



Station on the Green Board Meeting
SPECIAL MEETING MINUTES

July 23, 2020

[Webinar](#)

9:00 a.m.

Members Present: Linda Coulter (Chair), Brian Bell (Treasurer), Deputy Mayor Barry Burton, Anthony Sist, Jeremy Ray, and Pattie Cleary.

Members Absent: Per Hahne, Sara Hershoff, and Tom Caswell.

Staff Present: Cayla Reimer, Committee Coordinator.

1. Welcome

Chair, Linda Coulter called the meeting to order at 9:04 a.m.

2. Approval of [Agenda](#)

Resolution:

Moved by Deputy Mayor Barry Burton, seconded by Anthony Sist, Be It Resolved that the Creemore Station on the Green Board hereby approve the Agenda dated July 23, 2020 as presented.

Motion Carried.

3. Disclosure of Pecuniary Interest

No pecuniary interest was declared.

4. Approval of [Minutes](#) – June 15, 2020

Resolution:

Moved by Anthony Sist, seconded by Jeremy Ray, Be It Resolved that the Creemore Station on the Green Board hereby approve the Special Meeting Minutes dated June 15, 2020 as presented.

Motion Carried.

5. Current/New Business

5.1 Cleaning Position

Current cleaning position has submitted notice of retirement after 20years of service at the end of August 2020.

The Board has interviewed 5 individuals and have selected a preferred candidate.

The Township has informed the Chair the successful applicant will require WSIB Certificate of Clearance and Personal Liability Insurance which can cost between \$200 - \$1,000 per year.

The Board discussed cleaning position pay scale and associated costs as required by the Township.

Resolution:

Moved by Patti Cleary, seconded by Jeremy Ray, Be It Resolved that the Creemore Station on the Green Board hereby offer Custodial Contract position to successful applicant, Debbie Hill contingent on obtaining WSIB Clearance Certificate and Personal Liability Insurance.

Motion Carried.

Resolution:

Moved by Deputy Mayor Barry Burton, seconded by Brian Bell, Be It Resolved that the Creemore Station on the Green Board hereby approve Jeremy Ray to draft the letter of offer on behalf of the Board.

Motion Carried.

5.2 Booking Agent

Booking agent has submitted resignation and will discontinue booking for the Station at the end of August 2020.

Members of the Board will meet with current booking agent for a review of the software program and better understand the current position role and duties.

Resolution:

Moved by Deputy Mayor Barry Burton, seconded by Anthony Sist, Be It Resolved that the Creemore Station on the Green Board hereby approve Patti Cleary as Booking Agent.

Motion Withdrawn.

5.3 Re-opening

Chair, Linda Coulter provided the Board with a brief synopsis of the meeting held by the Recreation department discussing the re-opening measures of Clearview halls and Heritage Buildings (attached).

The Board discussed re-opening options and dates as well as communicating with regular renters (Church and Tai Chi) to better understand their re-opening comfort and timelines.

The Board would like to see the re-opening tool kit prior to making an executive decision regarding re-opening.

6. Building and Landscaping Report

Anthony Sist informed the Board that the ESA has been by and the electrical has been updated and complete. The parking lot timer needs to be adjusted for the season.

7. Next Meeting – Thursday July 30, 2020 at 8:30 a.m.

8. Adjournment

Resolution:

Moved by Deputy Mayor Barry Burton, Be It Resolved that the Creemore Station on the Green Board meeting adjourned at 10:09 a.m.

Motion Carried.

Date Minutes Approved: July 30, 2020.



All Hall Board Chairs MEETING MINUTES

July 20, 2020

6:30 p.m.

Webinar

Members Present:	Bill Hewitt (Avening), Jennifer Jansen (Dunedin), Linda Coulter (Station on the Green), Chris Raible (Log Cabin and Jail), Bill Keith (Sunnidale), and Gordon Kemp (Duntroon).
Members Absent:	Kristin Vanderkruys (Brentwood) and Jason Whyte (Nottawa)
Council:	Councillor John Lamers
Staff Present:	General Manager of Parks, Culture and Recreation, Terry Vachon; Community Culture and Tourism Coordinator, Amanda Murray; and Committee Coordinator, Cayla Reimer.

1. Welcome

The meeting was called to order by the General Manager of Parks, Culture and Recreation, Terry Vachon at 6:40 p.m.

2. Safe Re-Opening of Small Halls & Heritage Buildings

General Manager of Parks, Culture and Recreation, Terry Vachon briefly discussed the Provincial and Health Unit's decision to enter into Stage 3 of the re-opening plan. Stage 3 allows for larger gatherings, and community centres to reopen.

