Table of Contents

1. KEY FACTS AND INFORMATION ....................................................................................... 1

2. FOUNDATIONS OF THE NGCL ..................................................................................... 2

   What Is A Community League? ......................................................................................... 2
   Features ............................................................................................................................. 2
   Focus ................................................................................................................................ 2
   Key Accomplishments of the League Movement ................................................................. 2

   History of the NGCL ........................................................................................................... 4
   Volunteers ............................................................................................................................ 4
   Programs ............................................................................................................................... 4
   Facilities ............................................................................................................................... 4
   Grants & Funding ................................................................................................................ 4
   NGCL Certificate of Incorporation ....................................................................................... 5

3. CODE OF CONDUCT ......................................................................................................... 7

   Respect: ............................................................................................................................... 7
   Communication: .................................................................................................................. 7
   Behaviour: ............................................................................................................................. 7

4. MISSION AND GOALS ..................................................................................................... 8

   Mission ................................................................................................................................ 8
   Goals 8

5. BYLAWS .......................................................................................................................... 9

   ARTICLE 1: NAME ............................................................................................................. 9
   ARTICLE 2: INTERPRETATION ......................................................................................... 9
   ARTICLE 3: MEMBERSHIP .............................................................................................. 9
   ARTICLE 4: VOTING ......................................................................................................... 9
   ARTICLE 5: EXECUTIVE BOARD ............................................................................... 9
   ARTICLE 6: OFFICERS ................................................................................................... 10
   ARTICLE 7: COMMITTEES ........................................................................................... 11
   ARTICLE 8: NOMINATIONS AND ELECTIONS ............................................................. 11
   ARTICLE 9: MEETINGS ................................................................................................. 11
   ARTICLE 10: FINANCES OF THE LEAGUE ............................................................... 12
   ARTICLE 11: BORROWING POWERS ....................................................................... 12
   ARTICLE 12: BOOKS AND RECORDS .......................................................................... 12
   ARTICLE 13: HONORARIA .......................................................................................... 13
   ARTICLE 14: SEAL OF THE COMMUNITY LEAGUE ................................................. 13
   ARTICLE 15: EFCL AND AREA COUNCIL ................................................................. 13
   ARTICLE 16: PARLIAMENTARY AUTHORITY ........................................................... 13
   ARTICLE 17: AMENDMENTS TO BYLAWS ............................................................... 13
   ARTICLE 18: DISSOLUTION OF THE LEAGUE ......................................................... 13

6. POLICIES AND PROCEDURES ....................................................................................... 14

   INTRODUCTION ............................................................................................................... 14

   SECTION A: EXECUTIVE BOARD ................................................................................ 14
   1.0 Composition and Terms of Reference of the Executive Board .................................. 14
   2.0 Behavioural Expectations of the Executive Board and Its Members (Policies) .......... 14
   3.0 Reporting Structure ..................................................................................................... 15
   4.0 Contact List .................................................................................................................. 16
### Position Profile:

- **SPORTS PROGRAMS CHAIRPERSON** ................................................................. 79
- **GRANTS COORDINATOR** .................................................................................. 80
- **SCHOOL LIAISON** .......................................................................................... 81

### COMMITTEES OF THE BOARD ........................................................................... 82

- **NOMINATIONS COMMITTEE** ........................................................................... 82
- **FINANCE COMMITTEE** .................................................................................... 82
- **VOLUNTEER APPRECIATION EVENT COMMITTEE** ..................................... 82
- **WELCOMING COMMITTEE** ............................................................................. 82

### SPECIAL EVENT COORDINATORS .................................................................. 83

- **CASINO** ........................................................................................................... 83
- **GARAGE SALES** ............................................................................................... 84
- **GARBAGE FAIR** ................................................................................................. 84

### WORKING PAPERS REQUIRED ...................................................................... 86

- **REPORTING REVENUE FROM MEMBERSHIP OR TICKET SALES** .............. 88
- **COIN FLOAT & SALES FORM** ......................................................................... 89
- **FLOAT/PETTY CASH/CASH ADVANCE CLOSE OFF FORM** ......................... 89
- **FLOAT/PETTY CASH/CASH ADVANCE REQUEST FORM** .......................... 89

### 9. UPDATING THIS MANUAL .............................................................................. 85

### 10. APPENDICES A thru Z .................................................................................. 86

- **APPENDIX A: ANNUAL GENERAL MEETING TIPS** ...................................... 87
- **APPENDIX B: BUDGET – FORMULATING A PROGRAM BUDGET** ............... 88
  - **Budget Template** ......................................................................................... 89
- **APPENDIX C: BYLAW AMENDMENTS** ......................................................... 90
- **APPENDIX D: NGCL EMPLOYEE POSITIONS** .............................................. 91
  - **POSITION DESCRIPTION: CUSTODIAN** .................................................. 91
  - **POSITION DESCRIPTION: OFFICE MANAGER** ....................................... 92
  - **POSITION DESCRIPTION: PLAYSCHOOL TEACHER** ............................. 93
  - **PLAYSCHOOL TEACHER EMPLOYMENT AGREEMENT** ......................... 94
  - **POSITION DESCRIPTION: RINK CARETAKER** ......................................... 97
- **APPENDIX E: EFCL CODE OF CONDUCT** ..................................................... 101
- **APPENDIX F: FACILITY DIAGRAM & SEATING PLANS** ............................. 103
  - **Community Hall - Blank Layout** ............................................................... 103
  - **Community Hall - Table Layout - Community Day example** .................. 104
  - **Community Hall - 100 Dining - double buffet line example** .................. 104
  - **Community Hall - 150 Dining for table service example** ....................... 105
  - **Community Hall - 150 Dining - double buffet line example** .................. 105
- **APPENDIX G: FILE INDEX** ............................................................................. 106
- **APPENDIX H: FINANCIAL FORMS** ............................................................... 110
  - **Expense Claim Form** .................................................................................. 110
  - **Float/Petty Cash/Cash Advance Request Form** .......................................... 111
  - **Float/Petty Cash/Cash Advance Close Off Form** ....................................... 112
  - **Top Up Float/Petty Cash Form (Adding more to an existing float)** .......... 113
  - **Coin Float & Sales Form** ............................................................................. 114
  - **Reporting Revenue from Membership or Ticket Sales** ........................... 115
- **APPENDIX I: FINANCIAL REVIEW** ............................................................... 116
- **APPENDIX J: WORKING PAPERS REQUIRED** .......................................... 116
- **APPENDIX K: INVENTORIES of EQUIPMENT AND FURNISHINGS** ........ 119
  - **Hall Equipment Inventory** .......................................................................... 119
  - **NGCL Kitchen Inventory** ........................................................................... 120
  - **NGCL Kitchen Lock-Up Storage Room Inventory** .................................... 120
  - **NGCL Hall and Kitchen Appliance Inventory** ........................................... 121
  - **NGCL Office** ............................................................................................... 123
  - **NGCL Sports Equipment Inventory** ............................................................ 124
1. **KEY FACTS AND INFORMATION**

**Contact Information**

Address: 13535 - 109A Avenue, Edmonton Alberta T5M 3Z4

Office Phone Number: 780-452-6610

League Email: ngcloffice@gmail.com

Website www.ngcl.org

WiFi password See the NGCL Office Manager

Security system password See the NGCL Hall Bookings Chair

**Important Account Numbers**

Society Registration Number: 500041272 (May 7, 1963)

Revenue Canada Employer Number: 107782492RP0001

Worker’s Compensation Account Number: 207389/2

AGLC Account 9888

AGLC Password See the NGCL Secretary Manual

**Important Dates**

Fiscal year January 1 – December 31

Current hall building established: January 17, 1981

Hall addition: 1993/94

**Maximum Seating Capacity**

192 auditorium seating (June 2008)

150 dinner seating (recommended)
2. FOUNDATIONS OF THE NGCL

What Is A Community League?

Community leagues are based on the City Club and Social Centre movement that originated in the eastern USA in the 1800s. They were originally clubs for men, with a focus on public education and community-focused dialogue: a mechanism for community to express its concerns. Leagues were adopted by Edmonton in 1917 starting with what is now the Crestwood Community League.

Features

- Open to all residents
- Unaffiliated with political or religion religious organizations
- Run by volunteers
- Volunteer board
- Few, if any, paid staff (e.g., Caretaker/Janitor, Playschool teacher, Office Support)
- Receive some City funding annually (about $16,000 for Operations as of 2012) which is a small portion of actual annual cash requirements
- Highly dependent on Casino revenue every 18 to 24 months.

Focus

To foster a sense of community.

- Started with expressing concerns about and lobbying for district infrastructure (e.g., sewers, roads, sidewalks)

- Quickly embraced social and recreation programs/activities

- The basis of each league is a neighbourhood as defined by the Edmonton Federation of Community League’s (EFCL) Code of Ethics

- All leagues belong to the EFCL (refer to www.efcl.org) which provides resources including information, training, assistance and provides a vehicle for broader representation with the City

- According the 2011-2021 Tripartite License agreement signed by each league, the EFCL and the City, leagues are:
  - Seen by the City as an efficient and cost-effective vehicle for providing recreational sports, social, community and cultural facilities, programs, and voluntary leadership in recreation and culture. The City provides a representative to act as a liaison between each league and various City departments and programs. This representative attends monthly Executive Committee meetings
  - Viewed as a useful mechanism for debate of area concerns and presentations of views and recommendations to City Council
  - Seen as a vehicle for participatory democracy

Key Accomplishments of the League Movement

- Lobbied for free allocation of City land for recreational use; as a result, Edmonton allocated one block of land per neighbourhood
- City includes its grant budget as a line item acknowledging that Community Leagues are deemed equivalent to a City authority or board, a high level of financial recognition although the grant is very small compared to any league’s requirements.

- City now sends notices of development appeal to the league for review and comment (recognizing that the league has a role and interest, just as much as the neighbours immediately surrounding the proposed development change).

- Tax exempt status from City property tax assessment.

For more information: Kuban, Ron (2005). Edmonton’s Urban Villages: The Community League Movement. University of Alberta Press. *We have two copies: one in the Office on the shelf above the desk and the other in the Historian’s cupboard.*

*Note also* that the EFCL provides considerable resources which can be access through their website at [http://www.efcl.org](http://www.efcl.org) click on Resources in the sidebar.
History of the NGCL

Volunteers
The North Glenora Community League facilities are the pride of North Glenora and reflect the dedication and hard work of the many volunteers who have contributed to their community since the inception of the NGCL in 1953. We continue to rely heavily on volunteers.

Programs
NGCL has been a leader in the development and implementation of programs, changing with the times. For example, it initiated Lacrosse in the early years. Over time, this sports activity has been supplemented and then replaced by figure skating, hockey, baseball and now soccer. Over the years, special events change to appeal to North Glenora’s changing demographic. We pioneered the concept of the Re-Use Fairs (originally named Garbage Fairs) whereby unwanted items are matched to other end users. This has been so successful that it is now a city-wide program. The City of Edmonton has opened a permanent Re-Use facility in 2007 based on the original concept developed in North Glenora.

Facilities
At that time, two prefab garages were brought in to make change rooms for the skating and hockey rinks. Volunteers erected fences and flooded the areas. The small rink shack was replaced in the mid-1970s and continues in use to this day.

In the mid-1950s it became evident that more space was needed for meetings and social activities. A wartime building was purchased for approximately $5000.00 and hauled into the city from Namao. This building lacked some basic amenities so skilled volunteers added a kitchen, washrooms and a cloakroom. This building was further extended in 1968 and was well used until the 1980s when the new community hall was built. Many dedicated volunteers worked endless Bingos and held many Socials to fund the new building.

It was with great jubilation that the new hall was officially opened on January 17, 1981. Present at the ribbon-cutting ceremony were MLA Les Young and representatives from the City and the Federation. This hall was upgraded and extended in 1993-94. It remains the envy of many community leagues and we are always complemented on the appearance and cleanliness of our facility.

The original playground consisted of swings, slides and a sand pile. Over the years this has been modified, added to and completely revamped in 1998. Again dedicated volunteers were responsible for fundraising with the help of matching grants.

Grants & Funding
Getting funds, especially in the early years, was not always easy. The annual membership drive in September helped defray the cost of running the buildings in the early years. We now rely heavily on the Casino that we are allowed every 24 months as our major source of income. The cost of running the Community League averages over $140.00 per day so funds always have to be handled carefully in order to stretch the Casino dollars until our next turn.

Our dollars have been supplemented with matching Grant money from the Provincial and Federal governments, the City of Edmonton and other granting agencies to pay for buildings, facilities, supplies and equipment. For example, over $320,000 in grant funding was raised to redevelop the playground and park area in celebration of the Millennium. In addition, residents contributed $15,000 and the Community League $90,000 to help make the project a successful collaboration.
PROVINCE OF ALBERTA
CANADA

Certificate of Incorporation

I hereby certify that

NORTH GLENORA COMMUNITY LEAGUE

is this day incorporated under The Societies Act, being Chapter 315 of the Revised Statutes of Alberta, 1955.

Given under my hand and seal of office at Edmonton, Alberta, this 6th day of May, A.D. 1963.

Registrar of Joint Stock Companies
THE SOCIETIES ACT

APPLICATION

WE, the undersigned, hereby declare that we desire to form a society under The
Societies Act, R.S.A. 1955, and that:

1. The name of the society is - NORTH GLENORA COMMUNITY LEAGUE

2. The objects of the society are -
   (a) To provide for the recreation of the members and to promote and afford
       opportunity for friendly and social activities.
   (b) To acquire lands, by purchase or otherwise, erect or otherwise provide
       a building or buildings for social and community purposes.
   (c) To encourage and promote amateur games and exercises.
   (d) To provide a meeting place for the consideration and discussion of
       questions affecting the interests of the community.
   (e) To carry on a literary and debating club for the discussion of topics
       of general interest, and to encourage the practice of public speaking
       among its members.
   (f) To procure the delivery of lectures on social, educational, political,
       economic and other subjects, and to give and arrange musical and
       dramatic entertainments.
   (g) To establish and maintain a library and reading room.
   (h) To provide all necessary equipment and furniture for carrying on its
       various objects.
   (i) To provide a centre and suitable meeting place for the various activities
       of the community.

Generally to encourage and foster and develop among its members a recogni-

The operations of the society are to be chiefly carried on in

THE CITY OF EDMONTON

DATED this 1st day of May 1963

NAME                        OCCUPATION                        ADDRESS

Charles J.M. S. Henderson    18834 - 109 Ave.  

Mrs. J. E. Henderson         13921 - 109 Ave.  

James E. F. MacLaren         10972 - 138 St.  

William H. Cadle             10845 - 118 Ave.  

Mr. E. G. T. Taylor          10862 - 110 Ave.  

WITNESS: H.A.F.              

Mrs. Stalling                13821 - 110 Ave.  

NAME                        OCCUPATION                        ADDRESS


3. CODE OF CONDUCT

The interest of the community league, and the good of the community as a whole, shall always take priority over personal interests and ambitions.

Respect:

1. We respect the individual differences of people in the community league.
2. We support innovation, creativity and responsible risk-taking.
3. We recognize individual achievements.
4. We respect and encourage different opinions and ideas, without fear of criticism.
5. We support a democratic process, and respect the decisions of the majority.

Communication:

1. We are open, fair and honest in our communications and dealings with one another.
2. We are willing to listen to opinions and ideas that differ from our own, understanding that we may not always agree.

Behaviour:

1. We accept responsibility collectively as an executive for the operation of the league.
2. Each of us carries our share of the workload.
3. We trust each other to do our respective jobs, without interference.
4. We are committed to supporting and mentoring new members of the executive and volunteer committees, and offering assistance and resources to help all members fulfill their responsibilities.
# 4. MISSION AND GOALS

## Mission
The North Glenora Community League is a group of volunteer community members who represent, organize, and provide space, and opportunities for social, recreational and cultural activities for residents of all ages, to promote a sense of community and enhance the quality of life in the neighbourhood.

## Goals

### A. Program and Related Activities:
- a) Provide a varied program selection according to membership interest and needs.
- b) Provide information on programs and related activities
- c) Provide space for programs and related activities.

### B. Neighbourhood Quality:
- a) Provide a high quality of leadership and vigilance in protecting the interests of the community.
- b) Ensure the maintenance and improvement of the physical attributes of the community.
- c) Encourage and increase participation of all residents.
- d) Preserve the safety and security of the neighbourhood.
- e) Provide leadership and advocacy in planning and development issues within the community.

### C. Partnership:
- a) Provide financial support for separate and related organizations when funds permit.
- b) Establish partnerships and/or communications with organizations within the community of North Glenora.
- c) Establish partnerships and/or communications to external organizations as appropriate.
- d) Provide support (financial or other) to separate and related organizations in the forms of manner, time, and space

### D. Resource Management:
- a) Encourage and increase active involvement in the community league by all residents.
- b) Develop and encourage a high quality of leadership.
- c) Develop and maintain facilities which meet functional needs.
- d) Pursue fundraising activities.
5. **BYLAWS**

**ARTICLE 1: NAME**

The name of the League shall be: NORTH GLENORA COMMUNITY LEAGUE.

**ARTICLE 2: INTERPRETATION**

a) The Community League shall encompass that portion of the City of Edmonton bounded on the North by 111 Ave, on the West by 142 St., on the South by 107 Ave, on the East by Groat Road, or otherwise as may from time to time be fixed by the Edmonton Federation of Community Leagues and the City of Edmonton.

b) Requirement of the Societies Act to be followed shall mean the Societies Act, being Chapter S-18 of the Revised Statutes of Alberta, 1980 and amendments thereto.

c) Where the masculine gender is used in these bylaws, the same shall be construed as including the feminine gender where the context or the party referred to so requires.

d) 'Special Resolution' shall mean a resolution passed by a majority of not less than three-fourths of members, in good standing, and present in person at an Annual, General or Special meeting called for the express purpose, upon the giving of 21 days notice, or as provided in the Societies Act of Alberta.

e) 'Board' shall mean Executive Board.

f) 'League' shall mean North Glenora Community League.

**ARTICLE 3: MEMBERSHIP**

a) Anyone resident within the boundaries of North Glenora shall be eligible for membership.

b) All members will be charged an annual fee which will be set only at the Annual General Meeting.

c) A member may withdraw from membership in the League by written notice of their intent to the League Secretary.

d) By Special resolution, membership in the League may be terminated for conduct injurious to the League, its purposes or goals, provided such member is given the opportunity for a hearing before the Executive Board.

e) An honorary membership may be conferred on any person at the Annual General Meeting by a two-thirds majority of members present at the meeting.

**ARTICLE 4: VOTING**

a) Each adult member of the League, in good standing, shall have the right to vote on matters pertaining to the Community league; such votes must be made in person and not by proxy or otherwise.

**ARTICLE 5: EXECUTIVE BOARD**

a) Officers: The Executive Board shall consist of the following officers: President, Past President, First Vice President, Second Vice President, Secretary, Treasurer, Chairmen of all Standing
Committees, and such Executive members as may be deemed necessary and as appointed by
the Executive Board, and approved by a Annual General, General or Special meeting

b) **Board Powers:** The Board shall be responsible to carry out the wishes of the membership and
shall manage the affairs of the League as directed and approved by the membership.

c) **Quorum:** A quorum of the Executive Board in meeting shall be a majority of the members of the
Board.

d) **Frequency of Meetings:** The Executive Board shall meet at the call of the President, but in any
event, not less than four (4) times per year. In addition the President shall, upon request by not
less than five (5) members of the Executive Board, call a meeting of the Board within ten (10)
days of receipt of the request.

e) **Notice of Meetings:** Meetings of the Board may be called on the instructions of the President or
Board following a notice given to all members by the Secretary by mail, by telephone, or by any
effective method, at least one day previous to such meeting.

f) **Appointment:** The following officers of the Executive Board: President, First Vice President,
Second Vice President, Secretary, and Treasurer, shall be elected annually with no one being
elected to the same position for more than two (2) consecutive terms, unless a replacement
cannot be found.

g) **Termination:** By a Special Resolution, any Executive Board member or Committee Chairman may
be removed from office for just cause provided such member is given the opportunity to have a
proper hearing.

h) **Replacement of Board Members:** In the event of a vacancy occurring in the Executive Board as
a result of resignation, death or removal, the Executive shall be empowered to fill the vacancy
by appointment. The person so appointed shall hold office until the next Annual General
Meeting at which time he shall be eligible for a full term in that office.

**ARTICLE 6: OFFICERS**

a) **Duties of Officers:**

i. **President:** The President shall preside at all meetings. The President shall be an ex-officio
member of all committees except the Nominating Committee. The President shall be
charged with the general supervision of all activities of the League.

ii. **Past President:** The Past President shall be assigned duties at the discretion of the
Executive Board.

iii. **First Vice President:** In the absence of the President, the First Vice President shall preside
at all meetings. The First Vice President shall carry out any duties as delegated by the
President or Executive Board.

iv. **Second Vice President:** In the absence of the President and the First Vice President, the
Second Vice President shall preside at all meetings. The Second Vice President shall carry
out any duties as delegated by the President or Executive Board.

v. **Secretary:** It shall be the duty of the Secretary to attend all meetings of the League and
to keep accurate minutes of the same. In case of the absence of the Secretary, the duties
shall be discharged by such officer as may be appointed by the Executive Board. The
Secretary shall have charge of all correspondence of the League under the direction of the President and the Executive Board except for matters belonging specifically to a committee.

vi. **Treasurer:** The Treasurer shall receive all monies paid to the League and shall be responsible for the deposit of same in whatever bank the Executive Board may order. The Treasurer shall properly account for the funds of the League and keep such books as may be directed. The Treasurer shall present a full detailed account of receipts and disbursements to the Executive Board whenever requested, and shall prepare for submission to the Annual General Meeting a statement, duly audited as set forth under Article 10(c), of the financial position of the League and submit a copy of the same to the Secretary for the records of the League.

**ARTICLE 7: COMMITTEES**

a) **Appointment:** The Executive Board may establish committees and appoint members to committees as the need arises.

b) **Duties:** Duties shall be determined by the Executive Board and described in detail in the Special rules. All committees (for example, Standing, Ad hoc, Special) shall keep proper records including minutes and financial records and shall report regularly to the Board and/or General meetings.

c) **Quorum:** A quorum for all committees shall be a majority of the members of the committee.

**ARTICLE 8: NOMINATIONS AND ELECTIONS**

a) Elections will take place at the Annual General Meetings.

b) The Nominations Committee shall be made up of three (3) community league members excluding the President and shall be appointed by the Executive Board within three months of the Annual General Meeting.

c) The proposed slate of officers shall be presented by the Nominating Committee to the Annual General Meeting at which time additional nominations may be accepted from the floor.

d) Election to office shall be by a majority of votes cast.

e) Any member in good standing shall be eligible to any office in the League.

f) In the event that no election is held at the Annual General Meeting, the meeting stands adjourned until the next week at the same day, place and time, as the adjourned meeting and this will continue until an election is held.

**ARTICLE 9: MEETINGS**

a) **Annual General Meeting:** The annual general meeting of the League shall be held in the month of March.

b) **General Meetings:** General meetings, including the Annual General meeting, shall be called no less than once per year.

c) **Special Meetings:** Special meetings may be called upon receipt by the Secretary of the League of a written request signed by fifteen (15) members of the League.
d) **Notice of Meetings**: At least fourteen (14) days notice of all Annual, General, or Special meetings shall be given in writing to every community league member.

e) **Quorum**: The quorum for all Annual, General or Special meetings shall be twenty (20) members eligible to vote.

### ARTICLE 10: FINANCES OF THE LEAGUE

a) The fiscal year will be January 1st to December 31st.

b) The budget shall be presented and approved by the membership at the Annual General Meeting.

c) The books and records of the League shall be audited at the end of each fiscal year by a qualified accountant, or two Community League members-at-large appointed for that purpose by the Executive Board. A Review Opinion report may be completed in lieu of an audit by an accountant.

d) The Executive Board of the League shall be empowered to spend not more than ten thousand dollars ($10,000), or in cases of emergency, up to twenty thousand dollars ($20,000) of the League funds on any single item without the express approval of the membership at an annual general meeting, or a general or special meeting.

e) A Financial Committee shall be appointed by the Executive Board to develop the budget for approval at the Annual General Meeting.

f) Standing Committees may at the discretion of the Executive Board maintain separate bank accounts. All such committees shall prepare budgets and annual financial statements for presentation to the Annual General meeting either in conjunction with or included in the League's Treasurer's report. They shall maintain proper records and financial procedures at all times and be financially accountable to the membership.

g) Signing authority – Expenditures: Cheques issued on behalf of the League shall be signed by any two individuals in the following positions: President, a Vice President, Treasurer, Secretary.

h) Contracts and Official Documents: The following officers of the Executive Board shall have signing authority for contracts and other official League documents: President, a Vice President, Treasurer, Secretary or designate as approved by the Executive Board.

### ARTICLE 11: BORROWING POWERS

The League by a Special Resolution may borrow or raise or secure the payment of money or issue debentures.

### ARTICLE 12: BOOKS AND RECORDS

a) All books and records of the League may be inspected by any member of the League at the Annual General meeting or at any time upon giving reasonable notice, and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall, at all times, have access to such books and records.

b) A register of members shall be kept containing the names and addresses of the League's members and which may be inspected at any time by a member without payment of a fee. A copy of such register to be kept at the League’s registered office.
ARTICLE 13: HONORARIA

Unless authorized at a General meeting by a Special Resolution, no officer or member of the League shall receive any remuneration for his services in the capacity of an officer, committee chairman or committee member.

ARTICLE 14: SEAL OF THE COMMUNITY LEAGUE

The use and care of the Seal of the League shall be the responsibility of the Secretary and shall be kept at the League office, and shall be used when authorized by a resolution of the membership at a properly called general meeting and shall be affixed to documents and instruments when legally or conventionally required.

ARTICLE 15: EFCL AND AREA COUNCIL

The League shall maintain its membership in the Edmonton Federation of Community Leagues and Area Council when it exists.

ARTICLE 16: PARLIAMENTARY AUTHORITY

The latest edition of 'Robert's Rules of Order' shall apply on all questions of procedure and parliamentary law not specified in these bylaws or the requirements of the Societies Act of Alberta.

ARTICLE 17: AMENDMENTS TO BYLAWS

Subject to compliance with the requirements of the Societies Act, the Bylaws shall be rescinded altered or added to by Special Resolution of the League, notice of which has been given in writing to every member at least twenty-one (21) days prior to an Annual, General or Special meeting.

ARTICLE 18: DISSOLUTION OF THE LEAGUE

Upon dissolution of the Society, after payment of debts and liabilities, any assets remaining that were gained through gaming, will be donated to another charitable organization.
6. POLICIES AND PROCEDURES

INTRODUCTION

Over the years, the NGCL Executive has amassed precedents on how it conducts its business. These are based on four sources: 1) the law, 2) NGCL bylaws, 3) policies developed through motions passed at the Annual General or Executive Board Meetings, and 4) procedures developed over time and often ratified through motions passed at Executive Board Meetings.

This chapter is a consolidation of all of this material. For clarity, the source of the precedent is stated (where possible). In addition, information items related to these topics is also listed, for easy reference. Those items related to NGCL bylaws are subject to change by Special Resolution at an Annual General Meeting and come into effect once ratified by Corporate Registry. All other policies and procedures are subject to change at the discretion of the Executive Board. Changes are recorded in the Minutes of Executive Board meetings. The Operations Manual is updated to reflect these changes. See Appendix Z.

SECTION A: EXECUTIVE BOARD

1.0 Composition and Terms of Reference of the Executive Board

See Articles 5 through 7 of the Bylaws. Chapter 8 (Executive Board) of this Manual contains individual position descriptions.

2.0 Behavioural Expectations of the Executive Board and Its Members (Policies)

2.1 Policy: To be on the Executive Board, you must be an NGCL member in good standing and selected in a manner prescribed by the Bylaws. You are expected to adhere to the NGCL code of conduct (found in Chapter 3 of this Manual) and are required to adhere to the law when acting on behalf of the NGCL. This is particularly important because Executive members make and support decisions and actions that have direct bearing on the NGCL’s liability. While acting on behalf of the NGCL, any Executive member who violates the law puts the entire Executive at risk for liability, in spite of our liability insurance.

2.2 Policy: As an Executive member, you need to abide by the following rules:

2.2.1 Act honestly, in good faith and in the best interests of the NGCL.

2.2.2 Use the amount of skill and diligence that can reasonably be expected from people with your knowledge and experience.

