



## **Brentwood Community Centre Municipal Service Board Minutes**

November 24, 2021

7:00 p.m.

[Webinar](#)

**Members Present:** Chris Vanderkruys, Councillor John Lamers, Melanie Walters, Len Verstraten, and Janine McNabb.

**Members Absent:**

**Staff Present:** Cayla Reimer, Committee Coordinator.

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### **1. Welcome**

Interim Chair, Christopher Vanderkruys called the meeting to order at 7:04 p.m.

### **2. Approval of [Agenda](#)**

The Board discussed adding 7.3 Indigenous Land Acknowledgement, 7.4 Financial reporting, 7.5 Election of Board Officers, 7.5 Kitchen Inspection, and 7.6 Winter Nights and Winter Lights.

#### **Resolution:**

Moved by Melanie Walters, seconded by Councillor John Lamers, Be It Resolved that the Brentwood Hall Board hereby approve the Agenda dated November 24, 2021 as amended.

Motion Carried.

### **3. Declaration of Disqualifying Interest**

No disqualifying interests were declared.

### **4. Approval of [Minutes](#) – October 27, 2021**

#### **Resolution:**

Moved by Melanie Walters, seconded by Len Verstraten, Be It Resolved that the Brentwood Hall Board hereby approve the Meeting Minutes dated October 27, 2021 as presented.

Motion Carried.

### **5. Rental Updates**

Chris provided information on the upcoming rentals and suggested the Board continue to monitor covid updates regarding guidelines and protocols.

The Board briefly discussed the transfer of responsibilities to better understand where the onus falls.

### **6. Business Arising from the Minutes**

### **7. New Business**

#### **7.1 Covid-19 Update**

The Board received communication from the Recreation Department (attached) outlining and updating current recommended covid measures and procedures.

## 7.2 COVID-19 Events – Transfer of Responsibility

The Board received and reviewed communication from the Community Culture and Tourism Coordinator (attached) outlining the ability for Hall Boards to delegate some covid-19 responsibilities to the renter.

## 7.3 Indigenous Land Acknowledgement Educational Training

Interim Chair, Chris Vanderkruys provided information on the upcoming Land Acknowledgement Educational Session that will be provided to Council and Senior Staff. The session will be recorded and available for viewing at the Clearview YouTube Channel.

## 7.4 Financial Reporting

The Board discussed the need to have a Board member appointed as a treasurer in the new year. The Board requested a copy of the approved 2021 budget as many of the Board members are new this year.

## 7.5 Election of Offices

The Board discussed hosting an AGM at January's meeting which will host the Election of various Board Positions.

## 7.6 Kitchen Inspection update

Chris informed the Board that the Kitchen inspection took place. The Hall has received the certificate which has been posted in the window.

## 7.7 Winter Nights and Winter Lights

The Holiday décor has been installed at the Hall. The Board discussed having the décor switched each year and have asked Councillor Lamers to request the recreation department consider the idea.

## 7.8 Yard Maintenance

Councillor Lamers informed the Board that the trees have been cleaned up and suggests requesting the yard to be compacted in the spring when the recreation department begins maintenance of the baseball diamonds, as many ruts have been made in the soft field.

## **8. Next Meeting** – AGM January 19, 2022 7:00p.m.

## **9. Adjournment**

### **Resolution:**

With no further business to discuss the Brentwood Hall Board meeting adjourned at 7:23 p.m.

Motion Carried.

Date Minutes Approved: January 19, 2022.

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Christopher Vanderkruys, Interim Chair

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Cayla Reimer, Committee Coordinator

## Cayla Reimer

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**From:** Amanda Murray  
**Sent:** October 29, 2021 11:28 AM  
**To:** Deborah Lee; Bill Keith; Chris Vanderkruys (Personal Email); gordon kemp (theartfarmca@yahoo.ca); hewitt.e (hewitt.e@gmail.com); Jason Whyte; Jenn Jansen; Karen Cubitt hotmail; Kelvin Phillips (kfphillips@rogers.com); Linda Coulter (rlcolt69@gmail.com); Marianne Buie (mariannebuie72@gmail.com)  
**Cc:** Terry Vachon; Cayla Reimer; Lily White  
**Subject:** COVID19 Updates: Capacity Limits & Updated Responsible Persons

Hello Hall boards:

This is an important email as there are major changes to the Halls/Township operations. Please do hesitate to reach out with specific questions. Once again, thank you so much for your ongoing support and commitment to creating safe events and venues.