Terry informed the Boards that the Community Halls and Heritage Buildings are under no obligation to open and no time frames have been prescribed. The Hall Boards and Log Cabin & Jail Board are welcome to begin re-opening on their own terms and comfort levels in conjunction with the Township.

Community Culture and Tourism Coordinator, Amanda Murray informed the Chairs that the Township is here to support the decisions of their respective Boards and assist in re-opening measures as prescribed by the Province and Health Unit.

Amanda assured the Chairs that the Township staff are working diligently to prepare re-opening tool kits and processes to help alleviate the stresses associated and to maintain consistency, where available; across the municipality. She added that the tool kit will have sections that can be specific to the individual halls, therefore, a tailored "one-on-one approach" will be taken to ensure the comfort level of each hall board. The Tool Kit is considered a best practice and is not a municipal policy.

The Township received a grant from United Way to assist in re-opening measures such as; plexi-glass, tool kits, protective equipment, and direct resource information.

Current capacity limits for functions are as follows;

- Maximum of 50 people at indoor events,
- Maximum of 100 people at outdoor events, and
- Places of worship are maxed out at 30% of a room's total occupancy.

These numbers do not include staff, volunteers, or performers. Questions were raised concerning the numbers and combining them for indoor/outdoor events; events that take place inside/outside are capped at the lower number of 50 people maximum.

There is currently no active enforcement of these numbers and we hope the Chairs, their boards, and the community will follow the prescribed guidelines to ensure a safe function/gathering for all in attendance.

The Township is working to create the tool kits which will include;

- Signage,
- Physical/Social distancing markers,
- Barriers (plexi-glass/plastic screens),
- PPE (masks, gloves, sanitizer, etc.)

Amanda informed Chairs that the Township will not require a screening station and suggest Chairs and their Boards promote;

- Self-screening of participants prior to a gathering,
- Continuation of social and physical distancing with those outside their set social circles,
- Maintaining those social circles, and
- Wearing masks/face coverings while indoors.

The group discussed the possibility of contact tracing through the implementation and maintenance of a guest list/registry at the events/functions to ensure accurate record keeping should a COVID case be reported.

Terry Vachon reiterated that should the Boards choose not to open their facilities that the Township will respect that decision and not use the facility. As information and protocols change the Board is free to re-open the facility at their discretion through a motion at a planned Board Meeting in conjunction with the Township.

Should Boards wish to re-open, they have the ability to create agreements with set terms and conditions and increased cleaning fees as they see fit.

Facility cleaning, sanitization, and frequency will need to increase substantially to prevent the spread of the virus, however; details regarding protocol and proper cleaning agents are still under investigation.

General Manager of Parks, Culture, and Recreation, Terry Vachon informed the Chairs that washrooms and kitchens will be the most difficult part of the re-opening equation due to;

- Guidelines changing daily,
- Lots of assumptions surrounding washroom facilities,
- Easiest place of transmission, and
- Cleaning processes.

The Township will provide a cleaning check list in the tool kit and suggested closing washrooms to allow one person at a time.

The Health unit suggests increasing the cleaning frequency of facilities with washrooms in particular, however; no set guidelines based on; event length, number of people, etc. has been created. Amanda will investigate further, and the guidelines will be in the tool kit.

The group discussed porta-potty's as an option, however; Terry identified several issues he has experienced with the portable units;

- Challenge to rent one during this time,
- Cleaning/disinfecting of the units vary from company to company,
- Many people do not feel comfortable using such units, and

- Other municipalities are dealing with people relieving themselves elsewhere.

Terry provided updated information on Boards hiring cleaning staff (contracted) and the new insurance requirements. Persons/companies are required to have WSIB and personal liability insurance when performing work at the facilities. Personal liability insurance can be added to a person's home insurance at a cost of \$200-\$300 and up to \$1,0000 annually. These additional costs may prove to be challenging to hire an outside contractor who does not operate their own business and should be taken into consideration when planning to re-open.

Discussion regarding the surface life of the virus and the possibility of hosting an event and letting the building "rest" was discussed and Amanda will further investigate.

Parks, playgrounds and dog parks are able to reopen as of July 17, 2020, Terry will communicate with Duntroon Hall Board regarding increasing amenities at their dog park.

When considering re-opening it is advised that required signage orders be placed as soon as possible as signage takes approximately two (2) weeks to arrive due to an increase in the industry.

The Township is here to assist with your re-opening needs, questions, and/or concerns. Please do not hesitate to reach out.

3. Adjournment

With no further business to discuss the Hall Board Chairs Meeting hereby adjourned at 8:10 p.m.