



## Lancaster & District Curling Club Meeting Minutes

### December 13, 2023 Regular Scheduled Board Meeting

#### 1. Meeting Opening

- 1.1. Call to Order.
  - 1.1.1. Liz called to order the meeting at 6:28 pm.
  - 1.1.2. Present: Leanne Dumoulin, Colleen MacCulloch, Alain Bellefeuille, Nigel Carlisle, Lynn Hurtubise, Aris J, Linda Sinfield, Eugene Belangero
  - 1.1.3. Regrets: Merina Mrzena, James Doonan, Heidi Gauthier
  - 1.1.4. Motioned by Lynne to Approve November 08th minutes. Seconded by Alain.
- 1.2. Additions to Agenda
  - 1.2.1. Curl-On Meeting - Liz

#### 2. Updates:

- 2.1. Treasurer's Report - [Appendix 1](#)
  - 2.1.1. Oleg - Event Planner was for the Calendar Upgrade to our website
  - 2.1.2. Linda - Credit on Henderson's account for Ham from the event
- 2.2. Spending tool - James - [Appendix 4](#)
  - 2.2.1. Deferred to January
- 2.3. Turkey Bonspiel final amounts - Merina and Liz
  - 2.3.1. The turkey bonspiel did well for the club bringing in roughly \$1,400 in profit.
- 2.4. Rentals - Nigel
  - 2.4.1. Dec 1 - Hall Rental. Successful event. Rental fee \$225 NOT Licensed so no Bar sales.
  - 2.4.2. Dec 2 - Hall Rental. Successful event. Rental fee \$125, plus bar sales
  - 2.4.3. Dec 9 - Full Facility Rental - Rental Fee \$325, plus bar sales
  - 2.4.4. Dec 24 - Ice Rental
  - 2.4.5. June 13th - Full Facility Rental - Rental fee \$225, plus bar sales
  - 2.4.6. High school groups using the ice for practice
- 2.5. Roles and Responsibilities - Nigel
  - 2.5.1. Board members are asked to review the roles and responsibilities of their roles to ensure they are updated before the nomination committee seeks new board members for the upcoming year.
- 2.6. Try curling - Nigel
  - 2.6.1. 10 people attended the event and we had positive feedback on the event
  - 2.6.2. 7 people commented on joining the club in the future after trying the event.
- 2.7. Accessibility - Eugene- [Appendix 3](#)
  - 2.7.1. Preliminary report presented to the board from AODA.
  - 2.7.2. Standards that are for new construction or major renovation of the facility. Major renovation is considered to be 50% of the floor.
  - 2.7.3. It is proposed that the board complete the self-assessment form online.



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- 2.7.4. It recommended making an accessibility policy, and adding signage and other accessibility features when upgrading and changing features.
- 2.7.5. Complete the Accessibility Compliance Report through the Ministry for Seniors and Accessibility.
- 2.7.6. Liz spoke to a representative from CurlOn about the compliance. CurlOn is also not clear on the requirements. They are working on an overview of curling clubs for us to follow.
- 2.8. Learn to Curl - Colleen
  - 2.8.1. Learn to curl members who are planning on joining as full members. They should join by December 22nd, 2023. Payment before the deadline is required to guarantee enrollment in the draw.
  - 2.8.2. Curling club Capacity was brought up as an issue by members. The board is not concerned about the number of members within the club.
  - 2.8.3. The board was asked to decide if we would allow youth to join the LTC. The board has decided that we would allow youth to participate in the LTC program with an adult also registered. If there are 5 youth registered in the program the board will create a youth learning program to accommodate the youth in a youth learning program.
- 2.9. L2C Bonspiel and Bernie's Award - Liz
  - 2.9.1. Leanne had Peter Watson create a plaque for the LTC bonspiel with a dedication to Bernie.
  - 2.9.2. The cake and food have been ordered for the event.
  - 2.9.3. The award ceremony will follow the bonspiel.
- 2.10. Membership (Draw 3, member numbers) - Colleen
  - 2.10.1. Message to the members on when the deadline to register for the new draw
  - 2.10.2. Sunday league time changes to 1:30 & 3:00
- 2.11. Carpet replacement - Leanne
  - 2.11.1. We will be looking for quotes to replace the carpet with another type of floor covering
- 2.12. Bonspiel Planning Tool - Nigel & Aris
  - 2.12.1. Video has been created, editing is in process and will be posted and shared with convenors on how to use the planning tool.
- 2.13. Ice Update - Alain
  - 2.13.1. Still looking for manpower to assist with the ice. We are looking for assistance during the day.
  - 2.13.2. Knees and Fingers on the ice continue to be an issue with ice maintenance.
  - 2.13.3. Stabilizers and Delivery sticks are replaced on the wall brackets when done.
  - 2.13.4. Convenors to update Ice Tech on ice use if change to the schedule.



