



Sunnidale Corners Community Centre Municipal Service Board

MINUTES

July 30, 2020

[Webinar](#)

6:30 p.m.

Members Present: Bill Keith (Chair), Marianne Buie (Treasurer/Booking Agent), Councillor Connie Leishman, Ed Culham, Barbara Harvey and Mayor Measures.

Members Absent: Danny Webster.

Staff Present: General Manager of Parks, Culture, & Recreation, Terry Vachon and Cayla Reimer, Committee Coordinator.

1. Welcome

Chair, Bill Keith called the meeting to order at 6:50 p.m.

2. Approval of [Agenda](#) – July 30, 2020

Resolution:

Moved by Barbara Harvey, seconded by Marianne Buie, Be It Resolved that the Sunnidale Hall Board hereby approve the agenda dated July 30, 2020 as presented.
Motion Carried.

3. Disclosure of Pecuniary Interest

No pecuniary interest was declared.

4. Approval of Previous [Minutes](#) – March 13, 2020

Resolution:

Moved by Marianne Buie, seconded by Ed Culham, Be It Resolved that the Sunnidale Hall Board hereby approve the March 13, 2020 Minutes as presented.

Motion Carried.

5. Business Arising from the Minutes

5.1 Burnsides Facility Assessment

No discussion was had regarding the Facility Assessment.

6. Financial/Treasures Report

6.1 Financial update

Treasurer, Marianne Buie provided a verbal financial report; current bank balance is \$108,973.74, \$24,263.13 in the Capital Fund with August hydro and telephone bills requiring payment.

7. Booking updates

Booking Agent, Marianne Buie provided a verbal update on current bookings into October being maintained as of now.

8. Current Business

8.1 Hall Re-Opening

Chair, Bill Keith provided information from the Hall Board Chairs meeting (attached). General Manager of Parks, Culture, and Recreation Terry Vachon provided background information on the re-opening tool kits used to assist Clearview businesses with re-opening, the success, and transferability to the Halls. The tool kit supplies; signage, masks, sanitizer, wipes, floor stickers, logbook, etc. and the availability of glass/plexi-glass if required.

The Board discussed opening just to the Church group, cleaning procedures and frequency as well as who is responsible when.

Terry Vachon explained the liability should anyone become sick and suggested the Hall Board request the Church groups procedure in writing to ensure adequate standards and guidelines are adhered to.

Resolution:

Moved by Councillor Connie Leishman, seconded by Ed Culham, Be It Resolved that the Sunnidale Hall Board hereby approve the Hall open exclusively for the Calvary Road Baptist Church rental beginning September 2020 with agreed implementation of adequate standards and guidelines.

8.2 Cleaning Staff

Chair, Bill Keith provided information on requirements needed for outside contractors (attached). The Board discussed the current cleaning contractor and her Insurance and WSIB coverage and the possibility of a volunteer Board member being covered under the Volunteer Service Agreement, the Board will further investigate.

9. New Business

9.1 In Person Meetings

Committee Coordinator, Cayla Reimer asked the Board if there was an appetite for in person meetings moving forward. The Board discussed the possibility and would like to see in person meetings.

10. Next Meeting – At the call of the Chair

11. Adjournment

Resolution:

Moved by Ed Culham, Be It Resolved the meeting be adjourned at 7:53 p.m.

Motion Carried.

Bill Keith, Chair

Cayla Reimer, Committee Coordinator



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.