### **Proof of Vaccination & Indoor Capacity Limits**

As most of you are aware, this week, Ontario has removed the capacity limits where proof of vaccination (POV) is required. This will include a wide range of settings, such as the Small Halls, which will be able to operate at 100% capacity and also the 2m/6ft physical distancing limits are removed. Although the Provincial government has provided 2 scenarios for POV (1. Require patrons to show proof of vaccination in order to lift all indoor capacity and physical distancing requirements in their settings OR 2. Not require patrons to show proof of vaccination and continue to operate with their current indoor Step 3 capacity and physical distancing limits), it is **Township policy that POV is required.**

Therefore, we can recommend that 100% capacity be permitted and the physical distancing requirement between patrons and the 2m distancing requirement be removed.

The following information is referenced from the [Ont. Reg 364/20](#).

### **As of October 25th, 2021**

Removing capacity limits where proof of vaccination is required, this includes:

- Restaurants and bars;
- Sports and recreational fitness facilities; waterparks, and physical fitness training;
- Casinos, bingo halls, and other gaming establishments; and
- Meeting and indoor event spaces

Other settings will be permitted to remove capacity limits if they require (I.e., opt-in to) proof of vaccination, including but not limited to:

- Locations where a wedding, funeral, or religious service or rite or ceremony takes place
- Personal care services (e.g., barber shops, salons, body art)
- Indoor areas of museums, galleries, aquariums, zoos, science centres, landmarks, historic sites, botanical gardens and similar attractions (indoor only)
- Indoor areas or amusement parks
- Indoor areas of fairs, rural exhibitions, festivals
- Indoor tour and guide services
- Boat tours
- Indoor areas of marinas and boating clubs
- Indoor clubhouses at outdoor recreational amenities
- Open house events provided by real estate agencies

### **Outdoor Event Capacity**

As of 9AM on October 29, the Ontario Reg has not been updated based on the provincial announcement made on October 28 ([see CTV news](#)). I am anticipating updated COVID guidelines and will share next week.

### **Responsible Person Designation**

CAO John Ferguson has provided the following update which will mean that a Hall Board Member does not need to be on-site for the duration of any events or rentals. This issue was identified by the Duntroon Hall due to a lack of availability by board members to attend each event and therefore, subsequently, unable to monitor appropriate COVID19 protocols. A legal opinion has been received and we are sharing this information to all Halls.

You can coordinate Covid-19 protocol obligations with the ultimate user and require the user to confirm that it has person(s) assigned to apply, monitor and report on Covid-19 protocols.

Requirements to use a municipal facility operating under a community board can include these obligations that would be imposed on the users and user groups, including Covid-19.

To be clear this obligation would be part of (and requirement of use of the facility. If they do not agree to adhere to the obligations, then they can not use the facility. Therefore, a Board Member must be present. This also could be monitored/enforced by by-law personnel, including on a "check-off" basis, as necessary.

The Parks, Culture & Recreation Dept will be creating an addendum to your user agreement which must be included as a secondary document with your existing rental contract. This new fillable form will be provided by November 2, 2021.



- Availability of hand sanitizers upon entering a municipal owned facility;
- Covid-19 screening questionnaire (worsening cough, runny nose, soar throat, loss of smell or taste, etc.);
- contact tracing list - which includes keeping a record of names and contact phone number for each group. This record/list must show the date, name and contact phone number and a copy to be provided to the municipality (Clearview Township) for up to the expiry of the quarantine period (14 days) following the event – to then be destroyed/deleted. To confirm, the municipality should only keep and protect information for the intended purpose of its use. Once the use is no longer required (for contact tracing if necessary) the information should no longer be retained;
- interior wearing of masks at all times (except when seated to eat a meal or drink, socially distant or through a divider);
- Proof of vaccination upon entry;
- Sanitizing touch surfaces.

As noted, the user can be advised that a by-law enforcement officers may drop in on events. If Covid-19 protocols are not being adhere to, then the officer may impose a fine. The fine would be the responsibility of the user or user group. This must be communicated to the user or user group and they must accept this responsibility and obligation to use the facility.

If your board agrees to caring out these requirements and impose the obligations mention above, then you can transfer that event obligation to the user or user group. You can also continue to have a Board Member on-site. It is entirely your choice as Hall Boards.

