

RIO TERRACE COMMUNITY LEAGUE Executive Board Meeting
January 25, 2023, 7pm
DIGITAL MEETING: Google meet

In attendance: Lance Burns, Deb Perram, Andrew Chambul, Auriana Burns, Marly Johnson, Perry Wynn, Stuart York (NRC), Kristin Bauer, Jen Osmond,

With regrets: Emma Woolner, Andrew Olsen, Carrie Anne Doucette
Not in attendance: Jason Herstad, Aleksander Stefanov

Minutes

Call to order at 7:13 pm

1) Approval of Agenda

Motion to approve the agenda by Perry; motion to second by Marly; Approved? Yes, unanimously. Carried.

2) Approval of November 2022 Minutes

Motion to approve the November 2022 minutes by Perry; motion to second by Marly; Approved? Yes, unanimously. Carried

3) Action items follow up from previous meeting.

Perry / Auriana – Pet waste initiative placements – bring forward.

Lance – By-Laws amendments have been completed, ready to have officially filed.

Perry / Andrew C – Rental Rates – tabled until further information is reviewed until next meeting.

4) Finance Report – Brandon sent his report via email:

Attached are the financial reports for November and December.

A few things of note:

The CLOG grant application is (slowly) in progress. I need the number of memberships sold last year (individual vs. family - from Auriana, I assume), and the number of hours the hall was used (for programs, events, and rentals - from Carrie). I believe I have everything else. You can reference [this document from EFCL](#). Please reach out if you have any questions, and no rush, but the sooner the better :)

Casino funds have been received and everything that can be paid from that account is now being paid - utilities, maintenance (including janitorial), rink attendant salaries/expenses, etc.

Donations for the Rio Terrace park (through RTES) have been received - roughly \$4500 through the last campaign (Christmas Readathon). I will be sending them a cheque once everything clears.

If anyone else wants to take on the Treasurer role, or you know someone that would be interested, definitely let me know!

Motion to accept the November and December 2022 monthly financial report as information provided, by Andrew C; Motion to second by Perry; Approved? Yes, unanimously. Carried

5) **Energy Efficiency project** – Information on access to be provided to Andrew C, for reporting in the future.

6) **Items for discussion**

- **Preschool report – Auriana**

There will be an Open House on February 13 – we are hoping Jason will have the signs changed to reflect this notice soon. Registration for the next season has begun, will open to the Community League, and finally to the general public. Registration is filling quickly, due to the awesome teacher. She is currently enrolled in her Master's degree in play.

There are fundraisers planned, a liquor store raffle, the grocery shopping spree raffle, Family Fun Day June 3 (which will be even more awesome than last year).

- **Soccer report**

Perry reported soccer is going well, ends the first week of February, with a tournament the first weekend of March. February will allow registration for the spring session which begins in March.

The quote on new jerseys is expected very soon, with an expected cost of \$25,000 – these jerseys would last approximately 5 to 10 years. An email motion will be sent with the particulars of jersey purchase, due to the jerseys required for May 1 season start.

- **Hall rental report –**

Carrie emailed her report:

December was a busy month at the hall and January is chalking up to be rather busy as well.

Dec 9 Advertsbasar, Dec 10 Merry Makers Market, Dec 17 Breakfast with Santa, Dec 21 pre-school Xmas party

Jan 7/14 private rentals

Upcoming events - Feb 13 preschool open house, May 21 Celebration of Life, June 9 Thirst N Howl event

The regular rentals of Jujitsu, Ping Pong and Tai Chi for the hours they have continued to rent.

If there are any other upcoming events please be sure to check the calendar first and if it's free on the calendar it's free for the rental.

- **Old Business:**

1. Pet waste initiative: will be completed for next month.

- **Email Business:**

1. November 30, 2022 - Motion to approve, by Andrew, seconded by Deb:

The difference between the prices we originally used to approve the exterior improvements and now is as follows,

- Update 3 Preschool Windows WAS: \$9,350 NOW \$10,910, Vector is \$1,560 plus GST
- North Elevation Windows (facing rink) WAS: \$14,650 NOW \$16,990, Vector is \$2,340 plus GST
This was the explanation given by GES, " As previously noted we had to go back to our suppliers to provide a requote for the glass units that were priced out earlier this year. There have been a number of raw glass price increases this year along with other raw materials plus energy cost increases that have affected production and shipping costs."
These cost increases make sense based on current supply chain conditions and when we received the original pricing. As such, I would like to propose a motion to accept the increase in window cost to the tune of \$4.095 including GST.
Andrew C, Deb, Jen, Kristin, Auriana, Perry, Andrew O, Aleks, and Marly. The other Board Members have abstained with no vote. – Approved? Yes. Carried.