2.2.3 Not use confidential information for your own purposes.

2.2.4 Not make deals with others on how you will vote at a meeting.

2.2.5 Avoid conflict of interest situations.

Procedure: You must disclose a possible conflict of interest to the Executive Board. When that interest is subject to a vote, you may state an opinion or position on that matter and answer any pertinent questions of other Executive members; but you cannot vote on it. And the Minutes shall reflect that you abstained from voting and the reason why.

2.2.6 Be informed about the financial state of the organization.
As an Executive member, you share equal responsibility with all Board members for the carrying out of the NGCL’s mandate and for ensuring that NGCL finances are managed prudently. Board members are responsible for the overall management of the organization’s resources; the responsibility does not simply fall to the Treasurer. Financial liability can occur under any of the following conditions:

- Not fulfilling individual responsibilities.
- Conducting duties poorly or dishonestly.
- Not declaring conflicts of interest.
- Not using funds for purpose intended.
- Negligence.

In some instances, you can be held individually liable for NGCL debts in the event of non-performance.

Financial responsibilities cover many areas of operation and include the following:

- Overall management of the NGCL resources.
- Financial policy setting.
- Understanding financial statements in order to make informed decisions.

For example, as a Board member you will be required to approve the budget. This means asking sufficient questions so that you fully understand the budget and the way it was compiled. Does the budget reflect the NGCL’s priorities? What assumptions were made to compile it? In other words, while the NGCL has Board of Directors’ insurance, all Executive members are required to take their financial responsibilities seriously.

2.3 You cannot occupy a position on the Executive Board and be an NGCL employee at the same time.

2.4 **Policy:** As a member of the EFCL, NGCL adheres to the EFCL Code of Ethics (Appendix E).

### 3.0 Reporting Structure

3.1 **Information:** The organization structure is shown (in concept) in Chapter 8 of this Manual. A current flow chart is updated and circulated as needed. See Appendix N.

3.2 **Policy:** Re-alignment of this reporting structure is at the discretion of the current Executive to play to the strengths of the Vice Presidents in office.

3.3 **Policy:** Matters are referred to the appropriate Chair and/or Vice President; only if they can’t resolve it, does it go up the line.
4.0 Contact List

4.1 Information: A general contact list of Executive, those in charge of programs, and main key holders is distributed and updated as needed. This list is distributed to all Executive Board Members and Committee Chairs, the Edmonton Federation of Community Leagues (EFCL), the City of Edmonton’s Community Services Department and, if requested, to other community leagues. Public email addresses (Gmail) are maintained for each executive position and passed on to new executive members. See Appendix N.

4.2 Policy: Personal home addresses are not listed on copies of the Contact List posted on the office window or hall bulletin boards for reasons of privacy.

5.0 Meetings

5.1 Attendance Policies

5.1.1 All Executive are expected to attend Executive Committee Meetings, the Annual General Meeting, and the Executive Committee Planning Meeting.

5.1.2 Chairpersons of Standing Committees who are unable to attend a meeting can send a Committee member in their stead and that person will carry the vote for that position at that meeting.

5.1.3 Any member of Executive Board who misses three meetings in a row without a valid reason as determined by the Board, will no longer be considered a member of Executive Board.

5.1.4 Outgoing Executive members are to attend the first Executive meeting following the Annual General Meeting, at which time they turn in their keys, their copies of this Manual, and other relevant information and supplies.

5.2 How Many Meetings?

5.2.1 Executive Meetings are held on the third Tuesday of the month for the following: 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). See Appendix M.

5.2.2 Additional meetings which Executive are expected to attend are

- Annual General Meeting: Second Tuesday in March. See Appendix A.
- Planning Meeting: At the discretion of the President, usually a Saturday in May or September.

5.2.3 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.

5.2.4 Other Key Dates

- President’s Recognition Event. The President hosts a function to thank the Executive in January.
Volunteer Appreciation Event. The Executive hosts an event to thank all the volunteers from the past year. This event usually coincides with the National Volunteer Week and is held on a Saturday in April.
**6.0 Policy for Approving Motions via Email**

**New Policy Motion Passed: January 21, 2014** Executive passed a motion to accept the proposed procedure for approving motions via email.

6.1 When it is not possible to for Executive Committee to convene and a motion is required, the following **procedure** can be followed.

6.2 **Proposing the Motion:** Any Board member may make a motion via email. Another Board member must second the motion.

6.3 **Wording of e-mail:** The subject line should include the word “Motion” and the first line of the body of the email should include the words, “I move that the Board approve/authorize/recommend...” The next line should indicate why this matter cannot not be left until the next scheduled Board meeting. The body of the email must also include the rationale behind the motion for clarification. Executive members need to understand what they are voting on, impacts, risks, etc. New executive members may need some historical context included with regard to the proposed motion.

6.4 **Deadline:** The motion expires in five calendar days from its proposal or at the start of the next Board meeting, whichever comes first.

6.5 **Voting:** The usual rule applies to pass a motion, i.e., it requires 50% of the voting positions for support it. The member who proposed the vote is counted as an affirmative vote (unless he or she states otherwise).

- The member putting forth the motion will be responsible for tallying the votes and informing the Board of the outcome. Votes must be circulated to all Board members.
- If a Board member does not have email it will be the responsibility of the member putting forth the motion to contact those individuals by phone to solicit their votes.
- Board members should include the words “I vote No” or “I vote Yes” in the first line of their e-mailed response.

6.6 **Amendments:** Email motions can only be carried or defeated, they cannot be amended. If amendment is necessary then the original motion must either fail or be withdrawn and have the amended motion submitted as a new motion.

6.7 **Withdrawal of the Motion:** The member who proposed the motion may withdraw it at any time prior to approval.

6.8 **Failure of the Motion:** If the motion does not receive the support of the required percentages of voting members by the time the deadline falls then it is considered failed.

6.9 **Recording of Motion:** The Board should review any e-mail motions, approved or unapproved, at the start of its next Board meeting. The Secretary should include that review in the minutes of the next meeting.
SECTION B: ADMINISTRATION

1.0 Office Management

The league employs an Office Manager on a part-time basis to deal with administrative matters (bookkeeping, messaging, etc). A copy of the position description is in Appendix D.

2.0 Archiving

Materials required to be archived by law for a period of seven years are as follows: all financial papers, minutes of Annual General Meetings, Executive Committee Meetings and any General or Special Meeting at which a vote was held related to finances or specific expenditures, and Executive Contact Lists. For records management purposes, a copy of all newsletters and the annual membership list are also archived in perpetuity. (See file index in Appendix G.)

Current files (current year + 2 past years) are maintained by the Treasurer, Secretary and Office Manager and stored in the office. Archiving of the current files is coordinated between the Secretary and Office Manager. The Secretary is responsible for the archiving (moving office files to archives area in the rink shack) and the disposal (annual shredding of archived files after 7 years of retention in the archives).

3.0 Filing System

2.1 Organization of Files: The locked cabinet has 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) special events; miscellaneous information; and Drawer 4) Microphone, AV Cords, Extension Cords.

2.2 File Index Information: See Appendix G, as well as in the Where Is It? book (hanging on hook in the office).

2.3 Policies on NGCL File Use

2.3.1 If you take something from the files, leave a note (what you took and who you are) in the Office Manager's or Secretary's mail folder and a note in the hanging file folder.

2.3.2 To return something you have taken from a file or if something needs filing, give it to the Secretary or Office Manager.

4.0 Office Equipment and its Operation

See Appendix R for information about office equipment (including how to use the photocopier) and supplies.
SECTION C: FACILITY MATTERS

1.0 What is and Is Not Allowed in Our Buildings and On Our Grounds

1.1 Lease – Terms & Constraints (law)
   1.1.1 Uses: The NGCL leases the land from the City of Edmonton under a Tripartite Agreement License between the NGCL, the City, and the EFCL. (September 2, 2011) This License restricts the uses for facilities on this land to recreation, defined as “recreational sports, social, community and cultural facilities and programs (Item 7 of the Licence). Outdoor uses and constraints on use are also specified. The license also lists the responsibilities of each of the parties. Our facilities are located on City property which is leased to us for $1.00 per year. In return, we have to comply with the lease which specifies the uses to which we can put the facilities. A copy of this license resides in the Buildings & Grounds file drawer (locked cabinet in office).

   1.1.2 Users can include members, associate members or those paying a reasonable fee or charge. NGCL must allow the City use of its facilities as long as that use is not in conflict with NGCL operations. Activities for members and other users can be put on by the community league or by a renter of the community league hall. Renting the hall for commercial business purposes is NOT permitted per the current Tripartite lease agreement in effect for 2011-2021.

   1.1.3 Maintenance and Improvements: NGCL is responsible for maintenance and improvements except where related to turf and trees planted by the City.

   1.1.4 Pesticides and Herbicides: The NGCL cannot apply herbicides or pesticides without the written permission of the City General Manager, and then only in compliance with all laws and with City policies and procedures. (See lease for details).

   1.1.5 Noise: NGCL must “endeavour at all times to avoid annoyance or inconvenience to residents in the vicinity of the Site by reason of recorded music, band music or any noise or activities likely to interfere with the quiet enjoyment of their premises by the neighbourhood residents.

   1.1.6 Legal Requirements: Either on the Site or in any facilities thereon, NGCL cannot allow “anything which may be contrary to any federal or provincial laws or regulations or to any of the bylaws of the City.”

1.2 In addition to the terms and constraints associated with our lease, we are bound by the law and by some specific NGCL policies as listed below.

   1.2.1 Alcohol on Premises Policy
       1.2.1.1 The law states that liquor cannot 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.

   1.2.2 Gaming on Premises (law): The law states that gaming is not is allowed on the premises or to be sponsored by the NGCL unless licensed by the Alberta Gaming and Liquor Commission (AGLC). According to 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. Charitable gaming refers to bingo, casino table games, raffles and pull ticket sales conducted by eligible groups that have been licensed by the Commission.

1.2.3 **Movies on Premises (law):** 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. Responsibility for ensuring that performance rights are in place rests with the person(s) responsible for running movie nights. Information regarding the necessary process for acquiring rights is filed in the office.

1.2.4 **Music on Premises (law):** SOCAN (The Society of Composers, Authors and Music Publishers of Canada) requires NGCL to be licensed to enable copyrighted music to be aired or played in our hall or grounds.

1.2.5 **Smoking in Buildings or on Grounds (bylaw):** City of Edmonton Smoking Bylaw #13333 prohibits smoking in a community hall. NGCL has posted *No Smoking* signs inside and outside the hall; added a "will not smoke" clause to its rental agreement; and advises NGCL Hall users/renters that it is their responsibility to ensure guests do not smoke inside the hall or on the cement patio attached to the hall, and they are subject to fines ranging from $250 to $10,000 if the Bylaw is not respected.

### 2.0 Equipment and Supplies

2.1 **BBQ Policy:**
2.1.1 The NGCL BBQ is intended for use at NGCL events.

2.1.2 Use of the BBQ by an NGCL member for a member’s rental is at the discretion of the Hall Bookings Chairperson and an NGCL supervisor.

2.2 **Coffee Supplies**
2.2.1 **Policy:** The NGCL is responsible for the cost of coffee, sugar, cream, etc. for all community functions. Leftover coffee supplies from NGCL sponsored events become part of the current inventory to ensure consumption before expiration or stale date.

2.2.2 **Procedure:** Designated kitchen staff are responsible for maintaining the supplies.

2.3 **Expenditures for Routine Repair and Maintenance Policy:** If the expenditure falls outside of the budget, it is within the discretion of the Buildings and Grounds Committee to have the work done without prior approval of the Executive for items such as routine supplies, snow removal, equipment repairs, and kitchen cleaning.

2.3.1 **Procedure:** If the expenditure is in excess of $1500, then the item should be brought to the Executive first whenever possible, preferably along with more than one quotation. For items that might need replacement or expensive repairs on an emergency basis (e.g., the furnace), pre-qualified sources should be identified.
2.4 Fire Pit

2.4.1 **Policy:** Community League members may have use of the fire pit provided they sign a waiver and agree to follow the guidelines and [City of Edmonton Community Standards Bylaw 14600 (January 1 2013)](https://example.com) for use of the fire pit.

2.4.2 **Procedures:** Such users will be provided with a fire pit key and a rink shack key (for firewood) for a refundable deposit of $50, returnable after clean up of the fire pit area, *only if they sign a Waiver Release Form*. Guidelines and a Waiver Release Form for use of the fire pit, as well as a link to the City of Edmonton *Bylaw* are included in [Appendix J](#).

2.4.3 Use of the fire pit by City of Edmonton employees requires the approval of the Hall Bookings Coordinator and is restricted to those employees implementing programs on NGCL premises as approved by Executive Board. All requirements and regulations regarding the use of the fire pit must be followed.

2.5 Maintenance - **Procedure** for Reporting Non-emergency Maintenance Needs: You can alert Buildings & Grounds to non-emergency maintenance needs using the Repair and Maintenance sign-up sheet which is kept on the bulletin board located next to the disabled persons washroom in the back hallway.

2.6 Inventory **Policy:** An inventory of all kitchen dishes, cutlery and serving pieces is to be conducted at least every other year by the NGCL designate and whenever deemed necessary by the Hall Bookings Chairperson.

2.7 **AED (Automated External Defibrillator) Policy:** The North Glenora Community League Executive will be accountable for

   2.7.1 The condition of the AED to ensure it remains in good operating condition

   2.7.2 The identification and purchase of associated replacement parts for the AED as well as tracking and replacement of First Aid items to keep with the AED

   2.7.3 A procedure incorporating regular scheduled checks and inventory to ensure the above items

     • Refer to [Appendix U](#) for Quality Control and Inventory Tracking information

2.8 **Rink Use Policy:** Anyone using the rink facilities must be a member of a community league or a guest of a member who is present. *(EFCL policy: Skate tags are for distribution with membership cards and provide access to most community league outdoor rinks around the city.)*

2.9 Information Items

   2.9.1 **Facility Diagrams and Seating Plans:** A drawing of the layout of the facility and seating plans, both blank and showing suggested chair and table layouts in the main hall are in [Appendix F](#). Note that the main hall can comfortably seat 150 persons for dining and has a maximum limit of 192 persons auditorium style seating.

   2.9.2 **Hall Cleaning Employee Agreement:** A template of the employee agreement is provided in [Appendix D](#).
2.9.3 Operating Instructions: Instructions for operating most hall equipment and for using its furnishings and supplies are found the Hall Guidelines Manual.

2.9.4 Office Equipment: Instructions related to the use of office equipment is in Appendix R.

2.9.5 Inventories of the hall, kitchen, office, sports equipment, and trophies are in Appendix K.

2.9.6 Storage - Where Is It? See Appendix X for a list of where items are stored.
SECTION D: FINANCIAL ADMINISTRATION

1.0 Accounting Policy

Generally accepted accounting principles follow the International Financial Reporting Standards (IFRS).

2.0 Banking Policies

2.1 Accounts are only opened or closed upon direction by the NGCL Executive.

2.2 Signing Authority for Expenditures: as per Article 10 of the Bylaws

2.2.1 Procedure: Signing Authority depends on the position and requires formal authorization by motion at an Executive Meeting and 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. The Treasurer will present that backup documentation to you, when you are asked to sign.

3.0 Budget Process

3.1 Finance Committee

3.1.1 Policy: A Financial Committee is appointed by the Executive Board to develop the budget for approval at the Annual General Meeting (Article 10 of the Bylaws) and to monitor the budget (January 15, 2008).

3.1.2 Procedure: This Committee consists of three persons, usually the two Vice Presidents and the Treasurer. When one or more of those positions is not filled, the Executive Board appoints a member for this Committee.

3.2 Budget Format and Outline Policy: The NGCL budget presented at the Annual General Meeting represents the past year, the current and the next year, to ensure activities such as the Casino Nights are represented. The budget outline consists of five areas:

- **Serial 1:Community Services** includes all committees that directly achieve the objectives of the NGCL Executive.
- **Serial 2:Community Programs** includes all committees that are supported by the NGCL Executive in order that they can support the community.
- **Serial 3:Support Services** includes all costs to operate the hall, grounds, and administration of NGCL
- **Serial 4:Capital Expenditures** include all single expenditures or projects with a value over $1,000 or items considered to be of high value.
- **Serial 5:NGCL Executive’s Reserve** is the allocation of funding set aside for unforecasted expenditures throughout the fiscal year.

3.3 Relationship to Annual Objectives Policy: In addition to the responsibilities that go with a specific Executive position, the Board must keep the needs of the NGCL as a whole in mind, when developing the budget. To do this, the President can call a Planning Meeting or Workshop to develop overall objectives for the year. When this is undertaken, each Executive
member needs to identify how to support these objectives (in terms of one’s program and budget).

3.4 Responsibilities: Most Executive positions have a budget associated with them. Budget preparation begins in November. A budget identifies your objectives and acts as a means to show due diligence for the flow of money through your committee. In this way the NGCL Executive, which is authorizing the use of committee resources to support you, has full disclosure of everything you do for the community. The Executive is responsible and liable to ensure this occurs.

3.5 Stages of Development and Approval - **Procedure**:

- **November Executive Meeting**: Treasurer presents a financial overview (past-year expenditures, etc.) and then Executive sets budget parameters (including objectives) for the upcoming year. Each position (i.e., Chairperson) is charged with developing its own proposed, detailed budget (including all funds in and out, as well as float requirements) by December 15th. Refer to **Appendix B** for instructions on formulating a budget for programs or operations.
- **By December 15th**: Each position (i.e., Chairperson) submits its proposed, detailed budget in writing to the Treasurer.
- **December 15th to January Executive Meeting**: Treasurer may require any Chairperson to make revisions and re-submit as soon as possible.
- **January Executive Meeting**: Each position (i.e., Chairperson) formally presents and describes its specific, proposed budget.
- **Within one week of January Executive Meeting**: Any revisions required as a result of the discussion at the January Executive Meeting are submitted to the Treasurer.
- **Prior to February Executive Meeting**: Treasurer prepares draft final overall budget and Finance Committee reviews it.
- **February Executive Meeting**: Final Executive Committee approval of overall budget (including objectives).
- **March Annual General Meeting**: The budget and objectives are presented for approval by the general membership as defined by the Article 10 of the **Bylaws**. Once the budget is ratified, items that were 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).

3.6 Monitoring **Procedure**: The Treasurer is to provide monthly reports of the status of the budget (January 15, 2008).

### 4.0 Expenditure Approval Policies

4.1 **Pre-approval**: All expenditures within the annual budget are pre-approved at the February Executive meeting. Only unforecasted changes and emergencies will require further approval, followed by a budget review.

4.2 **Unforecasted Budget Changes & Emergencies**: as per Article 10 of the **Bylaws**. Note also that Buildings and Grounds expenditure limit without the requirement of approval is $1500.
4.3 Major Expenditures Documentation: Any proposed major development project requires a complete, detailed budget and funding plan, broken down into separate components wherever possible, showing:
- All possible sources of funding for each component.
- All costs to be expended for each component.
- All grants to be matched for each component.

Funding requested from NGCL may be approved in separate components if and where necessary.

4.4 Requirements for Quotations (over $1500): Where possible any purchase over $1500 should have more than one quote. In the event of an emergency item such as the furnace, pre-qualified sources should be identified for immediate purchases.

5.0 Cash Management

5.1 Aside from budget preparation and approval, most of the time (unless you are the Treasurer) your role with finances will deal with handling cash on behalf of the NGCL. Ticket sales, membership sales, concession receipts, registration fees, floats and advances are all examples of how you, as a board member, may have to acquire, track and account for money on behalf of the NGCL. You may also spend your own funds on behalf of the NGCL and will want reimbursement for these expenses. The items below (and accompanying Appendices) describe the forms you need to use in these matters. These forms provide proof of financial accountability. Using them properly protects both you and the NGCL against fraud and mishandling of funds, providing the accounting trail required for the annual audit of our accounts. Our Treasurer has a major responsibility and you can make that job easier for the incumbent by using these forms properly.

5.2 Restrictions on Cash Management: The Finance Committee is responsible for ensuring that Criminal Record Checks are completed for incumbents of the following positions, as well as by any member handling more than $1000 cash for any given program or event:
- Adult Activities Chairperson
- Family Activities Chairperson
- Hall Rentals Chairperson
- Membership Chairperson
- Soccer Coordinator (if different from Sports Chair)
- Sports Chairperson
- Treasurer
5.3 **Cash and Cheques Policy**

5.3.1 As much as possible, payments made by NGCL are by cheque.

5.3.2 **NSF Cheques**: The Treasurer has discretion on how to handle NSF cheques.

5.4 **Reimbursement for Expenses**

5.4.1 **Authorization Policies**

5.4.1.1 You must have authorization to expend funds before you make any purchases.

5.4.1.2 A cheque is not issued without prior approval (for the expenditure, float or cash advance) and the submission of the appropriate form to the Treasurer.

5.4.2 **Requirement for Documentation Policy**: Expenses must be documented with receipts. If a receipt is impossible to obtain (and this is very rare) then some other documentation to justify the expenditure should be found, such as the wrapper from what was purchased with price tag intact.

5.4.3 **Reimbursement of Member’s Expenses for Fundraising Policy**: If pre-authorized by the Treasurer, those requiring transportation to assist with NGCL fundraising will be reimbursed for the cost of taxis upon presentation of an expense claim with accompanying receipts. Similarly, with pre-authorization to do so, parents performing NGCL fundraising and/or parents required to attend Executive meetings may be reimbursed up to $20 for babysitting costs incurred, upon presentation of an expense claim and a paper indicating the sitter’s name and contact information along with hours worked and fee charged, and bearing the sitter’s signature.

5.4.4 **Claim Deadline Policy**: All expense claims are due no later than December 31st of the year in which they are claimed.

5.4.5 **Expense Claims Procedure**: To be reimbursed for expenses you incur, you need to fill out the appropriate form and attach the receipts. See Appendix H for samples. Copies of the forms are in the bottom drawer of the office desk as well as on the NGCL website (www.ngcl.org).

5.5 **Floats, Petty Cash and Cash Advances**

5.5.1 **Approved Floats**

<table>
<thead>
<tr>
<th>Department</th>
<th>Float Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings &amp; Grounds</td>
<td>$500</td>
</tr>
<tr>
<td>Playschool</td>
<td>$200</td>
</tr>
<tr>
<td>Publicity (Newsletter Distribution)</td>
<td>$400 (March 18, 2008)</td>
</tr>
<tr>
<td>Secretary</td>
<td>$100</td>
</tr>
</tbody>
</table>

5.5.2 **Float Procedure**: Approved floats will be issued, topped up or closed upon completion of the appropriate form. See Appendix H. Forms are in the bottom drawer of the office desk as well as on the NGCL website.

5.5.3 **Cash Advance Procedure**: Cash advances are available for items that require large outlays, upon approval. Where possible, the company can just invoice the NGCL instead. To apply for a cash advance, you need to fill out the appropriate form. See
6.0 Contracts and Official Documents

6.1 Contract Review Policy: All contract templates must be reviewed by the Finance Committee and approved by the Executive Board, to ensure that they are consistent with NGCL policies and procedures.

6.2 Contracts

6.2.1 Signing Authority for Contracts: as per Article 10 of the Bylaws.

6.2.2 Contracts can only be signed by those with Signing Authority, once the contract has been approved by Executive Board. Depending on what is being contracted, signatories include the President, the Vice Presidents, Treasurer and/or Secretary.

6.2.3 Rental contracts may bear the sole signature of the Hall Bookings Chairperson or designate and do not require the approval of Executive Board unless a policy decision is required before they are signed.

6.2.4 Casino agreements may be signed by the Casino Coordinator appointed by the Executive Board to act on behalf of the NGCL and do not require the approval of Executive Board unless a policy decision is required before they are signed.

7.0 Fiscal Year

The fiscal year for NGCL is January 1st to December 31st, as defined by the Article 10 of the Bylaws.

8.0 Income

8.1 Casino Monies

8.1.1 Casino GAIN Course - Policy: If you have signing authority (that is, are a President, Vice President, Secretary, Treasurer) or are the Casino Co-ordinator, you need to take the Alberta Gaming and Liquor Commission courses dealing with the Casino (policy approved on August 21, 2007). The Casino is our main source of funds and it is very important to 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: http://www.aglc.gov.ab.ca/gain/default.asp

8.1.2 Approved Expenditures: A list of expenditures approved by the Alberta Gaming and Liquor Commission is on file in the office and can also be accessed by logging into the NGCL AGLC Account on line - refer to 2013 Secretary's Manual for instructions.
8.2 Grants information is kept in the office files (under Grants).

- Information is also available from the EFCL website at [http://www.efcl.org Resources > League Resource Guide > Community Leagues > Financial Management > League Grants](http://www.efcl.org) – you can also Search the EFCL site for “Grants”.
- Alberta Government grant information for non-profits can be found at: [http://www.culture.alberta.ca/grantprograms/](http://www.culture.alberta.ca/grantprograms/).
- Other sources for grants can be researched and maintained by the NGCL Grant Coordinator.

### 9.0 Inspections and Audits Policies

9.1 Annual Review: as per Article 10 of the Bylaws.

9.2 Review Opinion versus Audit Report: as per Article 10 of the Bylaws.

9.3 Third Party Review: To protect the NGCL and the integrity of the Treasurer, a third party (non-Executive member) will be appointed periodically to inspect the NGCL's bank statements and cash flow.

9.4 Financial Review Procedures. See [Appendix I](#).

### 10.0 Investment Policies

10.1 Timing of Approval: Investment proposals should be made in conjunction with the approval of the budget at the February Executive Meeting.

10.2 Surplus Funds: The Finance Committee should ensure that surplus funds are invested to ensure guaranteed rates of returns.

### 11.0 Operating Versus Capital Policy

11.1 Any NGCL property with an estimated net value of $1,000 or more is considered capital.

### 12.0 Backing up Computerized Financial Data Policy

12.1 The Treasurer or designate is responsible for a regular back up of computerized financial data. The removable storage medium must be kept secure and off site.
SECTION E: HALL BOOKINGS for Non-Rentals

1.0 Use of Hall by NGCL Programs and Approved Outside Groups

1.1 Acceptable Uses Policy: Refer to Section C: Facility, Item 1.0 What is and Is Not Allowed in Our Buildings and On Our Grounds.

1.2 Booking the Hall

1.2.1 NGCL User Policy: The hall may be used for any NGCL-related event (including committee meetings) by any Executive member or special event coordinator, provided the space is available.

1.2.2 All those who use the hall on a regular, non-paying basis (e.g., Brownies, Indoor Playgroup, TOPS, etc.) must reserve the days and times on an annual basis with the Hall Bookings Chairperson. Such bookings require the approval of Executive Board each year. User guidelines are found in Appendix V.

1.2.3. Priority Use: NGCL use of the hall takes precedence over other uses, with the exception of funeral teas which are given a priority by the Hall Bookings Committee. In such cases, the Committee will work out a suitable schedule for all parties that may be affected. See also Section F: Hall Rentals, 2.0 Priority Use Policies

1.2.4 Booking Procedure

1.2.4.1 Space can be booked through the Hall Bookings Chairperson. The hall booking schedule is developed by the Hall Bookings Chairperson in consultation with affected parties (e.g., Buildings and Grounds - Daytime Contact and hall cleaners).

1.2.4.2 Changes in schedule or arrangements to have work done while the hall is being used should be communicated amongst these parties in advance of the change, to ensure both that 1) other users of the hall are aware of the presence of others in the building and of activities (such as noise) that may impact on their event, and 2) the hall cleaners have adequate time between uses of space to clean the hall.

2.0 Use of NGCL Photocopier

2.1 All NGCL Executive, program chairpersons, and events coordinators are given access to the NGCL photocopier as well as an amount of paper that the NGCL deems to be reasonable, at no cost. This applies to copies and paper used for NGCL purposes only.

3.0 Use of Dishwasher Policy

The dishwasher is to be used to clean dishes and utensils related to the preparation and serving of food and beverages.

- For public health reasons, toys (from NGCL Playschool and Indoor Playground) may be cleaned in the dishwasher provided that small items and removable parts are enclosed in mesh bags so they do not cause damage to the equipment.
4.0 Facility Cleanliness

The user is responsible for returning the hall and kitchen to good order each time he or she has finished using them. The NGCL is responsible for floor washing and carpet cleaning (other than spill clean up) and for replenishing washroom supplies.