Thank you again and feel free to reach out! We are here to help. Cheers, Amanda

**Amanda Murray, MHK**

**Community Culture & Tourism Coordinator**

**Stayner Community Centre**

Township of Clearview

OFFICE: 705-428-6013 ext. 504

CELL: (705) 888-4732

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[www.discoverclearview.ca](http://www.discoverclearview.ca)

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**\*\*We're here to help ... and we're awesome!!\*\***

**In response to the COVID-19 pandemic, Clearview Township has implemented strategies to ensure we stay connected safely. Please exercise Physical Distancing & follow Health Guidelines. Face Coverings are required in all indoor public spaces. The Township will continue to offer services in person, but appointments are strongly recommended. Please contact staff by phone (705) 428 - 6230 or email. We appreciate your patience and understanding.**



**CLEARVIEW**

**Clearview Township**

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217 Gideon St.  
Stayner, Ontario L0M 1S0

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Good afternoon Hall Boards:

This email is to provide the new “**Transferring Responsibility Declaration**” form which must be IN ADDITION TO your existing rental agreements.

As mentioned last week, Clearview Township received a legal opinion on the definition of Responsible Person which will now allow the Hall Board to transfer responsibility of COVID19 regulations to the “ultimate user”. The Ultimate User is by definition, the primary person that will be responsible for the event or rental at your Hall. By completing and signing this form, they understand that all COVID19 protocols are their responsibility to follow and should an enforcement officer (ie: bylaw officer, public health inspector or provincial inspector) attend their event or gathering, they will be solely responsible for the outcome, which may include fines.

This form was made to be generic so that it would not need to be changed for every event. Therefore, exemptions and exceptions apply. As Hall Boards, you have to explain to the Ultimate User what exemptions or exception need to be considered for the type of event/rental that you are permitting.

Transferring Responsibility is optional. A Hall Board can continue to have their own Board Member or contracted person act on behalf of the Township. You can also select on a case by case basis what rentals you would like to transfer responsibility.

The Booking Agent must keep a copy of the Transferring Responsibility Declaration along with any another rental forms.

Please review the Transferring Responsibility Declaration and if you have any questions, don’t hesitate to reach out. On behalf of the Parks, Culture & Recreation Department, we would like to thank you for your commitment to providing safe recreation facilities! We’re all in this together.

Cheers, Amanda

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**Community Culture & Tourism Coordinator**  
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<[mariannebuie72@gmail.com](mailto:mariannebuie72@gmail.com)>

Cc: Terry Vachon <[tvachon@clearview.ca](mailto:tvachon@clearview.ca)>; Cayla Reimer <[creimer@clearview.ca](mailto:creimer@clearview.ca)>; Lily White <[smallhallsinfo@clearview.ca](mailto:smallhallsinfo@clearview.ca)>

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## Transferring Responsibility Declaration

I, \_\_\_\_\_ am the ultimate user and confirm that I have been assigned to apply, monitor and report on Covid-19 protocols for the rental occurring on Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_.

To be clear this obligation would be part of and a requirement of use of the facility. Failure to adhere to the obligations, will mean that the ultimate user cannot rent the facility. Covid-19 protocols are monitored and enforced by municipal by-law personnel, Public Health Inspectors or other provincial enforcement officers.

The following is a list of obligations that the I, the ultimate user, agrees to:

- Ensuring the availability of hand sanitizers upon entering the facility;
- Covid-19 active screening as required and self-screening upon entry as applicable;
- Using the Contact Tracing Form (paper copy or QR code) to track the date, full name, phone number and confirm that screening has happened. *This information must be kept by the premises for at least one month. This log will only be disclosed to the Medical Officer of Health, Public Health Nurse or Public Health Inspector upon request.*
- Wearing a mask or face covering is required while indoors or when physical distancing is not possible, exceptions apply;
- Proof of vaccination upon entry, exemptions apply;
- Frequent sanitizing of touch surfaces and following the cleaning and disinfection for public settings requirements.
- Anyone with Covid-19 symptoms should stay home, seek medical attention and self-isolate. Entry into the facility is refused.

In addition to the above general protocols, the ultimate user must ensure that all local and provincial health regulations are followed.

**Helpful resources:**

Simcoe Muskoka District Health Unit

<https://www.simcoemuskokahealth.org/Topics/COVID-19>

Province of Ontario [www.ontario.ca/covid](http://www.ontario.ca/covid)

As noted, the ultimate user is advised that enforcement officers may drop in on events and gatherings. If Covid-19 protocols are not being adhere to, then the officer may impose a fine. The fine would be the responsibility of the user or user group. You must accept this responsibility and obligation to use the facility.

Date:  
Phone Number:

Print Name:  
Signature: