

YOUR COMMUNITY LEAGUE: What Every New Executive Member Should Know

Welcome to the NGCL Executive!

Congratulations on joining the North Glenora Community League Executive. Community leagues are a unique feature of living in Edmonton. And you are part of a select group specifically dedicated to making this community a better place in which to live.

The overall rules of the game are listed in the Operations Manual posted on our website:

www.ngcl.org

The image shows a screenshot of the NGCL website. At the top, there is a navigation bar with four tabs: "NGCL Events & Programs", "NGCL Calendar", "More NGCL Info...", and "Current Newsletter". Below this is a yellow callout box with a blue arrow pointing to the "More NGCL Info..." tab, containing the text: "Click the More NGCL Info... tab Then click on the link for the NGCL Operations Manual". Below the navigation bar is a light blue sidebar menu with the following items: "NGCL Home", "Manuals & Procedures", "Orientation for New Executive - Mar 2011", "NGCL Operations Manual - October 2008", "Hall Guidelines - September 2008", "Hall Maintenance Manual - September 2008", "NGCL Newsletter Submission and Policy Info", and "Financial Responsibilities of Not-for-Profit Boards (pdf)". A blue arrow points from the "NGCL Operations Manual" link in the sidebar to the callout box.

Every Executive member has access to this Manual directly from the website, or on a CD or hardcopy by request to the secretary.

Have a look at the front section (bylaws, policies, etc.) as well as your position description, to get an overview of your responsibilities. There are many sections of the Manual that you think may not affect your position, but may come in handy at a later date.

We've organized this section by the list below, in the hopes that it will help you orient to the League. If you don't see it here, please feel free to ask:

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Our First Request

As soon as you are elected, please be sure to give the Secretary the following information in writing (clear printing is *very* welcome):

- Your name along with the name by which you wish to be called (e.g., Don instead of Donald, or Hank instead of Aloysius).
- If you are the President, a Vice President, Treasurer, Secretary, or Casino Coordinator, then please also give your *full legal name* (if different from the above) AND *the date, month and year of your birth*, because it is required by the Gaming Commission through which we receive the largest portion of our funding.
- Your mailing address including postal code (this is kept on a contact sheet circulated to Executive and those in charge of events and programs; it is suppressed from lists that are posted on the office window and the hall bulletin boards so that people can't come to your door with concerns, though they can phone or e-mail).
- The phone number at which you would prefer to be contacted.
- Your e-mail address, if you have one.
- You will be asked to review and update contact information at the first meeting.

