

**RIO TERRACE COMMUNITY LEAGUE Executive Board Meeting**  
**January 26, 2022, 7pm**  
**DIGITAL MEETING: Google meet**

**In attendance: Emma Woolner, Lance Burns, Giselle General, Brandon Blanck, Andrew Chambul, Jen Osmond, Kristin Bauer, Jason Herstad, Rachelle Roberts, Perry Wynn, Auriana Burns, Deb Perram**  
**NON-VOTING: Stuart York (NRC), Andrew Olsen**

**With regrets: Alex Stefanov, Carrie Anne Doucette**

## **Minutes**

**Call to order at 7:00 pm**

**1) Approval of Agenda**

**Motion to approve the agenda** by Brandon; motion to second by Giselle; Approved? Yes, unanimously. Carried.

**2) Approval of October 2021 minutes**

**Motion to approve the October 2021 minutes** by Deb; motion to second by Brandon; Approved? Yes, unanimously. Carried

**3) Emma – Introduction of Andrew**

Andrew Olsen, open to sitting on the Board in some capacity and is an urban planner (who has offered for us to use if the need arises) – Welcome Andrew!

**4) Action items follow up** from previous meeting

Emma – confirmed with Carrie Anne, we are on par. Discussion has established an adjustment in rates, at this time, would not be prudent. Comparison of rates between other leagues is difficult, due to COVID there is presently no demand. Our rental rates have not changed in eleven years. The City, nor the EFCL, will interfere at what our rates should be charged out – they just want to ensure the facility is available to our community first. The space and time should be offered at market rate, which is difficult at this time to determine. Influencing the objective of our rates is subject to decisions on money in the bank, versus serving our neighbours. Going forward, should we table any renovations until the future. Renovations are happening currently – perhaps we should increase the rates now, and slightly once again upon completion. Carrie Anne's input is valuable - we will table any decision until Emma completes discussion with her.

All other items will be covered appropriately in separate directives as below.

### 5) Finance Report

- Information is being presented for the previous two months - Business as usual – everything remains satisfactory while few events are happening at this time.
- The rink upkeep continues. Andrew has been cleaning up everything as needed – thank you Andrew. Casino funds remain the same, all healthy. We expect to receive a casino later in the year, but currently, funds remain same. We may consider increasing our advertising rate in the newsletter.
- Barring any extra expenditure, we currently spend between \$4,500 and \$5,000 monthly on maintenance.
- Discussion note - casinos could bring approximately \$73,000 into our financials, and as high as \$92,000.
- Information on solar panels prove efficiency, they are working!

**Motion to accept the November monthly financial report** as information provided, by Brandon; Motion to second by Giselle; Approved? Yes, unanimously. Carried

### 6) Energy Efficiency project report of usage

An attempt to provide information on the energy efficiency project (electricity / rate = savings \$ amounts) will be provided in the future.

**7) Signing Authority** - Motion by Brandon make the appropriate change of signing authority to our financials, adding Deb; Motion to second by Lance; Approved? Yes, unanimously. Carried.

### 8) Items for discussion

- **Preschool report** – Open House scheduled for February 7, from 5 until 8 pm. The year end reports, due to closure last year, and staffing changes, there was not a significant surplus of funds.  
There are many available grants, including wage top-up, to interested families (with income of up the \$180,000), which would reduce their fees.  
The grocery shopping cart raffle was a success. Another raffle with a similar liquor shopping cart is underway, tickets are \$10 each, to be drawn the week of February 27, let Auriana know to purchase tickets.  
An Open House was held at the end of November (or early December) which acquired four new registrants.  
We are sincerely thankful to Sean Wood's incredible work in assisting the pre-school to stay afloat. Present times bring the pre-school into a tricky position, but his hard work brings a small surplus to the year-end financials.
- **Soccer report** – Perry spoke on an attached presentation – everything is on track.

