

G.W. Evoy Memorial Rink Committee

Special Meeting Agenda

Wednesday, January 14, 2026 at 6:00 p.m.

G. W. Evoy Memorial Rink, 14 Lapish Road

1. Call to Order

2. Approval of Agenda

Recommendation: BE IT RESOLVED THAT the G. W. Evoy Rink Committee hereby approves the January 15, 2026, agenda as presented.

3. Declaration of Conflict of Interest

4. Adoption of Minutes of Previous Meeting

a. G. W. Evoy Rink Committee Minutes – November 20, 2021 P. 3 - 4

Recommendation: BE IT RESOLVED THAT the G. W. Evoy Rink Committee approves the meeting minutes of November 20, 2021.

5. Unfinished Business

N/A

6. New Business

a. Review of Past Operations

- Overview of how the rink has operated historically
- Lessons learned and past successes/challenges

b. G. W. Evoy Outdoor Rink Policy – January 19, 2025 P. 5

- Discuss Policy: Was this approved by the committee? It was posted on the Facebook Page on January 19, 2025; there is no record of this being approved by Council. The hours contradict the historic hours, which are advertised on the Township website.

c. Rink Maintenance

- Current condition of rink and equipment
- Scheduled maintenance and responsibilities
- Plans for upcoming maintenance

d. Caretaker Student Oversight

- Determine who is responsible for supervising the caretaker student
- Review Rink Caretaker Position Description, 14 Jan 2022 P. 6 - 8
- Review Caretaker-Attendant Duties P. 9 - 10

- Snow removal of Bar River Hall – formally add to Rink Caretaker responsibilities.

e. Rink Closure Procedure

- Review current rink closure protocol. Do we have rink closure signs?

f. Registered Concern – Information Form – January 5, 2026 P. 11

- Discuss the complaint and prepare a formal response.

g. Rink Hours

- Review current operating hours
- Consider any proposed changes

h. Staff Training

- Discuss training requirements for caretaker, volunteers, and staff

i. Canteen Operations

- Review canteen operations and staffing
- Hours of operation? How does the public know when the canteen is open?

j. Budget

- Any budget requests beyond operational costs?

7. Adjournment

Recommendation: BE IT RESOLVED THAT the G. W. Evoy Rink Committee shall now adjourn and will meet again in September 2026 or at the call of the chair.

G.W. EVOY RINK COMMITTEE MEETING MINUTES

Date : November 20, 2021

Members in Attendance:

Suzanne Evoy Al Cook
Merril Evoy Darin Evoy
Shawn Evoy

Agenda:

1. A brief discussion was held regarding the status of the safety equipment at the rink. The smoke alarm is functional, the first aid kit needs to be replaced and the yearly fire extinguisher inspection needs to be done and recorded.
2. Selection of caretaker. It was agreed by the committee that Teegan Lapiush would be put forward as the committee recommended caretaker for this year.
3. Status of the septic system. It was discussed that septic pump is damaged and is in need of repair. A quote was received by Hucksons but requires the tank to be pumped.
4. Doors and windows. A number of doors and windows are damaged but are to be repaired under the grant work award.
5. Status of keys. It was verified that all rink committee members have keys for the rink shack as well Elaine Evoy and Marlene Paquette also have keys.
6. Status of rink boards. New rink boards have been erected and braced. A new footing will be required at the Zamboni door to ensure that it is not damaged by the Zamboni.
7. Status of pumps and hoses. The pump was recently replaced and is in good working order. The hoses are in terrible shape and are in need of replacement.
8. Status of kitchen and appliances. Everything is in good working order.

Action:

Shawn to purchase new first Aid kit. Shawn to speak with Township staff regarding fire extinguishers.

Recreation to approve.

Merril to contact Karhi to pump the tank and Hucksons once this is done.

Merril.

N/A

Merril to provide a quote for extra work. This cost to be completed under the turnbuckle/bracing allowance in the grant budget.

Shawn to contact fire services to see if they can donate hoses.

