

RIO TERRACE COMMUNITY LEAGUE Executive Board Meeting

May 26, 2026; 7pm at Rio Terrace Community League

Attendees: Emma Woolner, Sarah Spenrath (recording), Perry Wynn, Michelle Robinson, Jen Forsyth, Alyce Tracey, Jen Osmond, Gregor Suchora

Lise Watts (community member, non-voting)

Regrets: Tammy Snaychuk, Assia Tarrabain, Jim Lang, Camille Sutton, Marly Johnson, Carrie Doucette (non-voting)

Undecided: Auriana Burns, Lance Burns, Brendan (EFCL - non-voting), Brandon Blanck, William Sims

Called to order 7:06pm

Minutes

1) Approval of Agenda

Motion to approve the agenda by **Jen O.**; motion to second by **Michelle**
Approved? Yes, unanimously.

2) Approval of April 2026 Minutes - *tabled, not enough members read through the minutes*

Motion to approve the minutes by **Alyce**; motion to second by **Michelle**
Approved? Yes, unanimously.

3) Items for discussion

a. President:

i. AED purchase (report attached) - MOTION

1. Brought up at a Seniors' event that there is no AED, decided that Emma would purchase from Costco (would need to replace unit every 3 to 5 years as you cannot replace just the pads for this unit); preschool teacher indicated there is a way to obtain direct supply

a. Two options: refer to document "AED LEASE vs. direct purchase PROGRAM" for more details and pricing

a) lease for two years and then purchase, with servicing

b) purchase directly (you are required to replace pads every 3 to 5 years)

i. Benefit of lease option is they will replace pads and service the unit for free - give you cabinet and signage

Motion put forth by **Emma** to direct purchase the Cintas AED Zoll 3 with monthly - provides paediatric pads which is appropriate for preschool; seconded by **Gregor**;
Approved? Yes, unanimously

- ii. **Rink attendant report** (attached) - Budget line item for end of season rink repairs?
 - 1. Current volunteers are not proceeding for 2026/27
 - 2. Need sustainable options for going forward
 - a. Are there some young men willing to help?
Responsible for a day of the week or a week of the winter and able to prepare the ice?
 - b. Do we need someone on site at all times? No requirement
 - c. **ACTION: August newsletter - call out for volunteers to help this upcoming year (ex: 14 families to help either once every two weeks or one full week throughout the winter - shovel, re-ice etc)**

- b. **VP: Bylaws update - Emma's assessment**
 - i. Emma went through bylaws - some small changes between the two drafts; some larger differences (ex: if we don't have quorum we would have a meeting the following week to ensure quorum)
 - ii. **ACTION: Emma to reach out to EFCL and verify whether or not some of these pieces are required or were just recommended**
 - iii. **ACTION: Emma to send Perry the documents as attachments**
- c. **Seniors: NFFY & AI workshops** (summary attached) - discussed and summaries shared for information
- d. **Past events: Plant & Seed Swap** - was this past weekend; not a lot of attendees (roughly 20 families) but everyone was very excited; Marly did a lot of work to prepare for this event
- e. **Upcoming events:**
 - i. Get Ready disaster preparedness workshop - city and U of A are helping provide information on community preparedness - workshop is limited to 30 participants, we are the only west end locations included; June 20th - sign up still available
 - ii. Family Fun Day - June 6th - preschool fundraiser but open to everyone
 - iii. Bike Parade - June 28th -
 - iv. Big Bin - September - Community League Day (3rd Saturday in September)
 - 1. **ACTION: Jen F. to coordinate bins**
 - 2. Any ideas what else to do that day?
 - a. BBQ?
 - b. Beer garden?
- f. **Newsletter: Ad price increase** - MOTION (preamble is attached)

Motion put forth by **Jen F.** to approve increase prices for newsletter as described in document "Ad increase motion preamble"; seconded by **Perry**; Approved? Yes, unanimously

- g. Hall modernization subcommittee email motion - was approved May 11, 2026 as outlined below:

Motion: Definition of Decision-Making Authority for Hall Renovation Subcommittee

That the RTCL Board authorizes the Hall Renovation Subcommittee to make operational and project-level decisions necessary to advance the Hall Renovation Project, within the following parameters:

The Subcommittee is authorized to:

- Approve expenditures up to \$10,000 per item, consistent with the approved project budget;
- Select and engage contractors, consultants, and suppliers, provided individual contracts do not exceed \$10,000;
- Make design and specification decisions with minimal financial impact, including but not limited to choices regarding materials, finishes, colors, and standard sizing;
- Approve minor scope adjustments that do not materially alter the total project budget, timeline, or intended use of the facility.

The following decisions require prior RTCL Board approval:

- Any single expenditure or contractual commitment exceeding \$10,000;
- Changes that would cause the total project budget to be exceeded or require reallocation of Board-approved funds;
- Selection of contractors or agreements involving unusual risk, long-term obligations, or reputational considerations;
- Material changes to project scope, layout, or functionality;
- Any decision with significant community, financial, or legal implications beyond the approved project framework.

The Subcommittee shall provide monthly updates to the RTCL Board and elevate any ambiguous or decisions outside of the scope outlined above for Board direction.

h. Land usage conversations

- i. Sarah and Emma had a meeting with EFCL and they indicated that the position of neutrality is correct and the position that we should be taking; per the conversation with EFCL, Laurier and Parkview are using board infrastructure to promote restrictive covenants however all other community leagues are taking a position of neutrality. Some community members are unaware of the need for neutrality.

Sarah recently (May 2026) had a conversation with a community member regarding the March 2026 motion to approve of community league resources for a fee

General table discussion is that for the need for neutrality remains, so having a fee (even if reduced) still ensures that the board is neutral.

ACTION: Sarah to provide information back to the community member about prices (weekday \$30/hour - no 2 hour minimum and waive set up and tear down time) - verbal communication + follow-up email with a cc to Carrie

From March 2026 meeting Motion to approve the following use of community league resources by **Sarah**; motion to second by **Marly**

Approved? Yes, unanimously.

Regarding land usage conversations:

- a. Hall usage: yes, for regular fee
- b. Newsletter usage: yes, as paid advertisements for regular fee - with disclaimer that it is a paid advertisement, not endorsed by community league board
- c. Community league sign: no usage

4) Action items follow-up from prior meetings:

- **ACTION:** Sarah to review 2021 and 2022 meeting minutes to see if they were ever approved - during this meeting reviewed to end of 2021 and nothing was finalized at that time - *could not find any indication*
- **ACTION:** Emma and Perry to review change document and bylaws to see if there is anything that needs to be changed for current draft (2021)
- **ACTION:** Sarah to coordinate porta potties - complete for Rio, in progress for Pat Heights

5) Finance Report - as attached

- Year End
- Deficit (end of April) ~\$23,000 (expected was \$29,000) for YEAR END

Motion to accept the financial report as information by Jen F. seconded by Perry; all in favour? Yes, unanimous.