- **Hall rental report** – upon completion of discussions with Carrie Anne, a full report will be presented soon. There are no current rentals. If possible, an understanding would be appreciated as to what the rentals were before COVID, and what were the rental rates. In anticipation, we'd like to get events back to previous times. Looking into possibly keeping the website up to date with any new interest. We are allowed to rent out, the operation of programs with the tripartite agreement, there is no accounting office to report back to. Although there is no current ongoing market interest. In the future, we'll allow dance, private schools – with an agreement of sub-lease beyond 30 days, which is what we were doing in previous times. Traceability is important to ensure value to the times and rentals. Discussion with Carrie Anne asking for a list of rentals from pre-COVID, with full disclosure of timeslots and payments, providing a ledger of all rentals. Review of the contracts/leases kept will provide insight into our liability. A detailed monthly report, including Bandon, would allow us to view and review, with regular calendar updating, placing on the website or shared drive. Any new bookings could be uploaded weekly, with a link to the agreement in place. All website updates should be sent to Lance, he'll ensure immediate placing of information, ensuring the site is maintained correctly, without breakage. Action item - Giselle is interested in having all minutes placed on the website, which haven't been updated since August 2018.
- **Rio Terrace playground report** – Rachelle is reporting fundraisers are currently underway and being investigated. An ice cream truck fundraiser is hopeful for year-end. Discussion of interest in a door-to-door fundraiser campaign, however due to COVID, and the winter, we'll look at this for the spring or summer. We'll place a blurb in the newsletter. We've received a grant for an outdoor classroom.
- **Old Business:**
  - 1) Tabled items: Nothing at this time.
  - 2) Past events: ILLUMINIGHT. Kristin reporting a SUCCESSFUL event. Cost of the event was kept to a minimum, 100 people were in attendance, 3 firepits with cooperation from the EFCL, created a lovely evening. The weather was mild, contributions received were \$72 for the wellness centre, which we've not received any further accounting. A blurb will be placed in the newsletter. Will the event be continued next year? The weather is a dependent.
  - 3) Cameras/climbing deterrent: Andrew reported the installation of the slats as a climbing deterrent. The cost was slightly higher, approximately 10%, due to damaged fencing. Final installation and clean up is scheduled for Friday. The cameras require a contractor installation of power to the individual camera locations.

- 4) Pet waster initiative: Auriana and Perry report James will place at the church. We have a total of four to place and will action this item for next month.
- 5) Bylaws: Giselle reported the motion sent via email November 29, 2022:  
I move that the draft bylaws (File Name: 2021 11 29 Rio Terrace Community League Bylaws FINAL DRAFT) be approved by the board as presented, and for the board to schedule a special General Meeting in January 2022 to present the draft bylaws to the membership for final approval.  
On December 2, 2022, seven Board members confirmed their 'yes' vote, to be successfully carried and approved.  
The general meeting with the RIO TERRACE COMMUNITY LEAGUE has been scheduled for February 16, 2022, at 7 pm.  
Upon approval from the RTCL, we will action, an updated copy must be sent to the registry's office of the EFCL.
- 6) Tennis court schedule/availability: tabled – Emma will action, together with the small sub-committee Andrew, Emma, Lance, and Rachelle).

▪ **New business**

1. Upcoming events: By-Laws for approval at the general meeting on February 16, 2022.  
Giselle is leaving our Board – a thank you has been scheduled for Saturday February 19, 2022, with further detail sent soon.
2. Andrew reported, the camera's finalized payment was confirmed at slightly less expensive than the approved amount.
3. Giselle has recommended action on the identifying of grants for the future. The EFCL database should be learned and used to our benefit. Brandon and Emma will action the decision.
4. Brandon reported on the CLOG (Community League Operating Grant) is required submission before the end of February. Information required with the submission include full detail on current membership numbers, hall usage, financial revenue from the hall usage, current programs. Information must be detailed and accurate.  
Giselle provided context – the EFCL has no updates for CL data in the past. They will, in the future, integrate the process, due to the City advocating all increases through CLOG. Once the database is proven, the EFCL collects the data for future stats.  
Stuart provided context – budget is granted to the EFCL, with an interest on how the dollars are spent. Some CLs do not provided information to share, which makes it hard for the EFCL to advocate to the City. By going the extra step, creates a worthwhile support for the EFCL to budget expenditure and be accountable to the City. Improved and detailed information brings everyone a welcome change for the better.

