



Brentwood Community Centre Municipal Service Board Minutes

September 07, 2021

7:00 p.m.

[Webinar](#)

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

Staff Present: Cayla Reimer, Committee Coordinator.

1. Welcome

Interim Chair, Melanie Walters called the meeting to order at 7:06 p.m. and welcomed new Board member Janine McNabb

2. Approval of [Agenda](#)

Resolution:

Moved by Councillor John Lamers, seconded by Chris Vanderkruys, Be It Resolved that the Brentwood Hall Board hereby approve the Agenda dated September 07, 2021 as presented.

Motion Carried.

3. Declaration of Disqualifying Interest

No disqualifying interests were declared.

4. Approval of [Minutes](#) – July 21, 2021

Resolution:

Moved by Chris Vanderkruys, seconded by Councillor John Lamers, Be It Resolved that the Brentwood Hall Board hereby approve the Meeting Minutes dated July 21, 2021 as presented.

Motion Carried.

5. Rental Updates

Chris provided information on rental inquiries and government updates including the roll out of vaccine passports scheduled for September 22, 2021 and will continue to monitor the situation.

6. Business Arising from the Minutes

6.1 Board Members

Chris provided information on additional Board member applications moving through the process and will have more information after the September 13, 2021 Council meeting.

The Board discussed a session to assist new members in better understanding Board process and Hall Board history.

6.2 AODA Moving Forward – Council Update

Councillor John Lamers provided a brief update on the Council meeting presentations provided by the General Manager of Parks, Culture, and Recreation, Terry Vachon to Council.

Terry has scheduled meetings with Hall Board Chairs to review hall board wishes and engineer plans to continue forward in the AODA process.

7. New Business

7.1 Kitchen Inspection

The Board reviewed communication received from the Community Culture and Tourism Coordinator, Amanda Murray (attached).

7.2 Re-opening Communication

The Board received and reviewed communication from Amanda Murray (attached) and discussed updated changes coming from the provincial levels.

8. Next Meeting – October 27, 2021 7:00p.m.

9. Adjournment

Resolution:

Moved by Janine McNabb, Be It Resolved that the Brentwood Hall Board meeting adjourned at 7:23 p.m.

Motion Carried.

Date Minutes Approved: October 27, 2021.

Melanie Walters, Interim Chair

Cayla Reimer, Committee Coordinator

Cayla Reimer

From: Amanda Murray
Sent: Tuesday, August 24, 2021 4:11 PM
To: Linda Coulter (rlcolt69@gmail.com); Jenn Jansen; Jessica Bible; Bill Hewitt; Clare; Terry Vachon
Cc: Cayla Reimer
Subject: Kitchen Inspections (Avening, Creemore, Dunedin)

Hello everyone, (Cayla/Terry FYI)

I just wanted to confirm that I have booked the Kitchen Inspections for your halls on **Tuesday September 7th, starting at 2PM.**

You do not need to be present. I will be with the inspector and have keys for your Halls.

Please ensure that your halls have:

- ✓ Completed a deep clean of the kitchen, including the service areas, prep areas, stoves, sinks and fridges
- ✓ Please ensure that you have thermometers in the fridges, a meat thermometer that is in a visible location, test strips near the sink, and if you have a commercial dishwasher, that you have run it a few times to make sure its in working-order
 - Supplies can be ordered from A's Supply in Collingwood if necessary.
- ✓ Please post all of the COVID 19 signage that was provided by the staff this summer
- ✓ Please post a Maximum Capacity sign
- ✓ In your MSDS Safety Binder, please make sure that you have the pest control record sheet. If you use a Pest Management company, include any updated inspections. If you do not, that is ok, but there must be a record.
 - Since we have been closed, it is ok to put "Closed due to COVID19 regulations"
- ✓ Please have the COVID19 Tool Kit binder in a visible spot at the entrance and as well, the hand sanitizer spray. Please print and post the Safety Plan.

If you have any questions, do not hesitate to reach out. We are here to help. This is a very important step in the re-opening plan and on behalf of the PCR department thank you for your hard work in advance!

Cheers, Amanda

Amanda Murray, MHK
Community Culture & Tourism Coordinator
Stayner Community Centre
Township of Clearview
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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

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Cayla Reimer

From: Amanda Murray
Sent: Friday, August 13, 2021 1:01 PM
To: Lily White; Terry Vachon; 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: Cayla Reimer
Subject: Safe Re-Opening of Recreation Facilities - Update & Supplies

Good afternoon Hall Boards,
(Terry, Cayla & Lily FYI)

We are still in Step 3 and unknown time frame for when we are moving into the next re-opening phase. However, to prepare you all as volunteers, we will continue to give updates and offer time to review your re-opening plans.

SAFETY PLANS

Thank you to most of Halls for submitting their Safety Plans and also for arranging a time to complete the document. I still have availability on Friday August 20th (prior to 1PM) and Wednesday August 25th between 4:30PM-7PM to review Safety Plans. Virtual or in person meetings are fine with me. Just let me know!

RE-OPENING SUPPLIES

Our team will be delivering another set of supplies to the 7 halls:

- ✓ Portable Hand Sanitizer Station – feedback received was that one hand sanitizer was not enough due to different floors or rooms
- ✓ Wall mounted Hand Sanitizer Station – can be located in location
- ✓ Batteries
- ✓ 4L jug of Hand Sanitizer
- ✓ Plexiglass Acrylic Protective Shield (24x24”) – suitable for a “ticket table or check in” to protect the volunteer from the patron
- ✓ SMDHU signage (laminated)
- ✓ Contact Tracing Forms, hole punched and ready for the binders

We will leave these in the kitchen or at the main entrance in a location that you’ll clearly be able to see. Please update the COVID19 Binder with the Contact Tracing Form.

SMDHU

The Health Unit website continues to be an excellent resource. All of the signage we have provided is also available free of charge on the website. The guidance documents for Mass Gatherings, Recreational Amenities and Food Premises are also listed. <https://www.simcoemuskokahealth.org/Topics/COVID-19>

Capacity Limit – Each Hall is so very unique, so we will not be providing Capacity Limit signs. Rather, please download the template and use it to make any changes. In addition to this being an effective way for the Halls to post the capacity limits, it is also very cost-effective and will save time and money creating signs and installing them.

<https://www.simcoemuskokahealth.org/Topics/COVID-19/Reopening-and-Operating-your-Business-Safely#4ec028b2-53a3-4b29-b120-c0759683a3b8>

KITCHEN INSPECTION

I am starting to book Kitchen Inspections with the Health Inspector. Appointments need at least 2 weeks notice. If you are planning to re-open, your kitchen must be inspected! Please let me know ASAP.
(This does not apply to Duntroon or Nottawa as your halls were completed in 2021).

Once again, thank you so much to all of our Hall Boards and volunteers for your time and dedication. Our team is here to support you and answer any questions. Please do not hesitate to call or email.

Cheers, Amanda

Amanda Murray, MHK
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