2. January 16, 2023 - Motion to approve, by Andrew, seconded by Perry:

We fund the CPTED assessment as quoted by TR SHAW

PROJECT LIFECYCLE MANAGEMENT on 01-10-2023.

Voted yes: Jen, Deb, Marly, Perry, Andrew C, Kristin, Andrew O.

No other emails either in favour or denial were received.

Approved? Yes. Carried.

- **New business**

1. Hall keys – Andrew, Lance, and Emma are authorized to cut keys at the Lock Surgeon – if there is further interest, please let Lance know to become authorized in advance.
2. Security Cameras – has been voted upon, assessments and quotes are being arranged, to be finalized with any grant received.
3. Breakfast with Santa – AWESOME event. Mr and Mrs Claus are wonderful – they donated a portion of their fee back to the Community League. We hope they come back in years to come (he's 80 years old).
4. Hall Rental rates – tabled until next meeting.
5. The City has a 'Snow to Go' program, with a grant received of \$1,000. We are purchasing a snow-blower, with an update with next month's meeting.
6. Rink Rental – to manage for the future, someone must be appointed to manage an event, deciding what fee will be charged, if a time is arranged, will the rink cleaner be available in case of recent snowfall, etc. A current request has been made for February 10 or 24 – will check to ensure Peter is available to assist. The rental won't affect insurance.
7. Discussion regarding a former email motion and vote:

Proposal for PINCHIN to review and be retained as a Consultant with respect to the contract for exterior work. The Scope of Work, cosmetic and specific design for the exterior is in conclusion – is it beneficial, due to the funds provided for a public project, hire PINCHIN to review and ensure full compliance in all aspects to completion, satisfactorily and confidently. The contractor is performing the work properly, and the City will likely perform more than one inspection, but should we be due-diligent with the circumstances? Since this is a public project, we would be relying totally on the inspection, but PINCHIN would conduct a full review with edits and/or comments. We trust the builder and engineering hasn't changed. We are completing construction now due to workmanship errors the first time. The public funds are not ours personally to make any errors with. PINCHIN will charge \$3,150 for overseeing the architectural drawing review, Scope of Work, thermal performance, single site review, and other recommendations.

Motion to approve by Andrew C to accept the proposal of hiring PINCHIN to continue the Scope of Work for the exterior services including sight visits; seconded by Perry. Approved? Yes, carried.

7) Reports

- NRC report – Stuart provided his report as attached.
- President (and Vice President) – (December/January)
 - Events
 - Past: Dec 10th - Merry Makers Market & Dec 17th - Breakfast with Santa
 - Breakfast with Santa:
 - Photos taken? ~50 kids; lower attendance than years past, but not a surprise (decided to do the event late, not advertised in newsletter, COVID, etc.)
 - Too much food, but that is nothing new... happens every year.
 - Lots of help from the board (Lance, Auriana (+Anthea & Anthea's friend), Perry, Andrew, Jason, Deb, Jen) and 1 community volunteer Marleny.
 - ***I would be happy to spearhead this event every year if support continues.

Upcoming:

Cyndi Rowland was part of the Social Committee in the mid 90's to early 2000's reached out looking to reassemble their old group and put on an event this summer. Thinking either late June or July, depending on hall availability. Would probably include some carnival type games, a bbq and outdoor dance in the hockey arena.

I double checked with Auriana (who verified with the preschool) that this would not interfere or be a conflict of interest with the preschool summer party.

I spoke with her on the phone and will support her and her committee and be the liaison with the league. She was told about the preschool summer party and as such would choose a date later in July (instead of June). She was told to choose a date from the calendar (because it was up to date) and then reach out to Carrie to book. She will keep me apprised of the organizing.

- ~~EFCL - Letter of support for Amenities Assessment project -~~
~~DONE~~
- Hall repair/renovation - Andrew can speak to most of this
 - ~~Completed: REPAIR, Permits for exterior, subcommittee meet re: plan change~~
 - Have contract (for contractor) reviewed - SHAWN HAGEN will do pro bono and has started on it
 - Architectural review of GES plans? Site visits? To vote at the meeting!!!
 - ~~Contractor to order supplies: windows~~
 - Git er done!!!
- Rink rental - Is this something we are willing to do?
Inquiry from league member: "Renting the rink for a birthday party few hours on February 10th or the 24th... My goal would be to do it between 9 and 11am when the rinks are usually empty in order not to disrupt the community as I am a frequent user myself and would not want to be on the other side being told that the rink is used for an event."
- Tennis court to dos:
 - Write up Spring rental agreements - with Andrew.
 - Sign for court etiquette - Jen and Rachelle?
- Senior's programming
 1. Abundant communities
 - DEB - Divvy up neighborhood into "blocks"
 - Elect/assign "block captains"; distribute materials.
 - Roll out.
 2. Snow to go
 - ~~Grant written: Deb, funds confirmed as received: Brandon~~
 - ~~Find someone to do work: PETER KOPE~~
 - Backpack snowblower for Peter: Emma to do THIS WEEK
 - Once we are ready to go, communicate/advertise to seniors Fuerst's to provide list, RT church, email to membership