5.0 Maintenance Issues

Requirements for minor maintenance and repairs can be entered on the Repair and Maintenance Sheet posted on the back hall bulletin board near the disabled persons washroom. In addition, such matters should be brought to the attention of the Chairperson to whom the user reports.
SECTION F: HALL RENTALS

1.0 Acceptable Uses for Renting the Hall Policies

1.1 Rental of the hall is done within the framework of Item 1.0 (Section C: Facility) *What is and Is Not Allowed in Our Buildings and On Our Grounds.*

1.2 The hall may be rented for the following functions which are considered as personal use:

- weddings
- anniversaries
- birthday celebrations
- family reunions
- retirement parties
- funeral teas (including memorial teas and ‘celebration of life’ functions)

1.3 The hall may not be rented out for any commercial purpose.

1.4 Rental of the hall for all other functions requires approval by the Hall Bookings Committee; if the Committee cannot make a decision, the matter is to be referred to the Executive.

2.0 Priority Use Policies

2.1 Funeral teas (including memorial teas and ‘celebration of life’ functions) are given priority over all other functions except a paid rental. Rental Agreement are binding contracts and the NGCL could be held liable if a contract is broken.

3.0 Rental Policies

3.1 Attendance Requirement: All renters signing the rental contract must be present for the duration of the event.

3.2 Members

3.2.1 NGCL members are given preference for hall rentals.

3.2.2 To qualify for member rates, a member must be a resident of North Glenora with a NGCL membership in good standing for at least three months prior to booking the rental.

3.2.3 Limitations: At his or her discretion, the Hall Bookings Chairperson has the authority to limit the renting of the hall to two times per year per member (October 16, 2007).

3.3 Member-sponsored

3.3.1 A member may sponsor an event, such as a family wedding, as long as the member is the named party (Lessee) on the hall rental agreement.

3.3.2 Members who sponsor hall rentals on behalf of non-members must attend the entire event for which that hall rental was booked.
3.4 **General Public**: Outside rentals to the general public are limited to two weekends per month for all months except May (when NGCL use is heaviest). The same person cannot rent the hall more than once per month.

3.5 **Rental Contract Template and Rental Rates**: See Appendix S

### 4.0 Insurance Requirements Policies

4.1 The NGCL insurance policy covers NGCL and NGCL-sponsored events only.

4.2 Personal liability insurance is required by all renters as of 2013 decision by the Executive Board.

4.3 If liquor is served, the renter MUST have personal liability insurance and furnish proof of same to the Hall Bookings Chairperson (or designate), prior to receiving the keys to the hall and a security code.

4.4 An application form for the purchase of personal liability insurance from the NGCL’s insurance provider is to be made available to all renters whether or not they are serving liquor. A copy of this application form is in Appendix S

### 5.0 Liquor License Requirements Policies

If liquor is served, the renter MUST obtain a liquor license and it must be posted in a visible location at the bar, for the duration of the event.

### 6.0 Renter Access to Equipment Policies

6.1 **Audio-visual Equipment**: Renters may make special arrangements to obtain and return the NGCL microphones, video, stereo, LCD projector or related equipment. The contact is the Hall Bookings Chairperson. A separate damage deposit is required, at the rate specified in Appendix S.

6.2 **BBQ**: refer to Item 2.1 of Section C: Facility Matters

6.3 **Fire Pit**: refer to Item 2.4 of Section C: Facility Matters

6.4 **General Usage & Operating Guidelines**: Operating guidelines for equipment and furnishings are posted in the kitchen or can be found in the Hall Guidelines manual - a copy of which is kept in the kitchen and in the office.

6.5 **Access to the Office**: No renter is to be given a key to the office under any circumstances.
7.0 Financial Policies

7.1 Discounts on Rental Rates

7.1.1 Executive Board and Committee members are given a discount of 50% on all rental rates except the cleaning fee and damage deposit, provided that rental is for their personal use.

7.1.2 Former long-term NGCL volunteers may be given a discount of 50% on all rental rates except the cleaning fee and damage deposit, if so recommended by the Hall Bookings Committee and ratified by Executive Board.

7.1.3 No discount (other than to Executive and Committee members) shall normally be promised or given before it is ratified by Executive Committee. (See also 6.1.5.2)

7.1.4 In the event that payment has been received, reimbursement can occur after the decision is ratified.

7.1.5 Funeral Teas

6.1.5.1 Rental of the hall for a funeral tea of a current NGCL member is free.

6.1.5.2 A rental fee for the use of the hall for a funeral tea of a former NGCL member is at the discretion of the Hall Bookings Committee.

7.2 Cheques for Rentals and Damage Deposits

7.2.1 The damage deposit is to be paid at the time of booking in order to hold the date. The hall is not considered rented until the damage deposit is received.

7.2.2 Payment of all fees including the cleaning fee, rental fee as well as proof of insurance (if required) must be received by the Hall Bookings Chairperson (or designate) at least 30 days prior to the rental date, failing which the rental is cancelled and the damage deposit is forfeited.

7.2.3 All cheques for hall rentals including the damage deposit are to be deposited immediately. (Nov 8 2008)

7.2.4 In the event THE RENTER cancels their booking – If the RENTER cancels the event in 30 days or less before the event the North Glenora Community League will keep your damage deposit up to a Maximum of $250.00. If the RENTER cancels the event 31 days or more before the event all the damage deposit will be refunded. (Oct 18 2016)

7.3 Responsibility for Payment: The Lessee is responsible for payment of the rental and damage deposit.

6.4 Return of Damage Deposit:

7.4.1 Decisions regarding the return of damage deposits are to be made in consultation with the hall cleaner (custodian).
7.4.2 The damage deposit is to be returned within three weeks following the rental date, in full or in part at the discretion of the Hall Bookings Chairperson.
## 8.0 Post-Rental Hall Inspection Policies

8.1 The Hall Bookings Chairperson or custodian must inspect the hall after every event.

8.2 **Kitchen Inventory**: A kitchen inventory may be a requirement of a rental at the discretion of the Hall Bookings Chairperson. The current inventory is in Appendix K.
SECTION G: HIRING OR ENGAGING OUTSIDE HELP

1.0 Community Service Policy

The NGCL supports the Alternative Measures Program and John Howard Society programs whereby young offenders do community service. The NGCL can make use of these programs to assist with mini parks, rink maintenance, hall clean-up, painting, spring grounds clean-up, etc.

2.0 Criminal Record Checks Policy and Procedure

Such checks are to be completed on any member handling more than $1000 cash (see also Section C) or having one-to-one contact with children. See also 5.2 of Section D: Financial Administration. Refer to information on http://www.edmontonpolice.ca/pics for information on Police Information Check (PICS).

3.0 Child Intervention Record Check Policy and Procedure

Such checks are mandatory for any person who will be closely involved with children and these checks are overseen by the Family Programs Chairperson. Refer to information on http://www.programs.gov.ab.ca/Living/Dynamic.aspx?N=770+634+637&id=1767 for Child Intervention Record Check (formerly Child Welfare Check) or contact the Alberta Department of Child and Family Services

   Intervention Record Check Desk
   1100 HSBC Building
   10055 - 106 Street Edmonton AB T5J 2Y2
   Phone: 780-427-1471 Fax: 780-644-8839.

4.0 Hiring Policies

4.1 Contractual Arrangements: Employment Agreements versus Contracts for Services

The NGCL undertakes different contractual arrangements depending on the circumstances:

4.1.1 a contract of service (which we call here, an employment agreement because it is less confusing)

4.1.2 a contract for services

4.2 Employment Agreements

Employment Agreements are used for the following positions:

4.2.1 Hall Custodian: The custodian is hired as an employee of the league and cleans the hall at least once a week plus after each hall function/rental. Hiring is under the direction of the Buildings & Grounds Committee.

4.2.2 Office Manager: The NGCL Office Manager is hired as an employee of the league. The Office Manager reports to the President and Treasurer.

4.2.3 Playschool Teacher: Selection and evaluation of the Playschool teacher is the responsibility of the Playschool Executive. Because Playschool is an NGCL program, contracts must be approved by Executive Board and signed by Executive Board members with signing authority.
4.2.4 Rink Caretaker: A rink caretaker may be hired on a seasonal basis. Hiring is under the direction of the Buildings & Grounds Committee. A Rink Caretaker agreement template is included in **Appendix D**.

4.2.4.1 Application Requirements: The rink caretaker is to submit an employment application as necessary and undergo a security check with the Edmonton Police Service.

4.2.3.2 Rink Caretaker’s Responsibilities: Special arrangements must be made with the Rink Caretaker for after hours’ supervision and this must be approved by the NGCL Executive.

4.2.5 Summer Playground Supervisor: Preparation of Summer Temporary Employment Program (STEP and/or CSJ) and other grants to engage a summer playground supervisor is the responsibility of the Grant Coordinator in consultation with the Family Programs Chairperson and the Treasurer. The City of Edmonton CRC provides the recruitment and hiring guidelines that may change year to year depending on the source of grant money available.

4.2.6 **Appendix D** contains templates for Employment Agreements, as well as job descriptions for the positions for which employees would be hired.

4.3 Contracts for Services

4.3.1 Contracts for Services are used for the services of a yoga instructor to provide classes under the auspices of the NGCL on a sporadic basis.

4.3.2 **Appendix Y** contains a template for a Contract For Services of the type used to retain the yoga instructor on a class-by-class basis.

4.4 What are the differences?

4.4.1 There are several differences between these two types of contracts, some of which are outlined below.

4.4.1.1 With an employee (that is, someone who is contracted by an Employment Agreement):
- The NGCL is the boss and directs and controls the work to be done, provides and tools and equipment, and determines and controls the method and amount of pay.
- The employee is entitled to benefits such as pension plans.
- The working relationship is one with continuity, security and subordination.
- The employee is not allowed to hired and send replacements for the work to be done.
4.4.1.2 The self-employed person works independently, albeit within a defined framework.

- The self-employed person proves the tools and equipment needed for the work and determines a rate of pay that is either accepted (or not) by the NGCL; it can be negotiated.
- The self-employed person is hired to do specific job for a relatively short period; continuity is not expected.
- The self-employed person does not receive protection or benefits from the NGCL.

4.4.2 Further information can be found at www.canadabusiness.gc.ca

5.0 Information

5.1 Contractors / Contacts: See Appendix T for a list of agencies, companies and contact information regarding running the hall and League-related affairs.

5.2 Working Alone: For a checklist of matters to consider when those hired are working alone visit: http://www.humanservices.alberta.ca/SearchAARC/1574.html.
SECTION H: MEMBERSHIP

1.0 Membership Policies

1.1 Definition of Eligibility. See Article 3 of the Bylaws.

1.1.1 Definition of Membership Categories (Policy AGM March 12 2013):
- Family: a household of parents, children (any ages), and other related adults, including seniors
- Single Parent Family: a single parent and children (any ages)
- Adult: one or more adults, 18 years and older, with no children under 18
- Senior: one or more adults, all 65 years or older

1.1.2 Memberships for Outside Residents Policy: Memberships cannot be sold to people living outside the community, unless in accordance with EFCL Code of Ethics (Appendix E).

1.2 Complimentary Memberships Policy: To promote the community and goodwill, NGCL will provide a complimentary membership to new residents: residents arriving from September 1 to May 31 of the following year will receive a membership for that membership year; residents arriving from June 1 to August 31 will receive a membership for the remainder of that membership year and the forthcoming membership year.

1.3 Membership Year is from 1 September to 31 August.

1.4 Register of Members: as per Article 12 of the Bylaws. A current copy of the membership list is kept in the bottom drawer of the office desk. Executive members and event coordinators may make a copy.

1.5 Membership Fees & Statistics: See Appendix 0.
**SECTION I: PLANNING, DEVELOPMENT & TRANSPORTATION**

<table>
<thead>
<tr>
<th>1.0</th>
<th>Mature Neighbourhood Overlay (MNO) – City Bylaw</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Edmonton Zoning Bylaw 12800, Section 814 governs redevelopment in North Glenora, considered a mature neighbourhood. The intent of the MNO is to ensure that development follows the traditional character and design of the surrounding area. In reality if a homeowner builds within the stated specific conditions (which are almost all based on measurements such as widths, lengths, heights, and setbacks), then a house of any style can be erected.</td>
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<tr>
<th>2.0</th>
<th>Policy on Resolving Neighbourhood Issues</th>
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<tbody>
<tr>
<td></td>
<td>Unless the matter will have a significant impact on the MNO, NGCL avoids involvement and lets neighbours resolve issues amongst themselves (for example, if the issue is construction of a garage perceived to be too close to the lane).</td>
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<tr>
<th>3.0</th>
<th>Policy on Resolving Neighbourhood Issues re-Business Development</th>
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<tbody>
<tr>
<td></td>
<td>In terms of proposed developments that involve establishing or operating a business in the form of an office in the home or home craft, the NGCL gets involved only if neighbours affected by the proposal raise concerns. The NGCL should in no way endorse such development unless all residents directly affected suggest such support is warranted.</td>
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<tr>
<th>4.0</th>
<th>Procedure Upon Notification of Development and Variances</th>
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<tr>
<td></td>
<td>The President of the League is sent a copy of most developments and variances that have been approved by the City's Development Officer, where a relaxation to the Land Use Bylaw has been granted. This copy is directed to the Chairperson of Planning &amp; Transportation, for review and comment. Notice is also provided to residents within 60 meters of the development, with the opportunity for appeal.</td>
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<tr>
<th>5.0</th>
<th>Procedure for Responding to an Appeal</th>
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<td></td>
<td>Time permitting, the Chairperson of Planning &amp; Transportation brings such items to the Executive either as information or for a decision. However because the appeal period is only 14 days, response is often required before an Executive meeting is held. In such cases, the President or the Planning and Transportation Chairperson take charge of the matter.</td>
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<tr>
<th>6.0</th>
<th>Maps</th>
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<td></td>
<td>Maps of the neighbourhood and a postal code chart are found in Appendix L.</td>
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</table>
SECTION J: PROGRAM MATTERS

1.0 Family Programs Policy on Alcohol

See note about the serving of alcohol in Section C. Facility.

2.0 Indoor Playground Policies

2.1 Use of Hall: Indoor Playground may have the use of the hall with the exception of the Playschool Room, unless the NGCL requires the hall. Reservation of the weekdays and times must be pre-arranged and approved by Executive Board on a year-by-year basis (fall to spring).

2.2 Financial Matters: The Indoor Playground operates as an NGCL program and financials are handled by the NGCL Treasurer.

2.3 Membership of Persons Responsible: Persons responsible for Indoor Playground should be NGCL members. Any exceptions will be referred to the Executive for decision.

2.4 Reporting Relationship: Indoor Playground is considered a program of the NGCL and reports to Executive through the Family Activities Chairperson. The President of Indoor Playground is to prepare a report for submission by the Family Activities Chairperson at the regular Executive meetings.

2.5 Use of Equipment: Indoor Playground equipment may be made available for use by children during Executive Meetings and other NGCL events. The Indoor Playground contact must be advised that the equipment will be used and it must be stored back the way it was found. Any damage to equipment should be reported to the Indoor Playground contact or the Family Programs Chairperson.

3.0 Mini-Parks Policy

From time to time, NGCL volunteers work on neighbourhood mini-parks as part of the Partners in Parks program operated by the City. As such NGCL follows the City’s lead regarding what can and cannot be done in them. Appendix P contains the 2008 guidelines.

4.0 Playschool Policies

4.1 Reporting Relationship: Playschool is considered a program of the NGCL. Playschool parents elect their own executive and are responsible for arranging for hiring the playschool teacher and registering students. Policy Revision Motion Passed: January 21, 2014 Executive approved that Playschool will report directly the Vice President of Programs instead of the Family Programs chair.

4.2 The President of Playschool is to prepare a report for submission by the Vice President of Programs at the regular Executive meetings.

4.3 Financial Matters: The Playschool operates as an NGCL program and financials are handled by the NGCL Treasurer.
4.4 Hiring Staff: Selection and evaluation of the Playschool teacher is the responsibility of the Playschool Executive. Because Playschool is an NGCL program, any contracts must be passed through and signed by NGCL Executive. A sample job description and an employment agreement template are found in Appendix D.

4.5 Enrolment Preference: Preference (in a manner determined by Playschool and agreed to by the NGCL) is to be given to NGCL members.

4.6 Playschool Room: There is a room in the hall that is designated as the Playschool Room and is to be respected as such. The Playschool should have a minimum of 24 hours notice and preferably one week's notice, if the Room is required by other community members for functions.

4.7 Use of Playschool Room – Cease Operations: Should the NGCL Playschool cease to operate for a period of time, the NGCL Executive may re-assign the use of the room. Playschool equipment may be stored in a safe location in the event Playschool resumes operation.

5.0 Sports

5.1 Subsidization of Program Participation by Individuals Policy: This policy was terminated in September 1998 because soccer is self-supporting.

5.2 Uniforms Purchased with Gaming Monies Policy: In accordance with the requirements of the Alberta Gaming and Liquor Commission, the following policy applies with respect to uniforms purchased with gaming monies:
- Only uniforms related to and essential for NGCL sports programs will be purchased with gaming monies.
- All such items will include a distinctive NGCL logo or marking.
- Ownership of these uniforms will remain with the NGCL.
- Items used by players during the normal season will be returned to the NGCL at the end of the season.
- These uniforms are only to be used for NGCL activities (games, practices, or performances) related to the sport for which they are purchased. (July 9, 2007)

*Note: Prior to the implementation of this policy, no uniforms were purchased with gaming monies.*

5.3 Inventory of sports equipment is in Appendix K.
SECTION K: PUBLICITY MATTERS

1.0 Newsletters

1.1 Advertising Policies & Rates:

New Policy Motion Passed: January 21, 2014 Executive passed a motion to clarify Newsletter advertising for schools. NGCL will provide up to one full page of advertising free of charge to Coronation School in each newsletter and charge our standard advertising rates to any other school wishing to advertise in our newsletter.

Other advertising policies and rates are found in Appendix Q.

1.2 Procedures

1.2.1 Deadlines: The newsletter submission deadline is the Friday following the scheduled Executive Board meeting held on the 3rd Tuesday of each month, except December and July (when the Board does not meet).

1.2.2 Distribution: The newsletter is distributed to all households in the community. It is also distributed to Federal, Provincial and Municipal representatives for North Glenora, the EFCL, the City’s Community & People Services Department, businesses/persons placing ads, McQueen Lodge, area schools, churches; additional copies are distributed at 45 Plus functions and left in the hall. The total number of copies in a run and a detailed distribution list is included in the Publicity Committee Procedures Manual.

1.2.3 Frequency: The newsletter is published 10 times per year: February, March, April, May, and June, Summer, September, October, November, and December. There is no newsletter in January or August. Newsletters are delivered around the 1st of each month, with the Summer issue delivered at the beginning of July.

1.2.3 Newsletter Carriers: Newsletter carriers are paid on a per-issue-delivered basis and are normally junior or high school students living in North Glenora. They have seven days to complete their assigned route after they receive their bundle of newsletters.

2.0 Indoor Signage Procedures

2.1 Posting Signs and Information in the Hall: All items posted in the hall (including Playschool and Office doors as well as bulletin boards) need to be firmly affixed at all corners, in order to avoid accidentally triggering the alarm system.

2.2 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.

2.3 If you want to post something, make sure to date and initial it. The Publicity Chairperson has the discretion to review and remove items.
3.0 Procedures for Outdoor Signage for Events

3.1 Signs Available: Signs for community league events are kept in the rink shack storage room (north end). The signs include: Annual General Meeting; Community Day, Soccer Registration and Garage Sale. Dates on the signs require changing. It is the responsibility of the Secretary to ensure office supplies are available for preparation or updating of the signs. Enough signs are provided to hang at each corner of the park. Users are encouraged to check the current inventory of signs to avoid unnecessary duplication.

3.2 Posting: Signs may be posted at each of the four corners of the park.

4.0 NGCL Website

Information reflected on any outdoor or interior hall signs may also be posted on our website: www.ngcl.org
SECTION L: RELATIONSHIPS

1.0 Roles and Responsibilities

Roles and Responsibilities between various parties (NGCL, EFCL, City of Edmonton, NGCL Executive, NGCL Members, and the community) are outlined in the League Resource Guide, available on the EFCL website http://www.efcl.org, and in the office files.

2.0 City of Edmonton

A City representative from Community Services Department is assigned to every community league and tries to attend all monthly meetings. This representative, known as the Community Recreation Coordinator or CRC, is our liaison with the many branches of City government and serves as a valuable resource. That Department publishes a newsletter called Monthly Minders that outlines a number of city-related and community league-related initiatives.

3.0 Edmonton Federation of Community Leagues (EFCL)

The NGCL is part of a federation of community leagues in this city. As such we adhere to their Code of Ethics (reprinted in the Appendix E of this Manual) and receive resources and support from them. Names and contact information of all Executive go to the EFCL. You may be contacted directly by the EFCL if a particular program or resource is thought to affect your position. Their website www.efcl.org often contains useful information.
SECTION M: SECURITY

1.0 Key Control & Access Policies

1.1 Key and security access code controls are the responsibility of the Hall Bookings Chairperson.

1.2 Keys cannot be issued without signing them out. See form template Appendix W.

1.3 Keys are the responsibility of the individual to whom they are issued and should not be loaned or transferred.

1.4 Keys from the office key box should never be loaned to others.

1.5 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.

1.6 Access codes issued for the security system are to be kept confidential.

1.7 Whoever accesses the hall is responsible for arming and disarming the security system.

1.8 Key & Security Code for Hall

1.8.1 All Executive members are to have one key that allows them access into the NGCL hall and office and a security code, unless they decline.

1.8.2 Procedure: Executive members can contact the Hall Bookings Chairperson 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.

1.8.3 Any NGCL Event Coordinator or Committee Chairperson can request a key to the outer door of the hall, a security code, and where relevant, storage. These keys and the code are to be handled like all keys and security codes (see section on Security).

1.9 Keys & Security Code for Building Access by Coronation School: The Coronation Elementary School is issued a key and access code to the hall, to be used in the event of an emergency evacuation of the school. This is confirmed by letter annually under the President’s signature. The School may also be issued a Rink Shack key during skating season, if the School intends to use the skating rink. This is confirmed by letter under the President’s signature.

1.10 Keys for Internal Areas

1.10.1 Policy: A master copy of each internal key is kept in the locked box in the office. Keys from the locked box in the office should never be loaned to others because they are intended for hall event use and for emergency use only.
1.10.2 **Procedure**: The key to open this box is at the front of the top drawer of the *unlocked* office filing cabinet and is marked, ‘key box.’ There is a key list on the inner door. All the keys in this key box are numbered, colour coded, and labelled. *Use them as needed but please do not leave with them or loan them out for ANY reason because they are masters NOT copies.* See [Appendix K](#) for an inventory of keys in the office wall mounted key box.

1.11 **Key to the Rink Shack**: The Buildings and Grounds Chairperson, the Sports Chairperson, and the Secretary are given an access key to the pertinent doors for the rink shack. Other Executive can contact the Chairperson of Hall Bookings or of Buildings and Grounds for access or temporary loan of a key.

1.12 **Security System Arming and Disarming**: The member who accesses the hall is responsible for arming and disarming the security system. If the system is accidentally alarmed, the member gaining access or arming the system is responsible for calling the alarm company and cancelling the alarm. Instructions are posted beside the alarm system, on the bulletin board in the office, and near the phone in the kitchen; and they are in [Appendix W](#).

### 2.0 Corporate Seal *(bylaw)*

The NGCL seal is kept secure in the office and is the responsibility of the Secretary *(Bylaw Article 14)*.
SECTION N: VOLUNTEERS

1.0 SAGE (Seniors’ Association Of Greater Edmonton) Awards

If NGCL nominates an individual it provides that nominee(s) with two tickets to the awards function, unless that nominee is selected for the award and thus given tickets by SAGE. (Oct. 16, 2007).

2.0 Volunteer Appreciation Event

2.1 Invitees

2.2.1 The purpose of the Volunteer Appreciation Event is to thank those people who have not been acknowledged or rewarded for volunteering their time to North Glenora (either to the community as a whole or specifically to the NGCL). Invitees must have volunteered at least six hours (in the year under consideration) on behalf of the community in the year rather than for self-interest. Eligible people can reside outside NGCL boundaries.

2.2.2 It is the responsibility of each Executive Board member or Chair to submit a list of volunteers for consideration the Volunteer Appreciation Event planning committee.
## 7. EXECUTIVE PLANNING CALENDAR

The following planning is a guideline of various deadline and annual planning requirements. It can be used as a guideline for Executive agenda items and reminders to ensure compliance of the League.