6) Reports

- Preschool - not in attendance
- NRC report - Brendan - as attached and distributed prior
- President - Emma - as above
- Vice President - Assia - not in attendance
- Finance - Jen F. - as attached and distributed prior
- Newsletter - Camille
 - ADD for August newsletter:
 - Volunteers for Rink Attendants
 - Community League Day - bands? What would you like to see?
- Membership - Marly - nothing to report
- EFCL - not in attendance

- Maintenance - Jim/Gregor - still working with Telesco about fire panel, hoping to have in place in June
- Social/Programs - as above (past and upcoming events)
- Signs - Perry
 - Edit Family Fun day (remove preschool)
- Soccer report - Perry - as attached and distributed prior
- Energy report - Perry - as attached and distributed prior
 - One solar panel has been damaged, still works but won't be as effective
- Hall rental - Carrie - as attached and distributed prior

AED LEASE PROGRAM vs. direct purchase

Both include:

- AED is registered with EMS; if used EMS will be aware your location has a AED onsite and will recommend person on the 911 call to administer AED. They will also be notified if your AED is deployed and 911 hasn't been called yet
- Installation of cabinet & set-up of unit
- Each unit is fully managed, monitored, signed off on and inspected by your First Aid Rep. monthly so you can have the peace of mind that the AEDs are rescue ready to go in the case of an emergency. They take care of everything during their monthly first aid kit service (\$20/mo. for direct purchase model, included in lease program)
- Access to Life Ready app/portal: allows you to see the status of your AED(s) via the online Life Ready Portal reporting system (**3-year subscription included with Direct purchase**)
 - Monthly emails showing the status of each AED. This is great for safety audits and/or quick AED status checks; this includes battery life, expiration date of pads or if the unit has been used
 - Online AED training videos via the LifeReady Portal

AED LEASE PROGRAM

Included in the fixed monthly fee:

- AED unit, Cabinet with alarm or protective carrying case, AED signage
- All pads and batteries are replaced free of charge if needed due to expiration and/or used in the case of an emergency
- We will look after everything over the 36 months. If anything happens to the unit, pads, or batteries, we will replace it at no additional charge. At the completion of the 36-month agreement you have three options:
 1. Keep unit at a renegotiated monthly rate and continued to be managed and monitored by your Cintas Service Rep
 2. Upgrade to the newest model
 3. Own the AED outright, although the unit will no longer be managed by your Cintas Service Rep free of charge including pads and batteries

Direct purchase

Of note:

- \$20/mo. for management, monitoring and inspection by your First Aid Rep. monthly
- Purchase new battery (\$345) & pads (\$540) every 3-5 years
- Costco pads can be hard/impossible to find and would require unit replacement if pads cannot be sourced.

AED LEASE PROGRAM					AED direct purchase						
Cost	Montly	Year 1	3 year	10 year		Upfront	Montly	Annual	Year 1	3 year	10 year
Zoll 3	\$ 145	\$ 1,740	\$ 5,220	\$ 11,310	Zoll 3	\$ 3,174	\$ 20	\$ 240	\$ 3,414	\$ 4,779	\$ 8,525
Zoll Plus	\$ 130	\$ 1,560	\$ 4,680	\$ 10,140	Zoll Plus	\$ 2,784	\$ 20	\$ 240	\$ 3,024	\$ 4,389	\$ 8,135
Lineline	\$ 115	\$ 1,380	\$ 4,140	\$ 8,970	Lineline	\$ 2,524	\$ 20	\$ 240	\$ 2,764	\$ 4,129	\$ 7,875
					Costco	\$ 1,574			Unknown		
					Costco	\$ 2,100			Unknown		

Rink attendant report

Thoughts and Learnings from Rink Ops this year and from call with other rink operators (EFCL):

1. Rink boards - I visited Parkview, Laurier, and Lynnwood and all have the composite boards like an indoor hockey rink. Haven't seen a rink that has wooden boards like Rio though no doubt many do.
2. Rink base – a number of CLs seem to have grass still; though my bet is most have asphalt; newer ones concrete?
3. Supplier – Global Sport Resources seems to be a supplier for many
4. Flooding and Snow Removal Staffing:
 - a. Very few rely on volunteers (not sure any of them do)
 - b. Several pay a company to do snow removal and flooding – \$16,000 per annum for Parkview – company that does it also provides the equipment. Company called “Outdoor Ice Inc”
 - c. Some pay a rink operator (i.e. Laurier, Malmo) – Malmo paying \$25 per hour for their guy
5. For those rinks doing their own maintenance equipment varies between:
 - a. Snow blower and sweeper
 - b. Small garden tractor with fittings (i.e. Laurier) – this is likely a \$40,000 or so setup with most of that being the small tractor. Likely much quicker to get the job done given larger width and commercial grade attachments.
 - c. Some had edgers that help keep the edges clear (made by Zamboni)
 - d. Some CLs apparently have access to Zamboni's though not clear which ones. I heard Summerside has one but they charge a substantial community membership fee to all residents.
 - e. Some CLs have a flooding machine (i.e. Laurier) – not clear on cost or sourcing; but apparently these work very well for a great ice surface.
2. Funding:
 - a. Most participants knew of the operating grant – sounds like Emma is aware of this one and Rio gets it.
 - b. Advertising on boards – must be inward facing; Parkview and Cameron Heights does this. Pricing in that \$5k for 5 years range
 - c. Family sponsorship (Parkview) - \$500 to put your family tree on the outside of the boards
2. Change rooms & rink access:
 - a. Some CL's worry that providing oversight / a monitor for rink increases concerns of assuming liability. Easier to disclaim liability and “skate at your own risk” if there is no attendant.
 - b. Some just leave access to their rinks open all the time (Cameron Heights, Parkview, and others)
 - c. One had a mom's group that monitors
 - d. One group had cameras inside the changerooms that can be monitored from cell phones for oversight.
 - e. Some (i.e. Malmo) just leaves their change room unlocked during operating hours - unattended. Feedback seems to be it depends which neighborhood you are in.
 - f. Others are gated / controlled access – Laurier, Lynnwood
 - g. Couldn't tell if change rooms that were left open had access to hall or bathrooms.

2. Usage: None of the rinks seemed to track usage and I didn't get the sense. Though generally get the sense that if the ice is good the rinks are utilized. We estimate that Rio saw roughly 500 skaters this year not including the schools use during the school days. Didn't get the sense that there was much oversight enforcement of skate tags and the like.
3. Other: Laurier seems to have pickle ball setup on their rink for summer use?
4. Programming:
 - a. Canskate come in and run a skating program – this is a paid program through Canskate (my understanding) - users pay.
 - b. Girls hockey team for neighborhood girls 9-12 years
 - c. Group of men
 - d. Rental – none do this – insurance is a consideration; My sense is can't do this until can guarantee reliable ice for a large percentage of the year. To get a proper rental program going would take a dedicated paid staff member to run it.
2. Cooling to keep the ice longer – this seems to be extremely expensive.

Big decisions:

1. **Asphalt** - Resurface the asphalt to level it out and address cracks and heaving. Perhaps just a top layer?
2. **Boards** – a lot of rotting wood; Harvey lined up to repair. They need a painting if keeping. Puckboard to replace / repair.
3. **Change rooms**- does it make sense to staff it all the time or just during peak hours? Better to put the money into ice rink quality than change room access?
4. **Internal Upgrades:**
 - a. Mechanical room could use a major cleaning / organization / purge; Could use some mounts for hanging equipment etc.
 - b. Change rooms could use a fresh coat of paint and perhaps a few bins for extra gear, sticks
5. **Equipment** – to get all the machines serviced
 - a. Sweeper – doesn't hold a position and the edges are pretty damaged
 - b. Get rid of any snowblower that isn't reliable
2. **Fix the shed** – doesn't make sense to keep the small rink – a lot of work, takes a lot of space and our existing rink is massive and has plenty of utilization
3. **Melting** - Our rink is the only one with asphalt showing at this time – sun seems to reflect off of the boards and “cook” the ice quickly. Consider a black curtain on the north boards to reduce the reflection of the sun.
4. **Compressor system** - Worth finding out what it costs to cool an outdoor rink. Indoor rinks operate at 16 degrees Celsius and we're significantly below that for 5-6 months. A compressor system would ensure reliability of the ice and make it rentable on a routine basis. Would be able to skate in say the plus 5-10 degree weather which is a nice temp to skate at.
5. **Tractor** – rink clearing and ice quality likely much better with a tractor. Significant time savings and easier to find workers.

Rio excels:

1. Surface size
2. Gate with padlock for access

3. Hot water supply – but doesn't last very long but will be good if we get a flooding machine to pull behind a tractor
4. Hose and reel are very good
5. Two large change rooms – my understanding is that this isn't so common. Hockey team became very interested when they found out we had two large indoor change rooms.
6. Ice quality was best of the 4 I visited this week with the exception of where the asphalt is coming through. Where we had ice it was the best.

