



## **MINUTES**

**Of The**

**Regular Board of Directors' Meeting No. D20-03**

**Held on AUGUST 17, 2020**

**Via ZOOM Meetings**

***Presiding: Dave LeGallais, President***

**Directors Present:**      **Dave LeGallais (President)**  
                                 **John Scherrer (Secretary)**  
                                 **Jim Abram (Vice-President)**  
                                 **Ron Coe, Carol Hedenberg, Ann Overington**  
                                 **Nick Senick**

**Regrets:**                      **Cheryl Rines (Treasurer)**  
                                 **Jeanne Chislett**

**Staff Members:**          Karie Papillon, Adult Programs Co-ordinator  
                                 Andrew Bailey, Assistant Programmer

**Town Staff:**                Robin McDougall, Franco DeMarco, Lisa Wrath  
                                 Doug Bertrand

**ASA Members:**          Jo-Anne Bartholomew

**Minutes Recorded by:** Lydia Schuster, Recording Officer

**Call to order:**            A quorum being present, President Dave LeGallais declared the meeting open to transact business at 12:37 hours.

**On motion duly moved, seconded and carried it was resolved that:**

**D20-03-01 Approval of Agenda**

Moved by: C.Hedenberg/J.Scherrer

**That the Agenda be approved as distributed.**

Dave noted he had an additional item under his President's Report – dealing with the draft Aurora Culture Days banner (11b).

**Approved with the addition of Item 11 (b)**

**CARRIED**

**D20-03-02 Approval of the Minutes of Previous Meetings**

Moved by J.Scherrer/N.Senick

**That the Minutes of the Regular Meeting held July 20, 2020 be approved as distributed.**

**CARRIED**

**D20-03-03 PRESENTATIONS/DELEGATIONS**

The President welcomed Robyn McDougall, Director of Community Services, who provided a verbal, detailed overview of the Town's responsibilities and planning regarding the reopening of Town community/recreational facilities as the Province moves into Stage 3 of the COVID.19 restrictions.

Robyn noted that the Town's Pandemic Recovery Working Group has been meeting weekly since its inception in April 2020, reviewing Provincial and Public Health directives, and working with the Town's Legal Department to ensure correct interpretation of mandated guidelines. With York Region entering Stage 3 of the loosening of restrictions, the Town can begin to reopen facilities with due diligence to ensure that reopening plans reflect safety protocols as determined by Provincial and York Region Health Ministries.

Robyn outlined the Town programs/facilities that have reopened since the move to Stage 3, noting that all are being monitored to ensure that all safety protocols are observed by both staff and the public. Robyn stressed all participants must pre-register no drop-ins are allowed.

Robyn also provided a timeline for the re-opening of fitness programs at AFLC as well as expanded aquatic at the SARC. Regarding the walking track popular with seniors, she noted that this is being evaluated given its limited space and capacity.

Regarding the Seniors Centre, Robyn noted that the reopening protocols as developed by Karie and Andrew, reflecting Provincial, OACAO and York Region Health Unit have York Region Public Health approval as well as the Town's.

A mid-September soft start-up date is currently the objective. Pre-registration and monitoring of contact screening will be mandatory.

Town programs and ASA activities will be limited. Sanitization, traffic flow and safety protocols will be monitored.

Signage re: user responsibilities will need to be emphasized by staff, volunteers and Board members.

In the ensuing discussion, Robyn provided the following responses:

- Temperature checks: Robyn noted that temperature checks are not a Town requirement. The screening process at the entrance, while not fail-safe, is deemed sufficient. Robyn offered to consult with Legal Department for more clarification on this topic.
- COVID Alert APP; is it mandatory for Town staff and ASA Volunteers? Robyn noted this is still a personal choice, encouraged, but not mandated.
- Town's legal position on liability insurance vis-à-vis ASA facilities in the Seniors Centre. Robyn noted that general liability insurance will respond should there be any incidents. However, Robyn will check re liability insurance with Legal Department relative to ASA.

On the liability insurance topic; Dave reported that Cheryl Rines had e-mailed the ASA insurance broker Brian Murphy of Law Insurance requesting direction/information regarding ASA insurance coverage relative to the reopening of the Centre. Dave followed up with a phone call at which time he was told that the current coverage was adequate. Dave requested written confirmation; however not receiving a response, he followed up with an e-mail to Brian Murphy confirming the telephone discussion. There has not been a response to date. Robyn noted that having insurance in place and following all safety protocols should suffice.

- Town Rentals of Seniors Centre rooms; Roby noted that is being considered.

Dave thanked Robyn for her informative presentation.

## **BUSINESS FROM PREVIOUS MEETINGS**

### **D20-03-04 Confirmation of Extension of Operating Agreement & Deferral of the 2<sup>nd</sup> Quarter User Fees**

Dave noted that while the Board is aware that the pandemic has resulted in backlogs, this remains as a place-holder until such time as official confirmation is received.