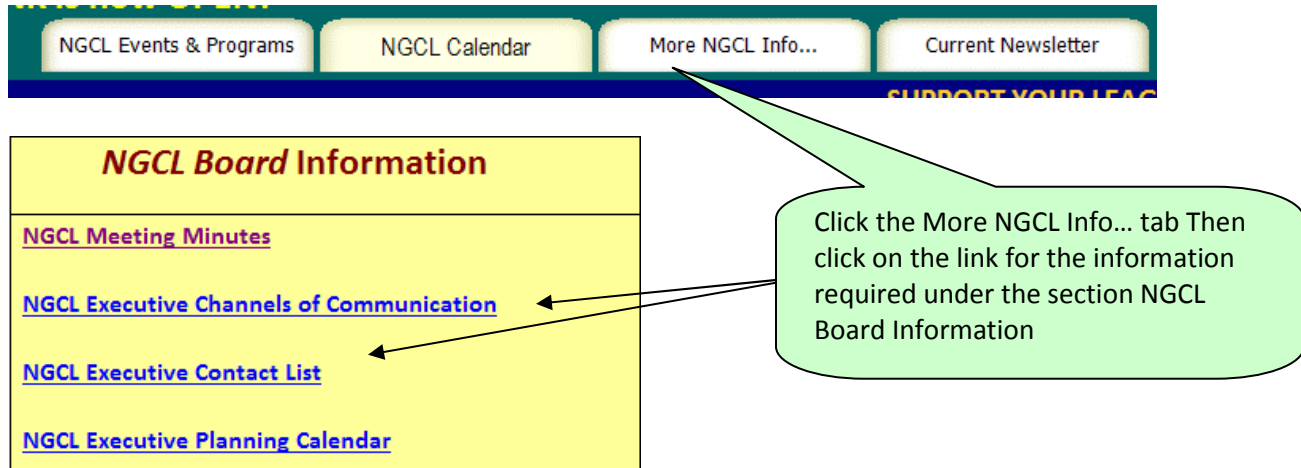
Casino – GAIN Courses

If you are an officer (President, Vice President, Secretary or Treasurer) you need to take the Gaming Association courses dealing with the Casino. The Casino is our main source of funds and it is very important that those with Signing Authority know the ins and outs of that operation. These courses are painless, offered many times throughout the year and really worthwhile. More information is available from the website: www.aglc.gov.ab.ca Go to the sidebar and select "how to use gaming proceeds" under the Charities and Non-Profits section; then select "gaming information sessions (GAIN); then from the main text select "GAIN program session outlines and schedule."

Note: Those holding signing authority for Casino (Gaming) matters cannot be members of the same family.

Complaints, Concerns & Requests for Information

- There is a current organization chart posted on the website which outlines who reports to whom. The main purpose is to prevent everyone from going to the President about everything. Instead you refer a matter to the appropriate Chair and/or Vice President and only if they can't resolve it, does it go up the line.



Contact List: A general contact list of Executive, those in charge of programs, and main key holders is distributed and updated as needed. Your copy will include addresses, but those posted on the website, hall bulletin boards or the office window will not (so people won't come knocking at your door).

Getting Information Out to Members

Bulletin Boards: We have several bulletin boards. The first (left at the hall entrance) is for NGCL information only; the second (left near the doors to the main hall) is for community information, with a special section allotted to Coronation School; and the third (right, beside the kitchen door) is for the newsletter. If you want to post something, make sure to date and initial it. Also make sure it is securely fastened, most especially if it is on the NGCL board; papers that flutter when the heat is turned on can trigger the alarm system which is why they need to be secured at all four corners.

Newsletter: The newsletter is published 10 times a year and delivered to every address in the community. If you need to publish information, please consult with the Chair of Publicity for process and deadlines. Detailed information about the newsletter and its distribution is in the Operations Manual.

Website: Information (including Minutes and various forms) is also posted on our website: www.ngcl.org

eDistribution: Publicity Chair maintains the email address northglenoraneews@gmail.com and an associated distribution list of member email addresses. This email address also allows access for the NGCL calendar updates.

Getting Into the Building

Keys

Most Executive members want access to the hall. To do so, please contact the Hall Bookings Chair for a key and a security code. Most Executive will receive a *key that allows access through the front door of the hall and also to the office in the hall*. (Not all keys that allow front door access do this: some open every external lock, some only open the hall main door and some –likely the one you will receive – open the main hall door and the hall office). That key is very expensive to replace (\$75.00) and issuing a new one requires that the locksmith provide the police with the name of the key holder and to update and get your signature every time it passes hands. In other words, it's a pain – so please keep track of your key and don't loan it out.

No one other than bona fide key holders is allowed access to the hall office for any reason. We have confidential financial and personal information stored here and it is important that it be handled securely.

Security Code

The *security code* will enable you to operate the alarm system: to shut it when you enter the building and re-arm it when you leave. The Hall Bookings Chair should walk you through the routine.

- Basically, you choose a code which is recorded by the Hall Bookings Chair (who then contacts the alarm company to have it registered so you are a bona fide user). Your security code is confidential. The code is sent, along with your name and position to the alarm company once a year. The only other person who knows your code is the Hall Bookings Chair.
- When you get to the hall, you unlock the door and immediately go to the alarm box and enter your code using the little buttons (just like on a phone). Lights on the panel should change from red to green, indicating that the system is now shut off.
- If you plan to be alone in the hall for some time, it is usually a good idea to lock the outer door *from the outside* using your key *while keeping the door ajar*. That way when you are inside, no one without a key can enter the building. It also makes your final exit easy – just put in your alarm code and close the door – no key hassle to deal with. If you are expecting someone but don't know exactly when, tell them to ring the bell (above the mailbox to the left of the doors) and you can let them in.
- You are responsible for re-arming the building when you leave. Before you do so, please check that all exterior doors are really shut. Some of the exterior doors in the main hall area don't always close completely. So if people have been going in and out, you really need to ensure that these are properly latched before you re-arm the system.
- When you are ready to leave, you re-enter your code and have 30 seconds to leave and fully shut the door, before the alarm will go off. It doesn't seem like a long time but it actually is more than enough. Just make sure that if you have people or packages with you, you put them outside the door before you input your code. The door **MUST** be shut when you do this (input your code, not putting people and things out, that is). And to save any further hassle, I find it best to lock the door first (from the outside) – if I didn't already do so - and then enter the alarm code. That way, the only thing you have to do is get yourself out the door!