Next steps near term:

1. **Capital Spending: - Curtis** to obtain quote for – **Proposed deadline of May 31st** for this. We've been waiting a long time. Coming from Global Sports
 - a. Rink covering "roof"
 - b. Adding a sand base (levelling)
 - c. Adding puck containment (fencing on boards)
 - d. Cladding on boards (more permanent solution to painting)
2. **Board Repairs - Curtis** to schedule Harvey for boards, puck board, and doors on the shed repair. **Deadline on this completion for June 15th**. If Harvey doesn't take this on we can look to find another contractor. Will get additional approval from Emma for more than \$1,000 spend. Looks like this company "Outdoor Ice" also does repairs so I'll check with them as well when I speak to them about the snow clearing and flooding services.
3. **Rink Services (flooding and snow removal): -Proposed Deadline: July 31st**
 - a. Curtis to obtain quote from supplier that looks after Parkview for consideration (<https://outdoorice.ca/>)
 - b. Chris to consider and make a recommendation for a program / cost for a "Vice President Rink Operations" need a fancy title so Chris will take it on. Basically a key leadership role that will be a long term solution for the rink.

Good to finalize the solution soon enough so if there is any work required before the snow flies that can be coordinated and completed.

4. **Board Painting - Chris** to coordinate painting of the boards – key is to protect the wood from rotting – replacing them with the composite will be very expensive and they are still very solid / sound. **(Proposed Deadline of August 31st)**
 - a. Nathan sent Emma a quote a few months back for this work. I don't think his was \$12k – I thought he told me \$8k (maybe I have that wrong) but that included scrapping the boards, primer and paint. Seems to me the paint cost alone is in the thousands given the volume. Because Nathan is doing through Scholars Choice they end up charging him a markup for liability insurance, payroll taxes, WCB, training on correct product, prep and application and admin etc. He has the equipment (paint gun, power washer, rollers, etc.) and buys bulk cost for the primer, & paint product. Sounds like Nathan and his crew can get 'er done in June.

- b. Chris also to chat with Michael about doing it with a roller and \$15 per hour / \$500 or what ever that works out to for the labour + materials. This will definitely be cheaper and may be the way to go if it's just needs to last a year or two.
- 5. **Machine Preparation: Chris** to coordinate ensuring the machines are repaired and ready for next year; or discarded to make space in the room.

Curtis Power

NOT Falling for You

A Community Fall-Prevention Program for Older Adults

NOT Falling for You is a community-based program designed to help older adults stay active, confident, and independent by reducing their risk of falling. Through proven approaches and supportive group activities, participants work toward improving their balance and strength. Many individuals begin noticing positive changes within just a few weeks, including greater confidence in completing everyday tasks and moving safely in their homes and communities.

This program offers weekly activity classes that use simple, specialized balance exercises informed by the latest research on fall prevention and healthy aging. The sessions are accessible to older adults of varying abilities and are provided at a low or even no cost, ensuring that financial barriers do not prevent anyone from participating. Each class is designed to be both practical and enjoyable, empowering participants to take charge of their health in meaningful ways.

Classes are held in person at welcoming community venues and are hosted by local organizations that value the wellbeing of older adults. Every 75-minute session is led by trained older adult volunteers who bring both lived experience and a supportive, peer-driven approach to learning. With its focus on connection, capability, and community, NOT Falling for You offers a safe and encouraging space for older adults to stay active and prevent falls—together.

The NOT Falling for You program is modelled after the Zoomers in Balance program offered by the University of New Brunswick (UNB). The UNB allows use of the exercise curriculum that they have researched and created. The exercises are proven to reduce the risk of falling among older adults living in the community. The exercises have also been chosen for their suitability and safety to be led by volunteer older adults who do not have education or experience leading group exercise classes.

Primary Care Alberta and NOT Falling for You Host Organizations

Primary Care Alberta's Edmonton Population Health Promotion Team provides training to leaders and support to community organizations so they can host the NOT Falling for You Program. Host organizations incorporate NFFY into its programming and offer it at a low cost or no cost for the benefit of its members and other community-dwelling older adults. As such, the program belongs to the host organization, not to Primary Care Alberta. The host organization is responsible for providing space for the program. Ideally, an older adult member of the host organization will volunteer to be trained and act as the class leader. If

no one steps forward, Primary Care Alberta will try to find a leader to initiate the program. Each host organization is responsible for providing liability insurance to cover the operation of the program, including the volunteer peer leader. Since the host organizations that offer NFFY usually offer other volunteer-led programming, it usually does not need additional insurance to include NFFY in its activities. This must be confirmed by each host organization in advance of starting a NFFY class. Host organizations, in consultation with the peer leader, are free to choose the day, time, and number of weeks the sessions will run. Twelve-week sessions offered year round if possible, are recommended .

Primary Care Alberta Support for Host Organizations and Leaders.

PCA offers a 1 ½ day training session to prepare volunteers to lead the classes. PCA staff train the leaders in the defined set of exercises identified by the University of New Brunswick researchers and outlined in the training manual which each leader receives. Leaders are not required to have any training in leading group exercise in advance of taking the NFFY training.

Leaders are instructed in administering the program. This includes distribution and collection of signed waivers. The host organization may use its own existing waiver or create one based on a template from the University of New Brunswick. We also recommend that host organizations require each participant complete and sign a form with a self-assessment of their readiness to exercise. Leaders are also provided with a set of administrative forms (attendance sheet, emergency contacts sheet, etc.) that they may choose to use. A host organization may use its own registration system, if it chooses. If an organization requires participants to hold a membership in the organization, it is responsible for enrolling participants.

As part of the evaluation of the NOT Falling for You program overall, PCA collects pre and post data on participants that is gathered using two validated fall-risk screening tools. Whenever possible PCA staff will attend the first and last class of the session to administer the assessments. The results from the assessments are shared with each participant as a motivational tool. Anonymized data is aggregated and analyzed by Primary Care Alberta to show the effectiveness of NFFY. PCA also uses a participant satisfaction survey to gather feedback on the program from participants. Leaders are asked to administer this at the conclusion of each session.

Host organizations are asked to use their existing channels of communication to promote NFFY to its membership and community. Primary Care Alberta can assist by providing printed posters and images suitable for online use, if requested.

NOT Falling for You relies on partnerships between community organizations, older adult volunteers, and Primary Care Alberta to deliver a proven fall-prevention program to seniors in Edmonton-area communities. By working together we can contribute to the health and independence of our older adults.

Hi Advertisers,

As part of our move to a full-colour newsletter, we'll be making a small update to our advertising rates starting at the **August 2026** issue.

This is our first rate increase in over 5 years, and it will help us continue producing a high-quality community newsletter while giving advertisers more value through:

- Full-colour ads that stand out more and better showcase your brand
- A more polished and engaging newsletter for readers
- Continued support for rising printing and production costs
- Helping sustain a volunteer-run community publication

We are also introducing the option to be billed annually (with an August - July billing cycle), which will provide a cost savings and simplify both the payment and billing processes for both parties.

Ad Type	Size	Current Pricing	New Pricing	Annual Pricing (4 issues)	Annual Per Issue
Business Card	3.54" x 2" (1.770 ratio)	\$25	\$30	\$110	\$27.50
Quarter page wide	7.08" by 2" (3.54 ratio)	\$45	\$55	\$200	\$50.00
Quarter page tall	3.54" x 4" (0.88 ratio)	\$45	\$55	\$200	\$50.00
Half page wide	7.08" x 4" (1.77 ratio)	\$75	\$90	\$340	\$85.00
Half page long	3.54" x 8" (0.44 ratio)	\$75	\$90	\$340	\$85.00
Full page	7.08" x 8" (0.88 ratio)	\$150	\$175	\$680	\$170.00

We've worked hard to keep rates affordable for local businesses and community organizations, and we truly appreciate your continued support. Your advertising helps make this newsletter possible.

If you have any questions or would like to book an upcoming ad, feel free to reach out!

