

NEWCASTLE COMMUNITY HALL BOARD

September 28 2021

Main Hall 7 pm

Present Were: Janeen Calder
Henry Corvers
Marg Zwart – Local Councilor
Crystal Yaki
Sierd DeJong
Granville Anderson, Regional Councilor

Regrets From: Barry Carmichael

Also Present: Gabrielle Bell, Secretary

In the absence of Chair B. Carmichael, H. Corvers stepped in to chair meeting.

1. AGENDA

Moved by C. Yaki, seconded by M. Zwart

To accept agenda as presented with the following additions:

To add Christmas lights to correspondence

Flag pole to New Business

“Carried”

2. MINUTES

Moved by S. DeJong, seconded by C. Yaki

The minutes of May 2021 are accepted as presented.

“Carried”

3. BUSINESS ARISING

- a) Security System update - tabled
- b) Accessible Parking Spot suggested by Town was discussed, there seems to be confusion about location. Is it at east corner or by cenotaph on Mill Street? M.Zwart will communicate with K. Heathcote, Public Works for clarification. The Board would prefer location is not in front of Hall on North side of road. It was previously suggested to locate spot on South side of Mill Street as both CIBC and Hall have accessible spots in their respective parking lots.
- c) Girl Guides have been able to obtain funding to go ahead with rental of Centennial Room. However, with new Proof of Vaccination requirements they are waiting for their head office to let them know how this will roll out for them.
- d) Request for funding from the Town by Newcastle BIA, for lighting at Christmas on front of Newcastle Hall has been denied.

4. FINANCIAL REPORT

Moved by G. Anderson, seconded by J. Calder

That financial report is accepted as presented.

“Carried”

5. INVOICES

No invoices submitted

6. CORRESPONDENCE

- a) Notice from Municipal Financial Services Dept. received indicating Budget is due by Nov 12 2021 – received for information.
- b) Email received asking that clock tower be shut off at night. This issue will be referred to the Municipality for direction by M. Zwart.

7. COVID19 Update

- a) Contact tracing and active screening discussion. H. Corvers commented on Elections Canada’s staffs’ lack of active screening. He was directed to sit in kitchen and come out periodically to check by election staff. We are held accountable by Ministry and Durham Health to make sure contact tracing/active screening is being performed.
- b) Addendum to Permits/Leases – Secretary had prepared document, but the Town has indicated they will share theirs in next few days.
- c) Proof of Vaccination requirements discussed and it is felt strongly that the Municipality should be covering the cost of hiring security for this duty. This is not something that should be done by volunteers or staff not trained in confrontation that could possibly occur.

8. RISK MANAGEMENT REPORT

Not received

9. CUSTODIAL

Moved by J. Calder, seconded by C. Yaki

That meeting go in camera

“Carried”

10. NEW BUSINESS

- a) Horticultural Society Display Case - tabled
- b) Roof Repairs scheduled for April 11 – May 6 2022. We have 2 events at end of April for Masonic Lodge. Wedding scheduled for May 7 2022. The question was raised will this cause a smell? This will be referred back to R. Groen, Community Development for clarification. Secretary instructed to notify clients of this project and possibility they will not have access to the parking lot.
- c) Lions and Early Years Leases

Motion by M. Zwart, seconded by G. Anderson

That Lions rent will be increased by 5% and Early Years 2% for current year.

“Carried”

S. DeJong abstained

- d) Supervision of events – discussed hiring security for all new bookings, fee will need to be set. Questions to be answered
 - a) Should person be bonded that collects this personal information?

- b) Request emergency meeting with Director of Community Services George Acorn to discuss feasibility of keeping doors open with new guidelines. M. Zwart will arrange this.
- e) Scouts Canada is asking for rental of Centennial Room 2x per week at \$100.00/wk. Board agreed we would follow decision made for Girl Guides.
- f) Concert in the Park - tabled
- g) Early On would like to have blinds replaced in their room – quote will be obtained
- h) Early On will be using the main hall to meet 3x per week for October and November. Participants will enter from the parking lot. No strollers will be permitted inside. During bad weather shoes/boots will be removed prior to stepping onto hardwood floor. We will supply carpets for outdoor shoes.
- i) Lions Piano needs to be removed from Centennial Room - tabled
- j) Cancellations received this since June are
 - Nov 13 2021 – due to proof of vaccination requirements - \$500.00 deposit retained
 - Oct 10 2021 – due to family circumstances - \$500.00 deposit retained
 - Oct 16 2021 – due to CoVid uncertainty - \$1450.00 deposit returned as this was originally a Sept 2020 booking that moved due to CoVid19.
 - Aug 21 2021 – due to CoVid and job situation (notified July 27 2021) – deposit \$1341.50 retained due to short notice of cancellation.
 - Aug 28 2021 – due to CoVid – paid balance \$1895.00 retained as original booking
 - Aug 2020 was cancelled due to CoVid, refund of \$1101.75 was given and new booking created.
- l) Flag for cenotaph needs to be replaced. M. Zwart will request from Phillip Lawrence's office.

Motion by C. Yaki, seconded by M. Zwart to adjourn at 9:15 pm