- If someone else is in the building and planning to leave after you, you need to make sure they have an alarm code and know that you have left. (They can input their own code and re-arm the building, even if your code was the one that disarmed it in the first place.) If they don't have a code, then lucky you must either ask them to leave or stay until they are ready. PLEASE don't pass your code around. It is like your ATM PIN number. The only way our building will remain secure is if you respect this rule; otherwise we might as well just leave it open 24/7 and let everyone have at it.

When you get a security code, you will be given a *password*, a code word to use should you need to contact the alarm company. Yes, alarms do go off and all sorts of things can happen. The most important thing is to read the instructions posted beside the alarm box *well in advance* so you have a general idea of what to do. Instructions are posted in the office and in the kitchen – the two places where there are phones. Here they are:

What to do in case of a FALSE ALARM (security NOT fire)

1. Disable the alarm by entering your access code. If that doesn't work, go to Step 2, a step you MUST do anyway.
2. Call Reliance Protectron at [1-800-653-9111](tel:1-800-653-9111) and report the false alarm. Reliance Protectron is the company providing the alarm monitoring service. the display on our phones may indicate that they are out of order – pay no attention as the alarm is hooked into the phone line; just go ahead and use the phone. You will be put on hold with country music, even if it is an emergency; try to keep cool and sing along – you really have no choice.
3. When you get a real person, you will be prompted for the password. You will also have to state where you are calling from: 13535 – 109A Avenue. It may help to quote our NGCL customer number 127554.

Note: When the alarm is registered by the monitoring station (usually after a few minutes) Reliance will also call the hall and prompt whoever answers for the password. If the person does not respond correctly or no one answers the phone, the police are dispatched. If the police are dispatched for a false alarm, we are charged \$150.00. That is why we'd prefer you contact Reliance.

Interior Keys (Hall and Rink Shack; also Fire Pit):

Keys to interior doors (other than the office) are in the locked box behind the office door. The key is in the top drawer of the unlocked filing cabinet, marked 'key box.' All the keys in this key box are numbered, colour coded, and labeled. Use them as needed but please do not leave with them or loaned them out for ANY reason because they are masters NOT copies. We lose these and we are sweet out of luck! There is a key list on the inner door.

Access to the Rink Shack

If you need access to the Rink Shack (and don't have a key that allows this) ask the Chair of Hall Bookings or of Buildings and Grounds for access or temporary loan of a key.

Emergencies

Emergency numbers are posted in the hall: on the NGCL bulletin board, in the office and in the kitchen.

In Case of Fire

1. Sound the fire alarm. It's by the light switches, northwest corner of front hall.
2. Evacuate people from the building.
3. Call 911. Phones are in kitchen and office. Hall address and phone number are on the office bulletin board, hall bulletin boards, and in the kitchen.
4. Try to put the fire out.

In Case of False Fire Alarm

1. *You MUST evacuate the building, even if the fire alarm goes off accidentally.* It's the law. Fines may be imposed for failing to evacuate.
2. *Call the Fire Department Switchboard at **780-496-3800*** to advise that you believe it is a false alarm. Phones are in kitchen and office and the hall address and phone number are posted there. A fire response team will be sent to investigate, on a non-emergency basis.
3. Shut off the alarm. *As an Executive member, you can go into the office key box and get the Fire Alarm Box key.* If the key to the fire alarm box is not available, call one of the people in the positions listed below to obtain the key to shut off the alarm:
Hall Bookings, Buildings & Grounds, Daytime Contact.