Monthly Financial Report

Rio Terrace Community League For the month ended 30 April 2026

	APR 2026	BUDGET FOR THE MONTH	YTD RESULTS	YTD BUDGET	NOTES
Fundraising					
Soccer	545.00	-	11,768.60	5,000.00	
Other	75.78	500.00	40,538.19	38,575.00	1
Hall rental	-	500.00	11,670.00	12,500.00	
Newsletter	-	800.00	555.00	3,100.00	
Programs and social	-	100.00	1,564.70	2,340.00	
Casino Revenue	-	-	2,427.95	-	
Total Fundraising	620.78	1,900.00	68,524.44	61,515.00	

Operating Expenses

Repairs and Maintenance	3,794.92	5,500.00	68,256.67	68,217.00	2
Soccer	-	-	(3,540.00)	1,415.00	
Social	-	225.00	7,594.66	5,497.00	3
Programs	186.00	200.00	1,922.90	2,345.00	4
Office and League Overhead	237.66	880.00	3,091.10	3,660.00	5
Hall Rental	-	125.00	2,480.00	3,126.00	
Newsletter	-	1,700.00	5,496.90	6,800.00	
Other	-	-	2,445.45	-	6
Hall Renovation 2026	3,150.00	-	3,150.00	-	
Total Operating Expenses	7,368.58	8,630.00	90,897.68	91,060.00	

Net Surplus (Shortfall) (6,747.80) (6,730.00) (22,373.24) (29,545.00)

	APR 2026	BUDGET FOR THE MONTH	YTD RESULTS	YTD BUDGET	NOTES
Cash resources					
Operating - 238-5227136	75,622.90	-	75,622.90	-	
Casino Account	63,250.46	-	63,250.46	-	
Total Cash resources	138,873.36	-	138,873.36	-	

	APR 2026	BUDGET FOR THE MONTH	YTD RESULTS	YTD BUDGET	NOTES
1. Other Revenue					
Grant Revenue	-	-	31,684.29	29,800.00	
Membership Revenue	75.78	500.00	8,853.90	8,775.00	
Total Other Revenue	75.78	500.00	40,538.19	38,575.00	

	APR 2026	BUDGET FOR THE MONTH	YTD RESULTS	YTD BUDGET	NOTES
2. Repairs and Maintenance					
Repairs and maintenance	692.91	1,500.00	40,004.53	32,475.00	
Rink Attendant Wages	651.12	2,500.00	8,057.64	15,000.00	
Utilities	1,252.95	900.00	5,154.37	6,292.00	

Janitorial	1,197.94	600.00	7,501.13	6,450.00	
Insurance	-	-	7,539.00	8,000.00	
Total Repairs and Maintenance	3,794.92	5,500.00	68,256.67	68,217.00	

	APR 2026	BUDGET FOR THE MONTH	YTD RESULTS	YTD BUDGET	NOTES
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3. Social

Social - Big Bin Event	-	-	2,539.19	750.00	
Social - Christmas Party	-	-	2,171.28	-	
Social - Misc. Event Expenses	-	225.00	2,884.19	4,747.00	
Total Social	-	225.00	7,594.66	5,497.00	

	APR 2026	BUDGET FOR THE MONTH	YTD RESULTS	YTD BUDGET	NOTES
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4. Programs

Programs - Community Swim	60.00	100.00	940.00	1,100.00	
Programs - Misc. Expenses	126.00	100.00	982.90	1,245.00	
Total Programs	186.00	200.00	1,922.90	2,345.00	

	APR 2026	BUDGET FOR THE MONTH	YTD RESULTS	YTD BUDGET	NOTES
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5. Office and Overhead

Meetings	22.41	-	71.20	-	
EFCL Membership	-	-	762.66	800.00	
Professional Fees	141.75	-	1,056.83	750.00	
Office Supplies	63.00	60.00	972.14	884.00	
Membership Cards and Skate Tags	-	200.00	-	400.00	
Bank fees	10.50	20.00	228.27	226.00	
Volunteer Dinner	-	600.00	-	600.00	
Total Office and Overhead	237.66	880.00	3,091.10	3,660.00	

	APR 2026	BUDGET FOR THE MONTH	YTD RESULTS	YTD BUDGET	NOTES
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6. Other

Casino Fundraising Expenses	-	-	2,445.45	-	
Total Other	-	-	2,445.45	-	

This monthly report is created and distributed in the Treaty Six Territory, the traditional land of diverse Indigenous Peoples, including nêhiyaw / Cree, Dené, Anishinaabe/ Saulteaux, Nakota Isga / Nakota Sioux, and Niitsitapi / Blackfoot. We also acknowledge this as the Métis' homeland and the home of one of the largest communities of Inuit south of the 60th parallel.

Contact Information brendan.smith@edmonton.ca

Brendan Smith, Neighbourhood Resource Coordinator (NRC). He/Him



FUNDING OPPORTUNITIES

May 2026 Funding Opportunities

 [May 2026 Funding Opportunities.pdf](#)

PUBLIC ENGAGEMENT

Upcoming Public Engagement Activities

The City is committed to involving the people affected by the decisions it makes and seeks diverse opinions and experiences. [The Public Engagement Calendar](#) lists all active and upcoming City of Edmonton engagement activities.

NEWS & UPDATES

Free Compost Available Starting May 1

The City of Edmonton's high-quality horticultural compost is available for resident pickup at the Ambleside and Kennedale Eco Stations from May 1 to June 28, at no charge while quantities last. Each year, the City produces this weed-free compost from the yard waste dropped off at Eco Stations and collected as part of the residential curbside collections program. For detailed information, visit edmonton.ca/CompostGiveaway.

Celebrate Hawrelak Park Grand Re-opening May 30

Join in the celebration for Hawrelak Park Grand Re-opening Saturday May 30 from 11 am - 4 pm. There will be an opening ceremony from 11 am-12 pm followed by parkwide activities. Explore the new playground, paved multi use paths and upgraded amenities along with the upgraded Heritage Amphitheatre. Take a stroll along the new lakeside promenade and visit the newly opened Tiramisu Cafe at the Main Pavillion. For more information about the park: edmonton.ca/HawrelakPark

Park Stewardship Season Kickoff Event

Thursday, **May 28th**, Invasive Plant Outreach and Partners in Parks will be teaming up to host a season kickoff event at Hudson Park from 6 PM - 8:30 PM. This is a free, all-ages drop-in event open to all!

There will be family-friendly games, giveaways and educational activities for everyone to enjoy, including a weed pull in the park's berry patch stewarded by community members!

Volunteer Weed Pull Events

Weed pulls are back! Join the Invasive Plant Outreach team Saturdays this summer for weed pulling fun. We will be removing invasive plants to stop their spread and conserve our natural environment.

- 📍 Parks across the City
- 🕒 Every Saturday, 10:00 AM and 1:00 PM
- 👕 Dress for the weather, wear closed-toe shoes and long pants
- 🧰 Tools, materials and snacks will be provided

For more information, and to sign up, visit: edmonton.ca/weedpulls.

Want to Root for Trees AND the Riverhawks at the Same Time?

Come meet and plant with Edmonton's Riverhawks!

- 📍 Louise McKinney Park
- 🕒 Saturday, May 30 12:00 to 3:00pm
- 🧺 Refreshments provided

Contribute to the urban tree canopy alongside the Riverhawks players- their first home game will be that evening!

Root for Trees is featuring different local organizations once a month during our free Saturday drop-in planting events. See our tree-mendous schedule at edmonton.ca/RootforTrees.

Valley Line West LRT Construction Update

Valley Line West LRT construction has led to the temporary full closure of 102 Avenue in downtown between 107 and 102 Street until the end of 2026. The work on 102 Avenue will happen in multiple phases.

Phase 1 started in mid-March and is expected to last until early August. During Phase 1, north/south traffic across 102 Avenue is maintained only on 105 Street. Pedestrian detours are in place. Phase 1 details are available in [Marigold Infrastructure Partners' construction notice](#).

Valley Line West construction will also lead to upcoming lane reductions and significant traffic impacts along 87 Avenue in west Edmonton this construction season. To stay informed about construction impacts in your area, sign up for MIP's construction notices or visit the City's [Valley Line West project website](#).

Roots For Trees Free Special Events

Root for Trees is Planning a Tree-mendous Season of Free Special Events

Help expand our urban forest and care for naturalized areas by participating in any of the following ways:

Drop-in planting event on Thursday evenings or Saturday afternoons

Special events (planting and refreshments included!) such as:

Connect with our Roots | kihcihkaw askî | May 31, 1- 4 pm

Biodiversity Challenge with Nature Alberta |Rundle Park | June 11, 5:30- 8:30 pm

For more information, and to sign up, visit: edmonton.ca/RootforTrees.