- Newsletter – Kristin and Marly – deadline for submissions is Friday, looking to publish for the 10th. More content is always requested please.
- EFCL – tabled until next meeting - Andrew O not in attendance.
- Maintenance and Renovation - Andrew C reported:
A bathroom door requires fixing, and a toilet repair. Pest control continues to visit once monthly. The pump on the furnace was leaking water into the storage room but has been fixed. There was an electrical violation with the circuit maxed out due to a new line for the pump.
- Memberships – Auriana reported mailing all new memberships, but no number is available at this time. Numbers are good.
- Signs – Jason was not in attendance, but will be contacted to change for the Pre-School Open House.

Meeting adjourned at 8:06 pm.

RIO TERRACE BUILDING SOCIETY Executive Board Meeting
January 25, 2023
DIGITAL MEETING: Google meet

Minutes

Call to order at 8:08 pm

1. Approval of Agenda

Motion to approve the agenda by Perry; motion to second by Jen; Approved?
Yes, unanimously. Carried.

2. Approval of November 2022 Minutes:

Motion to approve the November 2022 Minutes by Perry; motion to second
by Jen; Approved? Yes, unanimously. Carried.

3. Finance Report & budget update:

Tabled for next meeting.

4. Items for discussion

- a) **Exterior Hall Renovations** – Will be overseen by PINCHIN as voted
within the previous meeting.
- b) **Grant funding** – reporting is due March 1.
- c) **Donations** – tabled for next meeting.

Meeting adjourned at 8:10 pm.

TR SHAW PROJECT LIFECYCLE MANAGEMENT

CPTED Assessment - Proposal Rio Terrace Community League

Date: January 10, 2023
Kimberly Shaw



1.0 Project Summary

The Rio Terrace Community League (RTCL) has engaged TR Shaw Project Lifecycle Management (TRS) to create a detailed Crime Prevention Through Environmental Design (CPTED) assessment for the purpose of understanding community Hall site challenges with crime. Through an evaluation of crime trends and current conditions, the assessment will provide guidance for considerations to mitigate current and future challenges.

2.0 Scope of Work

2.1 Crime Statistics

TRS will compile historical and current crime statistic data to generate an understanding of current conditions within the neighbourhood surrounding the Rio Terrace Community Hall. This will provide the League with an understanding of causes and to raise awareness for potential crime prevention strategies and communications.

2.2 Community Engagement

TRS will engage with key stakeholders from RTCL to generate a feel for community perception as to their crime frustrations, fears, and future hopes, “what they see”, to try and understand current engagement with the community, community dedication to solving challenges, and to compare statistics with the perceptions.

2.3 Site Evaluation

TRS will evaluate the facility and site from a 360-degree perspective. From the outside property line, through the licensed land, around the building façade, and within the interior of the Community Hall, TRS will evaluate the current conditions in relation to natural surveillance, access control, territoriality, maintenance, and lighting.

2.4 Assessment Report

TRS will compile a comprehensive report for the RTCL based on elements generated within 2.1 – 2.3. The results of these elements will guide the report in the creation of mitigating strategies that the League can use, and provide references to assist in providing layers of protection for community members and the board with a view of putting in appropriate controls to deter, detect and delay an incident.

Recommendations will also be made to improve safety and security for the RTCL; with physical security measures such as video cameras, access control, security systems (intrusion/duress), lighting, and human induced factors such as maintenance and activity generators.

3.0 Out of Scope

- Items not noted within the Scope of Work
- Operational analysis associated with the facility after completion of work (i.e., equipment installation and maintenance)
- Cost analysis of security equipment procurement, installation and/or construction work

4.0 Project Fee

The fee for services outlined within **Section 2.0 Scope of Work** will be \$2,400 +GST. Invoice payment will be due upon assessment report receipt.

5.0 Proposal Acceptance

We, the undersigned agree to the terms outlined in this proposal, including but not limited to the Scope of Work (**Section 1.0**) and the Fee structure (**Section 3.0**) outlined:

Date at Edmonton, ALBERTA, this ____ Day of _____
(DATE) (MONTH) (YEAR)

Signatures

Community League Representative

Name, Title (PRINT)

Community League Representative

Name, Title (PRINT)

TR Shaw Project Lifecycle Management

Kimberly Shaw, CPTED Practitioner
Name, Title (PRINT)