Office Manager

This is a part-time paid position that reports to the President. Job duties range over a wide area including financial data entry on behalf of the Treasurer, mail distribution and filing on behalf of the Secretary, and computerizing the membership list.

Office Stuff

Equipment & Stuff for your use includes a calculator, coin wrappers, computer, labeler, office supplies.

Computer

We are now connected to the Internet and have an email account to receive e-mails on the new workstation.

Wireless Connection

Office Support can also provide the wireless network password if you want to use the Internet on your personal computer while in the Hall.

The new office computer is now hooked up to print directly to our photocopier in the office.

Files

- The files are organized (honest) into two cabinets.
- The file index is in the Where Is It? book as well as in the Operations Manual.
- The locked cabinet contains the following:
 - Drawer 1) administrative files (yellow folders)
 - Drawer 2) buildings and grounds files, including equipment instruction booklets (green folders)
 - Drawer 3) financial information (assorted colour folders)
 - Drawer 4) financial information and the corporate seal. It is kept locked because some of the information is confidential and we are required by law to keep the corporate seal secure.
- The unlocked file cabinet contains the following:
 - Drawer 1) office supplies and the key to the locked key box
 - Drawer 2) 45 Plus information
 - Drawer 3) miscellaneous information
 - Drawer 4) extra copies of the Operations Manual.
- If something should go back into the files, give it to the Secretary for filing.
- If you take something from the files, leave a note (what you took and who you are) with the Secretary and a note in the hanging file folder from which you took the information.

Fax: We don't have one. If you need one and don't have a friendly neighbour with one, then there is one at the Postal Outlet at Westmount Shopping Centre. Make sure to get a receipt so you can be reimbursed.

Forms: If you need forms (like expense forms), there are copies available in the file folders in the bottom desk drawer. If you take the last copy, PLEASE let the Secretary know so more can be made.

Mail: There is a mailbox to the left of the hall doors and we receive regular postal service. The box is emptied by the Office Manager, Secretary or Treasurer on a regular basis. Your mail will be put in the hanging files on the desk, in the folder labeled with the position you hold on Executive.

Photocopies: You will need to turn the machine on and wait for it to warm up.

There is a clear plastic wall hanger containing the instruction book containing the photocopy log where only personal use copies need be recorded and paid for. Personal copies are 10 cents each and there is a can for your money located on the shelf above the brown sorting table.

The photocopy machine will do double-sided copies but will NOT collate (which is why we have the big white sorting table); collation would have cost another \$3,000.00 that we didn't have to spend.

To double side:

- Press the DUPLEX key beneath the screen. Then on the screen you will see three choices:
 - 1 > 1 (your originals are one-sided and you are making one-sided copies)
 - 1 > 2 (your originals are one-sided and you are making two-sided copies)
 - 2 > 2 (your originals are two-sided and you are making two-sided copies)
- Make your choice using the arrow keys on the round pad (above, right of the DUPLEX key). Usually this involves using the "down arrow" key only. When you've made the right selection, press the OK button above that pad and proceed to make your copies.
- Don't forget to turn it back to 1>1 when you are through or the next user will curse you.

Don't forget to turn the machine off when you are finished.

Receipt Books: Stored in the Supplies drawer of the unlocked filing cabinet.

Office Recycling and Garbage: There may a small blue box on the floor to the right of the desk for recycling paper and plastic, depending upon someone committing to dealing with it. If not, this box will be stored away and you will have to recycle on your own or use the ordinary garbage. If you have a large amount of garbage, there is a bin in the parking lot.

Replacements and Repairs: If you notice that we are out of a particular supply or that something in the office needs repair, please let the Office Manager or the Secretary know (by phone or e-mail or by using the office mailbox). If you notice anything in the hall that needs repair and it is not urgent, we will probably re-institute the *Repair and Maintenance* sheet on the bulletin board beside the stove in the kitchen. Just fill it in and it should be taken care of. Of course, if it is an emergency then, of course, call the person most likely to be of help.

Shredding: Private and confidential information is shredded.