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2.13.5. If there is a fall or other event on the ice notify the ice techs so that it can be repaired

2.14. Curl-On Meeting - Liz

2.14.1. There will be a virtual meeting on Feb 6th with Matt Allan to discuss with the club to discuss how CurlOn can support our clubs.

#### 3. Matters for Decisions:

3.1. Lights/ Security cameras - Liz and Leanne - [Appendix 5](#)

3.1.1. Light on the East end of the building is to be replaced

3.1.2. Awaiting quotes from contractors for lights and cameras

3.1.3. Quotes will be sent out via email for online voting.

#### 4. Matters for Discussion:

4.1. League descriptors - Aris

4.1.1. Aris will send new descriptions to Oleg and Colleen to be updated on the website before the email to members goes out for the new registrations.

4.2. Bar Fridge Downstairs - Nigel

4.2.1. We are going to be removing the fridge in the ice tech room.

4.3. Calendar of events for January - Nigel

4.3.1.

4.4. Financial Wishlist (Big Purchases, Uline, Improvements,etc) - Nigel

4.4.1. House - Paper Towels, Towel Bowl Brushes, Exit Signs

4.4.2. General - Stapler,

4.4.3. Kitchen - Extra shelf for fridge, New Faucet for Kitchen Sink, New Mop and Broom

4.5. Glengarry Cup - Nigel

4.5.1. Playdown on Feb 3.

4.5.2. All players will pay \$10 for the playdown for the Glengarry Cup and the winning team will win the pool of money to go towards their entry in the event.

4.6. Club jackets - Liz and Lynne

4.6.1. Shannon Rolin is working on sourcing out jackets that we could order for our curling club.

4.6.2. We are looking for other local businesses

#### 5. Action List

Action	Members Involved	Actions Taken/Date Completed
New Sheets	Ice Chair	By end of 2023 Season



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Uploading PDF meeting minutes	Secretary	Monthly
New Friday Night League Description	Colleen & Aris	Before 2024 Season
Re-stocking First aid	House	TBD

6. **December Tasks** - [Appendix 2](#)

7. **Adjournment**

7.1. Motion to adjourn the meeting made by Leanne at 7:40 pm seconded by Eugene.

8. Next meeting is January 10th at 6:30pm.



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### Appendix 1

#### Treasurer Update as of December 13, 2023

Bank of Montreal

Main Account

	<b>Current Balance</b>	<b>\$</b>	<b>67,849.17</b>
<b>ADD: RECEIVABLES</b>			
Memberships	\$		736.56
Business Bonspiel	\$		280.00
Upcoming Rentals	\$		339.00
LTC Bonspiel	\$		620.00
Advertising	\$		2,655.50
		<b>\$</b>	<b>4,631.06</b>
<b>LESS: O/S DEDUCTIONS</b>			
	\$	84.58	Rangard
	\$	1,209.10	Curl On
		<b>\$</b>	<b>1,293.68</b>
<b>Account Balance</b>		<b>\$</b>	<b>71,186.55</b>
<u>Upcoming Expenses</u>			
Enbridge	\$	523.15	Bill November 24th - Automatic deduction December 14, 2023
Hydro One	\$	1,804.70	Bill December 1st - Automatic deduction December 21st, 2023
Hydro One	\$	943.80	Bill December 1st - Automatic deduction December 21st, 2023
Cogeco	\$	281.19	Bill December 2nd - Automatic Deduction December 16, 2023
BMO Mastercard	\$	3,500.00	An approximate- to be withdrawn January 4, 2024
Clean Home Professionals	\$	610.20	Approximately - due end of December
Oleg - Event Planner		\$120.10	Due this week
Hendersons	\$	259.91	Due to date at end of month
<b>TOTAL UPCOMING EXPENSES</b>		<b>\$</b>	<b>8,043.05</b>
<b>PROJECTED CHEQUING ACCOUNT BALANCE INCLUDING UPCOMING EXPENSES</b>		<b>\$</b>	<b>63,143.50</b>
<b>Bar Account Balance</b>		<b>\$</b>	<b>12,897.50</b>



