

# The Nottawa Hall Board Meeting Minutes

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The Nottawa Hall Board met at the Nottawa Hall on February 4, 2025, at 1:00 p.m.

Those in attendance were:

Members:               Reg Smart  
                              David Stead  
                              Michelle Woods

Council Rep:          Councillor Phyllis Dineen

Staff:                   Sasha Helmkey-Playter, Clerk/Director of Legislative Services; Emma Coleman-Linney, Legislative Coordinator – Records Management; Amanda Murray, Manager Parks & Recreation; Scott Fawcett, Recreation Maintenance Supervisor

Clerk Sasha Helmkey chaired the meeting, providing introductions to the new members.

## **1. Approval of Agenda**

### **Resolution:**

Moved by Councillor Dineen, Seconded by Reg Smart, Be It Resolved, that the Nottawa Hall Board hereby approve the Agenda dated February 4, 2025 as presented. Motion Carried.

## **2. Disclosure of Disqualifying Interest and General Nature Thereof**

None. Members were advised about the services of the Township's Integrity Commissioner and to reach out to them to seek advice on potential conflicts of interest.

## **3. Tour of the Facility**

Councillor Phyllis Dineen provided a tour of the Hall to the members, showcasing where key items are stored, lighting, sound system, items that can be used by renters, maintenance requirements, etc. Members were able to ask questions throughout the tour.

## **4. Overview from Parks & Recreation Department**

Amanda Murray, Manager Parks & Recreation and Scott Fawcett, Recreation Maintenance Supervisor provided an overview of the support that is provided to the Board from the Parks & Recreation Department, highlighting the following:

- Daily maintenance and non-capital repairs/renovations small in nature are the responsibility of the Board
- Accessibility requirements – advised about the Township's FADS document for renovations

- Parks & Recreation in conjunction with the Fire Department will look after fire extinguisher inspections, AED inspections, inspections of smoke alarms and hood fans,
- Health inspections through the Simcoe Muskoka District Health Unit are organized annually through the Parks & Recreation Department
- Parks & Recreation looks after entandem licensing to allow for music to be played publicly at the Halls (live and recorded)
- Overview of Special Occasion Permits (SOPs) through the AGCO for Hall events – sale permit and non-sale permit still need an SOP
- Signage in the building is updated by the Department and includes smoke free Ontario signs, fire route signs, AED, etc.
- Parks & Recreation looks after grass cutting at the Hall and snow removal is completed by a private contractor LT Equipment
- Overview of insurance for the Hall and events – the Township has insurance for low risk types of rentals and the renters don't have to obtain their own insurance policy but are encouraged to do so. Types of events/rentals that would not fit under the Township's low risk policy is martial arts rentals and corporations hosting their event with alcohol
- Advised of the Discover Clearview.ca webpage and social media accounts, how to submit an event to the online calendar
- Clearview Activity Guide for promotion

## **5. Board Governance Overview**

Clerk Sasha Helmkey provided an overview of Board Governance, reviewing and highlighting the following key documents and items for consideration:

- Hall Board Terms of Reference and the Executive roles that need to be appointed at a future meeting (Chair, Treasurer, Booking Agent and Maintenance person)
- Procedure By-law
- Board Code of Conduct and the services of the Township Integrity Commissioner
- At an upcoming meeting it would be beneficial to set a 2025 Meeting Schedule
- Members were reminded to submit their Volunteer Service Agreements and to complete their AODA training
- At the next Board meeting staff will provide a more in-depth overview of the Booking Agent role and the procedure for Hall rentals, and support from the Finance Department for Hall financials

## **6. Next Meeting**

February 25<sup>th</sup> at 1:00 pm

## 7. Motion to Adjourn

### Resolution:

Moved by David Stead, Seconded by Michelle Woods, Be It Resolved, that the Nottawa Hall Board Meeting hereby be adjourned at 2:40 p.m. Motion Carried.

**Original signed by**

\_\_\_\_\_  
Chair

**Original signed by**

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Sasha Helmkey, Clerk/Director of Legislative Services

Board & Committee Meeting Minutes are not a Final Document of the Corporation until adopted by the Board/Committee.