



Brentwood Hall Board Agenda

December 02, 2025

06:00 PM

**Brentwood Community
Centre**

This meeting is being held in-person at the Brentwood Community Centre, 9926 County Road 10, New Lowell, Ontario, with members of the Brentwood Hall Board, staff and the public in attendance.

All information including opinions, presentations, reports, documentation, etc. that are provided at a public or open meeting are considered a public record.

Land Acknowledgement

I would like to begin our meeting by recognizing the First Nations, Metis and Inuit peoples of Canada as traditional stewards and caretakers of the land. We acknowledge that Clearview Township is located within the boundaries of Treaty 18, the traditional lands of the Anishinaabeg, Haudenosaunee, Tionontati, Wendat, and is the home of many First Nations, Metis, and Inuit peoples as part of an intricate nationhood that reaches across Turtle Island. At this time of truth and reconciliation, we welcome the opportunity to work together towards new understandings and new relationships and ask for guidance in all we do.

1. Approval of Agenda

Recommendation:

Be It Resolved that the Brentwood Hall Board hereby approve the meeting Agenda dated December 2, 2025, as presented.

2. Declaration of Interest

3. Approval of Previous Minutes

Recommendation:

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Be It Resolved that the Brentwood Hall Board hereby approve the meeting minutes dated September 25, 2025, as presented.

4. Executive Reports

4.1 Chair Report

Recommendation:

Be It Resolved that the Brentwood Hall Board hereby receive the verbal Chair Report for information.

4.2 Treasurer Report

Recommendation:

Be It Resolved that the Brentwood Hall Board hereby receive the verbal Financial Report for information.

4.3 Booking Agent Report

Recommendation:

Be It Resolved that the Brentwood Hall Board hereby receive the verbal Rental Report for information.

5. Business Arising from the Minutes

6. New Business

6.1 2026 Goals

7. Next Meeting

7.1 2026 Meeting Schedule

8. Adjournment

Recommendation:

Be It Resolved that the Brentwood Hall Board meeting hereby be adjourned at _____ p.m.

The Brentwood Hall Board met at the Brentwood Hall on September 25, 2025 at 6:00 p.m.

Those in attendance were:

Members: Robert Thomas
Melanie Walters
Len Verstraten
Anita Blakely
Helena Hayward

Regrets: Chris Vanderkruys
Councillor Beelen

Staff: Legislative Coordinator – Records Management, Emma Coleman

Anita Blakely chaired the meeting and began by reading the Land Acknowledgement.

1. Approval of Agenda

Resolution:

Moved by Robert Thomas, Seconded by Melanie Walters. Be It Resolved that the Brentwood Hall Board hereby approve the agenda dated September 25, 2025, as presented. Motion Carried.

2. Declarations of Interest

None.

3. Approval of Previous Minutes

Resolution:

Moved by Melanie Walters, Seconded by Len Verstraten. Be It Resolved that the Brentwood Hall Board hereby approve the meeting minutes dated July 9, 2025 as presented. Motion Carried.

4. Executive Reports

4.1 Chair Report

In Chris Vanderkruys' absence, he provided Anita Blakely with a brief report. Anita shared that they had 49 attendees at their Small Halls event. She stated that it is hard to justify holding large events when they are not making a profit. They are hoping to be able to renovate soon. The Board event planned for October 18th has been cancelled and they are hosting a stop for the Amazing Race Clearview event on October 25th. Melanie and Anita volunteered to attend.

Resolution:

Moved by Robert Thomas, Seconded by Melanie Walters. Be It Resolved that the Brentwood Hall Board hereby receive the Chair Report for information. Motion Carried.

4.2 Treasurer Report

Anita Blakely shared that the Board's account balance is \$43,929.46 and should increase when they receive their ticket sales from Small Halls.

Resolution:

Moved by Melanie Walters, Seconded by Len Verstraten. Be It Resolved that the Brentwood Hall Board hereby receive the Financial Report for information. Motion Carried.

4.3 Booking Agent Report

Chris Vanderkruys provided Anita Blakely with a review of upcoming rentals. On top of having dog training on Tuesdays and yoga on Thursdays, the Horticultural Society meets once a month at the Hall. The Hall has a few private rentals in the coming months.

Resolution:

Moved by Melanie Walters, Seconded by Len Verstraten. Be It Resolved that the Brentwood Hall Board hereby receive the Rental Report for information. Motion Carried.

5. Business Arising from the Minutes**5.1 Small Halls Murder Mystery Event**

The Board discussed the success of their Murder Mystery Event. They received good feedback about the event. The troop who performed the murder mystery decided to donate their time to the Board, which was much appreciated. The Board did discuss that their kitchen is very small and that made it very difficult to plate and serve the food. They are also hoping to sell the whiskey barrels they purchased for the event.

6. New Business**6.1 Alcohol Risk Management Policy Update**

Amanda Murray, Manager of Parks and Recreation, attended the Board meeting to discuss the Municipal Alcohol Risk Management Policy. She provided an overview of changes to the policy and stated that the Board should ensure themselves and any renters are following the policy. The Board members were able to ask questions.

6.2 Rental Contract

Emma Coleman, Legislative Coordinator – Records Management, discussed a standardized booking contract. The Board will consider updating their booking contract to include update to the Municipal Alcohol Policy and standardized terms.

7. Next Meeting

November 27, 2025 at 6:00 p.m.

8. Adjournment

Resolution:

Moved by Robert Thomas, Seconded by Melanie Walters. Be It Resolved that the Brentwood Hall Board meeting hereby be adjourned at 6:36 p.m. Motion Carried.

Christopher Vanderkruys, Chair

Emma Coleman, Legislative Coordinator – Records Management

Board & Committee Meeting Minutes are not a Final Document of the Corporation until adopted by the Board/Committee.