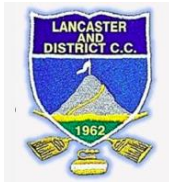
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#### Appendix 2

#### December Tasks

Job Title	Job Description	Person Responsible	Date Completed
Furnace Filter	Change the Furnace Filter in the basement	House Chair	
Garbage	Garbage Collection is Thursday's. Ensure the Garbage and Recycling is ready at the roadside each week.	House Chair	
Weekly Bar Deposit	Conduct a weekly deposit of the cash in the cash register. Print out a report of the week and ensure the cash register balances. Place Deposit in the Safe.	Bar Chair	



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### Appendix 3

#### **AODA PRELIMINARY REPORT** Accessibility in Ontario

Further to the comments I made to the Board of Directors at our last meeting, I have had two telephone conversations followed by a meeting with Chriss Raabe, the South Glengarry District Chief Building Inspector, at the township offices.

I discussed and reviewed the AODA accessibility requirements that applied to the LDCC with him. We first discussed the applicable legislative provisions that I felt applied to our curling club.

For your convenience, listed below are excerpts of the legislation that we discussed:

#### **1. AOAD**

##### **PART II APPLICATION**

###### **Application**

4. This Act applies to every person or organization in the public and private sectors of the Province of Ontario, including the Legislative Assembly of Ontario. 2005, c. 11, s. 4.

###### **Crown bound**

5. This Act binds the Crown. 2005, c. 11, s. 5.

###### **Several applicable standards**

(5) A person or organization may be subject to more than one accessibility standard. 2005, c. 11, s. 6 (5).

###### **Content of standards**

(6) An accessibility standard shall,

- (a) set out measures, policies, practices or other requirements for the identification and removal of barriers with respect to goods, services, facilities, accommodation, employment, buildings, structures, premises or such other things as may be prescribed, and for the prevention of the erection of such barriers; and
- (b) require the persons or organizations named or described in the standard to implement those measures, policies, practices or other requirements within the time periods specified in the standard. 2005, c. 11, s. 6 (6).

###### **Classes**

(7) An accessibility standard may create different classes of persons or organizations or of buildings, structures or premises and, without limiting the generality of this power, may create classes with respect to any attribute, quality or characteristic or any combination of those items, including,

- (a) the number of persons employed by persons or organizations or their annual revenue;
- (b) the type of industry in which persons or organizations are engaged or the sector of the economy of which



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(9) An accessibility standard may be general or specific in its application and may be limited as to time and place. 2005, c. 11, s. 6 (9).

### COMPLIANCE WITH STANDARDS AND REVIEW OF REPORTS

#### Compliance with accessibility standard

13. A person or organization to whom an accessibility standard applies shall comply with the standard within the time period set out in the standard. 2005, c. 11, s. 13.

#### Accessibility report

14. (1) A person or organization to whom an accessibility standard applies shall file an accessibility report with a director annually or at such other times as the director may specify. 2005, c. 11, s. 14 (1).

#### Report available to public

(2) A person or organization shall make an accessibility report filed under subsection (1) available to the public. 2005, c. 11, s. 14 (2).

#### Form

(3) An accessibility report shall be in the form approved by the Minister and the Minister may require that the report or a part of the report be provided electronically in a format approved by the Minister. 2005, c. 11, s. 14 (3).

#### Content

(4) An accessibility report shall contain such information as may be prescribed. 2005, c. 11, s. 14 (4).

#### Certification of accessibility report

15. (1) An accessibility report shall include a statement certifying that all the information required to be provided in the report under this Act has been provided and that the information is accurate and the statement shall be signed,

- (a) if the person preparing the report is an individual, by the individual; and
- (b) in all other cases, by a director, a senior officer or other responsible person with authority to bind the organization. 2005, c. 11, s. 15 (1).

#### Electronic signature

(2) If an accessibility report is filed in an electronic format approved by the Minister, the requirement that a person sign the report under subsection (1) shall be met if he or she provides an electronic signature. 2005, c. 11, s. 15 (2).