N/A

9. Off season rentals. It was suggested that once the internal repairs and grant work are complete, we add pictures to the Township website to encourage off-season rentals.	N/A
10. Tender work review. The committee reviewed the completed tender work and remaining grant work and had the following suggestions.	
A) Netting posts appear to have been provided with incorrect clamps.	Shawn to contact supplier.
B) That a footing be poured to protect the Zamboni door frame.	
C) That the deck be extended under the east overhang to facilitate outside skate changing should Covid continue.	Merril to provide quote. Merril to provide quote.
D) That the guy wire on the first light post be replaced with a second pole on the south side of the parking.	Al to source pole and installation.
E) That the sign design be completed and purchased for installation under the grant.	Darin to provide design for review.
F) That a new fountain be purchased for installation under the grant.	Merril to purchase.
G) That an air dryer be installed in the washroom under the grant.	Merril to purchase.
H) That a new toilet be installed under the grant.	
I) A brochure for playground equipment will be circulated to the Rink committee for review and selection of equipment.	Merril to provide quote. Merril to provide quote. Shawn to circulate brochure
Most items have minor cost implications or have already been included in the grant budget.	Shawn to review costs and provide recommendation to Recreation and Township for approval prior to proceeding. The perceived conflict of interest requires that this work be approved at a higher level.
11. Approved land use required from the Church to use the area between the parking area and the river for placement of a community playground.	Al to review with Church committee and advise.
12. The road department is to clean up the topsoil at the end of the parking and install "A" gravel.	Dave Pollari
13. Budget review. The committee reviewed the current status of budget expenditures and found no anomalies. Extension of paving will be requested in the next budget for capital expenditures.	N/A
14. Canteen – It was agreed that the canteen should remain closed due to the current high level of Covid cases and the record keeping requirements for premises that serve food. This will be revisited at a later date and after advice from APH.	N/A

These minutes prepared by Shawn Evoy
Please review and advise of any errors and omissions.

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.

Respect and Language

- This is a **family-friendly space** – **no profanity** or disrespectful behavior 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 for skating.
 - Example# 2: Hockey players to use half the ice; skaters use the other half.

Rink Hours

- Open 10 AM to 10 PM daily; Sunday closes at dark.
- Expect maintenance crew to clean & resurface the ice between 5 PM and 7 PM. 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.

TOWNSHIP OF LAIRD

POSITION DESCRIPTION

POSITION: Rink Caretaker

RESPONSIBLE TO: Clerk Administrator/Deputy Treasurer

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
- 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

TOWNSHIP OF LAIRD
G. W. EVOY RINK CARETAKER/ATTENDANT
Update November, 2019

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. 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:
Monday through Saturday Evenings 7 p.m. to 10 p.m.
Saturday & Sunday Afternoons 1 p.m. to 4 p.m. (holidays included).
Caretaker is responsible for the ice being cleaned prior to opening.
Caretaker is also responsible for closing of the rink and flooding after the rink is closed at 10pm.
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 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 into 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, Kian Lemieux have read and understand the above noted duties and responsibilities.

(Signature)

(Dated)

(Name)

Municipal Office Contact Phone Number: 705-248-2395

From: [REDACTED]
Sent: January 5, 2026 3:47 PM
To: clerk@lairdtownship.ca
Subject: Registered Concern- Information Form

Flag Status: Flagged

Name: [REDACTED]
Address: [REDACTED]
Reason for Concern: Bar River Rink

Good Afternoon, I wanted to share/ request information, rather than a "complaint". This year we are told the Bar River Rink hours will be Monday- Saturday from 7pm-10pm. I am not alone in concerns regarding when families with younger children will get a chance to use the rink if it is not open during weekend afternoons as it has been in the past. Normally, teens/young adults are there playing hockey from 7pm-10. Most of those nights include people having an alcoholic beverage or two- which isnt exactly a good environment for the younger kids or families. I am asking for these hours to be reconsidered to keep the rink accessible to a larger demographic. My second concern is as a parent to the current staff member who is expected to maintain the rink- I think very clear concise training should be provided every single year to the student that is hired in this position. This should most likely be provided by a staff or committee member who has experience dealing propane, the zamboni and is aware of health and safety rules. This position is normally filled by students and they may not have experience in these areas or need a refresher. It should be made clear to that staff member that they will be required to work stat holidays in advance. That being said, I feel very fortunate to have this facility in our community and woll continue to assist the kids with maintaining it in any way they need. I figured there may be some gaps that just havent been brought forward. Thank you for your time.

[REDACTED]