



The Duntroon Hall Board

Minutes

November 23, 2021

7:00 p.m.

[Webinar](#)

Members Present: Gordon Kemp (Chair), Mary Armstrong (Treasurer), Councillor Doug McKechnie, David Culham, Mark Fisher, Monica Scott, Ron Genoe, Jim Campbell, Suzanne Wesetvik, and Roz St. Clair (7:45).

Members Absent: Nicole Scott, Wally Skomra, Ian McGregor, and Kimberly Schneider.

Staff Present: Cayla Reimer, Committee Coordinator.

1. Welcome

Chair, Gordon Kemp called the meeting to order at 7:04 p.m.

2. Approval of [Agenda](#)

Resolution:

Moved by David Culham, seconded by Mary Armstrong, Be It Resolved that The Duntroon Hall Board hereby approve the Agenda dated November 23, 2021 as presented.

Motion Carried.

3. Disclosure of Disqualifying Interest

Mary Armstrong declared a pecuniary interest in item 6. *Financial Report* as she requested reimbursement.

4. Approval of Minutes – October 26, 2021

The Board discussed updating the financial report to correct “save” to “cost \$10 more a month”.

Resolution:

Moved by Mary Armstrong, seconded by Ron Genoe, Be It Resolved that The Duntroon Hall Board hereby approve the Meeting Minutes dated October 26, 2021 as amended.

Motion Carried.

5. Business arising from the Minutes

5.1 Washroom Update

David Culham informed the Board that the material is ready and available and would like to get in before or after the rental on Saturday November 27, 2021.

5.2 Covid-19 Update

The Board received communication from the Community Culture and Tourism Coordinator regarding proof of vaccination (attached).

5.3 Solar Panel Update

Gord provided a brief update on the solar panel repairs and the tree limbs will be removed when the ground is more solid to prevent tearing up the lawn.

5.4 Giffen Commemoration

A letter has been sent to the family on behalf of the Board.

6. Financial Report

Treasurer Mary Armstrong provided a brief verbal update including a bank balance of \$38,093 as of November 23, 2021.

Mary informed the Board that she has not yet heard back from Township Treasurer regarding donations and gifts in kind receipts.

Resolution:

Moved by Suzanne seconded by David Culham, be it resolved that the Duntroon Hall Board hereby approve repayment to Mary Armstrong in the amount of \$100 for payment of the fireplace.

Motion Carried.

7. Events & Booking Update

Booking Agent, Monica Scott informed the Board that there are a lot of birthday and Christmas parties, buck and does in March, April, and three in May. There are a couple kitchen rentals as well.

Coffee filters are required for the BUNN coffee maker, Monica will further investigate.

Monica informed the Board that Nicole has prepared a rental agreement package and will circulate for review.

Gord provided information on his conversation with Loco Empanadas as they removed their equipment as the rental has come to a finish. Suzanne informed the Board that there were some leftover items from the renter and has placed the items in the storage room should he come back to collect.

8. Facility Review

Dave informed the Board that he has fixed the thermostat.

The Board discussed having Loco Empanadas fix and paint the areas where the electrical outlets were removed.

Mary contacted the County regarding the garbage bins, she had left a message and informed the Board that the county was at her residence and informed her that the Hall bins were not yet on their pick-up list. The Board discussed options to have them picked up sooner.

David informed the Board that he will add some LED holiday lights to the Hall display and are pleased with the stars that have been added to the property. The Board discussed moving the picnic tables for the winter.

David informed the Board that he and Ron are working to secure an installer for the furnace. David will have the door to the bowling alley fixed.

The Board discussed cleaning the facility and purging of old and/or unused items (office panels, fridges, etc.).

The bowling equipment requires a tune up as a few issues have been detected.

9. New Business

9.1 Covid-19 and Events – Transferring of Responsibility

The Board received communication from the Community Culture and Tourism Coordinator (attached) regarding Covid-19 updates as they relate to events and the ability of Hall boards to Transfer responsibility to rentals groups.

9.2 Recreation Update

The Board received information from the Community Culture and Tourism Coordinator (attached) regarding holiday light displays, local holiday events, and would like to ensure accurate information is posted regarding Hall re-openings on the Discover Clearview website, updates should be submitted prior to December 03, 2021.

9.3 AODA Update

No update to provide at this time, however; Gord informed the Board he is hopeful to hear from the General Manager of Parks, Culture, and Recreation in December.

9.4 Gas Station Update

The Board inquired as to the expected completion date of the gas station construction project. Councillor Doug McKechnie provided brief background but does not have more information.

10. Next meeting – December 21, 2021 at 7:00 p.m.

11. Adjournment

Resolution:

With no further business to discuss the Duntroon Hall Board meeting adjourned at 7:57 p.m.

Motion Carried.

Date Minutes Approved: January 18, 2022

Gordon Kemp, Chair

Cayla Reimer, Committee Coordinator

Cayla Reimer

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

amurray@clearview.ca

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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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

Amanda Murray, MHK
Community Culture & Tourism Coordinator
Stayner Community Centre

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From: Amanda Murray

Sent: October 29, 2021 11:28 AM

To: Deborah Lee <deborahleeh@hotmail.com>; Bill Keith <thebk72@hotmail.com>; Chris Vanderkruys (Personal Email) <chrisvdk@me.com>; gordon kemp (theartfarmca@yahoo.ca) <theartfarmca@yahoo.ca>; hewitt.e (hewitt.e@gmail.com) <hewitt.e@gmail.com>; Jason Whyte <ytsepiclife@gmail.com>; Jenn Jansen <jansen.jennifer.m@gmail.com>; Karen Cubitt hotmail <jkcubitt@hotmail.com>; Kelvin Phillips (kfphillips@rogers.com) <kfphillips@rogers.com>; Linda Coulter (rlcolt69@gmail.com) <rlcolt69@gmail.com>; Marianne Buie (mariannebuie72@gmail.com)

<mariannebuie72@gmail.com>

Cc: Terry Vachon <tvachon@clearview.ca>; Cayla Reimer <creimer@clearview.ca>; Lily White <smallhallsinfo@clearview.ca>

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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.

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- 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

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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

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:

Hello Hall Boards,
(Cayla, Lily & Terry – FYI)

Our department is pleased to have the return of Rural Lights & Winter Nights, a promotional campaign to have locals and visitors travel through the Township to view the large, 3D light displays! Starting this week, November 15 and until the end of the month, the large light displays will be installed near or in front of your halls. There should be minimal impact to your operations. The GFIs were installed last year, so all of the electrical is still in good condition. If you have any concerns, please do not hesitate to call or email.

We would like to ask that if your Hall is interested in decorating the exterior then please go ahead or if you are hosting any events, please let me know and I'll add to the Events Calendar!

The Discoverclearview.ca website has the Events Calendar and it is now up-to-date with holiday and Christmas events. (Note: Rural Lights will be added by November 26).

**** If you have not already done so, please sign up to receive Event Notifications by email. Click her to subscribe.**

The Geocaches have been removed from Avening, Brentwood, Nottawa, Sunnidale, & Singhampton. These will be put back in place in May 2022. The Duntroon Hall geocache, which is located in the tree near Islay Park will stay over the winter because of having access to the park area. The other locations are just not very good due in the winter.

Finally, I want to make sure that the website information is up to date now that Halls are starting to reopen. Please take some time review the Community Halls section and provide any feedback by Friday December 3. I have social media posts scheduled for early December to promote the Halls available for rentals.

We are here to help! Thanks again and have a great week 😊

Amanda Murray, MHK

Community Culture & Tourism Coordinator

Stayner Community Centre

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