<table>
<thead>
<tr>
<th>DATE</th>
<th>NGCL PLANNING &amp; DEADLINES</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1</td>
<td><strong>NEW FISCAL YEAR BEGINS</strong></td>
<td></td>
</tr>
<tr>
<td>Jan 1</td>
<td>GRANT: Alberta Sport, Recreation, Parks &amp; Wildlife Foundation Development Initiatives Program Grant (provincial) deadline</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRANT: Wild Rose Foundation Grant (provincial) Deadline</td>
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<tr>
<td>Jan</td>
<td>FINANCIAL REVIEW: Treasurer’s books go for financial review</td>
<td>Treasurer</td>
</tr>
<tr>
<td></td>
<td>Prepare T4 &amp; T4 Summary for CCRA (due Feb. 28)</td>
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</tr>
<tr>
<td>Jan</td>
<td>PRESIDENT’S RECOGNITION EVENT for Executive</td>
<td>All Executive</td>
</tr>
<tr>
<td>Jan</td>
<td>FAMILY DAY EVENT: Plan &amp; advertise</td>
<td>Family Programs / Publicity</td>
</tr>
<tr>
<td>Jan</td>
<td>GRANT: Prepare &amp; submit STEP grant for summer staff (Green Shack)</td>
<td>Family Programs/Grants Coordinator</td>
</tr>
<tr>
<td>Jan (pre-</td>
<td>FINANCE COMMITTEE reviews budget submissions for the new year, prior to Jan. Executive Meeting</td>
<td>Finance Committee</td>
</tr>
<tr>
<td>Exec Mtg)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td>OPERATIONS MANUAL REVIEW:</td>
<td></td>
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<tr>
<td></td>
<td>- All Executive and Special Event Coordinators review relevant sections of Operations Manual and send changes to Vice Presidents.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Secretary reviews all Motions from previous year’s Minutes and proposes relevant changes to Operations Manual.</td>
<td></td>
</tr>
<tr>
<td>JAN</td>
<td>Criterion Movie Contract Renewal and payment</td>
<td>President / Movie Coordinator</td>
</tr>
<tr>
<td>JAN</td>
<td><strong>ANNUAL GENERAL MEETING (AGM):</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- All Executive and Special Events Coordinators prepare submissions for Annual Report for AGM &amp; submit to Secretary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Advertise AGM (Mar 2ND Tue). Notify membership of proposed bylaw amendments via January newsletter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>POST SIGNS ON 4 Corners - Rink Shack 1</td>
<td>- All Executive + Special Events Coordinators - Publicity</td>
</tr>
<tr>
<td>Jan Exec</td>
<td>AGM: Establish Nominations Committee</td>
<td>All Executive</td>
</tr>
<tr>
<td>Mtg</td>
<td>VOLUNTEER APPRECIATION EVENT (VAD): Establish Committee</td>
<td>All Executive + All Executive</td>
</tr>
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<tr>
<th>DATE</th>
<th>NGCL PLANNING &amp; DEADLINES</th>
<th>RESPONSIBILITY</th>
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<tbody>
<tr>
<td></td>
<td>BUDGET: Each Executive presents its proposed program or administrative budget for review &amp; discussion.</td>
<td></td>
</tr>
<tr>
<td>Jan / Feb</td>
<td>SUMMER PROGRAMS: Program requests to CRC (summer playground / soccer camp/ registered camps program)</td>
<td>CRC / Family Programs Hall Bookings</td>
</tr>
<tr>
<td></td>
<td>BUDGET: Each Executive revises its proposed program or administrative budget as per the discussion at Jan Executive Committee Meeting and submits it to the Treasurer ASAP.</td>
<td>All affected Executive.</td>
</tr>
<tr>
<td>Within one week after Jan Exec Mtg</td>
<td>BUDGET: Financial Committee prepares new NGCL budget for Feb Exec Meeting (Executive approval required before AGM)</td>
<td>Finance Committee (Treasurer / 1st &amp; 2nd VPs or President as appointed)</td>
</tr>
<tr>
<td>Jan / Feb</td>
<td>FINANCIAL REPORTS: Grant Reports</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Jan/Feb</td>
<td>Reconcile WCB Payment (due Feb. 28)</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Jan / Feb</td>
<td>SPRING PROGRAM advertising</td>
<td>Program Chairs / Publicity</td>
</tr>
<tr>
<td>JAN-MAR</td>
<td>SOCAN MUSIC RITES - previous year's filing and payment renewal</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Feb Exec Mtg</td>
<td>BUDGET: Prior to AGM, Executive to approve proposed NGCL budget for the year AGM:</td>
<td>All Executive</td>
</tr>
<tr>
<td></td>
<td>- Nominations Committee Report.</td>
<td>Nominations Committee</td>
</tr>
<tr>
<td></td>
<td>- Finalize preparations for AGM (e.g., CRC rep to handle voting, signage).</td>
<td>Secretary</td>
</tr>
<tr>
<td></td>
<td>FOR MAR. EXEC. MTG: Remind outgoing executive to attend March Executive Meeting and to hand in keys, manuals, etc.</td>
<td>President/Meeting chairperson</td>
</tr>
<tr>
<td></td>
<td>VAE: Set &amp; book date (timing to coincide with National Volunteer Week in April - dates vary); get budget approval incl. floats</td>
<td>VAD Committee</td>
</tr>
<tr>
<td>Feb</td>
<td>AGM:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Develop AGM Agenda.</td>
<td>President/Secretary</td>
</tr>
<tr>
<td></td>
<td>- Collate/copy Annual Report submissions</td>
<td>Secretary</td>
</tr>
<tr>
<td>Feb</td>
<td>FAMILY DAY EVENT</td>
<td>Family Programs</td>
</tr>
<tr>
<td>Feb</td>
<td>OUTDOOR SOCCER registration planning</td>
<td>Sports Programs</td>
</tr>
<tr>
<td>Feb</td>
<td>CITY OF EDMONTON ANNUAL GRANTS: Summer STEP &amp; SCP Grants</td>
<td>CRC / Treasurer</td>
</tr>
<tr>
<td>Feb 28</td>
<td>-T4 &amp; T4 Summary due at CCRA</td>
<td>Treasurer</td>
</tr>
<tr>
<td>DATE</td>
<td>NGCL PLANNING &amp; DEADLINES</td>
<td>RESPONSIBILITY</td>
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</table>
| **2nd Tues in Mar**  | **AGM:** - Election of Executive  
                        - Remind outgoing executive to attend next Executive Meeting and to hand in keys, manuals, etc.  
                        - Get new executives’ contact information                                                                                                                                                                 | - Nominations Committee  
                        - President/AGM Chairperson  
                        - Secretary |
| **Mar**              | **Post AGM:** Notify Corporate Registry of any approved changes to bylaws. Revise Bylaws per any amendments passed at AGM and distribute draft at Executive Meeting WITH PROVISO THAT THEY DO NOT TAKE EFFECT UNTIL APPROVED BY CORPORATE REGISTRY     | Secretary                            |
| **3rd Tues in Mar (Exec Mtg)** | **- Turnover of old to new executive.**  
                                   **- Approve new signing authorities proposed by Treasurer**                                                                                                                                                       | All outgoing & incoming executive  
                                   Executive |
| **Mar**              | **Distribute Operations Manual, Contact List, Lines of Communication to new executive. Distribute new Contact List to relevant key holders (e.g., special events coordinators, etc.)**                                                                 | Secretary                            |
| **Mar**              | **- Distribute key(s) and security code to new executive. Provide briefing on use of alarm system.**  
                                                                               **- Coordinate for Reliance Protectron/security notification (new codes and alarm contacts lists)**                                                                                                      | Hall Bkgs Chair  
                                                                               Hall Bkgs Chair, President or designate |
| **Mar**              | **CITY OF EDMONTON ANNUAL GRANTS: Operating & Maintenance Reno Grant preparation; due early April**                                                                                                                        | Edmonton CRC / Treasurer            |
| **Mar**              | **RINK SHACK cleaned & furnace turned down; ice mats stored inside**                                                                                                                                                        | Buildings & Grounds                 |
| **Mar**              | **SPRING GARAGE SALE planning & advertising GARAGE SALE CONCESSION (Executive) planning**                                                                                                                                  | Garage Sale liaison /  
                                                                               Publicity  
                                                                               Executive |
<p>| <strong>Mar</strong>              | <strong>WINTER SPORTS equipment stored</strong>                                                                                                                                                                                        | Sports / Bldgs &amp; Grds               |
| <strong>Mar</strong>              | <strong>SPRING/SUMMER SPORTS registration/advertising</strong>                                                                                                                                                                           | Sports / Publicity                  |
| <strong>Mar</strong>              | <strong>VAE invitations go out</strong>                                                                                                                                                                                                    | 1&lt;sup&gt;st&lt;/sup&gt; &amp; 2&lt;sup&gt;nd&lt;/sup&gt; VP &amp; Committee |
| <strong>Mar</strong>              | <strong>Schedule President’s Planning / Team Building workshop for May (if applicable)</strong>                                                                                                                                          | President                           |
| <strong>Mar</strong>              | <strong>SUMMER PROGRAMS: City of Edmonton summer registration opens</strong>                                                                                                                                                           | Edmonton CRC                        |</p>
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<tbody>
<tr>
<td>Mar / Apr</td>
<td>SIGNING AUTHORITY change-over</td>
<td>Treasurer and relevant signatories</td>
</tr>
<tr>
<td>Mar / Apr</td>
<td>SPRING/SUMMER PROGRAMS (plan / advertise)</td>
<td>Program Chairs / Publicity</td>
</tr>
<tr>
<td></td>
<td>GARBAGE FAIR (plan / advertise)</td>
<td>Garbage Fair Liaison</td>
</tr>
<tr>
<td>Mar / Apr</td>
<td>- New Executive List to EFCL &amp; COE CRC Coordinator</td>
<td>Secretary / President</td>
</tr>
<tr>
<td></td>
<td>- Notify Alberta Gaming &amp; Liquor Commission on special form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(as per Secretary’s Manual) and VOXCOM</td>
<td></td>
</tr>
<tr>
<td>Apr 1</td>
<td>GRANT: Wild Rose Foundation Grant (provincial) Deadline</td>
<td>Grants Coordinator</td>
</tr>
<tr>
<td>Apr</td>
<td>Finalize updating of OPERATIONS MANUAL</td>
<td>1st &amp; 2nd VP &amp; Committee; Secretary</td>
</tr>
<tr>
<td>Apr</td>
<td>VOLUNTEER APPRECIATION EVENT</td>
<td>1st &amp; 2nd VP &amp; Committee</td>
</tr>
<tr>
<td>Apr</td>
<td>GROUNDS CLEAN UP: Advertise spring clean-up/PITCH-IN DAY (usually held same day as Garbage Fair)</td>
<td>Buildings &amp; Grounds / Publicity</td>
</tr>
<tr>
<td>Apr</td>
<td>SPRING/SUMMER PROGRAMS &amp; SPORTS underway: advertise as required</td>
<td>All Programs / Publicity</td>
</tr>
<tr>
<td>Apr</td>
<td>Pick up Membership supplies at EFCL</td>
<td>Membership Chair</td>
</tr>
<tr>
<td>Apr/May</td>
<td>ARCHIVES: File / clean out / shred archives.</td>
<td>Secretary coordinates with Treasurer &amp; Office Manger</td>
</tr>
<tr>
<td>May</td>
<td>President’s Planning / Team Building Workshop</td>
<td>President</td>
</tr>
<tr>
<td>May 1</td>
<td>GRANT: Alberta Sport, Recreation, Parks &amp; Wildlife Foundation Development Initiatives Program Grant (provincial) deadline</td>
<td>Grants Coordinator</td>
</tr>
<tr>
<td>May</td>
<td>City of Edmonton Sports field &amp; Playground Conservation &amp; Hard Surfacing Repair – Identify to CRC – Sports field lining</td>
<td>Edmonton CRC; Building &amp; Grounds, Sports Programs</td>
</tr>
<tr>
<td>May</td>
<td>GARAGE SALE</td>
<td>Garage Sale Liaison</td>
</tr>
<tr>
<td>May</td>
<td>GROUNDS SPRING CLEAN-UP/PITCH-IN DAY</td>
<td>Bldgs &amp; Grds</td>
</tr>
<tr>
<td></td>
<td>GARBAGE FAIR</td>
<td>Garbage Fair Liaison</td>
</tr>
<tr>
<td>May</td>
<td>GRANT: City of Edmonton Annual Grants NPDP application deadline</td>
<td>Edmonton CRC / Treasurer / Buildings &amp; Grounds (Parks)</td>
</tr>
<tr>
<td></td>
<td>GRANT: Confirmation of City of Edmonton Annual Grants</td>
<td></td>
</tr>
<tr>
<td>Jun</td>
<td>Start Community Day planning (3rd Saturday in Sept)</td>
<td>Membership Chair / EFCL</td>
</tr>
<tr>
<td>Jun</td>
<td>Finalize plans for SUMMER PLAYGROUND; identify NGCL Liaison</td>
<td>Family Programs</td>
</tr>
<tr>
<td>Jun</td>
<td>SUMMER PLAYGROUND: advertise</td>
<td>Edmonton CRC</td>
</tr>
<tr>
<td>DATE</td>
<td>COMMUNITY PLANNING &amp; DEADLINES</td>
<td>RESPONSIBILITY</td>
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<tr>
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</tbody>
</table>
| Jun  | COMMUNITY DAY advertise & begin preparations (table invitations)  
RINK CARETAKER: advertise | Publicity  
Buildings & Grounds |
| By end of Jun | SCHEDULE PLANNING WORKSHOP for Fall | President |
| Jun/Jul | INSURANCE POLICY review & payment (July 1 effective policy date) | Treasurer |
| Jul 1 | GRANT: Wild Rose Foundation Grant (provincial) Deadline | Grants Coordinator |
| Jul | NO EXECUTIVE MEETING  
NO NEWSLETTER DEADLINE Only 1 summer month issue delivered first week of July | ALL EXECUTIVE |
| Jul/Aug | SUMMER PLAYGROUND PROGRAM underway  
SUMMER PROGRAMS held in Hall (if booked) | Family Programs Contact  
Hall Bookings (Keys);  
Buildings & Grounds(Rink Shack Access) |
<p>| Jul/Aug | Return &amp; store Spring/Summer sports equipment | Sports Programs |
| Aug | FALL/WINTER PROGRAMS: plan &amp; advertise, incl. Rink Caretaker position | Program Chairs/Publicity |
| Aug | FALL/WINTER SPORTS: plan &amp; advertise Indoor Soccer registration | Sports / Publicity |
| Aug | FINANCIAL REPORTS: Grant reports | Treasurer |
| Aug | Plan &amp; advertise MEMBERSHIP drive Confirm Community Day Event | Membership / Publicity |
| Aug/Sep | Plan &amp; advertise FALL/WINTER PROGRAMS | Program Chairs / Publicity |
| Aug/Sep | Plan &amp; advertise FALL GARAGE SALE | Garage / Publicity |
| Aug/Sep | BUDGET: Financial Committee reviews budget (year-to-date and forecasted to year end) | Finance Committee (Treasurer / 1st &amp; 2nd VPs or President as appointed) |
| Sep | MEMBERSHIP DRIVE underway. Advertise in newsletter | Membership / Publicity |
| Sep | GRANT: City Operating Grant should be received | 1st VP/President/Treasurer |
| Sep | ANNUAL PLANNING WORKSHOP - Target projects/goals for upcoming year | President / All Executive |</p>
<table>
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<tbody>
<tr>
<td>Sep</td>
<td><strong>City of Edmonton: SUMMER PROGRAM EVALUATION</strong></td>
<td>Edmonton CRC / Programs</td>
</tr>
</tbody>
</table>
| Sep / Oct | FALL/WINTER PROGRAMS & SPORTS underway; advertise as required  
Advertise for Rink Caretaker / Hall Snow Removal if required | All Programs / Publicity        |
| Sep / Oct | GARAGE SALE                           | Garage Sale Liaison            |
| Oct 1 | **GRANT: Alberta Sport, Recreation, Parks & Wildlife Foundation Development Initiatives Program Grant** (provincial) deadline  
**GRANT: Wild Rose Foundation Grant (provincial) Deadline** | Grants Coordinator             |
| Oct  | Update KITCHEN INVENTORY (if required)  
Order / purchase replacement items as required | Hall Bkgs / Kitchen Keeper      |
| Oct  | Update SPORTS EQUIPMENT INVENTORY (if required) | Sports Programs                |
| Oct  | FALL CLEAN-UP (last weekend)  
RINK PREPARATION including arranging for Rink Supervision | Buildings & Grounds Sports     |
| Oct / Nov | **GRANT PROCESSING & SUBMISSION: STEP** | President/Treasurer/Grants Coordinator |
| Oct / Nov | AGM: Prepare list of motions from all the Minutes of the year to determine if bylaw amendments are required. If so, bring to November Executive meeting | Secretary                      |
| Nov  | RINK SHACK cleaned & furnace turned up | Buildings & Grounds            |
| Nov  | WINTER PROGRAMS: advertise | Program Chairs / Publicity     |
| Nov  | Decorate Christmas Tree | Hall Bookings/Buildings & Grounds |
| Nov  | **Executive Meeting:**  
AGM: - Establish Nominations Committee  
Determine if bylaws require amendment; finalize Announcement of budget submission requirements.  
BUDGET: Review financial statements and set budget parameters for upcoming budget. | 1st & 2nd VP / Nominations Committee  
VPs & Secretary |
<p>| Nov  | Announce date &amp; plan PRESIDENT’S RECOGNITION EVENT for January | President / Executive         |
| Nov  | RINK OPERATING SCHEDULE | Publicity to advertise         |</p>
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<tbody>
<tr>
<td>Nov/Dec</td>
<td>SUMMER PROGRAMS: Review City of Edmonton day camps available to run in summer; request camps &amp; choose weeks through CRC</td>
<td>Family Programs/CRC</td>
</tr>
<tr>
<td>Nov/Dec</td>
<td>BUDGET: All Executive prepare budgets for their programs or areas of authority for the upcoming year and submit to the Treasurer by December 15</td>
<td>All Executive</td>
</tr>
<tr>
<td>Dec</td>
<td>NO EXECUTIVE MEETING NO NEWSLETTER DEADLINE - NO JANUARY NEWSLETTER</td>
<td>ALL EXECUTIVE</td>
</tr>
<tr>
<td>Dec</td>
<td>FINAL MEMBERSHIP STATISTICS to be received for this year (used for Operating Grant application)</td>
<td>Membership / Secretary</td>
</tr>
<tr>
<td>Dec 15</td>
<td>BUDGET: All executive to submit budgets for their programs or areas of authority for the upcoming year to the Treasurer</td>
<td>All Executive</td>
</tr>
<tr>
<td>Dec/Jan</td>
<td>Put away holiday decorations.</td>
<td>Hall Bookings/Buildings &amp; Grounds</td>
</tr>
<tr>
<td>Dec/Jan</td>
<td>RECORDS UPDATES:</td>
<td>All Executive</td>
</tr>
<tr>
<td></td>
<td>- Prepare/update relevant CDs of archived information</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Key inventory – update on CD</td>
<td></td>
</tr>
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<td></td>
<td>- Newsletters (archive hard copies of previous year)</td>
<td></td>
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<tr>
<td></td>
<td>- Purge files and move archival materials for transfer.</td>
<td></td>
</tr>
<tr>
<td>Dec 31</td>
<td>FISCAL YEAR END</td>
<td>Treasurer</td>
</tr>
<tr>
<td></td>
<td>Ensure all filings have been done or are planned – WCB, Taxes, GST recovery, Insurance paid, prepare year-end statements, etc.</td>
<td></td>
</tr>
<tr>
<td>Annual</td>
<td>NOTE CASINO DATES AND SCHEDULE. Once date is set, insert reminder that GAIN course/update needs to be taken at least 90 days in advance of that for those noted in Section A of the Policies &amp; Procedures (Operations Manual)</td>
<td>Casino Liaison</td>
</tr>
</tbody>
</table>

**Important Annual Maintenance / Renewals / Inspections:**

Please refer to the Hall Maintenance Procedure Manual but the following must be reviewed to ensure we are in compliance or addressing potential safety concerns and risks

- Simplex Grinnell fire inspections - fire extinguishers, emergency lighting, kitchen fire suppression
- Edmonton Fire Department - inspection for Playschool
- Grease Trap Cleaning - annually
- Gas Stove Vent Hood Inspection / Cleaning if necessary
- Hot Water Tank Inspection and Temperature testing - annually
• Roof Condition inspection
• Roof Furnace inspection / servicing
• Hall Addition Furnace inspection
• Rink Shack Furnace inspection
• Rink Shack Hot Water tank inspection
• AED - tracking expiry for pads & battery

The following renewals are important to stay in compliance with Government Policies for programs we hold in the Hall
• Socan Music rights
• Criterion Movie License
• Annual Liquor License renewal
• Annual filings for Tax exemption, Corporate Registry, CRA Tax filing, WCB, GST, Financial Statement
• Playschool License

Annual remuneration review for employees of the league.
8. EXECUTIVE BOARD: Organization Structure & Position Descriptions

**ORGANIZATION STRUCTURE**

*Policy Revision Motion Passed:* January 21, 2014 Executive approved that Playschool will report directly the Vice President of Programs instead of the Family Programs chair.
## REQUIREMENTS FOR BOARD MEMBERS

- Commitment to the work of the organization
- Knowledge of Board governance: policy, finance, programs and services, personnel, and advocacy.
- Responsibility to serve on committees.
- Attendance at monthly Board meetings, assigned committees, and general meetings.
- Support of Board decisions externally, that is, in public.
- Adherence to the Society’s By-laws and Code of Ethics.
- Membership in the community league.
- Completion of Security Clearance if a requirement of the position held.

## GENERAL DUTIES FOR BOARD MEMBERS

A Board Member is fully informed on organizational matters and participates in the Board’s deliberations and decisions in matters of policy, finance, programs, personnel, and advocacy. The Board Member must do the following:

- Develop, monitor, and review all Board policies and procedures.
- Review the bylaws and recommend changes to the membership.
- Ensure the Board’s conduct and performance is in compliance with the bylaws and policy.
- Assist in developing and maintaining positive relations among the Board, committees, and community to enhance the NGCL’s mission.
- Participate in establishing policy and other recommendations received from the Board, its standing committees, and staff.
- Participate in the development of the NGCL’s organizational plan, annual review, and budget.
- Prepare an annual report for the Annual General Meeting.
- Prepare and present report(s) at Executive Board Meetings.
- Exercise voting privilege.
- Provide orientation and continuity for new Executive Board Members.
- Propose invitees for the Volunteer Appreciation Event.

## BENEFITS FOR BOARD MEMBERS

- Involvement results in knowledge of community affairs, pride in helping your community and a voice in shaping the future of the community.
- Opportunity to become familiar with NGCL activities, meet fellow residents and make new friends.

## COSTS FOR BOARD MEMBERS

- Membership Fee
- Time for responsibilities of the board position
EXECUTIVE BOARD - POSTION SUMMARIES

PRESIDENT: Protect the integrity of the NGCL by ensuring the following: that it is operated on a consensus basis within a democratic format; that the Executive Board and membership adhere to the Bylaws, Code of Conduct, Mission & Goal Statement, and the EFCL Code of Ethics; and that NGCL activities are guided by current policies and procedures. Provide leadership to the Executive Board and NGCL by taking a community-wide perspective on issues. Act as a signing officer. Represent NGCL to community at large.

PAST PRESIDENT: Protect the integrity and continuity of the NGCL and its Executive Board by orienting the incoming President. Provide advice to the President and other Executive Board members through the term of the current President.

1st VICE PRESIDENT: Assist the President in ensuring the Executive Board and membership adhere to the Bylaws, Code of Conduct, Mission & Goal Statement and the EFCL Code of Ethics and that all activities are guided by current policies and procedures. Oversee the operations and administrative functions of the NGCL in accordance with the current reporting structure. Represent NGCL as directed by the President. Act as a signing officer and serve on the Finance Committee. Chairs Nominations Committee and Volunteer Appreciation Event Committee.

2nd VICE PRESIDENT: Assist the President in ensuring the Executive Board and membership adhere to the Bylaws, Code of Conduct, Mission & Goal Statement and the EFCL Code of Ethics and that all activities are guided by current policies and procedures. Oversee the program functions of the NGCL in accordance with the current reporting structure. Represent NGCL as directed by the President. Act as a signing officer and serve on the Finance Committee. Serves on the Volunteer Appreciation Event Committee.

SECRETARY: Prepare and maintain the official documents of the NGCL ensuring the league is in compliance to maintain non-profit society status. Handle incoming correspondence and maintain office files. Act as a signing officer of the NGCL. Maintain administrative archiving system.

TREASURER: Manage and administer the finances of the NGCL including providing annual budget to the Executive Board for member approval and developing and reviewing financial policies and procedures. Act as a signing officer of the NGCL.

STANDING COMMITTEES

ADULT PROGRAMS: Provide adult members with leisure, recreational or educational activities and encourage their participations in areas that meet current interests and needs.

BUILDINGS AND GROUNDS: Oversee the maintenance, repair and improvements of buildings and grounds (including the ice rinks) to ensure they are safe, clean and functional. Coordinate the annual spring clean up campaign.

FAMILY PROGRAMS: Provide family recreational, leisure and social activities that meet the needs and interests of current member families. Provide recreational exercise and educational programs for children in the community (e.g., summer playground). Indoor Playground and Playschool report to the Executive Board through Family Programs. (UNDER REVIEW)
45 PLUS PROGRAMS: Provide leisure, recreational and social functions that meet the needs and interests of older adults.

HALL BOOKINGS: Provide adequate time and space for NGCL programs and related activities. Promote and monitor hall rentals as a regular source of NGCL income. Responsible for key control and security system code control.

HISTORIAN: Document NGCL activities for historical purposes. Advise the Executive Board on matters of a historical nature related to the current operation of the NGCL.

MEMBERSHIP: Provide residents of North Glenora the opportunity to purchase memberships in the NGCL through the annual Membership Campaign and on an ongoing basis. Maintain the membership list.

NEIGHBOURHOOD SECURITY: Create community awareness and involvement in the safety and security of the neighbourhood with focus on the NGCL facilities, grounds and fields. Participate in Neighbourhood Watch and Edmonton Safeparent.

PLANNING AND TRANSPORTATION: Provide leadership and advocacy in community issues involving the physical condition of the land use, landscaping, transit and traffic matters, utilities, roadway and sidewalk improvements and general beautification. As approved by the Executive Board, represent the NGCL at variance hearings of the City of Edmonton regarding residential building permits.

PUBLICITY: Inform the North Glenora community (through newsletters, a website, posters, signage and displays) of NGCL programs and special events; current NGCL affairs or affairs of outside agencies or government affecting the community; and programs and events sponsored by outside groups that are held in the North Glenora area or vicinity and meet with the approval of the NGCL.

SPORTS: Organize sports programs for the community, and assign coordinators for each sport where possible; attend association meetings for various sports activities; arrange for awards for participants.

GRANTS COORDINATOR: Promote the use of grants as a source of funding for NGCL operations and programs. Coordinate the grant application process and provide leadership in writing applications.

SCHOOL LIAISON: Develop opportunities for mutual awareness and support between the NGCL and Coronation School.
Position Profile: PRESIDENT

Accountability: Executive Board and General Membership

Term: Elected for 1 Year Term. Maximum 2 consecutive terms unless a replacement cannot be found. Then becomes Past-President for term of incoming President.

Mandate: Protect the integrity of the NGCL by ensuring the following: that it is operated on a consensus basis within a democratic format; that the Executive Board and membership adhere to the Bylaws, Code of Conduct, Mission & Goal Statement, and the EFCL Code of Ethics; and that NGCL activities are guided by current policies and procedures.

Provide leadership to the Executive Board and NGCL by taking a community-wide perspective on issues. Act as a signing officer and oversees the finances of the NGCL as reports by the Treasurer and Finance Committee.

General Duties

- MEETINGS: Prepares agendas with the Secretary and chairs the Executive Board meetings and the Annual General (AGM) and Special Meetings in accordance with parliamentary procedure. Keeps the meeting discussion on topic by summarizing issues. Reports to the Executive Board and membership on issues affecting the NGCL or the community as a whole.
- BOARD DEVELOPMENT: Ensure that Executive Board positions are filled as required. Orient Executive Board members and committee chairs. Promote an NGCL-wide perspective by hosting a Planning Workshop for Executive Board (and related community members if desired) to define overall NGCL annual objectives.
- REPRESENTATION ON COMMITTEES: Serve as ex officio member of committees except the Nominating Committee.
- VOLUNTEER RECOGNITION: Recognize members’ contributions to the NGCL. Host the annual President’s Recognition Event (January) for the Executive Board. Submit list to 1st Vice President of volunteers to be invited to Volunteer Appreciation Event.
- RELATIONSHIP BUILDING: Encourage Executive Board and membership to participate in meetings and NGCL activities. Play a leading role in supporting fundraising activities and championing special projects.
- REPRESENT THE NGCL in the community at large (community residents, NGCL members, EFCL, City, provincial, federal officials and representatives). Enter into agreements on the NGCL’s behalf. Act as one of the signing officers for cheques and other documents, such as contracts and grant applications. Address verbal and written inquiries and/or resolve concerns that cannot be handled by other Executive Board members.
- Note: Representation in the community (on committees and attending meetings and events) can be delegated to a Vice President or other Executive Board member, as appropriate.
- Submits budget (if funds required) to the Treasurer as requested.

Requirements

- Dedication to supervise and motivate others in a team environment and requisite skills (including problem solving, dispute resolution, communication and leadership).
- Previous experience on the Board is an asset.
- Time commitment of at least 20 hours per month includes 1 - 2 evenings per month to attend and/or chair meetings plus adequate preparation time; plus time to field ad hoc items and follow-up on NGCL business.
- Must take the AGLC GAIN course(s) on casino applications and expenditures as soon as practicable after assuming office.
Position Profile: PAST PRESIDENT

Accountability: President and Executive Board

Term: Serves after finishing the Presidency until the next-incoming Past President.

Mandate: Protect the integrity and continuity of the NGCL and its Executive Board by orienting the incoming President. Provide advice to the President and other Executive Board members.

General Duties
- MEETINGS: Attend meetings of the Executive Board and the Annual General.
- BOARD DEVELOPMENT: Ensure that Executive Board positions are filled as required. Orient incoming President, Executive Board members and committee chairs.
- ADVICE AND CONSULTATION: Provide advice to the President and Board members.
- SPECIAL ASSIGNMENTS: Undertake special assignments, at request of President.

Requirements
- Previous service as NGCL President.
- Time commitment of at least 10 hours per month to attend meetings plus adequate preparation time; plus time for special assignments.
Position Profile: 1ST VICE PRESIDENT

Accountability: President, Executive Board, and General Membership

Term: Elected for 1 Year Term. Maximum 2 consecutive terms unless a replacement cannot be found. This position typically leads to the position of President but it is not a requirement.

Mandate: Assist the President in ensuring the Executive Board and membership adhere to the Bylaws, Code of Conduct, Mission & Goal Statement and the EFCL Code of Ethics and that all activities are guided by current policies and procedures. Oversee the operations and administrative functions of the NGCL in accordance with the current reporting structure. Represent NGCL as directed by the President. Act as a signing officer and serve on the Finance Committee.

General Duties
- MEETINGS: Assist President with preparation of agendas for Executive Board, Annual General (AGM) and Special Meetings. Attend meetings; chair them in the absence of the President. Report at Executive Board meetings. Prepare a written report for distribution at AGM.
  - FINANCE: Act as one of the signing officers for cheques. As a member of the Finance Committee assist the Treasurer in budget preparation and ongoing review. Submit budget (if funds required for position) to the Treasurer as requested.
  - OVERSEE OPERATIONS AND ADMINISTRATIVE FUNCTIONS in accordance with current policies and practices in Operations Manual. Assist Board members with budget preparation related to operations and administrative functions. Assist with related grant applications. Handle routine concerns of those reporting to this position.
  - COMMITTEES: Chair the Nominations Committee. Take an active role to support all NGCL activities and serve on special committees.
  - SPECIAL PROJECTS: Organize the Volunteer Appreciation Event. With 2nd Vice President, oversee the annual update to the Operations Manual. Oversee or undertake special projects as required.
  - REPRESENT THE NGCL as requested by the President.

