



Brentwood Community Centre Board AGENDA

March 6th, 2019 at 6:30 p.m.
Brentwood Community Centre
9926 County Road 10, New Lowell.

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

1. Welcome

2. Approval of Agenda

Recommendation:

Be It Resolved that the Brentwood Community Centre Board hereby approve the Agenda dated March 6th, 2019 as presented.

3. Disclosure of pecuniary interest and the nature thereof

4. Approval of [Minutes](#) – February 6th, 2019

Recommendation:

Be It Resolved that the Brentwood Community Centre Board hereby approve the Minutes dated February 6, 2019 as presented.

5. Financial Report

5.1 Treasurer to provide financial update to Board

6. Business arising from the Previous Meeting

6.1 Hall Renovations

7. Rental Updates

8. New Business

8.1 Small Halls – Memo (attached)

8.2 Low Risk Policy (attached)

9. Next Meeting – Wednesday April 3, 2019. 6:30p.m.

10. Adjournment

Recommendation:

Be It Resolved that the Brentwood Community Centre Board Meeting be adjourned at _____ p.m.



CLEARVIEW

February 8, 2019

Attn: Clearview Small Halls Board

RE: 2019 Small Halls Festival

Preparations have begun for the 2019 Small Halls Festival!

The Parks, Culture and Recreation Department has reviewed the MOU for the upcoming 2019 Small Halls Festival scheduled from Thursday, October 3 to Sunday, October 6, 2019.

We are requesting that each of the Hall Boards communicate with the township of Clearview and specifically pass a resolution that will indicate whether your Board wishes to participate and plan events in the 2019 Small Halls Festival. Alternatively, if you do not wish to plan the events, then to allow the Township to work with a Community Group to execute programming during the Small Halls Festival. We ask that you provide a decision to the Township of Clearview by March 15, 2019.

You're invited! We would like to invite you to attend the Small Halls Festival Workshop #1 Meeting on Monday February 25th, 2019 at 6:30pm at the Clearview Administration Centre. During this meeting, we want to hear from your Hall Board or the Community Group what ideas will be incorporated into the 2019 Small Halls Festival. There will also be Workshop #2 on June 17th, 2017, at 6:30pm will be for Financial Reporting Process/Sponsorship; Corporate Partner Program and Volunteer Program.

Sincerely,

Amanda Murray

amurray@clearview.ca 705-428-6230 ext. 247

Lily White

smallhallsinfo@clearview.ca 705-428-6230 ext. 262



CLEARVIEW

February 19, 2019

Hall Board Chairs

(Sent via email/attached to agendas)

Dear Hall Board Chairs,

RE: Low Risk Policy

This correspondence is to confirm that Low Risk Policy for facility rentals will continue in 2019.

Low Risk Events are defined as, "Anniversaries, arts, art shows & exhibits, auctions, banquets, bazaars, birthday parties, bridge/chess club , crafts, dance parties, dance recitals, concerts, dinners, engagement parties (including, jack & jill events), fashion shows, graduations, music recitals, family celebrations (including christenings, showers, graduation parties), photo shoots, religious services, retirement parties, reunions, seasonal markets, talent shows, theatre performances, weddings or other ceremonies". For any activities not listed above please contact JLT Canada at info@lcis.ca.

Clearview Township will cover all individual and private groups' events as listed above, which may or may not include alcohol, and that these events will not require additional insurance coverage. The coverage is in place to protect residents of the community and provide coverage for the person in control of the event, while also protecting the Township. The low-risk policy is for any person looking to rent out the facilities, including the halls, community centres, arenas and parks, to run events or activities, and who would not have insurance otherwise.

Businesses will still be required to show a certificate of insurance in the amount of \$2 million dollars, naming the Corporation of the Township of Clearview as an additional insured.



CLEARVIEW

All events with alcohol must complete the necessary rental booking form and provide a copy of the Special Occasion Permit from the AGCO.

The new website www.discoverclearview.ca has been updated to reflect the "Low-Risk Policy" (<https://www.discoverclearview.ca/community-events/host-event/arranging-event-insurance>) as well as includes valuable resources to for any group wishing to Host an Event in Clearview Township.

For more information, please contact Amanda Murray, Community Culture & Tourism Coordinator at 705-428-6230 ext. 249 or at amurray@clearview.ca.

Sincerely,

Stephen W. Sage
CAO
705-428-6230 ext. 228
ssage@clearview.ca

CC: Mayor Measures and Members of Council
Cayla Reimer
Edward Henley
Terry Vachon
Jessica Co' Dyer