Robyn noted that the extension of the Operating Agreement through 2021 is in place and that the Town has agreed to maintain the same fee structure as applied in 2020.

Robyn also confirmed that the request to waive the 2<sup>nd</sup> quarter fees had been approved.

Robyn will check with Legal Department regarding the confirmation

### **D20-03-05 Meeting with MP Tony VanBynen**

Dave reported that the Reopening Committee had agreed to meet with Tony VanBynen. Dave has been in touch with his office to arrange a date in late September. Dave has also informed the constituency manager that ASA would be requesting financial assistance associated with implementing safety protocols at the Centre.

Participants at the meeting, in addition to the Reopening Committee, will be the ASA Board, Mayor Tom Mrakas and MP Leona Alleslev.

### **D20-03-06 Deferral of 2020 AGM**

Dave noted the decision currently on record regarding the 2020 AGM is: Min.# D19-12-05

**That the Board not pursue arrangements for the Annual General Meeting until after the COVID.19 State of Emergency is lifted.**

Given that the Province has introduced Stage 3, Dave enquired whether the state of emergency has been lifted. Staff confirmed it is still in place.

John Scherrer provided clarification of the ASA by-laws that require, under legislation, that an annual meeting be held to meet membership contractual obligation to provide all members the opportunity to attend and vote to ratify all Board decisions. There is no provision for cancellation of the AGM. Given the current pandemic restrictions, the AGM is suspended until members can take part. John also noted that By-Law #1 provides for the Board to continue to carry on as usual and

make necessary decisions on behalf of ASA until an AGM can be convened.

The Board agreed that the current decision suspending the AGM remains in effect.

**D20-03-07 Review of Pickleball, Badminton, Table Tennis activities** referred from July 20 Brd.Mtg. Addressed in Report of the Reopening Committee

**D20-03-08 Seniors Adult Programs Coordinator's Report -**  
Karie's report focused on the **COVID-19 Prevention Plan Reopening Proposal for the Aurora Seniors Centre Last Updated: August 7, 2020 (Attached)** which Karie reviewed by sharing the screen so all Board members could view the document.

The Town of Aurora is planning to reopen the Aurora Seniors Centre (ASC) to the public on Monday September 14, 2020 with limited capacity. The Prevention Plan-Reopening Proposal outlines the plan to keep staff, volunteers and the public safe upon reopening and resuming operations. Staff at the ASC are working closely with the Older Adults Centres Association of Ontario (OACAO) and have taken their guidelines into consideration to develop this report. This prevention plan was also developed in accordance with all York Region Public Health recommendations. The Reopening Plan has been approved by the Town and York Region Public Health.

The following categories are covered in this document and Karie reviewed the specifics under each category:

**Facility Access and Control & Participant Screening**  
**Mandatory Masking**  
**Physical Distancing**  
**Use of Shared Spaces**  
**Hand Hygiene and Respiratory Etiquette**  
**Cleaning and Disinfecting**  
**Employees/Volunteers Staying Home When Ill**  
**Public Awareness & Education**  
**Emergency Management**  
**Staff and Volunteer Training and Management**  
**Tentative Facility Reopening Timelines**

Karie stressed that pre-registration for programs/activities will be required and noted that provisions are in place for members dependent on transportation services.

Activities will be staggered to allow for proper sanitization. Karie provided draft day plans showing the scheduled activities time slots.

Coffee service will not be available.

Karie also demonstrated the chart showing the plan for traffic flow in the Centre to maintain appropriate distancing.

Motion by: R.Coe/C.Hedenberg

**That the Report of the Adult Programs Co-ordinator be received.**

**CARRIED**

**D20-02-07 Treasurer's Financial Report to July 31, 2020 - Attached**

Nick Senick presented the reports in Cheryl Rines' absence and noted a) the minor adjustment to the Balance sheet made by BDO regarding Accumulated Depreciation, and b) the 2<sup>nd</sup> quarter fees are still shown to be adjusted on Cheryl's return.

The reports include:

- July month end and Balance Sheet
- Statement of Operations for July
- Statement of Operations January through July

Motion by: N.Senick/J.Scherrer

**That the Treasurer's report for the period ending July 31, 2020 be approved.**

**CARRIED**

**D20-03-08 Treasurer's Recommendations re: 2019 Financial Statements and Appointment of Auditor for Fiscal 2020**

Nick Senick reported that The Finance Committee approved the Dec 31/19 Financial Statements provided by BDO Canada LLP with the following updates on June 05/20.

the Credit Risk section has been updated to include the following statement. The Association has mitigated some of the risks during 2019 as investments came due and have a few more within 2020 to correct the imbalance The Interest Rate Risk section has been removed

Moved by: N.Senick/J.Scherrer

**a) That the Board of Directors accept the Dec 31/19 Financial Statements with the updates as noted above.**

**b) That the Board of Directors be authorized to appoint BDO Canada LLP for Fiscal 2020 to perform a review engagement report and set the remuneration fee.**

**CARRIED**

**D20-03-08 COMMITTEE REPORTS -**

The following committees had Nil reports:

- By-Law Committee
- Community Development Committee
- Executive Committee
- Finance Committee
- Membership & Volunteers Committee
- Operations & Activities Committee
- Social Committee
- Special Events Committee

**D20-03-09 Seniors Affairs & Grants Committee**

Jim Abram noted that the 60-days' supplies of PPE from Red Cross had been received and delivered to the Centre, and that should more be needed, he will put in a supplementary request.