RTCL Solar Energy Report – May 27, 2026

May 2026 Results

Solar generation for the month of May 2026 is looking to be 3.9 MWh, which is in line with usual month of May results historically. The failure of the communication with the RTCL WIFI means that the solar energy production for the period from Sept 2025 through April 2026 is not available from the monitoring system. We are now again able to monitor the energy production on a live basis. I will check to see if our utility bills can help us confirm that solar panels were operating as intended.

2024 Results

Our solar power generation the 2024 was a total of 24.93 MWh, which is in line with the production achieved in 2023 of 26.76 MWh. We realized lower power generation in Q1, Q2 and Q4 2024 compared to 2023, partially offset by higher Q3 generation in 2024 vs. 2023. These differences are driven by weather - variances in level of sunlight and cloudiness, temperatures and of course snow coverage.

Power generation in Nov and Dec 2024 as well as Jan 2025 are nominal amounts due to the lack of sunshine, the cold weather and snow cover on the panels.

2023 Results

Energy generation in 2023 from the Rio Terrace Community League solar panels totalled 26.76 MWh for the year, which was only 100 KWh less than our production in 2022 of 26.87 MWh. For March through to and including October 2023 the solar panels generated 25MWh of the 2023 yearly total of 26.76 MWh - the bulk of the solar energy generation takes place from March through October each year due to our great Alberta resource of blue skies and long hours of sunny days.

FYI - based on an 'average Alberta house' usage of 700 KWh per month, the RTCL solar panels generate in one year enough power to supply the electrical needs of 3 houses for a year.

FYI - the rated installed capacity of the solar panels is 27.2MWh annually. For 2023 we generated above 98% of or expected maximum generating capacity and for 2024 we generated 92% of the expected maximum generating capacity.

Respectfully submitted,

Perry Wynn

RTCL Soccer Coordinator Soccer Report – May 27, 2026

2026 Outdoor Season Play is Underway

Soccer is well underway in Rio Terrace as well as soccer fields across all of Edmonton and surrounding participating communities. The Rio Terrace teams are at full rosters at pretty much every team.

We are currently sitting at about 200 players registered for the U9 through U19 age groups. Rio Terrace is hosting 12 teams for the Outdoor season with these teams all playing in one of the EMSA or EMSA West community soccer programs.

Rio Terrace FunSoccer for 2026 is at pretty much the same number of players as in the prior year, with 50 players in U7 and 40 players in the combined U4/U5 age group. There are 4 teams in each of the U7 and U4/U5 age groups. These teams practise and play every Monday and Wednesday day at 6:15 PM on the large soccer field on the north side of Rio Terrace School.

The above programs all end at the end of June. Team playing in U11 through U17 age groups that qualify for City playoffs will also have soccer in the first week of July.

Registration for the 2026-2027 Indoor Youth Community Soccer Season

Registration for the coming Indoor season of Community youth Soccer will start in mid July and continue through to the end of August. Registration takes place online via the EMSA Soccer Portal website. Teams will be formed in early September and start play in Mid October. Rio Terrace will likely host 8 or 9 teams for the Indoor season. This is a decrease of 2 teams as the 2 Rio Terrace U19 boys teams are currently playing in their last season of youth soccer and will have aged out for the coming Indoor season.

Respectfully submitted,

Perry Wynn, Rio Terrace Soccer Coordinator

May 2026 Hall Rental Report

May continued to demonstrate the Rio Terrace Community League Hall's role as an active gathering place for both community programming and meaningful local initiatives. While the month reflected a slightly lighter private rental schedule, community engagement remained strong through educational programming, church-led events, and upcoming neighbourhood collaborations.

The continued variety of users and programming reinforces the importance of the hall and surrounding community spaces as accessible hubs for connection, learning, wellness, and community support.

May Activity Overview

Regular User Groups:

Jujutsu Club

Seniors Group

Table Tennis Group

Community & Organized Events:

Community Garden Program

The Rio Terrace Community Garden remains active for the 2026 growing season, offering residents affordable garden plot rentals and opportunities for neighbourhood engagement.

Upcoming Community Event – May 30, 2026

Ken Poyser Park Rededication Ceremony

Saturday, May 30

11:00 AM – 2:00 PM

The hall has also been booked in support of the Ken Poyser Park Rededication Ceremony hosted in partnership with the Canadian Hemophilia Society Alberta Chapter.

The event will honour Ken Poyser's significant contributions to both the local community and hemophilia advocacy efforts across Alberta and Canada. Rental access has been arranged from 8:00 AM – 4:00 PM to accommodate event setup and cleanup needs.

This event reflects the continued importance of community spaces in celebrating local history, legacy, and civic connection.

Looking Ahead – June & Summer Programming

June is shaping up to be another active month with continued recurring user groups, educational programming, church-led initiatives, and seasonal outdoor community activity.

Still awaiting to meet with Steve to get the tennis contract signed.

The return of outdoor programming, community garden participation, and collaborative workshops demonstrates strong ongoing engagement and reinforces the hall's value as a flexible and community-centered gathering space heading into the summer season.

Upcoming Community League Hosted Event:

WE'RE READY! Community Emergency Preparedness Workshop

Saturday, June 20, 2026

9:00 AM – 1:30 PM

Rio Terrace Community League Hall

The Rio Terrace Community League is proud to partner with the Laurier and Elmwood communities to host the only West Edmonton WE'RE READY! workshop scheduled for 2026.

Facilitated by Adam Conway, Director of Emergency Management at the University of Alberta, this hands-on workshop helps communities collaboratively build localized disaster preparedness plans through interactive activities and community-based learning.

This initiative highlights the hall's growing role in hosting educational and collaborative programming that strengthens neighbourhood resilience and community connection.

RIO TERRACE COMMUNITY LEAGUE Executive Board Meeting
May 26, 2026; 9:15pm at the Rio Terrace building society

Minutes

1) Approval of Agenda

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

2) Approval of March + April 2026 Minutes

Motion to approve the minutes by **Sarah**; motion to second by **Alyce**
Approved? Yes, unanimously.

3) Finance Report & budget update

- \$5 in the bank

4) Items for discussion

a. **Subcommittee meetings & progress - to share report (attached to email May 25)**

b. Hall modernization subcommittee email motion - was approved May 11, 2026 as outlined below:

Motion: Definition of Decision-Making Authority for Hall Renovation Subcommittee

That the RTCL Board authorizes the Hall Renovation Subcommittee to make operational and project-level decisions necessary to advance the Hall Renovation Project, within the following parameters:

The Subcommittee is authorized to:

- Approve expenditures up to \$10,000 per item, consistent with the approved project budget;
- Select and engage contractors, consultants, and suppliers, provided individual contracts do not exceed \$10,000;
- Make design and specification decisions with minimal financial impact, including but not limited to choices regarding materials, finishes, colors, and standard sizing;
- Approve minor scope adjustments that do not materially alter the total project budget, timeline, or intended use of the facility.

The following decisions require prior RTCL Board approval:

- Any single expenditure or contractual commitment exceeding \$10,000;
- Changes that would cause the total project budget to be exceeded or require reallocation of Board-approved funds;
- Selection of contractors or agreements involving unusual risk, long-term obligations, or reputational considerations;
- Material changes to project scope, layout, or functionality;
- Any decision with significant community, financial, or legal implications beyond the approved project framework.

The Subcommittee shall provide monthly updates to the RTCL Board and elevate any ambiguous or decisions outside of the scope outlined above for Board direction.

- c. **Donations - \$100 from a community member**
- d. **Grant funding**

RTCL Hall Modernization Subcommittee Meeting Minutes and Key Activities from October 2025 Onward

(Note: all documents referred to are in the Google Shared-drive, admin: Brandon Blanck)

Created: May 12, 2026

BACKGROUND PRIOR TO OCT 2025

2023-2024 - Subcommittee formed

- To come up with a vision of how we want to develop our hall's interior.
- Once our exterior repair and renovation was completed in 2022, we were looking to reactivate getting the interior modernized. We have been talking about it for a very long time.
- Discussed a need for Hall Revitalization and the formation of a subcommittee for this purpose
- Volunteered to be on the subcommittee: Jen O., Rachelle (not on board, but expressed interest), Lance, Auriana, Emma.
- We met a couple of times, but never could get past the "vision stage".