Requirements
- Dedication to supervise and motivate others in a team environment and requisite skills (including problem solving, dispute resolution, communication, and leadership).
- Monthly time commitment of 10 hours to attend NGCL meetings or chair meetings if the President is unavailable; plus the following: 1) 10 hours to participate in financial review sessions; 10 hours in January and February to head the Nominations Committee; 12 hours from January to April to organize the Volunteer Appreciation Event; 10 hours to oversee Operations Manual update.
- Must take the AGLC GAIN course(s) on casino applications and expenditures as soon as practicable after assuming office.
Position Profile: 2ND VICE PRESIDENT

Accountability: President, Executive Board, and General Membership

Term: Elected for 1 Year Term. Maximum 2 consecutive terms unless a replacement cannot be found. This position typically leads to the position of 1st Vice President but it is not a requirement.

Mandate: Assist the President and 1st Vice President to ensure the Executive Board and membership adhere to the Bylaws, Code of Conduct, Mission & Goal Statement and the EFCL Code of Ethics and that all activities are guided by current policies and procedures. Oversee programs supported by the NGCL in accordance with the current reporting structure. Act as a signing officer of the NGCL and serve on the Finance Committee. Represent the NGCL as directed by the President.

General Duties

- MEETINGS: Attend Executive Board, Annual General (AGM) and Special Meetings and chair meetings in the absence of the President and 1st Vice President. Report at Executive Board meetings. Prepare a written report for distribution at AGM. Attend Executive Board meetings and chair.
- FINANCE: Act as one of the signing officers for cheques. As a member of the Finance Committee assist the Treasurer in budget preparation and ongoing review. Submit budget (if position requires one) to Treasurer.
- OVERSEE PROGRAM FUNCTION in accordance with current policies and practices in Operations Manual. Assist Board members with budget preparation related to program functions. Assist with related grant applications. Handle routine concerns of those reporting to this position.
- COMMITTEES: Serve on the Nominations Committee. Take an active role to support all NGCL activities and serve on special committees.
- SUPPORT: Take an active role to support all NGCL activities.
- SPECIAL PROJECTS: Assist 1st Vice President with organization of the Volunteer Appreciation Event. With 1st Vice President, oversee the annual update of the Operations Manual. Oversee or undertake special projects as required.

Requirements

- Dedication to supervise and motivate others in a team environment and requisite skills (including problem solving, dispute resolution, assertiveness, leadership and communication).
- Monthly time commitment of 10 hours to attend NGCL meetings or chair meetings if the President and 1st Vice President are unavailable; plus the following: 1) 10 hours to participate in financial review sessions; 8 hours in January and February to serve on the Nominations Committee; 12 hours from January to April associated with the Volunteer Appreciation Event; 10 hours associated with the Operations Manual update.
- Must take the AGLC GAIN course(s) on casino applications and expenditures as soon as practicable after assuming office.
Position Profile: SECRETARY

Accountability: President, Executive Board, General Membership

Term: Elected for 1 Year Term. Maximum 2 consecutive terms unless a replacement cannot be found.

Mandate: Prepare and maintain the official documents of the NGCL, ensuring compliance with legal requirements to maintain non-profit status. Act as a signing officer of the NGCL.

General Duties

- MEETINGS: Assist President with development and distribution of the Agenda. Determine quorum at meetings. Notify Board members of meetings. Record, transcribe and distribute Minutes of all formal NGCL meetings to Executive Board Members, committee members as required, EFCL and City of Edmonton Community Services CRC.

- CORRESPONDENCE: Write letters as required or as directed by the President. Accept written notice from members of their intent to withdraw from membership in the NGCL. Purchase and mail greeting cards to community residents.

- AGM PREPARATION: Ensure adequate notice is given to the membership for Annual General Meeting (AGM). Recommend bylaw changes to Executive Board, based on review of past Minutes. Notify Corporate Registry immediately after the Annual General Meeting of any bylaw amendment and distribute at the first board meeting after Corporate Registry has approved them. Type annual reports for the Annual General Meeting and provide copies for distribution and files.

- FILING: Maintain office filing system including copies of current minutes, agendas, financial statements, executive and membership lists, and newsletters. Archive material for legal and historical purposes, removing, storing and destroying outdated files after seven years.

- INFORMATION UPDATING: Update and distribute the Executive Board contact information to Executive Board Members, EFCL, City of Edmonton CRC, Alberta Gaming and Liquor Commission, Corporate Registry, and Reliance Protectron after the Annual General Meeting; update hall signage accordingly. File Annual Return in accordance with the Societies Act with Corporate Registry. Review and update the Executive Planning Calendar annually. Assist the Vice Presidents in updating the Operations Manual by reviewing the Minutes of the previous year and checking for any passed motions that affect any section of the Manual. Word process and distribute revised pages of the Operations Manual. Maintains Secretary’s Manual. Submits list of potential Volunteer Appreciation Events invitees to Vice Presidents.

- CORPORATE SEAL: Take responsibility for the use and care of the NGCL Corporate Seal

- FINANCE: Act as one of the signing officers for cheques. Submit budget to Treasurer as requested.

- NOTES: Undertakes all activities in accordance with current policies and practices in Operations Manual. Greeting cards, and document updating and distribution may be a collaborative or delegated effort.

Requirements

- Good typing skills, knowledge of English grammar and spelling is recommended. Access to computer, email, word processing software desirable. Strong organizational skills.

- Time commitment is approximately 20 hours per month; plus 20+ hours AGM preparation and 20+ hours for Operations Manual updating.

- Must take the AGLC GAIN course(s) on casino applications and expenditures as soon as practicable after assuming office.
Position Profile: TREASURER

Accountability: President, Executive Board, General Membership

Term: Elected for 1 Year Term. Maximum 2 consecutive terms unless a replacement cannot be found.

Mandate: Manage and administer the finances of the NGCL including providing annual budget to the Executive Board for member approval and developing and reviewing financial policies and procedures. Act as a signing officer of the NGCL.

General Duties

▪ MEETINGS. Attend Executive Board, Annual General (AGM) and Special Meetings s. Prepare a written report including the year-end financial review for distribution at AGM. Provide a financial report at Executive Board meetings.

▪ FINANCE MANAGEMENT in accordance with current policies and practices in Operations Manual. Maintain the financial records of the NGCL. Follow the Treasurer’s manual of “Procedures and Instructions of Computerized Record Keeping” that outlines the methods for managing the NGCL financial information in computer format. Coordinate the year-end financial review as defined in the bylaws. Assist with grant applications and money management for the NGCL. Submit recommendations and revisions based on annual review of financial policies and practices, to the Vice Presidents for inclusion in the Operations Manual.

▪ BUDGET: Prepare the annual NGCL budget. Set a schedule for submission of individual operations and program budgets. Chair the Finance Committee (appointed at the Annual General Meeting) and meet regularly throughout the year to review NGCL finances and ensure budget is on track.

▪ ADMINISTRATION: Supervise the financial administrative tasks assumed by the NGCL Office manager including deposits and reconciliation of monthly bank accounts. Issue cheques for incurred expenses of the NGCL, including those pre-approved through the budgeting process and those approved by the Executive Board in addition to the budget. Complete reconciliation reports for grants and casino. Inform the Publicity Chairperson of account receivables for Newsletter Advertising. Coordinate reimbursement of damage deposits with Hall Bookings and ensure damage deposits are returned within the 3 weeks.

▪ Submits potential list of Volunteer Appreciation Event invitees to Vice Presidents.

Requirements

▪ Knowledge of bookkeeping, basic accounting principles and computer experience.

▪ Experience with general accounting and/or payroll practices.

▪ Time commitment is approximately 10 hours per month to attend meetings, write cheques, make deposits, balance statements, review and create financial reports, handle investments; plus time for annual budget preparation and preparation of reconciliation reports.

▪ Must take the AGLC GAIN course(s) on casino applications and expenditures as soon as practicable after assuming office.
Position Profile: BUILDINGS & GROUNDS CHAIRPERSON

Accountability: Vice President responsible, Executive Board, and General Membership

Term: May be elected or approved, if uncontested at Annual General Meeting. 1 Year Term. No Maximum.

Mandate: Oversee the maintenance, repair and improvements of buildings and grounds (including the ice rinks) to ensure they are safe, clean and functional. Coordinate the annual spring clean up campaign.

General Duties

- MEETINGS: Attend and report at regular monthly Executive Board meetings. Submit a report for distribution at the Annual General Meeting (AGM). Attend AGM.
- OVERSEE BUILDINGS & GROUNDS in accordance with current policies and procedures in Operations Manual. Create the Buildings & Grounds budget as requested by the Treasurer. Manage and reconcile a $500.00 float assigned to Building and Grounds. Establish a Buildings & Grounds Committee and chair regular meetings of it.
- Use discretion in expending up to a pre-approved limit of $1500.00 for purchase of supplies, contracting snow removal, equipment repairs, kitchen cleaning and minor building renovations. Chair Buildings and Grounds Committee to coordinate ongoing maintenance activities. Hire companies and contractors to carry out work when skilled volunteers are not available. Recommend to Vice Presidents any changes to buildings and grounds policies and practices for the annual update of the Operations Manual, including providing current information for Appendix T on Services and Contract information. Submit list to Vice Presidents of volunteers to be invited to Volunteer Appreciation Event.
- INSPECTIONS: Ensure annual and seasonal inspections are carried out. Liaise with City of Edmonton for annual inspections and routine maintenance of the playground and multi-use area equipment. Liaise with Fire Marshal and Department of Health on requisite inspections.
- FACILITY MAINTENANCE: Handle requests for maintenance, inspections, utilities, and equipment failure. Coordinate requests and access to Hall with Daytime contact(s) as required. Responsible for the garbage contract, door mat contract, snow shovelling, sand box refilling. Responsible for inspecting, replacing and or refreshing the contents of the First Aid Kits. Coordinate the hiring, scheduling and work of the hall caretaker in accordance with policies in the Operations Manual; oversee the contract and supervise the caretaker(s). Ensure adequate cleaning supplies are on hand for the hall caretaker
- RINK MANAGEMENT: Coordinate the hiring, scheduling and work of winter rink caretaker in accordance with policies in the Operations Manual. - For review 2014/15 update per new rink experience
- GROUNDS: Coordinate the annual spring grounds clean-up. Ensure the coordination of garden and mini-park maintenance

Requirements

- Project management skills to organize and delegate work.
- Trade or handyman skills are beneficial but not a requirement.
- Interpersonal skills required for recruiting, hiring and supervising caretakers and contractors.
- Time commitment can be large and being on-site regularly is desirable.

Roles and Responsibilities

- The responsibilities of this function should be shared and require several dedicated committee members to share the workload. See following page of breakdown on roles and responsibilities.
BUILDING AND GROUNDS Roles and Responsibilities

Chairperson
Within the framework of items listed on previous page:
- Develop and maintain an annual maintenance schedule.
- Arrange a rotational duty roster for Maintenance Hands.
- Arrange for necessary contracts and inspections.
- Purchase equipment and parts, as required.
- Coordinate activities of all roles listed below.
- Hire and supervise contractors, when required.

Daytime Contact
- Arrange to open and close the hall or rink shack as needed (for inspection, maintenance personnel, prospective renters, etc.).
- Respond to and refer questions about the hall to the appropriate parties.

Kitchen Coordinator
- Ensures kitchen is kept in good working order, items are properly stored, and stale-dated items are disposed.
- Conducts Kitchen Inventory annually and at request of Hall Bookings Chairperson.

Rink Coordinator (Winter Season) - for review 2014/15 update according to new rink experience
- Pre-skating Season: Undertake inspection of rink facilities and recommend repairs prior to winter season. Ensure equipment is in good working order and that there are sufficient supplies (e.g., oil, garbage bags, etc.). Supervise repair and maintenance activities associated with the rinks and rink shack.
- Arrange for advertising for rink caretaker.
- Arrange rink schedule in consultation with Executive Board, Family Programs, Buildings and Grounds, and Rink Caretaker.
- Arrange for additional supervision of rink (extra hours) when required.
- Supervise rink caretaker to ensure adherence to contract.
- Prepare brief monthly report for Building and Grounds Chairperson to present to Executive Committee.
- Post-skating Season: Undertake inspection of rink-associated facilities at the end of the season to ensure that everything is cleaned, turned off, and left in good order.

Maintenance Assistants
- Re-graffiti: work with the Neighbourhood Security Chairperson and jointly ensure that City of Edmonton-approved procedures are followed for its reporting and removal.
- Review the Maintenance & Repair Request Sheet in the hallway by the disabled persons washroom.
- Handle routine maintenance, inspections, utilities, and equipment failure; undertake minor repairs.
- Ensure buildings are safe and in working order (e.g., lights work, snow is shovelled, sand box is filled).
- Inspect, replace and or refresh the contents of the First Aid Kits.
- Liaise with Daytime Contact and Hall Cleaners, on a regular basis.

Grounds Maintenance
- Ensure grounds are safe and in working order (e.g., lights work, snow is shovelled, sand box is filled).
- Report any damage to grounds and outsides of buildings and equipment to Buildings and Grounds...
Chairperson.
- Pick up and dispose of litter.
- Coordinate care of gardens and mini-parks in accordance with City Parks’ Department guidelines.
- Coordinate annual spring clean up of grounds.
Position Profile: HALL BOOKINGS CHAIRPERSON

Accountability: Vice President responsible, Executive Board, and General Membership

Term: May be elected or approved if uncontested at Annual General Meeting. 1 Year Term. No Maximum.

Mandate: Provide adequate time and space for NGCL programs and related activities. Promote and monitor hall rentals as a regular source of NGCL income. Responsible for key control and security system code control.

General Duties

- MEETINGS: Attend and report at regular monthly Executive Board meetings. Submit a report for distribution at the Annual General Meeting (AGM). Attend AGM.
- OVERSEE HALL BOOKINGS in accordance with current policies and procedures in the Operations Manual. Chair Hall Bookings Committee. Create the Hall Bookings budget (if funds are needed) as requested by the Treasurer. Negotiate long- and short-term bookings and rentals. Prepare and post Monthly Calendar for Hall Rentals. Request a kitchen inventory of all kitchen dishes, cutlery and serving pieces when necessary (from the Kitchen Coordinator, Buildings & Grounds). Recommend to Vice Presidents any changes to hall bookings policies and practices for the annual update of the Operations Manual. Submit list to 1st Vice President of volunteers to be invited to Volunteer Appreciation Event.

Duties for each rental:

- Receive and/or return calls re: rental inquiries.
- Show the hall to potential renter and as required. There can be more than 2 viewings involved if renter needs more info on the hall for third party i.e. for caterer, decorations etc.
- Meet with renter to collect money, issue receipt and have rental agreement signed. Ensure that, where necessary, liquor licences and proof of liability insurance are presented by the renter.
- Meet renter on day prior to rental to give keys and input rental code.
- Phone alarm company to include renter temporarily on hall access list.
- Be available day of rental if problems occur at the hall or arrange to have someone else available.
- Inspect hall for cleanliness and damage the day after rental.
- Receive returned keys next day and discuss damage deposit.
- Inform Treasurer of circumstances for damage deposit (e.g.: complete refund or withhold any monies for reimbursement). (Note: Treasurer should reimburse them within 3 weeks after rental).
- Submits a list of potential Volunteer Appreciation Event invitees to Vice Presidents.

Requirements

- Interpersonal, negotiating and dispute resolution skills required for dealing with members and the public at large in promoting hall facilities and handling booking contracts.
- Time commitment can be large; depends on the current rental policies.
- Requires Committee members willing to provide input and advice on member history pertaining to member rate requests, hall booking rates and policies, and act as a designate as required.
Position Profile: HISTORIAN

Accountability: Vice President responsible, Executive Board, and General Membership

Term: May be elected or approved, if uncontested at Annual General Meeting. 1 Year Term. No Maximum.

Mandate: Document NGCL activities for historical purposes. Advise the Executive Board on matters of a historical nature related to the current operation of the NGCL.

General Duties

- **MEETINGS:** Attend and report at regular monthly Executive Board meetings. Submit a report for distribution at the Annual General Meeting (AGM). Attend AGM.
- **FUNCTIONAL OVERVIEW:** Carry out duties in accordance with current policies and procedures in Operations Manual. Create the Historian’s budget as requested by the Treasurer. Recommend to Vice Presidents any changes to historian policies and practices for the annual update of the Operations Manual. Submit list to Vice Presidents of volunteers to be invited to Volunteer Appreciation Event.
- **DOCUMENTATION:** Attend as many NGCL events as possible and record (e.g., take photos) for the historian’s collection. Collect relevant memorabilia and related information (e.g., newspaper clippings, programs). Keep the collection organized and available as a source of information or for display. Setup displays of pictures and memorabilia for NGCL events as required. Provide pictures for use in the newsletter or on the website.
- **NOTE:** Documentation functions may be delegated.

Requirements

- Camera
- Organizational skills to maintain historical record.
- Time to commit to attend NGCL activities and capture the event on film.
Position Profile: MEMBERSHIP CHAIRPERSON

Accountability: Vice President responsible, Executive Board, General Membership

Term: May be elected or approved if uncontested at Annual General Meeting. 1 Year Term. No Maximum.

Mandate: Provide residents of North Glenora the opportunity to purchase memberships in the NGCL through the annual Membership Campaign and on an ongoing basis. Maintain the membership list and its distribution.

General Duties

- MEETINGS: Attend and report at Executive Board meetings. Submit a report for distribution at the Annual General Meeting (AGM). Attend the AGM with the membership list and greet and check off members to help the Secretary establish quorum.

- OVERSEE MEMBERSHIP PROGRAM in accordance with current policies and procedures in Operations Manual: Create the membership budget as requested by the Treasurer. Sell NGCL memberships in accordance with the EFCL Code of Ethics, NGCL Bylaws and NGCL Policies and Procedures. Recommend to Executive Board changes in fee structure and strategies to increase membership. Recommend to Vice Presidents any changes to membership policies and practices for the annual update of the Operations Manual. Submit list to Vice Presidents of volunteers to be invited to Volunteer Appreciation Event.

- MEMBERSHIP AVAILABILITY: Ensure memberships are available for sale at NGCL functions such as 45 Plus, Soccer Registration, Community Day, Annual General Meeting. Deliver complimentary memberships as directed through the Welcoming Committee. Maintain a monthly advertisement in the Newsletter for Membership and Member Swim Time.

- LEAD MEMBERSHIP CAMPAIGN: Order membership kit supplies from the EFCL (check www.efcl.org for availability). Manage the Fall Membership Campaign (August – October):
  - advertise for and contact volunteers to canvass
  - arrange for advertising of campaign
  - prepare membership kits
  - set up route maps
  - arrange for canvassers to receive their kits
  - ensure coverage for entire community
  - collect membership kits from canvassers and provide receipts
  - deliver money to the Treasurer
  - remind tardy canvassers to complete their route and hand in their money

- MEMBERSHIP SWIM PRIVILEGE: Liaise with Grant McEwan Pool & NGCL Treasurer to ensure member swim time remains available and our annual fee is paid by the Treasurer. Maintain a monthly advertisement in the Newsletter for Member Swim Time.

- MEMBERSHIP LIST & STATISTICS: Maintain the membership list and provide updated copies as required (to President, Vice-Presidents, Secretary, and Chairpersons of Buildings & Grounds, and Hall Bookings). Submit end of year statistics to Treasurer for inclusion in grant applications.

- WELCOMING COMMITTEE: Coordinates with this Committee and reports for them to Executive Committee.

Requirements

- Commitment to organize membership campaign and attend monthly Executive Board meetings.
- Interpersonal and project management skills to recruit and supervise canvassers.
- Time commitment is 150-200 hours for the year including off-peak period membership sales and board meetings.
Position Profile: NEIGHBOURHOOD SECURITY CHAIRPERSON

Accountability: Vice President responsible, Executive Board, and General Membership

Term: May be Elected or Approved if uncontested at Annual General Meeting. 1 Year Term. No Maximum.

Mandate: Create community awareness and involvement in the safety and security of the neighbourhood with focus on the NGCL facilities, grounds and fields. Educate the residents of North Glenora regarding personal and property safety and security. Establish partnerships and/or communications with external organizations as appropriate, particularly City of Edmonton Safedmonton program, Safeparent, and Neighbourhood Watch.

General Duties

- MEETINGS: Attend and report at regular monthly Executive Board meetings. Submit a report for distribution at the Annual General Meeting (AGM). Attend AGM.
- OVERSEES NEIGHBOURHOOD SECURITY PORTFOLIO in accordance with current policies and procedures in Operations Manual. Create a budget as requested by the Treasurer. Report and make recommendations to the Executive Board pertaining to neighbourhood security. Recommend to Vice Presidents any changes to neighbourhood security policies and practices for the annual update of the Operations Manual. Submit list to Vice Presidents of volunteers to be invited to Volunteer Appreciation Event.
- EDUCATION: Coordinate open house and neighbourhood forums to educate and promote safety and security issues. Track neighbourhood crime trends and statistics. Provide updates and articles for publication in the newsletter.
- LIAISON: Act as a contact for residents to report incidents. Liaise with external organizations as appropriate (e.g., Neighbourhood Watch, Safeparent).

Requirements

- Participation on Executive Board.
- Organizational and communication skills to develop and implement educational activities.
- Time commitment depends on current issues and events.
Position Profile: PLANNING & TRANSPORTATION CHAIRPERSON

Accountability: Vice President, Executive Board, and General Membership

Term: May be Elected or Approved, if uncontested at Annual General Meeting. 1 Year Term. No Maximum.

Mandate: Provide leadership and advocacy in planning and development issues (involving the physical condition of the community land use, landscaping, transit and traffic matters, utilities, roadway and sidewalk improvements and general beautification) within the community. Investigate and report on City of Edmonton issues affecting the North Glenora community. Represent the NGCL at variance hearings as approved by the Executive Board.

General Duties

- MEETINGS: Attend and report at regular monthly Executive Board meetings. Submit a report for distribution at the Annual General Meeting (AGM). Attend AGM.
- OVERSEES PLANNING & TRANSPORTATION PORTFOLIO in accordance with current policies and procedures in Operations Manual. Create the Planning & Transportation budget as requested by the Treasurer. Report and make recommendations to the Executive Board pertaining to program planning, physical planning of community league facilities, land use, landscaping, transit service and impact (location of bus stops, number of routes), traffic problems (speeding, volume, parking), utilities upgrading (gas, sewer, and water lines), roadway and sidewalk conditions (reconstruction, overlays, repairs), and general beautification of the community. Liaise with the City of Edmonton administration, as required. Recommend to Vice Presidents any changes to planning and transportation policies and practices for the annual update of the Operations Manual. Submit list to Vice Presidents of volunteers to be invited to Volunteer Appreciation Event.
- GRAFFITI: Work with the Maintenance Hands of Buildings and Grounds jointly ensure that City of Edmonton-approved procedures are followed for its reporting and removal.
- COMMITTEE: Call and chair meetings of the Planning & Transportation Committee to investigate relevant issues. Delegate representation (e.g., at workshops and meetings) and areas of investigation to specific committee members. Maintain records of Committee activities.
- VARIANCE REVIEWS: Review all development appeal notices on behalf of the NGCL. When approved by the Executive Board, represent the NGCL at variance hearings.
- EDUCATION: Provide timely articles for publication in the monthly NGCL newsletter to educate and inform the residents of North Glenora.

Requirements

- Time commitment depends on projects and ongoing issues at hand
- Committee of residents dedicated to the mandate of this function.
**Position Profile:** PROGRAM CHAIR FOR ADULT, FAMILY, 45 PLUS ACTIVITIES

**Accountability:** Vice President responsible, Executive Board, Executive Committee Members and General Membership

**Term:** May be Elected or Approved if uncontested at Annual General Meeting. 1 Year Term. No Maximum.

**Mandate:** Provide activities and encourage participations in leisure, recreational, organized sports and/or education to meet current membership interests and needs. With Executive Board approval, liaise with other organizations to broaden the scope of programs available to our community. Provide support (financial, time or space) to separate and related organizations.

**General Duties for all Program Chairpersons**

- **MEETINGS:** Attend and report at regular monthly Executive Board meetings. Submit a report for distribution at the Annual General Meeting (AGM). Attend Annual General Meeting.

- **OVERSEE PROGRAM PORTFOLIO** in accordance with current policies and procedures in Operations Manual. Facilitate police security clearance or family welfare checks as required for those having direct contact with children (and for those handling $1000 or more in cash on behalf of the NGCL). Develop events and activities. Arrange registrations, set fees/ticket prices, collect money, pay instructors. Deliver collected fees, event profits, and excess float money to the Treasurer. Create a program budget as requested by the Treasurer. Seek Executive Board approval for floats or any special funding not included in yearly budget to cover program expenses. Recommend to Vice Presidents any changes to program policies and practices for the annual update of the Operations Manual. Submit list to Vice Presidents of volunteers to be invited to Volunteer Appreciation Event.

- **COMMITTEES:** Work with a standing, ad hoc committees or coordinators for individual events and programs. Call and chair meetings of the standing or ad hoc committee. Maintain records of committee activities.

- **REPORTING RELATIONSHIPS:** Indoor Playgroup reports via Family Programs; Playschool reports directly to the Vice President of Programs; 45 Plus Club reports via the 45 Plus Program; ad hoc committees for adult events (e.g., BBQ & Dance, Pub Night) report via Adult Programs. Ongoing program groups such as 45 Plus, Playschool and Indoor Playgroup may form their own executive but they do not maintain separate bank accounts and must report through their Program Chairperson or Vice President to the Executive Board.

- **COORDINATION AND LIAISON:** Coordinate use of hall or rink facilities with Hall Bookings and/or Buildings & Grounds. Coordinate community programs with City of Edmonton CRC which is a major resource for city-wide and neighbourhood programming information.

- Arrange to advertise programs and events with Publicity.

**Requirements**

- Project management ability – to organize and delegate responsibility.
- Recruitment of members to serve on standing and ad hoc committees.
- Investigate current trends in community programming and wants and needs of the NGCL members and residents of North Glenora.
- Time commitment depends on program activities and number of events.
**Position Profile:** PUBLICITY CHAIRPERSON

**Accountability:** Vice President responsible in accordance with the current NGCL reporting structure, Executive Board, and General Membership

**Term:** May be elected or approved if uncontested at Annual General Meeting. 1 Year Term. No Maximum.

**Mandate:** Inform the North Glenora community of NGCL programs and special events; current NGCL affairs or affairs of outside agencies or government affecting the community; and programs and events sponsored by outside groups that are held in the North Glenora area or vicinity and meet with the approval of the NGCL.

**General Duties**

- **MEETINGS:** Attend and report at Executive Board meetings, including supervising and reporting on the Welcoming Committee. Submit a report for distribution at the Annual General Meeting (AGM). Attend AGM.
- **OVERSEE PUBLICITY PROGRAM** in accordance with current policies and procedures in Operations Manual. Create the publicity budget as requested by the Treasurer. Coordinate with and supervise newsletter editor, newsletter distribution, advertising, and webmaster. Recommend to Vice Presidents any changes to publicity policies and practices for the annual update of the Operations Manual. Submit list to Vice Presidents of volunteers to be invited to Volunteer Appreciation Event.
- **NEWSLETTER:** Publish and distribute 10 issues of the North Glenora Community News every fiscal year: February, March, April, May, June, Summer, September, October, November, and December. Ensure a telephone, street address and email address is advertised for submission. Invoice for advertising and coordinate collection of advertising fees with Treasurer.
- **WEBSITE:** Maintain the [www.ngcl.org](http://www.ngcl.org) web site and update in a timely fashion
- **BULLETIN BOARDS:** Maintain bulletin board by posting notices, reviewing and removing items.
- **SIGNAGE:** Develop notices, banners, posters and other print materials for NGLC programs and events, as requested.

**Requirements: Skills and Equipment**

- Strong communication and organization skills
- Keyboarding. Knowledge of software applications including email, word processing or desktop publishing, Graphics/photo editor, website design or html editor (notepad or Front Page), FTP (File Transfer Protocol), Internet Browser.
- **Equipment:** Telephone/Answering Machine/FAX, Personal computer with Internet access and email, printer, scanner.

**Roles and Responsibilities**

- The responsibilities of this function should be shared and require a designated backup or several dedicated committee members to share the workload.
- Maintain the Publicity Committee Procedures Manual.
- See following page for breakdown on roles and responsibilities for publicity.
PUBLICITY Roles and Responsibilities

1. Newsletter Editor
   - Gather monthly submissions.
   - Attend the monthly Executive Board Meeting and serve on special committees as required.
   - Format the newsletter with appropriate items and accompanying graphics.
   - Establish and publish the deadline for monthly Newsletter submissions.
   - Review and update advertising policies and rates as required.
   - Submit newsletter file to the printer in electronic (ftp) and hardcopy (fax or hand-delivered).
     - Time Commitment: 12 to 16 hours per month.