Legal Matters (Insurance, too)

The League is registered under the Societies Act of Alberta. Each year we file our financial statements, AGM minutes and list of executive with **Corporate Registry**. Up-to-date filing is required for us to be eligible for certain funds (especially related to the Casino – our major funding source). Note that the **By-laws** passed at the Annual General Meeting do NOT come into effect until they have been approved by Corporate Registry.

As an Executive member you are required to adhere to the law when acting on behalf of the League. This is particularly important because as an executive member of the League you are making and supporting decisions and actions that have direct bearing on the League's liability. And if you choose to behave in your Executive capacity in a manner that is contrary to the law, our liability insurance will not cover us and we could all be sued as individuals.

Gaming: No gaming is allowed on the premises or sponsored by the League unless licensed by the Alberta Gaming and Liquor Commission. Lest you think this is a no-brainer, ponder this AGLC's definition of gaming (which is based on federal legislation) – points taken from the AGLC's **Gaming Information for Charitable Groups**:

- All gambling is illegal except “for a charitable or religious organization, pursuant to a license issued by the Lieutenant Governor in Council of a province . . . if the proceeds from the lottery scheme are used for a charitable or religious object or purpose.” Only licensed charitable or religious groups may conduct gaming activities in Alberta – that is, activities such as bingo, casino, pull tickets, and raffles. *A license is required if a gaming event contains the following three elements:*
 - *Consideration (payment)*
 - *Chance (opportunity to win a prize)*
 - *Prize**In other words, if someone is paying for a chance to win a prize AND no skill is involved, a gaming license is required.*

Licenses:

1) Liquor: No liquor can be consumed on the premises without a liquor permit: no exceptions, no matter how small the gathering and no matter whether or not liquor is sold. (We have an annual liquor permit that covers numerous dates, but ensure you check the list of dates and details for any planned events.)

2) Movies: Performance rights must be obtained in order to show ‘commercial’ movies, no matter whether or not admission is charged. The fine for not doing so is \$250,000 and/or six months in jail. We have a license which costs approximately \$1000 per year.

3) Music: The SOCAN (The Society of Composers, Authors and Music Publishers of Canada) license enables us to use copyrighted music to be aired or played in our hall or grounds. The license is about \$185 a year.

Repairs: Our insurance requires that all plumbing and wiring installations and repairs be done by certified staff; otherwise our insurance is voided.

Meetings

How Many Meetings?

- Executive Meetings are held on the third Tuesday of the month for the following months: March, April, May, June, August, September, October, November, January, and February; in other words, every month except July and December (the two months when Executive does NOT meet).
- Additional meetings which Executive attend are:
 - Annual General Meeting: Second Tuesday in March
 - Planning Meeting: At the discretion of the President, usually a Saturday in May or September
 - Depending upon the position you hold, you may also be asked to attend meetings of the Edmonton Federation of Community Leagues (EFCL) which are held twice a year and/or EFCL Events.

Other Key Dates

- President's Recognition Event (which the President hosts a function to thank the Executive) – in January
- Volunteer Appreciation Dinner (when Executive hosts a dinner to thank all the volunteers from the past year) – a Saturday in April that falls around Canada Volunteer Week (2-3 week of April)

Annual General Meeting (AGM)

- In January the Secretary will remind you to prepare an annual report of your activities and accomplishments for inclusion at the Annual General Meeting. There is a deadline for inclusion in an overall annual report and for photocopying. If you can't make the first deadline then it is up to you to prepare separate copy. If you can't make the second deadline, then it is up to you to make 30 photocopies of your report in time for distribution at the meeting. A brief summary of major activities and accomplishments is all that is required. In addition, you are free to make a verbal report or to comment on your written report at the meeting.
- All Executive are expected to attend the AGM because it is the main opportunity for the general membership to find out what you have accomplished over the year and offer concerns, suggestions or other comments.

Executive Agenda: Depending on the Secretary, the agenda may be sent out a few days in advance (by e-mail) and/or hard copies are distributed at the meeting. If you have an item for the agenda, please let the President or the Secretary know in advance. If you didn't have the chance to let them know, then have the item placed on the agenda at the beginning of the meeting before the agenda is approved.