Feb 2, 2024 - Subcommittee meeting

- to go over Hall Infrastructure Report with EFCL's Shaun Goode

Jun 7, 2024 REVISED Hall Infrastructure Report

- Presented to RTCL Board: building condition assessment + Site Amenities Inventory.
- Prepared for EFCL by Senaltek Architecture Planning & Design, Senaltek Ltd.

Oct 2025 Hall Modernization Project is Brought Forward

- The board agreed that a rejuvenation committee needed to be reactivated and organized to modernize and address deficiencies noted in the Infrastructure Report.
- Brandon Blanck to lead the subcommittee as he showed initiative in the project since rejoining the board at the AGM in September
- Subcommittee struck with the following members: Emma Woolner, Jim Lang, Gregor Suchora, Brandon Blanck, Jen Osmond, possibly Auriana and Lance Burns and Rachelle Roberts; Michelle Robinson joined the committee in January 2026.

Nov 22, 2025

- Westmount CL Hall Tour (Debrief including pictures are in shared drive)

Nov 28, 2025

- Board passed email motion to apply for the CLIP Project Planning Grant of \$25k and approved to match the grant amount from the RTCL cash reserves

Dec 6, 2025

- Canora CL Hall Tour (Debrief including pictures are in shared drive)

Dec 6, 2025

- Argyll CL Hall Tour (Debrief including pictures are in shared drive)

Jan 2026 Community League Infrastructure Program (CLIP) Grant request submitted

- Requesting \$25,000.
- CLIP Grant Budget: Total Reno Planning Costs \$50,000 with confirmed funds on hand in name of RTCL to [match](#) our portion of the total costs which is \$25,000
- CLIP Grant Document Summary:
 - The Rio Terrace Community League intends to undertake a significant renovation of its community hall, which is adjacent to the neighbourhood rink and tennis courts. The hall is a key community asset used by a wide range of residents and user groups, including seniors, recreational programs, martial arts, and skating and hockey participants.
 - The purpose of this Project Planning phase is to define the scope, scale, and feasibility of a medium-to-large renovation project, ensuring it is fully planned, costed, and community-supported prior to applying for capital construction funding through the City of Edmonton's CLIP (capital) and CFEP (large) grant programs, as well as potential federal funding opportunities.
 - Role of the Project Manager /Owner's Representative
 - The Community League will engage a professional project management firm to act as an Owner's Representative. This role will provide leadership, coordination, and technical expertise throughout the planning process, ensuring that the League makes informed decisions and that the resulting project is realistic, compliant, and fundable.
 - The Project Manager will act as a single point of coordination between the Community League, consultants (architects/engineers), the City of Edmonton, and community stakeholders.
 - Project Planning Deliverables. The Project Manager will deliver the following planning services and outputs:
 - Project Scoping and Options Analysis
 - Review existing conditions, prior studies, and identified deficiencies
 - Define renovation priorities such as code compliance, accessibility, washroom upgrades, kitchen improvements, energy efficiency, and improved space utilization
 - Develop multiple project options aligned with different funding scenarios (e.g., \$500k–\$1M range, with potential future phases)
 - Phasing and Long-Term Planning
 - identify opportunities for future or optional phases (e.g., exterior improvements, parking lot upgrades, rink and tennis court enhancements)
 - Ensure the initial renovation phase does not preclude future improvements
 - Consultant Coordination and Preliminary Design
 - Procure and manage architectural and engineering consultants
 - Develop concept-level drawings and preliminary technical documentation
 - Ensure designs align with City standards, building codes, and accessibility requirements
 - Preliminary Costing and Feasibility
 - Prepare high-level Class D/C cost estimates
 - Align scope and design with realistic funding targets
 - Identify risks, constraints, and cost drivers early in the process

- Community Engagement and Input
 - Design and support a structured community engagement process
 - Engage both the broader neighbourhood and key user groups (e.g., seniors, sports and recreation programs)
 - Collect and document feedback to inform design decisions and demonstrate community support
- Grant-Ready Documentation
 - Compile a clear project scope, budget, schedule, and deliverables
 - Produce planning materials required for future CLIP (capital), CFEP (large), and potential federal grant applications Position the project as “shovel-ready” for construction funding
- How This Planning Work Supports City of Edmonton Grant Objectives
 - This Project Planning phase directly aligns with the City of Edmonton’s CLIP Project Planning grant objectives by reducing risk, improving project readiness, and ensuring public funds are invested in well-defined, community-supported projects.
 - The outcomes of this work will enable the Rio Terrace Community League to proceed confidently into capital funding applications with a realistic, feasible, and thoroughly planned renovation project.
- Appendix A: Project Context, Preliminary Scope, and Planning Approach
 - Project Context
 - The Rio Terrace Community League Hall is a heavily used neighbourhood facility located adjacent to the community rink and tennis courts. While the building continues to serve a wide range of programs and user groups, the interior of the hall is outdated and no longer meets modern expectations for accessibility, functionality, or flexibility. A comprehensive interior renovation is needed to ensure the hall remains a safe, inclusive, and adaptable community asset for the long term.
 - Preliminary Renovation Scope (Subject to Planning and Funding)
 - The intent of the project is to fully renovate and modernize the interior of the community hall, with the final scope dependent on available grant funding and community priorities. Potential improvements to be explored during the Project Planning phase include, but are not limited to:
 - Accessibility improvements throughout the facility
 - Replacement of existing washrooms, potentially including gender-inclusive facilities
 - Kitchen upgrades, potentially to a commercial-grade standard
 - Interior layout changes to improve circulation and usability
 - Reconfiguration of spaces to maximize flexible hall area
 - Relocation of washrooms, storage, and support spaces to the building perimeter
 - Consolidation and improvement of skate change room facilities

- Smarter and more efficient storage solutions for diverse user groups (e.g., sports equipment, martial arts, community programs)
 - Reconfigured entryway and coat check to improve functionality and flow
 - Phasing and Funding Flexibility
 - While the current goal is to deliver the interior renovation as a single construction phase, the Community League recognizes that funding availability may require a phased approach. The planning process will explore options that allow for future phases without compromising the initial renovation. Potential future or optional phases may include exterior building improvements, parking lot upgrades, and enhancements to the rink and tennis court areas, should additional funding become available.
 - Project Management and Consultant Engagement
 - The Community League is currently meeting with qualified project planning and management firms, including Seagate Construction Ltd., JRL Construction Corp, and VA Projects, to explore potential working relationships. Through this process, the League aims to engage a project manager who can act as an Owner's Representative, assist with defining scope and options, coordinate consultants, and help estimate realistic planning and construction costs. This will directly support a stronger and more accurate CLIP Project Planning grant application and future capital funding requests.
 - Anticipated Timeline
 - 2026
 - Project Planning phase
 - Community engagement
 - Scope definition and option analysis
 - Preliminary architectural (and potentially engineering) drawings
 - High-level cost estimates and phasing strategy
 - Early 2027
 - Application for CLIP (capital) and CFEP (large) grant
 - Exploration of potential federal community infrastructure funding, if available
- Mid/Late-2027 (subject to funding approval): Construction commencement
- Long-Term Vision:

By investing in thorough project planning, the Rio Terrace Community League aims to deliver a well-defined, community-supported, and shovel-ready renovation project. This approach reduces risk, improves cost certainty, and positions the League to take full advantage of municipal and potential federal funding opportunities.