2. Distribution
   - Pick-up newsletters from the printer.
   - Maintain a roster of carriers and a system of routes.
   - Bundle and deliver newsletters to carriers.
   - Pay carriers.
   - Manage and reconcile a $400.00 float assigned for Newsletter Distribution
   - Supply all individuals, organizations and advertising businesses on the current Newsletter Distribution List with a copy of the newsletter by mail or hand-delivery.
   - Maintain supplies (envelopes, stamps) and submit receipts as necessary.
     - Time Commitment: 3 to 5 hours per month
     - Carriers (6 routes): 1 to 2 hours per route per month

3. Advertising
   - Accept advertising from businesses and individuals.
   - Submit monthly invoices for billable advertisements placed (copy to Treasurer).
   - Coordinate advertising account receivables with Treasurer.
     - Time Commitment: 1 to 2 hours per month

4. Webmaster
   - Update static information at a minimum yearly (executive lists, contact info).
   - Update current information as received or at least on a monthly basis.
     - Time Commitment: 4 to 6 hours per month

5. Sign Maker
   - Ensure the provision of posters, banners and other print materials, on request. This may include making them up on computer or arranging to have them professionally done.
   - Manage the posting procedures with regard to signage.
     - Time Commitment: variable, depending on demand.
Position Profile: SPORTS PROGRAMS CHAIRPERSON

Accountability: Vice President responsible, Executive Board, and General Membership

Term: May be Elected or Approved if uncontested at Annual General Meeting. 1 Year Term. No Maximum.

Mandate: Provide sports activities and encourage participations in leisure, recreational, organized sports to meet current membership interests and needs. With Executive Board approval, liaise with other organizations to broaden the scope of sports programs available to our community. Provide support (financial, time or space) to separate and related sports organizations.

General Duties
- OVERSEE SPORTS PROGRAM PORTFOLIO in accordance with current policies and procedures in Operations Manual. Facilitate police security clearance or family welfare checks as required for those having direct contact with children (and for those handling $1000 or more in cash on behalf of the NGCL). Develop events and activities. Arrange registrations, set fees, collect money, pay instructors and referees. Deliver collected fees, event profits, and excess float money to the Treasurer. Arrange for awards for participants. Create a program budget as requested by the Treasurer. Seek Executive Board approval for floats or any special funding not included in yearly budget to cover program expenses. Conduct and submit an annual inventory of sports equipment. Recommend to Vice Presidents any changes to sports program policies and practices for the annual update of the Operations Manual. Submit list to Vice Presidents of volunteers to be invited to Volunteer Appreciation Event.
- COMMITTEES: Call and chair meetings of committees as required. Maintain records of committee activities.
- REPORTING RELATIONSHIPS: Soccer (or other individual sports) Coordinator reports via the Sports Program.
- COORDINATION AND LIAISON: Coordinate community programs with City of Edmonton CRC which is a major resource for city-wide and neighbourhood programming information.
- Arrange to advertise programs and events with Publicity.

Requirements
- Interest in sports, particularly for children.
- Project management ability – to organize and delegate responsibility.
- Recruitment of members to serve on standing and ad hoc committees, or as coaches and referees.
- Investigate current trends in community sports programming and wants and needs of the NGCL members and residents of North Glenora.
- Time commitment depends on program activities and number of events.
Position Profile: GRANTS COORDINATOR

**Accountability:** Treasurer, Executive Board, and General Membership

**Term:** May be Elected or Approved if uncontested at Annual General Meeting. 1 Year Term. No Maximum.

**Mandate:** Promote the use of grants as a source of funding for NGCL operations and programs. Coordinate and assist with the writing of the grant application process.

**General Duties**
- **MEETINGS:** Attend and report at regular monthly Executive Board meetings. Submit a report for distribution at the Annual General Meeting (AGM). Attend AGM.
- **OVERSEES GRANTS COORDINATOR PORTFOLIO** in accordance with current policies and procedures in *Operations Manual*. If funds are needed for this position, create a budget as requested by the Treasurer. Research possible grant opportunities, access necessary forms and information, coordinate and taken the lead in the application process. Report and make recommendations to the Executive Board pertaining to grant opportunities. Recommend to Vice Presidents any changes to grant application policies and practices for the annual update of the *Operations Manual*. Submit list to Vice Presidents of volunteers to be invited to Volunteer Appreciation Event.
- **LIAISON:** Reports to Treasurer. Liaises with Executive Board members as necessary to expedite grant applications.
- **REPORTING RELATIONSHIP:** to the Treasurer.

**Requirements**
- Participation on Executive Board.
- Ability to research, organize and coordinate grant applications.
- Time commitment depends on grant opportunities taken.
Position Profile: SCHOOL LIAISON

Accountability: President, Executive Board, and General Membership

Term: May be Elected or Approved if uncontested at Annual General Meeting. 1 Year Term. No Maximum.

Mandate: Develop opportunities for mutual awareness and support between the NGCL and Coronation School.

General Duties

- OVERSEES SCHOOL LIAISON PORTFOLIO in accordance with current policies and procedures in Operations Manual. Create a budget as requested by the Treasurer. Report and make recommendations to the Executive Board pertaining to Coronation School, its future, and opportunities for mutual support. Recommend to Vice Presidents any changes to school liaison policies and practices for the annual update of the Operations Manual. Submit list to Vice Presidents of volunteers to be invited to Volunteer Appreciation Event.
- LIAISON: Act as contact between Coronation School (Principal and Parents’ Council) and NGCL. Liaise with external organizations as appropriate.
- REPORTING RELATIONSHIP: to President.

Requirements

- Participation on Executive Board and Coronation Parents’ Council.
- Interest in the future of Coronation School and knowledge of the NGCL’s purpose and activities.
- Time commitment depends on current issues and events.
COMMITTEES OF THE BOARD

NOMINATIONS COMMITTEE:
Develops a list of suitable candidates for all Executive Board positions for consideration at the Annual General Meeting. Chaired by the 1st Vice President. Open to any NGCL member in good standing except the President. In operation from November to March.

FINANCE COMMITTEE:
Appointed at the Annual General Meeting and chaired by the Treasurer. Develop the budget for approval at the Annual General Meeting. Monitors the budget throughout the year. Consists of three persons: 1st Vice President, 2nd Vice President and Treasurer. In the event of a vacancy, the Executive Board appoints member(s). Ensure that Criminal Records Checks are completed, as required.

VOLUNTEER APPRECIATION EVENT COMMITTEE:
Organizes and implements the annual Volunteer Appreciation Event which is scheduled for a Saturday in April (volunteer month). Chaired by the Vice President(s) with the participation of other NGCL members.

WELCOMING COMMITTEE:
To welcome new residents to North Glenora and encourage their participation in the NGCL through a complimentary membership and information about NGCL activities and community services. Report through the Membership Chairperson.
SPECIAL EVENT COORDINATORS

CASINO

- Coordinates a fundraising Casino as governed by AGLC regulations
- Awarded at 24 month intervals

PURPOSE: to raise funds to support the NGCL. Indeed it is our largest funding source.

Coordinators appointed by the Executive Board

- REPORTING RELATIONSHIP: Reports to the President and the Treasurer.
- CASINO OPERATIONS: Be familiar with all aspects of casino operations. Update knowledge of casino operations by taking the GAIN course (and refresher at least three months before any casino). Coordinate the application for Casino License with Executive Board and President if signatures are required. Sign facility rental agreement and contracts of Count Room and Cashier Cage Advisors on behalf of the NGCL. Liaise with Treasurer, Publicity Chairperson, and NGCL President, as required.
- ORGANIZE CASINO TEAM: Arrange to hire the necessary Casino supervisors. Advertise for volunteers, ensure the required forms for volunteers are completed, set-up the shift schedule, ensure volunteers are briefed on rules and duties and have transportation and babysitting, if required. Promote community involvement and friendship when a large number of members work together towards a common goal. When Casino is completed, submit a brief article to Publicity Chairperson for inclusion in the newsletter thanking the volunteers. Submit list of volunteers’ names to the Vice Presidents for inclusion in the Volunteer Appreciation Event.
- REPORTS: Upon completion of Casino, submit brief report to Executive Board. Support the Treasurer to ensure the required Casino Reports are submitted twice yearly to Attorney General. Submit a report for distribution at the Annual General Meeting in coordination with the Treasurer.
- FILES AND DOCUMENTS: Arrange for all files and documents to be received at or housed in the NGCL office.
GARAGE SALES

– Coordinates a Multi-household garage sale at the hall (usually held in May and October)

PURPOSE: to provide an opportunity for North Glenora residents to sell excess household items and to promote community involvement and attract people to our area.

- REPORTING RELATIONSHIP: Reports to a Vice President, as designated by Executive Board.
- PLANNING: Coordinate with Hall Bookings for use of the hall and with Publicity to advertise the event. Secure the garage sale license; advertise via local newspaper and TV stations. Coordinate with community groups interested in hosting the concession.
- ORGANIZING: Collect table rental fees, create table assignment plan, post signs, schedule set-up crew, schedule member set-up, attend on sale day, arrange for clean-up and sign take-down, arrange charitable organization pick-up of leftover items. Deliver profits to the Treasurer.
- VOLUNTEER APPRECIATION: When Garage Sale is completed, submit a brief article to Publicity Chairperson for inclusion in the newsletter thanking the volunteers. Submit list of volunteers’ names to the Vice Presidents for inclusion in the Volunteer Appreciation Event.
- REPORTS: Upon completion of each Garage Sale submit brief report to Executive Board. Submit a report for distribution at the Annual General Meeting.

GARBAGE FAIR

– Coordinates a Reuse Fair at the hall (usually held in May)

PURPOSE: to provide an opportunity for North Glenora residents to donate, trade & acquire reusable items, as well as to educate them about the environment and encourage them to reduce the waste going into their garbage.

- REPORTING RELATIONSHIP: Reports to a Vice President, as designated by Executive Board.
- PLANNING: Coordinate with Hall Bookings for use of the hall and with Publicity to advertise the event. Coordinate and create list with outside agencies seeking certain items. Arrange for a float to purchase refreshments for volunteers and attendees.
- ORGANIZING: Manage the event in a manner consistent with NGCL policies and the City of Edmonton Re-use Fair Program Guide (available on the City’s website). Arrange for volunteers to work the event (set-up, traffic control, signage, clean-up, etc.)
- Create table assignment plan, post signs, schedule set-up crew, attend on day, arrange for clean-up and sign take-down, arrange charitable organization pick-up of leftover items. Deliver profits to the Treasurer.
- VOLUNTEER APPRECIATION: When completed, submit a brief article to Publicity Chairperson for inclusion in the newsletter thanking the volunteers. Submit list of volunteers’ names to the Vice Presidents for inclusion in the Volunteer Appreciation Event.
- REPORTS: Upon completion, submit brief report to City of Edmonton for their website and to Executive Board. Submit a report for distribution at the Annual General Meeting.
9. **UPDATING THIS MANUAL**

1. The Secretary is responsible for a review of the Minutes for the previous year, checking for any passed motions that affect any section of the Operations Manual resulting in policy or procedure changes.

2. The Treasurer is responsible for a review of the financial policies and the updates of these per current NGCL operating practices.

3. All members of the Executive are responsible for an annual review of individual sections of the Operations Manual as the policies, procedures and appendix information affect the responsibilities of their positions. This should be done in conjunction with preparation of their annual budgets. (The Treasurer will announce when the budgets are required in order to have the overall budget prepared to present at the Annual General Meeting in March or first Executive Meeting in March).

4. All changes will be submitted to the Vice President responsible for the Board position and in the case of passed motions or updated financial policies, to both Vice Presidents and the President.

5. Vice Presidents will present the changes for approval at an Executive Meeting where a motion can be made to approve any changes or note that there are no changes for a particular time period. This will ensure all changes and updates are recorded in the Minutes, as well as a date recorded for the last period of time reviewed.

6. The Secretary is responsible for the physical update of the sections of the Operations Manual and distribution of revised pages.

7. Reflecting Updates: The footer of any page or section updated should reflect the fact the section was updated and the date or year.

8. Minor changes may be issued as an addendum in print form for NGCL Office copies, and should be appropriately revised in text in the electronic copy.
   - READ ONLY PDF FILE format - access via the shared Google Documents/NGCL Website
10. APPENDICES A thru Z
APPENDIX A: ANNUAL GENERAL MEETING TIPS

Please refer to the NGCL Bylaws and the 2013 Secretary Manual for additional information on planning and executing the Annual General Meeting (2ND Tuesday in MARCH)

A few tips and reminders for a successful annual meeting from EFCL website www.efcl.org:

NOTICE TO MEMBERS
Check your bylaws to confirm the timeline for providing members notice of the upcoming annual meeting. In the majority of cases, members are to receive notice of the meeting 21 days before the meeting date. Also verify how that notice is to be provided – by mail, newsletter, posted signage etc.

FINANCIAL DOCUMENTS
Typically the Board of Directors are required to provide two financial documents for membership approval at the annual meeting; an audited financial statement for the previous fiscal year and a budget for the upcoming fiscal year. Check your bylaws to verify the type of financial statement that is required.

APPOINTING THE AUDITOR (Note: NGCL has a Financial Review instead by an accounting firm)
Typically a motion is required to appoint the firm that will perform the audit and prepare statements for the upcoming fiscal year.

REPORTS (Note: NGCL usually combines all program reports into one document with copies available at the meeting)
Board members normally provide reports about activities and accomplishments from the previous year. It’s always best if these reports are provided in writing and made available to members.

BYLAW AMENDMENTS
Any bylaw amendments have to be approved at a general meeting (annual, regular or special) by special resolution. Bylaw changes must be filed with the Alberta Corporate Registry and must be in the Special Resolution format required – refer to Appendix C and http://www.servicealberta.gov.ab.ca/pdf/corp_reg/Special_Resolution_Examples_(3).pdf

ELECTIONS
Arrange for an impartial person to conduct the election. This could be someone from the EFCL, your Community Recreation Coordinator or a member of the community league who is not running for a Board position.

For further information about these or other aspects of the annual meeting, please contact the EFCL office at 780-437-2913.

After the AGM...
Remember to contact the appropriate governing bodies, including the EFCL, with your new list of board directors.
APPENDIX B: BUDGET – FORMULATING A PROGRAM BUDGET

STEP ONE: IDENTIFY OBJECTIVES. Indoor playground is used throughout as an example. Objectives identified:

- Provide an opportunity for pre-playschool children and their parents to come together two days a week indoors to play during the fall/winter/spring. Total of 35 weeks.
- Provide an informal parental support group to foster a sense of community belonging and spirit within community and non-community families.

STEP TWO: IDENTIFY COSTS (EXPENSES) FOR EACH OBJECTIVE.

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Dates</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bleach</td>
<td>Sep</td>
<td>$20.00</td>
</tr>
<tr>
<td>Kleenex</td>
<td>Sep</td>
<td>$20.00</td>
</tr>
<tr>
<td>Craft Supplies</td>
<td>Sep</td>
<td>$150.00</td>
</tr>
<tr>
<td>Party Supplies</td>
<td>Sep</td>
<td>$100.00</td>
</tr>
<tr>
<td>Photo Album &amp; Film</td>
<td>Sep</td>
<td>$30.00</td>
</tr>
<tr>
<td>Storage Bins</td>
<td>Sep</td>
<td>$50.00</td>
</tr>
<tr>
<td>Black Sharpie Pen</td>
<td>Sep</td>
<td>$5.00</td>
</tr>
<tr>
<td>Toy Replacements</td>
<td>Sep</td>
<td>$300.00</td>
</tr>
<tr>
<td>Float repayment to NGCL</td>
<td>Mar</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td></td>
<td><strong>$775.00</strong></td>
</tr>
</tbody>
</table>

In this example money is needed to replace old broken toys, purchase consumable toys/craft supplies, and provide limited drinks/snacks. In additional there will be a limited amount of administration expenses. Exact figures are nice but not necessary.

The budget provides intent. If the actual expenditure does not significantly vary from what was proposed, then you have still met your intent.

STEP THREE: DETERMINE REVENUES. In the example, the Indoor Playgroup determines that it cannot request $775 from the NGCL Executive so they decide to charge participation fees. Attendance is estimated on historical experience.

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Dates</th>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>I've Outgrown it Sale</td>
<td>Aug</td>
<td>$200.00</td>
</tr>
<tr>
<td>Memberships (20 pers x $25)</td>
<td>Sep/Oct</td>
<td>$500.00</td>
</tr>
<tr>
<td>Drop-ins (50 pers x $2)</td>
<td>throughout</td>
<td>$100.00</td>
</tr>
<tr>
<td>Float from NGCL</td>
<td>Sep</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td><strong>$900.00</strong></td>
</tr>
</tbody>
</table>

STEP FOUR: COMPARE EXPENDITURES TO REVENUES. In the example, the Indoor Playground's surplus is $125 indicating they should either lower their fees, review their expenditures or apply the surplus to NGCL Executive objectives.

STEP FIVE: PRESENT THE BUDGET TO THE NGCL EXECUTIVE AND SEEK APPROVAL. A draft budget should be provided to the Finance Committee in advance, before the meeting at which approval is sought.

STEP SIX: MONITOR AND REPORT ON YOUR BUDGET. Part of each committee's yearly report at the AGM should include information on budget and actuals for the previous year.
Budget Template

<table>
<thead>
<tr>
<th>List Expenditures:</th>
<th>Dates</th>
<th>2014 Budget</th>
<th>2013 Budget</th>
<th>2013 Actual (Jan - to date)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>Total Expenditures</td>
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<td>0.00</td>
<td>0.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>List Revenues</th>
<th></th>
<th>2014 Budget</th>
<th>2013 Budget</th>
<th>2013 Actual (Jan - to date)</th>
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</tr>
<tr>
<td>Total Revenues</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Balance (Revenue - Expense)</th>
<th>$</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
</table>

The NGCL Treasurer will provide Executive Members with a budget template - reflecting your previous year budget and the actuals to date:

- Base next budget on previous years actuals
- Present new budgets to Financial Committee for approval by deadline
- Present budget information in your report for the Annual General Meeting
APPENDIX C: BYLAW AMENDMENTS

On an annual basis, the Secretary is to review all Minutes and determine if any motions passed might affect current bylaws. This is brought to the attention of the Executive Board at its November meeting.

In accordance with our Bylaws, AMENDMENTS TO BYLAWS

1. Subject to compliance with the requirements of the Societies Act, the Bylaws shall be rescinded altered or added to by Special Resolution of the League, notice of which has been given in writing to every member at least twenty-one (21) days prior to an Annual, General or Special meeting.

2. The Publicity Chairperson will ensure the general membership is informed of any pending Bylaw Amendment that will be addressed at an Annual, General or Special meeting at least 21 days prior to the meeting date. Notice will appear in the North Glenora Newsletter and may also be posted on the NGCL website.

3. The Secretary will submit the signed and sealed Special Resolution along with the amended Bylaws to Alberta Corporate Registry, immediately following the Annual General Meeting.

4. Upon receipt of approval from Alberta Corporate Registry, the Secretary will update the Bylaws and distribute the amendments at the next Executive Meeting.
APPENDIX D: NGCL EMPLOYEE POSITIONS

POSITION DESCRIPTION: CUSTODIAN

1. Regular Cleaning Duties
   a) Washrooms: Clean washrooms twice a week, including sinks and toilets. Pour water down the floor drain(s) once a week. Stock washrooms with toilet paper and hand towels, ensuring extra supplies are available there as well.
   b) Kitchen: Cleaning includes wiping down the counters, stove, sinks. Clean grill (including grease trap) as required. Stock kitchen with cleaning supplies, including hand towels and soap. Also ensure the mop water is replaced weekly.
   c) Garbage: Ensure that garbage cans are emptied and that extra bags have been left out. Empty front garbage once a week. What is “front” garbage?
   d) Floors: Sweep and mop floors twice a week. Sweep stage. Strip and wax floors at least once a year.
   e) Walls: Spot wash high-traffic areas on the walls.
   f) Lights: Replace light bulbs as required.
   g) Damage: Report any hall damage to either the Hall Rentals or the Buildings and Grounds Chairperson.
   h) Supplies: Notify your supervisor of the supplies you require, in a timely manner.

2. Cleaning Duties Following Hall Rental
   a) Regular cleaning duties apply; but only mop floors if required.
   b) If the rental includes use of the full kitchen, clean grill (including grease trap) if required.
   c) Ensure that the dishwasher is turned off and drained.
   d) Ensure washrooms are clean and well-stocked.
   e) Complete the Rental Check Out form and leave in Office Manager’s mail box.

3. The following duties are EXCLUDED from this position:
   a) Cleaning Playschool Room.
   b) Cleaning refrigerator or cooler in the kitchen.
   c) Picking up supplies.

TIMES/HOURS OF SERVICE

Regular cleaning hours are twice weekly on days and periods of the day agreed to by both parties and specified in the Employment Agreement. The hall is to also be cleaned after the following NGCL events: Annual General Meeting, Community Day, Garage Sale(s), Re-use Fair, and Volunteer Appreciation

REPORTING RELATIONSHIP

Reports to the President of the NGCL or the supervisor designated by the President.

QUALIFICATIONS

Experience as a janitor or custodian. Familiarity with the use cleaning supplies and equipment.
POSITION DESCRIPTION: OFFICE MANAGER

REGULAR OFFICE DUTIES

Emails:
- Customer service inquiries, accounts payable, account receivable, hall rentals, executive and committees.
- Receive EFT payments and other financial forms, statements, invoices.

Customer service phone calls:
- Program inquiries, hall rentals, monitor NGCL answer machine, Receiver General, and Accountant.

Hall Rentals:
- Receive contract forms from Hall rental coordinator and record to Quick books. Deposit damage deposit and hall rental fees. Refund the Damage deposit that was applied to the hall rental contract at end of contract.

Key control:
- Record and update key control inventory with co-committee (hall rentals).

Supplies:
- Purchase supplies for the office, postage stamps, and what the executive or committees may need.

Memberships:
- Enter membership into a spread sheet for the membership committee once a year. Deposit Membership Monies in the bank.

Financials:
- Inform the Treasurer and President of any problems with the financial aspects of the league accounts. (NSF cheques, bank account balances, casino transfers, grants)
- Report to the Treasure with year end and support any information he or she may need.
- Copy bank account 1048 for the yearly Casino audits.

Administration:
- Provide general office duties, Filling, mail, Photocopying, emails, bank deposits, purchase supplies, mail outs, customer service phone calls, WCB, payroll and hall maintenance appointments. Assist the Executive or Committee what they may need.
- Accounts Payable: Record and reconcile monies received by vendors, committees, bingos, casinos, programs, sports programs, summer programs, memberships, hall rentals, transfers of funds between NGCL accounts.
- Pay invoices on a timely manner.
- Accounts receivable: Invoice for the NGCL newsletter and mail out. Record and reconcile accounts.
- Take accounts receivables to the bank for deposit.
- Playschool: Record and reconcile monies received from playschool. Record and reconcile teacher payroll. Fax information for playschool to Government of Alberta for playschool subsidy.
- Receiver General: Record and reconcile payroll accounts and submit source deductions.

TIMES OF SERVICE: As agreed upon to perform the required duties on a weekly basis.

REPORTING RELATIONSHIP: Reports to Treasurer and President

QUALIFICATIONS: Bookkeeping, payroll, knowledge of financial software application, office productivity tools, telephone message system, experience with accounts payable, customer service.
POSITION DESCRIPTION: PLAYSCHOOL TEACHER

The Playschool Teacher is responsible for providing the following services:

1. ensuring compliance with the current licensing requirements mandated by Alberta Children’s Services, and as amended;
2. planning and delivering a playschool program in alignment with the NGCL Playschool Handbook (a copy of which to be provided to the Teacher);
3. meeting the needs of each child on a day-to-day-basis during program delivery;
4. ensuring that all activities are conducted in a safe and responsible manner;
5. reporting to and working with parents in order to achieve success for each child in the program;
6. communicating with parents in order to bring about understanding, engagement and assistance in the ongoing creation of the NGCL Playschool;
7. co-ordinating with and reporting to the President of the NGCL Playschool Parents’ Committee in order to achieve the successful establishment and continuation of the NGCL Playschool.

The Teacher will be responsible for up to five sessions per week involving children of three and four years of age. Each session consists of 4 hours each: 2.5 hours of class time (from 9:00 a.m. to 11:30 a.m.) and 1.5 hours of preparation time. The number of sessions is dependent on enrolment and ages may be streamed into separate classes or combined.

In addition the Teacher is expected to attend Playschool Executive and Playschool Parent meetings and/or cleaning bees when required. (It is expected that there will be a minimum of four such meetings each, each being two hours long). As well the Teacher is to set up the classroom prior to commencement of the Playschool year in September and to ensure proper classroom shut down at the end of the school year in June.

QUALIFICATIONS AND EXPERIENCE: Relevant education in early childhood development, such as a Diploma in Early Childhood Development or Bachelor of Education degree. Experience teaching preschool children, desirable. Must have a current First Aid in Child Care certificate. This certificate must be posted in the classroom.

REPORTING RELATIONSHIP: Reports to Playschool Executive
PLAYSCHOOL TEACHER EMPLOYMENT AGREEMENT

THIS AGREEMENT made the ________day of ________, 20__

BETWEEN:
THE NORTH GLENORA COMMUNITY LEAGUE
As represented by the North Glenora Community League
(Hereinafter referred to as “NGCL”)
and
______________________________
(hereinafter referred to as “the Teacher”)

WHEREAS the NGCL operates a playschool in the community of North Glenora, City of Edmonton (“NGCL Playschool”);
AND WHEREAS NGCL requires the services of a teacher for its playschool

THE PARTIES THEREFORE AGREE AS FOLLOWS:

1. Required Services
Services include, but are not limited to:
ensuring compliance with the current licensing requirements mandated by Alberta Children’s Services, and as amended;
planning and delivering a playschool program in alignment with the NGCL Playschool Handbook (a copy of which to be provided to the Teacher);
meeting the needs of each child on a day-to-day-basis during program delivery;
ensuring that all activities are conducted in a safe and responsible manner;
reporting to and working with parents in order to achieve success for each child in the program;
communicating with parents in order to bring about understanding, engagement and assistance in the ongoing creation of the NGCL Playschool;
co-ordinating with and reporting to the President of the NGCL Playschool Parents’ Committee in order to achieve the successful establishment and continuation of the NGCL Playschool.

2. Term of Agreement. The Teacher shall provide the above-noted services to the NGCL between September 1, 20__ and June 30, 20__.

3. Hours of Work
(a) Each Playschool session consists of 4 hours: 2.5 hours of class time (from 9:00 a.m. to 11:30 a.m.) and 1.5 hours of preparation time.
(b) If total student enrolment is 18 or more students, NGCL Playschool will offer two classes five mornings per week:
   i. one class of three year old students two days per week; and
   ii. one class of four year old students three days per week.
(c) If the total student enrolment for both the three year old and four year old classes is less than 16, then the two classes will be combined into one and sessions will be offered three days per week; the days to be determined by the Playschool Executive of the NGCL Playschool Parents’ Committee in consultation with the Teacher.
(d) In either event, the Roster Parent will stay with the children until they are picked up.

4. Remuneration
(a) The NGCL shall pay the Teacher at the rate of $_____ per hour (regular rate) in equalized monthly payments on the last working day of each month, based on the total number of paid hours in the NGCL Playschool year.

(b) The Teacher will also receive vacation pay at 4% of the regular rate.

(c) Remuneration will be based on the following:
   i. All playschool sessions worked, including both class time and preparation time, based on 4 hours each;
   ii. Attendance at Playschool Executive and Playschool Parent meetings and/or cleaning bees when required. (It is expected that there will be a minimum of five such meetings each, each being two hours long);
   iii. Classroom set up prior to commencement of the playschool year (September_______, 20__), each day considered a regular Playschool session, i.e., 4 hours each.
   iv. Classroom shut down at the end of the school year (June __, 20__), is considered a regular playschool session, i.e., 4 hours each.

5. **Deductions.** Contributions to Employment Insurance, Canada Pension Plan, and Income Tax will be deducted at source, as required by law.

6. **Worker’s Compensation.** Contributions to the Workers Compensation Board of Alberta will be made by the NGCL for the Teacher.