#### Definition

(3) In subsection (2),

“electronic signature” means a personal identification number (PIN), password, biometric information or any other electronic information that a person creates or adopts to be used in the place of his or her signature to authenticate his or her identity and that is in, attached to or associated with an accessibility report. 2005, c. 11, s. 15 (3).

#### Review of director

16. A director may review an accessibility report filed under section 14 to determine whether it complies with the regulations and whether the person or organization who submitted the report has complied with all applicable accessibility standards. 2005, c. 11, s. 16.





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### Other reports and information

17. At the request of a director, a person or organization shall provide the director with reports or information relating to the compliance of the person or organization with the accessibility standards. 2005, c. 11, s. 17.

### PART VII MUNICIPAL ACCESSIBILITY ADVISORY COMMITTEES

#### Accessibility advisory committees

29. (1) The council of every municipality having a population of not less than 10,000 shall establish an accessibility advisory committee or continue any such committee that was established before the day this section comes into force. 2005, c. 11, s. 29 (1).

Chriss Raabe suggested we contact Kim Casselman, Clerk, 613-932-1515, ext. 1203, for further information concerning the committee mentioned in above paragraph. Also, we were referred to the Ministry for Seniors and Accessibility Standards, Reports and Action Plans at 416-849-8276.

#### Small municipalities

(2) The council of every municipality having a population of less than 10,000 may establish an accessibility advisory committee or continue any such committee that was established before the day this section comes into force. 2005, c. 11, s. 29 (2).

#### Members

(3) A majority of the members of the committee shall be persons with disabilities. 2005, c. 11, s. 29 (3).

#### Duties of committee

- (4) The committee shall,
- (a) advise the council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice under subsection (5);
  - (b) review in a timely manner the site plans and drawings described in section 41 of the *Planning Act* that the committee selects; and
  - (c) perform all other functions that are specified in the regulations. 2005, c. 11, s. 29 (4).

## 2. IASR (Integrated Accessibility Standards Regulation)

On July 1, 2011, the Integrated Accessibility Standards Regulation (IASR) was enacted into law. The IASR sets standards in the following five areas: information and communications; employment; transportation; design of public spaces; and customer service. The compliance dates of this Regulation are staggered, allowing for a gradual implementation over several years.



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- Information and Communications Standards, and
- Employment Standards.

This tool will also provide information including direct links to tools and resources, to help your organization understand and meet these requirements. Please refer to our website to confirm if your organization has requirements under any other sections of the regulation.

Note: The Transportation Standards and Design of Public Spaces Standards are not covered by this tool.

Finally, concerning Existing Buildings, I refer you to section A.1.1.2.7 on the next page:

**To finalize this report, we must complete the ASC checklist referred to herein below.**

Welcome to the Accessibility Standards Checklist (ASC)! This is a self-assessment tool that will allow your organization to identify the requirements that apply to your organization under the following sections of the Integrated Accessibility Standards Regulation (IASR, O. Reg 191/11 to the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA):

- General,
- Customer Service Standards,



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### Appendix A

Appendix A to this document is included for explanatory purposes only and does not form part of the requirements. The bold-face reference numbers that introduce each item apply to the requirements in the Code.

#### Explanatory Material for Division A

##### **A-1.1.2. Limit of Application.**

The provisions in this Code are intended to establish minimum acceptable standards for public health and public safety, fire protection, structural sufficiency, conservation, environmental integrity, barrier-free use and access. They are not intended to be applied to voluntary installations unless specified in the Code.

For example, a firewall installed for insurance purposes need not comply with the requirements in Subsection 3.1.8. of Division B unless it is used as a means to create 2 buildings for the purposes of other Code requirements. Similarly, it is not intended that voluntary standpipe installations comply with the relevant requirements in Subsection 3.2.9. of Division B. Voluntary installations should not detrimentally affect features required by the Code.

##### **A-1.1.2.7. Existing Buildings.**

This Article describes the extent of renovation subject to the Building Code: only the areas or portions of a building being renovated, or other parts of a building adversely affected by that renovation need comply with the requirements of the Code; all other areas or portions need not comply with the Code and may remain unchanged.

##### **A-1.1.3.1. Buildings Divided by Firewalls.**

This concept relates to the provisions directly regulated by this Code and does not apply to electrical service entrance and natural gas service requirements which are regulated by other documents.