Should additional funding be secured, the project scope may expand to include more extensive interior improvements or complementary exterior and site upgrades, further enhancing the value of this important community asset

Jan 13, 2026

Owners Representative Candidate Presentation from Brian Stephenson JRL Development Corp

- Edmonton kid, Grew up in Highlands, Newton, Now in Delwood, 3 kids and his wife
- Across the street from the community league
- Lots of experience with EFCL and community leagues
- Background is carpentry, commercial real estate
- Worked with ATCO; Managed their telecommunications
- Stanco, Managed their construction and real estate
- Started JRL Development Corp. in 2015, Project management and construction
- Joint venture with Avison Young in 2017; Sustainability consulting across Alberta. 90% of his time towards this effort until April. Split with Avison Young in April and folded it into JRL
- Won a contract with EFCL ~5 years ago
- Did all of the community league valuations
- Has worked closely with Shaun Good at EFCL
- Only does Project Management for Community Leagues
- NOT involved in construction
- Worked with Canora community league
- Finished off the CLIP and CFEP grants
- GICB - doing solar and geothermal
- Managing the project on their behalf
- Consultation with the city, with the Federal government
- Grant writing is a bit of an art, Write what they want to hear
- Hazeldean, Goldbar, Canora, North Glenora, and now RTCL
- Working with each (or could be soon) in some capacity
- Needs someone to ensure the emails, calls, etc. get done
- Grants are submitted on time
- Set the right expectations with the community
- Realistically won't have enough money until 2027 sometime (at best)
- Very hands-on
- Boardroom one day, visits sites and swings hammers the next day
- Very detail oriented and particular
- Cares about the people up front, questions and consultations
- Listening to us and the community; what they want now, and in 10-15 years?
- Spend 80% of your time planning
- Community, consultants, validating costs, documentation, review
- Project management is more about having experience, things passing the "smell test"
- Project management budget: \$25k from us, \$25k from CLIP. Realistic to get us to construction phase.
- 50% of what we need is already done (through Shaun/Aaron at EFCL - cut and paste)
- Will need some information from Brian; One pager
- Consultation, pre-design, tendering, construction management, etc.

- City is more willing to give money to groups that are shovel ready
- Have the drawings ready, plan of action, budget/cost allocation, etc.
- Hockey rink, tennis courts, etc.
- Less intrusive to repair/replace
- No permitting (replacing like for like)
- Communications person should be engaged
- Need to communicate with the community; Get community engagement; Solicit ideas and thoughts for where want to go/what we want to build
- Timelines: If we're mostly OK with the current layout, plumbing, electrical, etc. – we could probably be ready to go (plans, etc.) for 2027 grant applications/construction
- If it's more extensive, it starts to get tighter
- Typically about 4 months to get complete designs/drawings from engineering
- CLIP/CFEP not announced until June/July; don't get the money until fall
- Realistically, starting to do renovations in early months of 2028

Jan 15, 2026

- Owners Representative Candidate Presentation from David Contardi, Seagate Construction Inc.
Gave us insight into how the process works from a general contractor side **(SUBSEQUENTLY PULLED THEIR NAME FROM LIST OF CANDIDATES to be considered as an Owners' Representative.)**
- Let us make informed decisions
- Have done a lot of work with non-profits and charities
- Familiarity with construction tends to drive how well the project goes when interacting with contractors
- Narrowing the scope for contractors helps them properly estimate/quote
- No building permit if it's just cosmetic: Paint, flooring, surfaces, etc.
- More extensive requires permits: E.g. kitchen, plumbing, electrical, washrooms
- Also triggers changes to meet the current building codes
- Need an owners representative/project manager
- Seagate might not be the best for this
- Owners representative is a different role than general contractor/construction manager
- Tends to be more of a hands-on, project management role
- Operates/runs the project with our input, while we go about our day jobs
- Seagate does more construction management; Less on the overall project management. We could likely be better served by a different organization
- David/Seagate available for free advice, Construction management, CCDC2 process, etc.
- Engage with David once we have our scope narrowed down
- Plans A, B, and C depending on our grants/budget

Jan 22, 2026

Owners Representative Candidate Presentation from Scott Varga, VA Projects

- More excitement we can create goes a long way
- Narrative of the project can make a huge impact
- VA can help merge the plan with the design management
- How can we check-in with reality?

- What can we best use an architect for - do we need them for paint, or technical drawings?
- Each dollar spent in planning roughly equals \$100 in construction
- Community engagement important at the various stages
- Ensuring we have community buy-in
 - Can also help bring dollars to the table
- Scott on the board at Pleasantview Community League
- Key interval check-ins to ensure we're on course, within budget
- What kind of options are we giving ourselves?
- If we can't get everything on our dream list, what can we still accomplish?
- What does success look like for the community?
- Community leagues are landlords
- Need to take a tenant mindset to the project as well
- Project manager will hold the designer, engineer, contractor, etc. to account
- Start with a great plan, iterate, understand the budget (key check-ins with community members and PM)
- Rink refresh for another hall was \$1.1M - Full, NHL-caliber rink
- Project triangle: Budget, Schedule, and Quality: Pick 2!
- Community League basically has to prioritize Budget and Schedule, which drives Quality
- What is driving the interior modernization? Accessibility, inclusion? What is the motivation?
- What is inefficient about the space right now?
- Having an up-to-date architectural scan would give us a much better starting point for the renovation (as-built documentation)
- ~\$6000 per month
 - Have a floorplan from the EFCL commissioned building assessment
- As-built sets the baseline so there isn't any guessing; Understand what every single wall consists of, size, electricity, etc. If we don't know what we're working with, that's part of the project plan creation
- How are we spending the time and dollars up front to de-risk the future project? The more up-front planning (dollars spent), the less risk for the overall project
- Scott and team can pre-vet the most appropriate professionals for the job E.g. architects, engineers, etc.
- Two buckets of contingency
 - Owner's contingency - we have control over how we spend that money; not broadcasted to the construction team. E.g. if we have the opportunity, we will upgrade/invest in this or that
 - Construction contingency - unanticipated changes, things have gone off the rails
- CCDC2 - nationally recognized/standard construction contract. Can help mitigate some of the risk.
- People held accountable
- If we go ahead with VA:
 - VA puts together a project proposal
 - Agree on deliverables, milestones
 - Get started mid-February
 - Assist with CLIP grant application (or questions that come back)
 - Would expect, from us:
 - Honest communication

- Accurate context setting
 - Stick to decisions once made
 - ~1 year timeline feels realistic
- Might actually be "too long"
- Could get us from where we are now to being ready for CLIP/CFEP grant submissions by January 2027 and "Shovel ready"
- \$50k budget is reasonable
- Unlikely to get a full set of architectural drawings but otherwise should be sufficient

Jan 28, 2026

Meeting Brandon Blanck and Brendan Smith from City of Edmonton

- Subject: Community Led: Park and Facility Development (PFD) Process Overview
- Currently classified as a "basic" project
- Structural, digging underground, geothermal, etc. start to move it up to intermediate
- Currently at "Plan" phase
- Next step will be to create the Community Led Business Case
- City will assign a Project Manager to the project to ensure the City's standards are upheld
- Needs assessment - use report from EFCL
- Also kitchen upgrade, improve hall for rentals, etc.
- Business Case
 - o Develop with the template
 - o Letter of Support - from the Community League Board

Feb 22, 2026

References checked as follows and all were overwhelmingly positive

- 3 for Scott Varga/VA Projects
 - o Jim Bradshaw, Past President, The Ridge Community League
 - o jimabradshaw@gmail.com
- Doris Paquette, Vice President, Assets and Capital Management, YMCA
 - o 780.218.8710
- Jason Heistad, Former Executive Secretary-Treasurer, AUPE
 - o 780.224.1767
- 2 for Brian Stephenson/JRL Development Corp.
 - o Joanne Heft, President and Project Chair, Canora Community League
 - o 780.970.3816 ; president@mycanora.ca
 - o Erin Olefeldt, Climate Resilience Advisor
 - o (p) 780.437.2913 ext 109; erin.olefeldt@efcl.org

March 4, 2026

Email poll sent to select an owners rep.

- Sent to subcommittee members by Brandon Blanck: Rachelle Roberts, Michelle Robinson, Auriana Burns, Lance Burns, Emma Woolner, Jen Osmond, Jim Lang and Gregor Suchora
- 6 responses received, 3 votes for Brian and 3 for Scott. Brandon Blanck provided a tie breaking vote.
 - o Result: successful candidate Scott Varga/VA Projects.