## 9) Reports

- NRC report – Stuart: the halls remain quiet due to health concerns, with hopes the summer sport will go ahead normally. Decisions will be updated monthly. Events are encouraged to access the micro grant. The big bin event submission should be presented in April. It is still too early to report on the green shack.
- President – Emma: All items have been covered.
- Vice President – Giselle: The Bylaws – have been finalized awaiting approval with a special general meeting of the membership scheduled February 16, 2022.
- Newsletter – Giselle: Friday is the deadline – note, all original content is appreciated, anything and all to share, such as photos of your house, old or new, the more content the better. We will action the item, the USB holding backup content will be passed on to a Board member, and a new editor will be appointed. The newsletter is published quarterly, with May as the next issue.
- EFCL - Giselle: The CLOG committee may request further information as they feel necessary upon submission. Information on solar panels, and energy may also be requested in the future.  
The next general meeting is February 15 – we should have a representative attend. There are currently 12 Board members, Giselle will be moving to a different district than where RT is represented. Accessibility is a recent inclusion, with a representative speaking out – they cannot enter the CL rink due to no accessibility ramps. The leagues will be asked to review accessibility concerns, ensuring mobility is smooth without barriers. Digital media is also in review, ensuring videos are functional to include deaf and mute attendees.
- Maintenance – Andrew reported, with the contractor visiting our premises, moisture was determined present, causing wall penetration, interrupting electrical work. The drywall was cut and found to contain black mold. The issue is not presently a huge concern, currently present within an 8x8 ft sheeting behind the drywall. Health standards would require the concern be remediated correctly, which entails locating the source. Options to proceed will be to determine if the spread will continue – proper safety standards according to Health and Safety are ensured. Consultants have provided estimates at approximately \$1,800 up to \$3,000, including lab testing. We will proceed, the concern is located in the storage room near the chairs, with the correct, safest, affordable preliminary status reporting.  
Cameras – we will hold off with placing of the electrical installation. The fire alarm relocation for pre-school, and trouble sensor, until the consultant's reports are finalized with quotes on cost.  
The concern is unavoidable, but the hold off is wise, in case the concern becomes bigger, until clarity is resolved.  
Andrew is request three quotes from consultants for repair, and re-visit in a few months. The quality of work, estimate of financial, will be

compared and presented with recommendation on proceeding. Upon initial consultation, if repair from the inside of the building is plausible, the cost would be less expensive. The wall composure is the main concern. Roots underground are not the culprit. Concerns regarding the grading of the building are not the culprit, although may cause further risk through shifting, moisture, wall system issues and fixing the grading.

The quotes will be attained, with recommendations, to address updates accordingly.

The mice in the hall are currently being taken care of.

- Membership – Auriana: reporting 122 current memberships with just under \$4,000 collected. All skate tags have been delivered.
- Programs – Alex: No update currently.
- Signs – Jason: are currently being updated. Couriers for the newsletter are filled. Digitization of emails and maps are underway.

**Meeting adjourned at 8:50 pm.**

**RIO TERRACE BUILDING SOCIETY Executive Board Meeting**  
**January 26, 2022**  
**DIGITAL MEETING: Google meet**

**Minutes**

**Call to order at 8:52 pm**

**1. Approval of Agenda**

**Motion to approve the agenda** by Deb; motion to second by Rachelle; Approved? Yes, unanimously. Carried.

**2. Approval of October 2021 Minutes:**

**Motion to approve the October 2021 Minutes** by Perry; motion to second by Lance; Approved? Yes, unanimously. Carried.

**3. Finance Report & budget update:**

Brandon reported the read-a-thon successful.

**Motion to accept the August monthly financial report as information** by Brandon; Motion is second by Perry; Approved? Yes, unanimously. Carried.

**4. Items for discussion**

- a) **Subcommittee meeting:**
- b) **Grant funding:** Brandon and Emma to discuss the database.
- c) **Donations:** as discussed in the finance report.

**Meeting adjourned at 8:55 pm.**