7. **Cancellation Of Classes**
   (a) NGCL Playschool will be closed on all statutory holidays observed by Edmonton Public School Board. The Teacher will be paid for statutory holidays that occur on a session day.
   (b) NGCL Playschool will be closed for the Winter and Spring Breaks observed by the Edmonton Public School Board. These days will be unpaid.
   (c) If Coronation School cancels its classes due to inclement weather, then Playschool will also be cancelled. In such an event, the Teacher will not be paid. A make-up day is subject to agreement by the majority of parents and the Teacher. If such a day is scheduled, then the Teacher will be paid for that make-up day.

8. **Sick Benefits**
   (a) Allowance is made for 3 paid sick days throughout the term of this contract.
   (b) In the event of the Teacher’s illness, arrangements will be made to open the classroom for a parent and child drop-in if a majority of parents agree. In such an event, the Roster Parent will be responsible for clean up and lock up.

9. **Leave**
   (a) The Teacher will not be remunerated for leave.
   (b) If leave is longer than one week, the NGCL reserves the right to hire a substitute teacher until a reinstatement date is determined.

10. **Proof of First Aid Certification.** The Teacher must have a current First Aid in Child Care certificate. This certificate must be posted in the classroom.

11. **Contract Management.** The Teacher will fulfill this Agreement under the direction of the President of the NGCL Playschool Parents’ Committee.

12. **Notice.** Any notice required under this Agreement or in any way affecting the services contracted for, may be given in writing. If mailed, notice should be sent by registered post and shall be deemed to be given 7 days after it is mailed.
To the NGCL at: President, The North Glenora Community League,
13535–109 A Avenue, Edmonton, AB, T5M 3Z4
To the Teacher at: ________________________________

13. **Insurance**
   (a) The NGCL agrees to carry adequate insurance to cover the Teacher and students in the NGCL Playschool.
   (b) Such insurance will not protect the Teacher for activities not in compliance with Clause 1, and for any acts of negligence or conduct detrimental outlined at Clause 14 outside of the scope of the Teacher’s employment.

14. **Termination**
   (a) Should either party wish to terminate this Agreement for any reason, that party must notify the other in writing at least 30 days in advance of the date of termination.
   (b) This Agreement may be terminated if there is insufficient enrolment in the Playschool.
   (c) The inability of the Teacher to render adequate service because of inefficiency, negligence, physical disability, or conduct detrimental to the NGCL or its Playschool shall constitute just cause for immediate termination of this contract.

15. **Total Agreement.** This Agreement constitutes the entire Agreement between the parties and supersedes any previous Agreements between the parties.

16. **Amendment and Extension.** The parties may amend or extend this Agreement provided it is in writing and agreed to by both parties.

The NGCL and the Teacher have indicated their agreement with the terms and conditions of this Agreement by providing their signatures below:

_______________________________________  ____________________________
President                               Date
On behalf of the North Glenora Community League

_______________________________________  ____________________________
Treasurer                              Date
On behalf of the North Glenora Community League
POSITION DESCRIPTION:  RINK CARETAKER

1. Required Services:
   a) Make and maintain ice on the pleasure skating rink area.
   b) Prepare rink area for flooding (snow removal, etc.)
   c) Remove snow from ice surfaces; clear sidewalks leading to the rink shack and hall.
   d) Scrape, brush and flood ice as frequently as possible to build up ice to required thickness, and maintain ice surfaces in a condition satisfactory to the NGCL.
   e) Clean and maintain common areas including change rooms, washrooms, storage and equipment rooms, and the caretaker office. Maintenance includes light bulbs, toilet paper, garbage, etc.
   f) Maintain the area surrounding rinks and rink shack in a litter-free manner.
   g) Maintain and repair equipment (tractor, snow blower, nets, etc.).
   h) Maintain and repair rink facilities (watering system, furnace, etc.)
   i) Identify and maintain supplies (oil, gasoline, paper towels, garbage bags, etc.)
   j) Maintain sports equipment condition and use (skates, sticks, helmets, etc.)
   k) Supervise and maintain appropriate behaviour within areas of the rink facilities. Ensure use of facilities by community league members as evidenced by skate tags. Sell memberships in coordination with the Membership Chairperson or designate.
   l) Assist youth with tying skates and other equipment as needed.
   m) Assist with NGCL-sponsored events (winter fun day, New Year’s, etc.) or other user events sanctioned by the NGCL (Coronation School, Playschool, rentals, etc.).
   n) Clean and maintain rink facilities at season start-up and shut-down (clean all rooms, turn on/off furnace, etc.)
   o) Operate a concession selling hot chocolate, pop, chips, chocolate bars, etc.

REPORTING RELATIONSHIP:  Reports to Buildings an Grounds and Sports

QUALIFICATIONS:  Ice making, equipment experience, police check
Date of Agreement: ______________________

This agreement is between:

THE NORTH GLENORA COMMUNITY LEAGUE
As represented by the North Glenora Community League
(Hereinafter referred to as “NGCL”)
and

______________________________
(hereinafter referred to as “SPECIFY POSITION”)

The above parties agree as follows:

1. **Required Services from “SPECIFY POSITION”**
   Numbered list to be written here
   List also any other categories of service to be provided (possibly beyond regular duties)
   If necessary, list duties for which the position is NOT responsible

2. **Term of Agreement**: The “SPECIFY POSITION” shall provide the above-noted services to the NGCL between DATE and DATE.

3. **Hours of Work**: Depending upon position state hours and/or times during which services are to be provided.

4. **Remuneration and Deductions:**
   (d) The NGCL shall pay the “SPECIFY POSITION” at the rate of $_____ per ______.
   (e) List vacation pay (%), if applicable.
   (f) All source deductions, reporting and all remittances shall be deducted and remitted as required by law. **OR Alternative Wording**: Contributions to Employment Insurance, Canada Pension Plan, and Income Tax will be deducted at source, as required by law.
   (g)

5. **Worker’s Compensation**: Contributions to the Workers Compensation Board of Alberta will be made by the NGCL for _____________ (“SPECIFY POSITION”) **WHY IS THIS SEPARATE?**

6. **Other Benefits** – list if applicable
   **OR**
   **No Other Benefits**: The compensation provided for above is the sole consideration for the services provided by the (SPECIFY POSITION) and the NGCL makes no other representation or warranty with regard to other benefits, whether written or unwritten, express or implied and accepts no responsibility for any statement or representation by any party not contained in this Agreement.

7. **Reporting Relationship**: The (SPECIFY POSITION) undertakes to complete the above services during such time and in such manner as he or she sees fit except as otherwise required by this contract, but in doing so agrees to accept and carry out such reasonable instruction as he or she...
may, from time to time, receive from the President of the NGLC or Supervisor designated by the President.

9. **Sub-contracting:** The (SPECIFY POSITION) shall not sub-contract any portion of his or her obligations to another party with the express written consent of the NGCL.

10. **Notice.** Any notice required under this Agreement or in any way affecting the services contracted for, may be given in writing.

   To the NGCL at: President, The North Glenora Community League, 13535–109 A Avenue, Edmonton, AB, T5M 3Z4
   To the (SPECIFY POSITION) at: (SPECIFY ADDRESS)

11. **Termination**
    a) Either party may terminate this Agreement for any reason by giving ___ days written notice to the other party at the address for notice indicated above.
    b) Notice, if mailed, should be sent by registered post and shall be deemed to be given 7 days after it is mailed.
    c) Nothing in this paragraph alters in any way the NGCL’s right to terminate the Agreement with notice “for cause”. Any breach by the employee of the terms contained in this Agreement may be deemed “cause” for termination purposes.

12. **Liability**
    a) The (SPECIFY POSITION) agrees to indemnify and hold harmless the NGCL against any claim for damages or otherwise from any party arising directly as a result of the performance of his or her duties where caused by the negligence or recklessness of the (SPECIFY POSITION) or his or her servants.
    b) The (SPECIFY POSITION) further agrees that the NGCL shall be in no way liable to the (SPECIFY POSITION) or his or her servants for any claim arising, directly or indirectly, against the NGCL for personal injury through the actions of the NGCL, its Members, Officers, or employees whether through negligence, recklessness, or otherwise.

13. **Total Agreement.** This Agreement constitutes the entire Agreement between the parties and supersedes any previous Agreements between the parties.

14. **Amendment and Extension.** The parties may amend or extend this Agreement provided it is in writing and agreed to by both parties.
The NGCL and the _______ have indicated their agreement with the terms and conditions of this Agreement by providing their signatures below:

__________________________________________  __________________

__________________________________________  __________________
President  Date
On behalf of the North Glenora Community League

__________________________________________  __________________

__________________________________________  __________________
(other NGCL signatory, if required)  Date
On behalf of the North Glenora Community League

__________________________________________  __________________

__________________________________________  __________________
(specify the position)  Date

__________________________________________  __________________
Witness  Date
APPENDIX E: EFCL CODE OF CONDUCT

PREAMBLE

The Code of Ethics consists of moral obligations aimed at upholding the dignity and integrity of community leagues within the Edmonton Federation of Community Leagues, (“the Society”). It attempts to define those obligations that benefit all leagues and also areas that should be avoided. In general, the code is designed to assist the operating efficiency of all individual leagues and of the practical interpretation of the aims and objectives of the community league philosophy.

ARTICLE 1

The first duty of a community league must be to strictly observe its constitution and by-laws as registered under The Societies Act RSA 1980 c S-18 equally and without regard to race, creed, colour, religion, ethnic origin, sex or political affiliation.

ARTICLE 2

A community league should restrict membership to those residents living within the boundaries of that league as designated by the Society and the City of Edmonton.

ARTICLE 3

Where a neighbourhood does not operate as a community league, then the nearest neighbouring community league may enrol residents from that neighbourhood as members or associate members of their league.

ARTICLE 4

Each community league must honour other league memberships for the remainder of the current membership year with regard to members moving their place of residence from one league to another.

ARTICLE 5

Where enrolment (sic) capacity permits, each community league will admit members from other community leagues to all programs for a uniform admission fee and without an additional membership charge.

ARTICLE 6

Each community league should support and strengthen the Society in a true community spirit.

ARTICLE 7

Each community league should always endeavour to improve relationships among individual leagues, the Society and the City of Edmonton.

ARTICLE 8

Leagues should encourage and support inter-league communication and cooperation, particularly in shared programs.
ARTICLE 9
Each community league should be prepared to help new leagues with advice or resources in order for the new leagues to become established and successful.

ARTICLE 10
Each league should hold regular meetings to which officers should conscientiously attend as well as attending the Society meetings.

ARTICLE 11
Each community league should maintain a complete and accurate record of all its business and comply with the requirements of the Societies Act in respect of its Annual General Meetings and extraordinary resolutions.

ARTICLE 12
Each league should encourage fair play among its members in all activities. Each league should further observe that it is participation and enjoyment that counts far more than winning.

ARTICLE 13
Community leagues should always observe and respect municipal, provincial and federal laws of the land.

ARTICLE 14
Each league should conduct their business in a manner that is open, ethical, in compliance with their by-laws, and which avoids a perceived conflict of interest.
Community Hall - Blank Layout

North Glenora Community Hall – Blank
Community Hall - Table Layout - Community Day example

Community Hall - 100 Dining - double buffet line example

North Glenora Community Hall – Table Layout Diagram – Community Day example

North Glenora Community Hall – Table Layout Diagram – 100 double buffet line
(20 tables – 10 squared pairs with 10 chairs each plus 16 tables for food/display)
Community Hall - 150 Dining for table service example

Community Hall - 150 Dining - double buffet line example
APPENDIX G: FILE INDEX

LOCKED FILE CABINET

DRAWER #1: GENERAL/ADMINISTRATION

- AGM Information
- Awards & Trophy Information
- City of Edmonton – includes Social & Recreation Dept.
- Coronation School – includes Edmonton Public School Board
- Corporate Registry (Consumer & Corporate Affairs)
- Correspondence – General
- EFCL – By-laws
- EFCL – Correspondence
- EFCL - General Information
- EFCL – Minutes
- Executive Contact List – Current Year & Previous Year
  (all others with archives in Rink Shack filing cabinet)
- File Index
- Forms – listed by type
- Grant General Information (includes various grants in alphabetical order)
- Grants – Received (CoE Operating, CLIP, etc)
- Grants – Canada Summer Jobs (CSJ)
- Grants – STEP
- Hall Bookings
- Insurance (general information)
- Insurance Policies (includes appraisal information)
- Liquor - Liquor License & Pub Night
- Membership List – current year (and related information)
  (all others with archives in Rink Shack filing cabinet)
- Minutes (NGCL) – previous year
  (current year is in binder above the desk)
- Movie Rights (for performance)
- NGCL Bylaws & Constitution
- NGCL Incorporation
- Office Information
- Operations Manual (unbound)
- Planning & Transportation (includes Neighbourhood Plan, City Planning)
- Playschool (non-financial information)
- Property Tax Exemption
- Security
• SOCAN (Society of Composers, Authors and Music Publisher of Canada)
• Sports
• Swim Program
• Survey & (League) Planning Information
• Website(NGCL)
• Welcome Package
• Storage - Where Is It?

Note: Executive Meeting Minutes – Current Year, including most recent Annual General Meeting are in the binder on the desk; previous year stored in office filing cabinet; other years are in Rink Shack filing cabinet. Newsletters: current year in binder on desk shelf; other years stored in Rink Shack filing cabinet.

DRAWER #2: BUILDING & GROUNDS
• Alarm (Security)
• Key Control Forms / Contact Name list for Reliance Protectron
• Equipment Information & Operating Instructions (listed by specific item)
• Facilities Information
• Facilities Repairs
• Fire
• Heat & Ventilation
• Inventories
• Land Lease/ Tripartite Agreement (2011-2021)
• Locks & Keys
• Mini-Parks
• Playgrounds
• Rink

DRAWER #3: FINANCIAL (Casino, Treasurer, Receipt Books, Tally Sheets)
• Accounts Receivable
• Payroll
• WCB Account
• Deposits

Bank Accounts
• TD Chequing
• TD Casino
• TD Parks
• RBC Casino Accounts

• Contracts
• Floats
• Gaming
• Gaming Forms
  o Allowable Expenditures
- Licence Applications
- Reports/Correspondence
- Playschool
- Signing Authority
- Year End
- Minutes for Financial Statement
- CASINO Audit

**DRAWER #4: TREASURER’S SUPPLIES & CORPORATE SEAL**

**Filing Cabinet With No Lock**

**DRAWER #1: SUPPLIES**
- Key for office key box
- Various office supplies in labelled file folders (e.g., cardstock, pastel papers, letterhead, labels, receipt books, etc.)

**DRAWER #2: 45+ Plus**
- 45 Plus Files
- Song books
- Annual SAGE services catalogue

**DRAWER #3: SPECIAL EVENTS; MISCELLANEOUS**
- Sign Making Supplies
- Furnishing & Equipment Catalogue
- Babysitting Co-op Book
- Volunteer Appreciation Event Handbook

**DRAWER #4: AV Equipment**
- Microphone
- Extension cords
- AV cords for computer hook up to projector
Archived Records

* The following are kept for seven years previous to the current year:

- **Annual General Meeting Minutes** (current year in desk binder; previous year in Office file cabinet; all other years in Rink Shack file cabinet)

- **Executive Contact Lists** (current year in Office file cabinet; all other years in Rink Shack file cabinet)

- **Executive Meeting Minutes** (current year in desk binder; previous year in Office file cabinet; all other years in Rink Shack file cabinet)

- **Financial Records (ALL)** (current year in Office file cabinet; previous year or so, in Office boxes/drawers beside desk at Treasurer’s discretion; all other years in Rink Shack archival drawers)

- **Membership Lists** (current year in Office file cabinet; all other years in Rink Shack file cabinet)

- **Playschool files** (archived copies Rink Shack filing cabinet - current in the Playschool Filing cabinet)

The following are kept in perpetuity:

- **Building & Playground Plans** (Rink Shack; rolled in stand-up file)

- **Buildings & Grounds historic files** (Rink Shack filing cabinet)

The following are kept until someone decides otherwise:

- **Newsletters** (current year in desk binder; all other years in Rink Shack file cabinet)

Archival File Storage Boxes

1. The Office Manager maintains 3 years of files in the office - current in the filing cabinet - 2 years beside the desk in the archival storage boxes.

2. Archival Storages boxes in the Rink Shack are cycled annually by the Secretary

3. The contents of the oldest archive box is shredded, maintaining at least 7 years of records.
## APPENDIX H: FINANCIAL FORMS

### Expense Claim Form

Use this form if you have **spent your own funds** for purchases on behalf of NGCL and are claiming that money from the NGCL Treasurer. **DO NOT** use this form if the expenses you wish to claim related to a Float or a Cash Advance you received. (There are other forms for these.)

![Expense Claim Form](image)

1. Use this form if you have spent your own funds on behalf of North Glenora Community League.
2. Attach all receipts and add up the total amount NGCL owes you, sign the form, and submit for reimbursement.
3. If expenses are for different committees, group by committee and sum subtotal.
### Float/Petty Cash/Cash Advance Request Form

Make two copies of this form (one for you to keep for your records and one for the Treasurer/office files) and submit one to the Treasurer. Only then can a cheque be written to you. Make sure to check the right box for the kind of float you want:

- **Reimbursable** means a standing reimbursable fund where you will submit regular requests for reimbursing the fund back to its original amount (topping up). Examples include the Buildings and Grounds float for ongoing, small expenses for repairing and maintaining the facilities and grounds, or the Newsletter float for payment of those who deliver it monthly.

- **Specific Event** means a cash advance for a specific event on behalf of NGCL that will be reconciled within 4 weeks of the event date. Examples include but are not limited to the Turkey Supper, the Volunteer Appreciation Event bar float.

- **Coin Float** means exactly that.

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#### NORTH GLENORA COMMUNITY LEAGUE

**REQUEST FOR PETTY CASH FLOAT**

To: North Glenora Community League Treasurer

Please provide a float value: $300.00

($100.00 coin float, $200.00 supplies)

Type:  □ Reimbursable
Type:  □ Specific Event
Type:  □ Coin Float

The float will be used for: Committee Name: Family Programs

Nature of Expense: Supplies & Groceries for Pancake Breakfast

Coin float for Tickets at the door

Name of Float Holder: Edna Monton

Contact Information: Phone 780-777-4321

Address North Glenora

Please arrange to issue the float by: Date Aug 15 2008

Signed  Edna Monton  Date Aug 30 2008

---

**RECEIPT FOR FLOAT AND UNDERTAKING GIVEN BY HOLDER**

I, the undersigned, acknowledge receipt of the Float Amount stated above and undertake as follows:

**Standing Float**

1. The float will be used only for the purpose for which it was issued per above description.

2. For a standing reimbursable float, I will submit Request for Reimbursement claims to the Treasurer as required.

3. When the float is no longer required, I will reconcile to the amount received with a combination of receipts and cash using a Reconciliation of Expense form.

**Specific Event Float**

1. For a specific Event float, I will submit a Reconciliation of Expense form plus any cash balance or request for outstanding amount within 4 weeks of the date of the event.

Signed  NGCL Float Holder  Date

Date Float Received

Make 2 copies of this form - NGCL Treasurer, Petty Cash Float Holder, NGCL Office Filing
Float/Petty Cash/Cash Advance Close Off Form

Use this form if you received a Petty Cash Float and are now finished with it. If your float was for a specific event, you must reconcile within 4 weeks after the event. Hand in all remaining cash and receipts to the Treasurer, with this form.

North Glenora Community League
NORTH GLENORA
Petty Cash Reconciliation Form
CLOSE OFF

☐ Close off for Specific Event: Pancake Breakfast
☐ Close off Reimbursable Float for:
☐ Coin Float for: Tickets at the Door

Period Covered:
FROM: Sept 6 2008 TO: Sept 6 2008

Beginning Petty Cash Float Amount: $400.00

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costco - Groceries</td>
<td>$196.37</td>
</tr>
<tr>
<td>Dollarama - Supplies</td>
<td>$26.75</td>
</tr>
<tr>
<td>Return of Coin Float</td>
<td>$(100.00)</td>
</tr>
</tbody>
</table>

TOTAL EXPENDITURES: $223.12

REMAINING PETTY CASH
(BEGINNING CASH MINUS TOTAL EXPENDED)
$76.88

Must equal amount of original Petty Cash Float
$400.00

Please claim any overage owing to use with a Request for Reimbursement

Cadie Mentor
September 10 2008

Submitted by

Received by NGCL Treasurer

1) THIS FORM IS USED TO CLOSE OFF YOUR ACCOUNT ONLY. Receipts and Cash returns must equal the amount of your original petty cash float.
2) Use this form when you have received a petty cash advance to purchase items for a specific event or when you are returning a standing float you are no longer responsible for because your position has changed.
3) To top up your petty cash fund — Please use the Petty Cash Reconciliation - Top Up form.
4) For Concession Sales — Please use the Reconciliation for Concession Sales Form.
5) For profit making events — Please use the Submission of Sales Receipts as well as this form if required.
Top Up Float/Petty Cash Form (Adding more to an existing float)

Use this form if you have spent some of your Float and want to top it back up to its original amount so you have money for future expenditures.

- Attach the receipts you want to be reimbursed for.
- Count up your remaining cash.
- Make sure the total amount of receipts and the amount of cash remaining add up to the original amount of your float.

---

North Glenora Community League

FLOAT TOP UP FORM

TOP UP Reimbursable Float for: Mini-Parks

Amount of Petty Cash Float Originally Issued: $100.00

<table>
<thead>
<tr>
<th>Period Covered:</th>
<th>FROM: March 21 2008 TO: Oct 01 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures Description: (attach all receipts)</td>
<td>Amount</td>
</tr>
<tr>
<td>Peat Moss Fencing</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>$37.99</td>
</tr>
</tbody>
</table>

TOTAL EXPENDITURES: Amount to be reimbursed to top up the petty cash float
Total of all the receipts listed and attached

$87.99

Amount of PETTY CASH still on hand
(Should equal the beginning petty cash float MINUS total expenditures)$12.01

These two lines added together must equal amount of Original Petty Cash Float

$100.00

Greveys Gardner
Submitted by
October 06 2008
DATE

Received by NGCL Treasurer
DATE

1) THIS FORM IS USED TO TOP UP YOUR ACCOUNT ONLY. Receipts and Cash you have on hand must equal the amount of your original petty cash float.
2) Use this form when you have received a petty cash float to use for ongoing committee expenses or for personal expenses that are not reimbursable.
3) To close off your Petty Cash Fund – Please use the Petty Cash Reconciliation (Close Off) Form.
4) For Concession Sales – Please use the Reconciliation for Concession Sales Form.
5) For profit making events – Please use the Submission of Sales Receipts as well as this form if required.
Coin Float & Sales Form

Use this form for coin floats or concession sales (e.g., the Garage Sale Concession) where you receive cash (coins and bills) to use as a starting float and/or for purchases AND you also have cash income in the form of coins and bills.

- At the beginning of the day or event, record the amount of cash float you have **before** any sales have been made (list the amounts of bills and coins).
- At the end of day or event, record the amount of cash you have in bills and coins.

If you had expenses associated with this concession, submit them using the proper Float Form.

<table>
<thead>
<tr>
<th>Start of Day</th>
<th>Count</th>
<th>Unit Amount</th>
<th>TOTAL (end of day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20 Bills</td>
<td></td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>$10 Bills</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>$5 Bills</td>
<td></td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Toonies - rolled</td>
<td></td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Toonies - loose</td>
<td></td>
<td>$2.00</td>
<td></td>
</tr>
<tr>
<td>Loonies - rolled</td>
<td></td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>Loonies - loose</td>
<td></td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>quarters - rolled</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>quarters - loose</td>
<td></td>
<td>$0.25</td>
<td></td>
</tr>
<tr>
<td>dimes - rolled</td>
<td></td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>dimes - loose</td>
<td></td>
<td>$0.10</td>
<td></td>
</tr>
<tr>
<td>nickles - rolled</td>
<td></td>
<td>$2.00</td>
<td></td>
</tr>
<tr>
<td>nickles - loose</td>
<td></td>
<td>$0.05</td>
<td></td>
</tr>
<tr>
<td>pennies - rolled</td>
<td></td>
<td>$0.50</td>
<td></td>
</tr>
<tr>
<td>pennies - loose</td>
<td></td>
<td>$0.01</td>
<td></td>
</tr>
<tr>
<td><strong>Total Float Received:</strong></td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>End of day:</th>
<th>Count</th>
<th>Unit Amount</th>
<th>TOTAL (end of day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20 Bills</td>
<td></td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>$10 Bills</td>
<td></td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>$5 Bills</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Toonies - rolled</td>
<td></td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Toonies - loose</td>
<td></td>
<td>$2.00</td>
<td></td>
</tr>
<tr>
<td>Loonies - rolled</td>
<td></td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>Loonies - loose</td>
<td></td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>quarters - rolled</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>quarters - loose</td>
<td></td>
<td>$0.25</td>
<td></td>
</tr>
<tr>
<td>dimes - rolled</td>
<td></td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>dimes - loose</td>
<td></td>
<td>$0.10</td>
<td></td>
</tr>
<tr>
<td>nickles - rolled</td>
<td></td>
<td>$2.00</td>
<td></td>
</tr>
<tr>
<td>nickles - loose</td>
<td></td>
<td>$0.05</td>
<td></td>
</tr>
<tr>
<td>pennies - rolled</td>
<td></td>
<td>$0.50</td>
<td></td>
</tr>
<tr>
<td>pennies - loose</td>
<td></td>
<td>$0.01</td>
<td></td>
</tr>
<tr>
<td><strong>Total Cash:</strong></td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Balance $ 

 Rolled & Recounted: ___________________________  
 Delivered to Treasurer: ___________________________  Date: _____________

 Received by Treasurer: ___________________________  Date: _____________

Member 1: ___________________________  Member 2: ___________________________
### Reporting Revenue from Membership or Ticket Sales

Use this form if you have sold tickets or collected revenue (membership dues) on behalf of NGCL. The Membership Chairperson may require each canvasser fill out this form before handing in a summary of all canvassers’ receipts to the Treasurer.

#### Membership / Ticket Sales Report

**Funds collected on behalf of:**

**North Glenora Community League**

13535 - 109A Avenue  
Edmonton AB  
780 452 6610

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>PAYMENT METHOD</th>
<th>DESCRIPTION</th>
<th>LINE TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

Submitted by: 

Submission Date: 

Received by Treasurer: Date:

1. Use this form if you have sold tickets for an event and collected cash or cheques.
2. Use this form if you have sold NGCL memberships and collected cash or cheques.
APPENDIX I: FINANCIAL REVIEW

WORKING PAPERS REQUIRED

General
- Provide access to draft financial working papers prepared statements, detailed trial balances, and any working papers prepared
- Provide access to general ledger and any sub-ledgers
- Copy of current fiscal year budget
- Copy of Minutes of Board meetings

Cash
- Listing of all bank accounts, reconciliations and outstanding cheques
- Subsequent month's bank statements
- Documentation of any restricted funds
- Access to all deposit books for all accounts

Investments
- Documentation of all investments held plus calculations for any accrued interest

Prepaid Expenses
- Schedule detailing balances for any prepaid expenses

Capital Assets
- Continuity schedules for all capital assets and accumulated amortization
- Documentation of all additions and disposals of capital assets

Accounts payable and Accrued Liabilities
- Details of any payables outstanding at year end
- Listings of accrued liabilities, if any

Revenue and Deferred Revenue
- Continuity schedule detailing current and previous fiscal year balances, expenditures and funding including repayments if any
- Documentation for funding received during the year
- Reconciliation of fundraising revenues
- List of approved casino expenditures

Payroll
- Authorization for employees hired
- Reconciliation of earnings
- Copies of T-4's and T-4 summary
- WCB annual return
FINANCIAL REVIEW PROCEDURES

General
- Review financial statements and detailed trial balance for significant transactions
- Compare budget to actual and detail variances
- Review minutes for policy changes and motions passed that affect financial policy

Cash
- Compare deposits in deposit book to bank statements
- Confirm cheques outstanding at year end clear in subsequent month
- Ensure reconciliations balance to general ledger

Investments
- Confirm investments and interest accrued

Prepaid Expenses
- Review schedule of prepaid expenses
- Ensure accruals for future expenses are accurate

Capital Assets
- Review continuity schedules for all capital assets and accumulated amortization

Accounts Payable and Accrued Liabilities
- Confirm all current liabilities and payables are recorded at year end
- Confirm authorization for all significant payables during the fiscal year

Revenue and Deferred Revenue
- Review funding to ensure compliance
- Review expenditures to ensure compliance

Payroll
- Review calculation of earnings per employee
- Confirm remittance of withholdings and filing of T-4's and T-4 Summary
- Confirm filing of WCB annual return
APPENDIX J: FIRE PIT INFORMATION

Fire Pit Guidelines
Refer to the City of Edmonton Bylaw 14600 - Community Standards Bylaw - consolidated January 2013 http://www.edmonton.ca/bylaws_licences/bylaws/fire-pits.aspx

1. Use of the Fire Pit is restricted per NGCL Policy outlined in Section C, Paragraph 2.4.
2. The Fire Pit is kept locked at all times when not in use and a key must be obtained from the Hall Rental Chairperson.
3. A standard waiver/release must be signed when the key is supplied.
4. A supply of firewood may be available in the rink shack.