**D20-03-10 Ad-hoc Committees**

Conduct Review Ad-Hoc Committee - Nil Report  
Renewal of ASA/Town Operating Agreement – Nil Report  
2021 Director Elections Nominating Committee – Nil Report

**D20-03-11 Seniors Centre Reopening Committee**

Dave provided a verbal report of the committee's August 10<sup>th</sup> meeting:

- **Doug Cooper** (Computer Cub Exec.) demonstrated the "PlayingCards.io" free website that provides for player-to-player and player groups to set up and play 52-card and board games using the internet. Doug offered to help groups set up games.

- **Reception volunteers** have been contacted and informed of responsibilities. Majority have indicated availability to return. Volunteers will have to take the Red Cross PPE training program as well as the Town's program.
- Karie & Andrew's draft Reopening Plan for Town & York Region Public Health approval.
- **Reassessment of ASA activities and amended timeframe for introduction of each activity.**

Dave asked Jo-Anne Bartholomew to review the revised Activities list (attached) that had been included with the agenda.

Jo-Anne referred to the attached revised activities and noted that the first group of 11 activities are those that the Board approved at the July meeting to be introduced when the centre reopens. These remain unchanged.

The third group includes ASA activities that will NOT be introduced for the foreseeable future based on current Public Health, Municipal and Provincial guidelines and protocols.

The second group of activities will be further reviewed in the fall AFTER the Centre has been reopened and those programs (ASA and Town) already reintroduced can be assessed.

Carol raised the proposal regarding the Woodshop that would allow only Woodshop AP's to work in the Woodshop on a limited schedule (2 days/week) to help produce items that Karie, Andrew and other ASA activities groups may need. Carol reported that she had spoken with Don Overington and he in turn had confirmed that all AP's are willing to participate on this basis. Don will set up a schedule. By general consensus the Board agreed to make the Woodshop accessible to AP's only when the Centre reopens.

- **Christine Elliott's Office communication** – Dave reported that he had pursued clarification re members over age 70 and had confirmed that there is no official age deterrent on members' return to the Centre. However members in that age group with underlying health issues should be cautioned against taking unnecessary risks.

- **Zoom Meeting with O&A voting members** – Dave reported that a meeting is set for Tuesday, August 18<sup>th</sup> at 1:00 p.m. with the following items on the agenda:  
 ASA Reopening Plan - Karie  
 ASA Activities list; reintroduction timeframe – Jo-Anne  
 How to present list to Activities Coordinators – Dave  
 How to present list to Activities members – Dave  
 Playing cards virtually – Dave  
 Round table discussion

Regarding communication to members Karie noted that the September newsletter will contain the necessary information regarding reopening procedures: safety expectations, screening, pre-registration requirements. The last page of the newsletter will show the Town programs and ASA activities weekly schedule. Members without internet access will be contacted by phone.

Motion by: J.Scherrer/N.Senick

**That the Report of the Seniors Centre Reopening Committee be received.**

**CARRIED**

### **Vice-President’s Report – Nil Report**

### **D20-03-12 President’s Report**

In his report, the President addressed the following matters:

a) **ASA Liability Insurance – reported under Min.#D20-03-03**

b) **Aurora Culture Days Banner**

Dave referred to the e-mail of Aug. 14 and sample banner regarding Aurora’s Culture Month program (September 25<sup>th</sup> to October 25<sup>th</sup>) organized by Phil Rose-Donahoe, noting that the banner is to be displayed on Yonge between Wellington and Church Street. The mock-up banner shows the ASA Logo and a photo of a wood carving produced in the ASA woodshop.

A general discussion arose; Directors suggested replacing the current photo with one or a collage of photos that may better reflect the variety of activities that members are engaged in. Given the limited space and photos on file, it was agreed that Andrew should submit the photo of the bird carving as an alternate.

Moved by: C.Hedenberg/A.Overington

**That the photo for the Aurora Culture Days Banner be replaced with the bird carving photo, and that should that not be possible, the current photo be retained.**

**CARRIED**

**NEW BUSINESS:**

**D20-03-13 SEPTEMBER Newsletter**

Dave will provide text for the SEPTEMBER Newsletter Board Page and Directors' contributions will be included as available.

**D20-03-14 Confirmation of 2020-21 Committee Chairs & Membership  
Deferred to September Board Meeting**

**D20-02-17 Adjournment: the meeting was declared adjourned at 14:57hrs.**

**Next Board Meeting will be held Monday, SEPTEMBER 21, 2020 at 12:30 p.m.**