Executive Meetings: Meetings are held in the hall and begin promptly at 7:00 p.m. It is very unusual for a meeting to last the full 2.5 hours allotted to it. You will be expected to make a report on your program or area of responsibility at each meeting. If you cannot make a meeting, then you can send a representative (i.e., another member of your committee) if necessary and that person will have voting rights on behalf of your position. Because there is a lot of detail covered at the meeting, it can seem to last a long time. If you want to expedite meeting time, keep the following in mind:

- If you want to pass on routine information, simply preparing a short report (and sending it to the Secretary several days in advance) means it can be appended to the agenda (and attached later to the Minutes) and people can read it at leisure. Most people have not tended to do this, but it is always an option.
- Restrict your presentation to the following:
 - Critical information that everyone needs to be told in person.
 - Information requiring a decision at the meeting (like an unexpected expense, a motion, a change in policy).
 - Information requiring action on the part of someone other than yourself.
- There is nothing wrong with saying that everything is in your written report and you have no further comment. Believe me, there are people who will bless you for this!

Executive Minutes: Minutes are usually sent out by e-mail or can be left in your League office mailbox. Just let the Secretary know what you prefer. Action items are usually marked in the Minutes with a statement of the action requested and the person to whom it is assigned. A copy of all the Minutes for the year is in the binder on the shelf above the desk; these are signed originals. Feel free to make a copy but please do NOT take the original.

Membership Matters

- A current copy of the membership list is kept in the bottom drawer of the office desk. If you need a copy, feel free to make one (or ask the Secretary to do so).
- Since you needed to be a member in order to run for office, everything will be fine until September rolls around and the new membership year starts. Just don't forget to renew your membership during the fall membership campaign.
- Note: All members of the Executive Board, all Committee Chairs as well as all committee members must be members of the League.



Click the More NGCL Info... tab Then click on the link for the information or form required under the section FINANCIAL FORMS.

It is extremely important you fill out the appropriate forms to request and reconcile the funds provided to you by the Community League.

We have financial reviews every year as well as regular audits by the Gaming Commission for money we receive from Casinos.

Budgets: Most positions have a budget associated with them. Budget preparation is undertaken in late winter and submitted to the Treasurer by January 1st for inclusion in the next budget. The Operations Manual has more information on budget preparation.

The budget is passed by Executive in February and ratified at the Annual General Meeting in March. Items that are included in the budget don't require any further approval before the money is expended. Unanticipated or new items require that you bring them to an Executive Meeting for approval (with exceptions like emergencies in which case you need to consult with your Vice President and/or the President).

Cash Advances are available for items that require large outlays. Consult with the Treasurer for the appropriate process. However in many cases, the company can just invoice the League instead.

Contracts: Contracts can only be signed by those with Signing Authority and require they be signed by two such persons. Depending on what is being contracted that includes the President, the Vice Presidents, Treasurer and Secretary.

Floats are available for certain positions, if needed. Consult the Operations Manual and/or the Treasurer for more information.

Reimbursement for Expenses: To be reimbursed for expenses you incur, you need to fill out an Expense Form and attach the receipts. Samples are in the Operations Manual and extra copies are in the bottom drawer of the office desk as well as on the NGCL website.

Signing Authority depends on the position and requires formal authorization by motion at an Executive Meeting and formal processing (in the case of bank accounts, with the bank in question). This means that you

are authorized to be one of two signatories on cheques. In other words, you have the responsibility to make sure that cheque is properly written (bona fide date, correct names and amounts) and actually relates to a receipt, invoice or contract you have seen. Usually the Treasurer will present that backup documentation to you, when you are asked to sign. Yes, you are liable so it's important to take care – even though Executive does have liability insurance.

Note: Those holding signing authority for Casino (Gaming) matters cannot be members of the same family.

Relationships

City of Edmonton

A City representative from Community Services is assigned to every community league and tries to attend all monthly meetings. Our current representative is Jennifer Finnigan. She is our liaison with the many branches of City government and serves as a valuable resource. Community Services publishes a newsletter called Monthly Minders that outlines a number of city-related and community league-related initiatives. If you would like to receive an electronic copy, put your request to jennifer.finnigan@edmonton.ca

Edmonton Federation of Community Leagues (EFCL)

The North Glenora Community League is part of a federation of community leagues in this city. As such we adhere to their Code of Ethics (reprinted in the Operations Manual) and receive resources and support from the EFCL. You can receive a copy of the EFCL newsletter by putting your request to info@efcl.org The names and contact information of all Executive goes to the EFCL. You may be contacted directly by the EFCL if a particular program or resource is thought to affect your position. The EFCL website at www.efcl.org contains useful information.

