training for the position.
3. The caretaker/attendant is to help establish the rink, maintain rink surface, keep property clean and tidy and supervise activities at the site.
4. The caretaker/attendant may be required to work a total of 2-4 hrs per day, up to seven days a week. Work on Statutory Holidays is at the discretion of the committee chair. **Additional hours may be required based on weather conditions, and any work beyond the regular schedule must be authorized by the committee chair. Any work required in addition to these times is to be authorized by the committee chair.**
5. The following are official hours of operation for the G. W. Evoy Memorial Rink (holidays included):
 - Monday through **Sunday** evenings: 7:00 p.m. to 10:00 p.m.
 - Saturday & Sunday afternoons: 1:00 p.m. to 4:00 p.m. (holidays included)

Caretaker is responsible for the ice being cleaned prior to opening.

Caretaker is also responsible for closing the rink and flooding after the rink is closed at 10 p.m.

6. The caretaker/attendant or committee chair must inform the township office of the rink opening to the public.
7. The caretaker/attendant or committee chair are to report any issues experienced at the site to the municipal office.
8. The caretaker/attendant or committee chair must report any rink closures to the municipal office.
9. The caretaker/attendant's timesheets are to be approved by the committee chair and are to be handed in every two weeks. A pay period shall commence on a Sunday and end two weeks later on a Saturday, for a

biweekly pay period. Time sheets shall be turned in to the administrative office no later than Tuesday at 5 p.m. after completion of a pay period. Payment will be available the following Friday after 9 a.m. Should the cheque be processed earlier, it may be picked up upon notification.

10. Workplace Inspection Reports must be handed in at the end of each month that the rink is in operation.

I, _____ have read and understand the above-noted duties and responsibilities.

(Signature)

(Dated)

(Name)

Municipal Office
Phone: (705) 248-2395

Committee Chair – Gage Evoy
Phone: (705) 541-3717