April 6, 2026

Subcommittee meeting

- Attendees: Michelle R, Emma W, Brandon B, Rachelle R, Jen O, Auriana B, Lance B
- Financial situation (as of March 2026)
 - Casino account: ~\$66k
 - Operating account: ~\$75k
- Agreement to engage with Scott/VA Projects as Owners' Representative

Motion

- to retain Scott Varga/VA Projects as Owners' Representative for the proposed Phase 1 of the RTCL Hall Renovation project (per Scott's attached email), to a maximum of \$7000 per month, for a maximum of 4 months
 - Put forth by Brandon Blanck
 - Seconded by Rachelle Roberts
- Motion carried
- Emma Woolner is authorized as signing authority
- Committee requested that Brandon Blanck talk to Scott Varga:
 - Lower fee (\$25k over 4 months)
 - Sign contract at first meeting
 - First steps, what are they working on from signing, etc.

Apr 7, 2026

Professional Services Contract

- provided by Scott Varga and reviewed by the subcommittee. Questions sent to Scott and promptly answered to our satisfaction.

Apr 13, 2026

Site visit and Kickoff Meeting between subcommittee and Scott Varga/VA Projects

- Present: Jen Osmond, Brandon Blanck, Jim Lang, Michelle Robinson, Emma Woolner, Auriana Burns, Lance Burns and Rachelle Roberts
- Community-led project
- Scott looking for what we submitted, so Confirm what's been submitted/reach out to Brendan at CoE
- Community League is in the driver's seat
- Budget: Aiming for \$800k - CLIP + CFEP (\$400k each)
- Scott feels this is realistic
- Try to get some additional grants wherever possible
- CFEP needs quotes, not estimates, which can be tough to get
- Scott works with trusted companies that can assist (quotes, not estimates)
- Schedule: Goal is to be ready to apply to CLIP in January 2027 & construction in summer 2027
- Next Steps:
 - Project charter
 - Responsibility matrix
- Scott to draft

- Brandon to edit
- Existing drawings, etc. Brandon to send site survey (and everything related) to Scott
- Brandon to send link to Google Drive to everyone on the subcommittee
- Community engagement: Want to have the right size, for the right reasons
- Success is:
 - Understanding where we are in the CLP process
 - Submit the CLP business case by end of this month

Apr 13, 2026

VA PROJECT Professional Services Contract signed by Emma Woolner; contract dated April 13, 2026

Apr 21, 2026

Architectural Scope Discovery exercise

- Blank worksheet/document provided to each member of the subcommittee to assist Scott in preparing the Business Case for the CoE (document is contained in G/Drive).

Apr 23, 2026

Project Charter prepared by VA Projects, dated April 23, 2026

- Includes: Project Overview, Project Purpose and Objectives, Scope of Work, Project Deliverables (Phase 1), Project Timeline (Starting April 13, 2026, ending September 6, 2027 together with Key Milestones in between start and end dates), Project Budget (\$800k and funding sources), Roles and Responsibilities, Communication Plan, Risk Management Plan, Approval and Signoff

Apr 28, 2026

Letter from CoE awarding RTCL \$25,000 CLIP grant.

Apr 29, 2026

Strategic Alignment document (undated) prepared by VA Projects on April 29, 2026 and reviewed by subcommittee

Apr 30 2026

Business Case Meeting between Brandon Blanck and Scott Varga

- Summarized as follows:
 - Documentation for CLP Grant has been sent
 - Scott spoke with Brendan Smith CoE (NRC) His turnaround time is ~3 days - not great
 - Strategic piece can help RTCL in general CLP process
 - Just completed Step 1 – Strategy
 - Scott has submitted; Awaiting City of Edmonton feedback
 - Will likely take a long time to get
- Will continue with Step 2 – Concept Stage
- Really digging into the details of the project

- Detailed Project Description
- Schedule
- Costs
- Resourcing
- Operational Impacts, Plan and Costs
- Key Risks and Mitigation
- Community engagement Should be as much as the League wants
- City has termed it as a "Basic" project thus far less onerous for community engagement; Digital polls, Newsletter
- VA will guide and create content for community engagement
- Board remains in control
- Project updates communicated out through existing channels (email blasts, newsletters, digital polls, etc.)
- Documentation
 - RTCL to own the Strategic Alignment document
 - VA to own the Community Led Business Case (i.e. CLP documentation)
- Budget for this phase
 - Site survey ~\$4500
 - As-built documentation ~\$7000
- Has any of this been done (e.g. for mold remediation)?
- Scott also wants any/all documentation from mold remediation

May 8, 2026

Letters of Support

- As part of the Community-Led Construction process, primarily community engagement, the City of Edmonton is looking for letters of support from basically anyone, but ideally regular hall users.
- Michelle to reach out to the various programs that utilize the space and try to get them to provide a supporting letter:
 - Preschool
 - -Jujutsu
 - -Seniors group
 - -Ping pong group
 - -Soccer
 - -Rink attendant

May 8, 2026

Email Motion presented, voted upon and carried (10 in favor; 1 against)

- Motion: Definition of Decision-Making Authority for Hall Renovation Subcommittee
 - That the RTCL Board authorizes the Hall Renovation Subcommittee to make operational and project-level decisions necessary to advance the Hall Renovation Project, within the following parameters:
- The Subcommittee is authorized to:
 - Approve expenditures up to \$10,000 per item, consistent with the approved project budget;

- Select and engage contractors, consultants, and suppliers, provided individual contracts do not exceed \$10,000;
- Make design and specification decisions with minimal financial impact, including but not limited to choices regarding materials, finishes, colors, and standard sizing;
- Approve minor scope adjustments that do not materially alter the total project budget, timeline, or intended use of the facility.
- The following decisions require prior RTCL Board approval:
 - Any single expenditure or contractual commitment exceeding \$10,000;
 - Changes that would cause the total project budget to be exceeded or require reallocation of Board-approved funds;
 - Selection of contractors or agreements involving unusual risk, long-term obligations, or reputational considerations;
 - Material changes to project scope, layout, or functionality;
 - Any decision with significant community, financial, or legal implications beyond the approved project framework.
- The Subcommittee shall provide monthly updates to the RTCL Board and elevate any ambiguous or decisions outside of the scope outlined above for Board direction.

May 15, 2026

SUBCOMMITTEE Email three motions each dated May 11, 2026 presented and passed as follows:

Motion 1: Seeking approval of Community-Led Construction Business Case

- That the Hall Renovation Subcommittee approves the Business Case prepared for submission to the City of Edmonton under the Community-Led Construction process.
 - The Business Case was prepared by VA Projects with input and direction from the Rio Terrace Community League (RTCL), and a copy of the Business Case shall be attached to this motion for reference and record purposes.
- That the Subcommittee authorizes submission of the Business Case to the City of Edmonton in support of the Hall Renovation Project and related funding and approval processes.
- Motion 1: Vote to approve the Community-Led Construction Business Case and submission to the CoE
 - Yes: 5
 - No: 0
 - Abstained: 4
- This motion has passed.

Motion 2: Approval of As-Built Drawings Quote

- That the Hall Renovation Subcommittee approves VA Projects proceeding with the engagement of As Built Measuring Services for the preparation of as-built drawings for the Rio Terrace Community Hall, in accordance with the submitted quotation in the amount of \$4,142.95.
 - The Subcommittee recognizes that the preparation of accurate as-built drawings is necessary to support planning and design for the current interior hall renovation project, as well as future phased improvements to the facility, including potential exterior renovations and related capital upgrades.
- Motion 2: Vote to approve of As-Built Drawings Quote
 - Yes: 5
 - No: 0
 - Abstained: 4

- This motion has passed.

Motion 3: Approval of Land Survey Services

- That the Hall Renovation Subcommittee approves the engagement of a surveyor to complete a full land survey for the Rio Terrace Community Hall property, at a cost of \$1,500.
 - The Subcommittee recognizes that the land survey is necessary to support ongoing planning, design, permitting, and future phases of the Hall Renovation Project, including coordination of site-related improvements and construction requirements.
- Motion 3: Vote to approve Land Survey Services
 - Yes: 5
 - No: 0
 - Abstained: 4
- This motion has passed.