##### **A-1.2.1.1.(1)(a) Compliance Via Acceptable Solutions.**

If a building design (e.g. material, component, assembly or system) can be shown to meet all provisions of the applicable acceptable solutions in Division B (e.g. it complies with the applicable provisions of a referenced standard), it is deemed to have satisfied the objectives and functional statements linked to those provisions and thus to have complied with that part of the Code. In fact, if it can be determined that a design meets all the applicable acceptable solutions in Division B, there is no need to consult the objectives and functional statements in Division A to determine its compliance.

##### **A-1.2.1.1.(1)(b) Compliance Via Alternative Solutions.**

Where a design differs from the acceptable solutions in Division B, then it should be treated as an "alternative solution". A proponent of an alternative solution must demonstrate that the alternative solution addresses the same issues as the applicable acceptable solutions in Division B and their attributed objectives and functional statements. However, because the objectives and functional statements are entirely qualitative, demonstrating compliance with them in isolation is not possible. Therefore, Clause 1.2.1.1.(1)(b) identifies the principle that Division B establishes the quantitative performance targets that alternative solutions must meet. In many cases, these targets are not defined very precisely by the acceptable solutions - certainly far less precisely than would be the case with a true performance code, which would have quantitative performance targets and prescribed methods of performance measurement for all aspects of building performance. Nevertheless, Clause 1.2.1.1.(1)(b) makes it clear that an effort must be made to demonstrate that an alternative solution will perform as well as a design that would satisfy the applicable acceptable solutions in Division B - not "well enough" but "as well as". In this sense, it is Division B that defines the boundaries between acceptable risks and the "unacceptable" risks referred to in the statements of the Code's objectives, i.e. the risk remaining once the applicable acceptable solutions in Division B have been implemented represents the residual level of risk deemed to be acceptable by the broad base of Canadians who have taken part in the consensus process used to develop the Code.



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Cashflow Summary	
2022-2017 Average Operating Expenses	\$ 86,804.83
Projected Cash on Hand Year End	\$ 53,258.94
Cash increase/decrease %	61%
COVID Year Operating Expense ( min cash reserve)	\$ 35,642.00
Spend Allowance	\$ 17,616.94
<p>The COVID YEAR OPERATING EXPENSE (35K) SHOULD BE SEEN AS A BARE MINIMUM TO NEVER GO UNDER. WE NEED TO STAY BELOW THE AVERAGE OPERATING EXPENSES (86K) TO GET GRANTS. SO WE NOW HAVE ABOUT 17K OF PROJECTED SPENDING ALLOWANCE TO STAY ABOVE THE MINIMUM. BUT THE BOARD COULD ALSO CHOOSE TO SAVE TO INCREASE RESERVES AS LONG AS YOU STAY UNDER THE 86K LEVEL. KEEP IN MIND WE HAVE LEFT OUT AD REVENUE, BONSPEIL REVENUE AND SOME REGISTRATIONS ALONG WITH ALL DISCRETIONARY SPENDING BY THE BOARD SO THIS SHOULD WORK LIKE A WORST CASE SCENARIO.</p>	



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### Appendix 5



805 Sydney St. Unit #2B  
P.O. Box 866 Cornwall, Ontario K6H 5T7  
Tel. 613-937-4430 Fax. 613-937-4429  
Out of area 1-888-618- 1688

### PROPOSAL

**NAME:** Lancaster & District Curling Club  
**ADDRESS:** 13 High St.  
**CITY:** Lancaster  
**ATT:** Leanne Dumoulin

**DATE:** Dec. 5, 2023  
**JOB:** Camera system  
**PROV :** ON **CODE:**  
**TEL#**

We hereby submit specifications and estimate for the supply and installation of:

- 1- HD recorder 4 channels
  - 1- 1TB hard drive
  - 2- HD IP cameras 5 Megapixels
  - 2- Cables for cameras
  - 1- Cable to internet router (if remote access is desired) \$1,433.40 + HST
- Options:**
- 1- Extra camera (up to 4 total) \$521.20 + HST each
  - 1- Monitor 24" LED \$255.98 + HST

**WE PROPOSE** to supply the above for the sum of: see above

Payment to be made as follows: 50% down. Balance upon completion.

Proposal valid for 15 days

Quote by: Chris Flammia

Accepted by: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_