Using the Hall

What We Can and Cannot Use the Hall For

Our facilities are located on City property which is leased to us for \$1.00 per year through a Tripartite Agreement (meaning it is between the City of Edmonton, the EFCL and the individual league). In return, we have to comply with the lease which specifies the uses to which we can put the facilities:

- “The League shall only use and permit the use of the Site at all times for the purpose of Recreation, as defined in the objects of its Bylaws and not for any Commercial Purpose. ‘Recreation’ as used in this License means recreational sports, social, community and cultural facilities and programs.”
- Users can include members, associate members or those paying a reasonable fee or charge. It must allow the City use of its facilities as long as that use is not in conflict with League operations.
- League activities must be planned in cooperation with the City and possibly the EFCL.
- The League is responsible for maintenance and improvements (there is a large list I will not detail here).
- We must “endeavor at all times to avoid annoyance or inconvenience to residents in the vicinity of the Site by reason of public safety concerns or activities likely to interfere with the quiet enjoyment of their premises by the neighbourhood residents.”
- We must not nor permit to be done (either on the Site or in any facilities thereon) “anything which may be contrary to any federal or provincial laws or regulations or to any of the bylaws of the City.”

Before you dismiss this as a 'no-brainer- have a look under Legal Issues at Gaming, Liquor, Movies and Music.

- To the best of my knowledge no one has made a list of permitted and non-permitted uses and then checked them against, say, the last year or two of renters. This ought to be done.
- The League rents the hall as follows:
 - To Executive at reduced cost.
 - To members.
 - To non-members who are sponsored by members. Such rentals require that the sponsoring member be present for the entire event for which the hall is rented and that the renter provide liquor liability insurance if alcohol is to be consumed. (This is a new policy, since the 2008 Manual.)
 - To non-members with the requirement to provide liquor liability insurance if alcohol is to be consumed.
- We have one long-term renter, the Wildrose Fiddlers, who rent the hall every Thursday evening. Non-member rentals are limited to about one per month (in addition to our long-term renter).
- There have been increasing concerns about liability and security especially when renting to non-members. From time to time the League has chosen to restrict rentals to members only.
- The issue of free hall rentals has yet to be satisfactorily resolved. At the present time the hall is given free to the following: TOPS and Brownies. (SKILLS?)

Booking Space: If you need to use the hall (for example, for a committee meeting) you need to book it through Hall Bookings. This ensures that space is available and does not interfere with the needs of other users or the hall cleaners. The Bookings Calendar is published in the newsletter and is also on the website (to give you an idea of when space might be available).

Hall Rentals: Executive are given a discount on hall rentals for their personal use; this does not apply to member-sponsored rentals (that is, where you are renting on behalf of someone else). Please refer to the Hall Rental guidelines in the Operations Manual.

Turning on the Heat:

- If you need to turn the heat on in the main hall, there is a switch at the side of the large tin box (containing the thermostat) near the kitchen. Just remember to turn it off before you leave.
- All other thermostats are automatically controlled. The heat in the office is usually overbearing, so try to keep the heat vent there closed.
- If you are freezing in the Playschool Room or corridor, there is a key (in that locked key box) that will give you access to the thermostat in the corridor. Just remember to turn it back down before you leave.

Event Recycling: There is a large blue bin stored on the shelf in the cloak room that can be used for recycling juice boxes, pop cans, etc. during NGCL Events. There are blue bags in the unlocked filing cabinet, top drawer that can be used to line the bin as required. Event coordinators are responsible for removing the collected recycling or making arrangements for their return.

Where Is It? If you can't figure out where something is kept, there is a good chance it is listed in the Where Is It? (copy of this in the office on the filing cabinet hook and in the Operations Manual). 2011 update pending.