Fire Pit Waiver

North Glenora Community League Member Waiver Release Form For the Use of The Fire Pit

I (We) realize that when using the North Glenora Community League Fire Pit, serious physical injury and personal property damage may accidentally occur.

Knowing the risks, I (We) agree to assume those risks and agree to release, hold harmless, and indemnify the North Glenora Community League and any officer or member thereof, from any and all legal responsibility for injuries or accidents incurred by myself or my guests during or as a result of using the fire pit located at the North Glenora Community League Hall.

Name (print):_____________________ Signature: _______________________ Date: ________

Name (print):_____________________ Signature: _______________________ Date: ________

Name (print):_____________________ Signature: _______________________ Date: ________

Received by NGCL Representative: ______________________ Date: ________________
## Hall Equipment Inventory

<table>
<thead>
<tr>
<th>TABLES</th>
<th>Large 30” x 72”</th>
<th>Small 30” x 30”</th>
<th>Card 30” x 30”</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2013</td>
<td>40*</td>
<td>6*</td>
<td>0*</td>
</tr>
<tr>
<td>June 2007</td>
<td>(44 purchased from Costco, June/07 @ $4.99 ea. + GST)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHAIRS</th>
<th>Upholstered</th>
<th>Yellow Plastic</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2013</td>
<td>190</td>
<td>6 yellow plastic</td>
</tr>
<tr>
<td>June 2007</td>
<td>(190 purchased from Costco, June/07 @ $22.99 ea. + GST)</td>
<td></td>
</tr>
</tbody>
</table>

### AV EQUIPMENT

<table>
<thead>
<tr>
<th>Item</th>
<th>Serial Number</th>
<th>Date of Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharp PG-F310xprojector</td>
<td>SN#708911786</td>
<td>Purchased Jan/08</td>
</tr>
<tr>
<td>Samsung DVD/V6700 DVD/VCR combo</td>
<td>SN#6RDP800674</td>
<td>Purchased Jan/08</td>
</tr>
<tr>
<td>TOA 9120s amplifier</td>
<td>SN#07H8705203</td>
<td>Purchased Jan/08</td>
</tr>
<tr>
<td>TOA U03 module (in amplifier)</td>
<td>SN#07G8792972</td>
<td>Purchased Jan/08</td>
</tr>
<tr>
<td>TOA M01F module (2ea)</td>
<td>SN#07B8713908, SN#07B8713909</td>
<td>Purchased Jan/08</td>
</tr>
<tr>
<td>Extron MLC104IP</td>
<td>SN#A04PRF7</td>
<td>Purchased Jan/08</td>
</tr>
<tr>
<td>Extron MLS406</td>
<td>SN#A04CSZ6</td>
<td>Purchased Jan/08</td>
</tr>
<tr>
<td>Microphone</td>
<td>File Cab #2 - bottom drawer</td>
<td></td>
</tr>
</tbody>
</table>

### CLEANING EQUIPMENT

<table>
<thead>
<tr>
<th>Item</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor Cleaner / Polisher</td>
<td></td>
</tr>
<tr>
<td>Vacuum Cleaner(s)</td>
<td></td>
</tr>
</tbody>
</table>

* Unable to access Table Dolly 5 - cannot pullout - not sure if any inventory inside  
1 broken table disposed in 2012
## NGCL Kitchen Inventory

<table>
<thead>
<tr>
<th>Category</th>
<th>Item</th>
<th>Description</th>
<th>Jun 2007</th>
<th>Feb 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cutlery:</td>
<td>Dinner Knives</td>
<td></td>
<td>189</td>
<td>158</td>
</tr>
<tr>
<td></td>
<td>Dinner Forks</td>
<td></td>
<td>179</td>
<td>143</td>
</tr>
<tr>
<td></td>
<td>Salad Forks</td>
<td></td>
<td>196</td>
<td>187</td>
</tr>
<tr>
<td></td>
<td>Dessert Spoons (same pattern)</td>
<td></td>
<td>40</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>Dessert Spoons (odds)</td>
<td></td>
<td>19 6 odds</td>
<td>15 16</td>
</tr>
<tr>
<td></td>
<td>Teaspoons (same pattern)</td>
<td></td>
<td>193</td>
<td>125</td>
</tr>
<tr>
<td></td>
<td>Teaspoons (odds)</td>
<td></td>
<td>33</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>Spoons (odd Sizes)</td>
<td></td>
<td>14 4</td>
<td>6 4</td>
</tr>
<tr>
<td>China</td>
<td>Dinner Plates</td>
<td></td>
<td>184</td>
<td>234</td>
</tr>
<tr>
<td></td>
<td>Bread Plates</td>
<td></td>
<td>161</td>
<td>162</td>
</tr>
<tr>
<td></td>
<td>Saucers</td>
<td></td>
<td>201</td>
<td>198</td>
</tr>
<tr>
<td></td>
<td>Cups</td>
<td></td>
<td>183</td>
<td>165</td>
</tr>
<tr>
<td></td>
<td>Fruit Nappies</td>
<td></td>
<td>149</td>
<td>148</td>
</tr>
<tr>
<td></td>
<td>Oval Dinner Plates</td>
<td>Large size (platter style)</td>
<td>34 30</td>
<td>11 15</td>
</tr>
<tr>
<td>Serving</td>
<td>White Turkey Platter</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Serving</td>
<td>Platters-various</td>
<td>Serving Platters</td>
<td>16 13</td>
<td>16 13</td>
</tr>
<tr>
<td>Clear Bowls</td>
<td>Plastic</td>
<td>Kitchen cupboard only</td>
<td>15 27</td>
<td>15 27</td>
</tr>
<tr>
<td></td>
<td>Glass</td>
<td>Kitchen cupboard only</td>
<td>1 11</td>
<td>11 15</td>
</tr>
<tr>
<td>Pitchers / Jugs</td>
<td>Glass</td>
<td>water style</td>
<td>3 2</td>
<td>3 2</td>
</tr>
<tr>
<td></td>
<td>Clear Acrylic</td>
<td>water style</td>
<td>11 18</td>
<td>11 18</td>
</tr>
<tr>
<td></td>
<td>Coloured Plastic</td>
<td></td>
<td>6 5</td>
<td>6 5</td>
</tr>
<tr>
<td></td>
<td>Coloured Plastic (with lids)</td>
<td></td>
<td>3 2</td>
<td>3 2</td>
</tr>
<tr>
<td></td>
<td>Creamers</td>
<td></td>
<td>18 17</td>
<td>18 17</td>
</tr>
<tr>
<td></td>
<td>Syrup Jugs</td>
<td></td>
<td>20 17</td>
<td>20 17</td>
</tr>
<tr>
<td>Sugar Bowls</td>
<td>Small</td>
<td></td>
<td>12 12</td>
<td>12 12</td>
</tr>
<tr>
<td></td>
<td>Large</td>
<td></td>
<td>3 1</td>
<td>3 1</td>
</tr>
<tr>
<td>Bar Glasses</td>
<td>4 1/2 &quot; High</td>
<td></td>
<td>74 70</td>
<td>74 70</td>
</tr>
<tr>
<td></td>
<td>Shot glass</td>
<td></td>
<td>0 4</td>
<td>0 4</td>
</tr>
<tr>
<td></td>
<td>wine</td>
<td></td>
<td>0 12</td>
<td>0 12</td>
</tr>
<tr>
<td></td>
<td>3 1/2 &quot; High</td>
<td></td>
<td>90 87</td>
<td>90 87</td>
</tr>
<tr>
<td></td>
<td>Beer Glasses</td>
<td></td>
<td>14 14</td>
<td>14 14</td>
</tr>
<tr>
<td>Coffee Urns</td>
<td>36 Cup</td>
<td></td>
<td>2 3</td>
<td>2 3</td>
</tr>
<tr>
<td></td>
<td>100 Cup</td>
<td></td>
<td>1 2</td>
<td>1 2</td>
</tr>
<tr>
<td></td>
<td>12 Cup Drip Units</td>
<td>(1-Playschool)</td>
<td>2 1</td>
<td>2 1</td>
</tr>
<tr>
<td></td>
<td>20 cup</td>
<td>Percolator</td>
<td>1 1</td>
<td>1 1</td>
</tr>
<tr>
<td></td>
<td>Bunn Coffee Maker</td>
<td>Electric Drip</td>
<td>0 1</td>
<td>0 1</td>
</tr>
<tr>
<td>Bunn Coffee pots</td>
<td></td>
<td></td>
<td>0 6</td>
<td>0 6</td>
</tr>
<tr>
<td>Electric Kettles</td>
<td></td>
<td></td>
<td>3 2</td>
<td>3 2</td>
</tr>
<tr>
<td>Stainless kettle</td>
<td></td>
<td></td>
<td>1 1</td>
<td>1 1</td>
</tr>
<tr>
<td>Tea pots</td>
<td></td>
<td></td>
<td>3 3</td>
<td>3 3</td>
</tr>
<tr>
<td>Cutting boards</td>
<td>Assorted sizes</td>
<td></td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>
## NGCL Kitchen Lock-Up Storage Room Inventory

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Jun 2007</th>
<th>Feb 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knives</td>
<td>1 Henkel 8” Chef, 1 Henkel 8” Carver, 1 Henkel 8” Bread, 1 Henkel 3” Paring</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Knives</td>
<td>Electric Knife</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Corkscrew</td>
<td>Phillips electric</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Slicer</td>
<td>Hand food slicer</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Toaster</td>
<td>Oster 2 slice</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Griddle</td>
<td>GE electric griddle (pancakes)</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Cooking</td>
<td>Large Commercial Stock Pot c/w Lid</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Cooking</td>
<td>Medium Commercial Stock Pot c/w Lid</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Cooking</td>
<td>Soup Pot c/w Lid</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cooking</td>
<td>Small Cooking Pots / no lids</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Cooking</td>
<td>Electric Fry Plan c/w cord</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cooking</td>
<td>Dutch Oven – No Lid</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Steam Table</td>
<td>Stainless Steel Insert 10” x 12” – one lid</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Steam Table</td>
<td>Stainless Steel Insert 6” x 12”</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Steam Table</td>
<td>Stainless Steel Insert 6” x 9”</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Steam Table</td>
<td>Stainless Steel Insert 12” x 20”</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Baking</td>
<td>Baking Pans 16” x 11.5” x 2 ½”</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Baking</td>
<td>Jelly Roll Type Pans 15 ¾ “ x 10 ½ “</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Baking</td>
<td>Heavy Duty Pans 18” x 26” x 1”</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Baking</td>
<td>Mesh Cake Type Cooling Rack</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Roasting</td>
<td>Large Black Roast Pans</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Roasting</td>
<td>Open Stainless Steel Roaster c/w Rack 16” x 12” X 3 ¾”</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Beverage</td>
<td>Large 18 Litre Drink Coolers</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Serving</td>
<td>Large Plastic Bowls – Clear</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Serving</td>
<td>Medium Plastic Bowls – Various Colours</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Serving</td>
<td>Glass Bowls - assorted sizes</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Serving</td>
<td>Plastic serving trays patterned</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Serving</td>
<td>Odd sizes Glass and Plastic Serving Plates</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Preparation</td>
<td>Medium Plastic bowls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparation</td>
<td>Assortment of sizes of stainless steel</td>
<td>Assorted</td>
<td>13</td>
</tr>
<tr>
<td>Preparation</td>
<td>Large Colander</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Preparation</td>
<td>Medium Colander</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Preparation</td>
<td>Mesh strainer - stainless ( 1 large - 1 tea strainer)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Preparation</td>
<td>3-8 cup measuring cups -plastic, 1-1 litre glass measuring cup</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Preparation</td>
<td>1 - 2 cup measuring cups, 1 - 1 cup measuring</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Drawer</td>
<td>Assortment of Serving Spoons, Forks, Salad Servers, Tongs, Knives, Spatulas, Pie</td>
<td>Assorted</td>
<td>Assorted</td>
</tr>
<tr>
<td>Utility</td>
<td>Step Stools 1 – 2 Step, 1 – 1 Step, 1 - 3 step ladder</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Bowls</td>
<td>Odd small glass / plastic bowls - single serving types</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>Knife sharpener</td>
<td>Henckel</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Thermometer</td>
<td>1 waterproof digital</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Tools</td>
<td>1 hammer, 1 wrench, 4 screwdrivers</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Serving Trays</td>
<td>Cafeteria style trays - Plastic – assorted colours</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>Table Cloths</td>
<td>Plastic - Various Solid Colours</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>Table Cloths</td>
<td>Cloth – Print</td>
<td>23</td>
<td>23</td>
</tr>
<tr>
<td>Table Cloths</td>
<td>Cloth - Plain Coloured</td>
<td>16</td>
<td>15</td>
</tr>
<tr>
<td>Table Cloths</td>
<td>Cloth - Checkered</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Table Cloths</td>
<td>Cloth - Blue stored in Hallway Cupboard</td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>
### NGCL Hall and Kitchen Appliance Inventory

<table>
<thead>
<tr>
<th>Category - - - Description</th>
<th>Jun 2007</th>
<th>Dec 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appliances Bar Cooler – Model: TRUE single door: GDM-10 Merchandies #4651319 Purchased: Oct /2007</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Appliances Dishwasher Make - Champion DHB S/N #12551M Purchased: ?</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Appliances Kitchen Double Sliding Door Cooler - Model: Foster - Purchased: ?</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Appliances Freezer – Frigidaire 7 cubic foot P/N 297080400 Purchased: - Oct /2007</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Appliances Refrigerator Frigidaire 17 cu. ft. upright FRU17G4IW10 #WA71201476. Purchased: Oct /2007</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Appliances Gas range 60” range with 4 open burners &amp; 36” grill, on casters) GARLAND .P284-36G #0705100167826. Purchased: Oct /2007</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Appliances Electric range 4 burner / self cleaning oven GE ELECTRIC Purchased: ?</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Appliances Microwave – Panasonic NN S950W #AD011800255. Made Apr/2000 (Donated)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Appliances Gas BBQ Broilmaster? Natural Gas Hook Up Purchased: Jun /2012</td>
<td>X</td>
<td>1</td>
</tr>
</tbody>
</table>
NGCL Office
Office Equipment - updated November 2013

<table>
<thead>
<tr>
<th>Item</th>
<th>Brand</th>
<th>Model</th>
<th>Serial Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Hard Drive</td>
<td>e-machine (2010)</td>
<td>EL1331GO1W</td>
<td>PTNB702001935026859000</td>
</tr>
<tr>
<td>Computer Monitor</td>
<td>ASUS Flat screen</td>
<td>VH1908</td>
<td>A8LMZ114675 Aug 2010</td>
</tr>
<tr>
<td>Photocopier / Printer/ Scanner</td>
<td>Sharp (Pitney-Bowes)</td>
<td>AR-M207</td>
<td>063233</td>
</tr>
<tr>
<td>Shredder</td>
<td>Staples (2011)</td>
<td>SPL-TXC22A</td>
<td>S/N 111794535</td>
</tr>
<tr>
<td>Labeller</td>
<td>Brother</td>
<td>1280</td>
<td></td>
</tr>
<tr>
<td>Calculator</td>
<td>Sharp</td>
<td>EL-1801C</td>
<td></td>
</tr>
</tbody>
</table>

Furnishings

- Desk/L-shape Work Station (#2115 Maple Putty @ $299 from The Source)
- Chair (from Flexmart; Ethos manager’s chair in blank 1-207-02-1533) @ $94.34
- Bulletin board (36” x 48”)
- Filing Cabinets: 2 vertical 4-drawer cabinets (26” deep) (ProSource from Staples @ $228.99 ea.)
- Garbage can
- Keybox (18” x 24 “) (accommodates: on left side 28 keys; on right side 56 keys)
- Shelving above sorting table
- Sorting table (donated, 30” x 59”) with adjustable legs (IKEA)
- Storage chest (lockable, with 1 shelf)
- Storage cupboard (above filing cabinets; Akurum 36” wide fridge cabinet with doors, IKEA WRD3624) with 3 coat hooks @ $153.60 plus $21 for coat hooks
- Recycle basket

*Note: Paint 7031W LAV 67 – Lavender Star, from General Paint*
### NGCL Sports Equipment Inventory

<table>
<thead>
<tr>
<th>MISC SPORTS</th>
<th>Miscellaneous Equipment Type</th>
<th>2008 Kept</th>
<th>2014 Kept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Ball bags</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Baseball</td>
<td>Baseballs</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Baseball</td>
<td>Bases</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Baseball</td>
<td>Bat bags</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Baseball</td>
<td>Bats - aluminum</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Baseball</td>
<td>Chest protector</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Baseball</td>
<td>Helmets - red</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Baseball</td>
<td>Masks</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Baseball</td>
<td>Pitchers Plates</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Baseball</td>
<td>Safety bases</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Baseball</td>
<td>Shin Guards</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Basketball</td>
<td>Basketballs</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Curling</td>
<td>Rocks (16 red, 16 grey)</td>
<td>2 Sets</td>
<td></td>
</tr>
<tr>
<td>Football</td>
<td>Football</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Frisbee</td>
<td>Frisbees</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Misc.</td>
<td>Equipment Bags</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Misc.</td>
<td>Flag Pegs</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Misc.</td>
<td>First aid kits</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Misc.</td>
<td>Measuring wheels</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Softball</td>
<td>Softballs</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>T-Ball</td>
<td>T-Ball batters stand</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Tennis</td>
<td>Net</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**Date**

**Checked by**

---

**Skating Equipment Inventory - Spring 2014**

**Soccer Equipment Inventory - Spring 2014**
NGCL Trophy and Plaque Inventory  
unchanged from July 2007

<table>
<thead>
<tr>
<th>NAME</th>
<th>FREE STANDING OR PLAQUE</th>
<th>DIMENSIONS (inches)</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>(S) Northwest Zone Mites Boys Champs Division 5 - 1991</td>
<td>Freestanding</td>
<td>6.5 x 3.5 x 25</td>
<td>Stored in rink shack</td>
</tr>
<tr>
<td>(S) Northwest Zone Champions 1996 Minis (under 9) East side, Division 4</td>
<td>Freestanding</td>
<td>4.5 x 8.5 x 22.5</td>
<td>Stored in rink shack</td>
</tr>
<tr>
<td>(S) MVP Mini Mite Soccer</td>
<td>Plaque</td>
<td>12 x 9 x 3</td>
<td>2 of 8 spaces filled</td>
</tr>
<tr>
<td>(S) MVP Pee Wee Soccer</td>
<td>Plaque</td>
<td>12 x 9 x 3</td>
<td>2 of 8 spaces filled</td>
</tr>
<tr>
<td>(S) MVP Mini Soccer</td>
<td>Plaque</td>
<td>12 x 9 x 3</td>
<td>1 of 8 spaces filled</td>
</tr>
<tr>
<td>(S) MVP Mite Soccer</td>
<td>Plaque</td>
<td>12 x 9 x 3</td>
<td>2 of 8 spaces filled</td>
</tr>
</tbody>
</table>

These four plaques (above) could be consolidated into one, fully completing 7 of 8 spaces.

<table>
<thead>
<tr>
<th>SPORTS: HOCKEY</th>
</tr>
</thead>
<tbody>
<tr>
<td>(H) North Glenora House League Trophy – Most Improved Player</td>
</tr>
<tr>
<td>(H) North Glenora Most Valuable PeeWee B</td>
</tr>
<tr>
<td>(H) North Glenora Mites 76-77</td>
</tr>
<tr>
<td>(H) NGCL Art Conacher Memorial Trophy PeeWee A - Most Valuable</td>
</tr>
<tr>
<td>(H) NGCL Ruben Eide Memorial Trophy for Mites &amp; PeeWees - Most Gentlemanly Player</td>
</tr>
<tr>
<td>(H) NGCL Most Valuable Bantam B</td>
</tr>
<tr>
<td>(H) NGCL Most Valuable Mite A</td>
</tr>
<tr>
<td>(H) NGCL Most Valuable PeeWee A</td>
</tr>
<tr>
<td>(H) Pee Wee B Most Valuable</td>
</tr>
<tr>
<td>(H) NGCL Ruben Eide Memorial Trophy for Bantam &amp; Midgets – Most Gentlemanly Player</td>
</tr>
<tr>
<td>(H) MG Most Valuable Goaltender</td>
</tr>
<tr>
<td>(H) Q Trophy Most Valuable Player</td>
</tr>
<tr>
<td>(H) Midget Hockey – Most Improved</td>
</tr>
<tr>
<td>(H) NG Midget Hockey – Most Dedicated Player</td>
</tr>
</tbody>
</table>

These two plaques above could be consolidated, filling 7 of 13 spaces.

| (H) Bantam Hockey – Most Improved Player | Plaque | 12 x 9 x 4 | 2 of 12 spaces filled |
| (H) Bantam Hockey – Most Dedicated Player | Plaque | 12 x 9 x 4 | 3 of 12 spaces filled |

These two plaques above could be consolidated, filling 5 of 12 spaces.
<table>
<thead>
<tr>
<th>NAME</th>
<th>FREE STANDING OR PLAQUE</th>
<th>DIMENSIONS (inches)</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>(H) NG Mite Hockey – Most Dedicated Player</td>
<td>Plaque</td>
<td>9 x 12 x 3</td>
<td>4 of 9 spaces filled; 2 blank discs</td>
</tr>
<tr>
<td>(H) NG Mite Hockey – Most Improved</td>
<td>Plaque</td>
<td>9 x 12 x 3</td>
<td>4 of 9 spaced filled; 2 blank discs</td>
</tr>
<tr>
<td>(H) NG Most Dedicated Mite</td>
<td>Plaque</td>
<td>5 x 7 x 2.5</td>
<td></td>
</tr>
</tbody>
</table>

**SPORTS: BASEBALL**

| (Baseball) Greatest Manager, Mr Gow | Freestanding | 4 x 3 x 5 | |
| (SB) MVP Mite Softball NG Community | Plaque | 9 x 12 x 4 | 1 of 8 spaces filled. Water damage to figure and base. |

**SPORTS: BASKETBALL**

| (B) NG Girls Basketball Pee Wee B – Most Improved First Year | Plaque | 9 x 12 x 1 | 1 of 21 spaces filled.Cracked with water damage |
| (B) NG Bantam A Girls Basketball – Most Improved Player | Plaque | 9 x 12 x 3.5 | 2 of 8 spaces filled. Water damage at bottom. |
| (B) NG Girls Basketball – Pee Wee A – Most Improved First Year | Plaque | 9 x 12 x 1 | 5 of 15 spaces filled. Water damage at bottom |

These are among the most damaged plaques. Consider consolidating them to fill 8 spaces.

**NON-SPORTS**

| Weber Brothers Trophy for NGCL Winter Carnival Queen Annual Contest | Freestanding | 6.5 x 4.5 x 14 | |
| QC 10 “10 Award” Excellence in Community Participation | Freestanding | 6 x 3 x 0.5 | |
| NGCL Playground 2001 | Plaque | 12 x 10 x 1 | |
| NG Desimone Memorial Trophy for Outstanding Achievement | Plaque | 9 x 12 x 2 | Filled |
| EFCL - Senior Friendly Community | Plaque | 9.x 12 x 1 | 1 of 12 spaces filled. |
| Desmond Memorial Achievement Award 74/5 | Plaque | 7 x 9 x 2 | |
| Hall Extension Committee | Plaque | 8 x 10 x 1 | |
| In Appreciation: Community Playground 1983 | Plaque | 10 x 5.5 x 1 | Shaped like Alberta |
| NGCL President’s | Plaque | 24 x 15 x 1 | Shaped like Alberta. Stored in rink shack. |
| Community Facilities Enhancement | Brass Plaque | 12 x 9.5 x 0.25 | On hall wall |
| Certificate of Incorporation | Framed | 8 x 10 | Office |
| EFCL Membership | Framed | 8 x 10 | Office |

**NGCL Wall Mounted Key Box**
## ENTRANCE & HALLWAYS INSIDE THE HALL (white tags)

<table>
<thead>
<tr>
<th>Tag</th>
<th>I. D. #s</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>53; 5S</td>
</tr>
<tr>
<td>13</td>
<td>549257</td>
</tr>
<tr>
<td>3</td>
<td>SC1-silver</td>
</tr>
<tr>
<td>1</td>
<td>FA</td>
</tr>
<tr>
<td>10</td>
<td>E75 (blk/silver Richelieu)</td>
</tr>
<tr>
<td>5</td>
<td>547459; 12</td>
</tr>
<tr>
<td>6</td>
<td>A145L; 13</td>
</tr>
<tr>
<td>11</td>
<td>E96 (blk/silver Richelieu)</td>
</tr>
<tr>
<td>4</td>
<td>547259</td>
</tr>
<tr>
<td>8</td>
<td>W474 Wesko</td>
</tr>
<tr>
<td>9</td>
<td>C415A</td>
</tr>
<tr>
<td>14</td>
<td>Brass C254A</td>
</tr>
<tr>
<td>2</td>
<td>6682; TC</td>
</tr>
</tbody>
</table>

## KITCHEN (yellow tags)

<table>
<thead>
<tr>
<th>Tag</th>
<th>I. D. #s</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>566 ilco N54G gold</td>
</tr>
<tr>
<td>18</td>
<td>547053; 7</td>
</tr>
<tr>
<td>16</td>
<td>549453; 5</td>
</tr>
<tr>
<td>17</td>
<td>547255</td>
</tr>
<tr>
<td>19</td>
<td>A145L; 4</td>
</tr>
</tbody>
</table>

---

North Glenora Community League
OPERATIONS MANUAL APPENDIX K

**ENTRANCE & HALLWAYS INSIDE THE HALL (white tags)**

- **BROWN OFFICE CABINET** (below white table in Office)
  *Currently used by Adult programs (Pub Nite)*
  - Tag: 7
  - I. D. #s: 53; 5S

- **DOOR between MEETING AREA in MAIN HALL & BACK CORRIDOR**
  (Safety Door End South Corridor #3)
  - Tag: 13
  - I. D. #s: 549257

- **FIDDLERS’ STORAGE ROOM** (Office corridor)
  - Tag: 3
  - I. D. #s: SC1-silver

- **FIRE ALARM** (main entrance)
  - Tag: 1
  - I. D. #s: FA

- **45+ STORAGE CUPBOARD** (lower left blue cupboard opposite Office)
  - Tag: 10
  - I. D. #s: E75 (blk/silver Richelieu)

- **FURNACE ROOM** (Office corridor, opposite Janitor Supply & Fiddler Storage Rooms)
  - Tag: 5
  - I. D. #s: 547459; 12

- **GAS METER ROOM** between the Furnace Room & Office
  - Tag: 6
  - I. D. #s: A145L; 13

- **HISTORIAN STORAGE CUPBOARD** (lower right blue cupboard opposite Office)
  - Tag: 11
  - I. D. #s: E96 (blk/silver Richelieu)

- **JANITOR SUPPLY ROOM** (Office corridor beside Men’s Washroom)
  - Tag: 4
  - I. D. #s: 547259

- **OFFICE FILING CABINET**
  - Tag: 8
  - I. D. #s: W474 Wesko

- **PROGRAM STORAGE** (blue cupboards – top only; across from Office)
  *Currently used by Family, Adult & 45+ Programs and Events*
  - Tag: 9
  - I. D. #s: C415A

- **ROOF HATCH** (access in Gas Meter Room)
  - Tag: 14
  - I. D. #s: Brass C254A

- **THERMOSTAT**: Hall by Ladies’ Washroom
  - Tag: 12
  - I. D. #s: 6682; TC

- **TROPHY CASE** (main corridor)
  - Tag: 2
  - I. D. #s: 6682; TC

## KITCHEN (yellow tags)

- **CABINETS** (left of stove)
  - Tag: 15
  - I. D. #s: 566 ilco N54G gold

- **KITCHEN DOOR from BACK HALL.**
  - Tag: 18
  - I. D. #s: 547053; 7

- **KITCHEN DOOR from MAIN HALLWAY**
  - Tag: 16
  - I. D. #s: 549453; 5

- **KITCHEN DOOR from MAIN ROOM**
  - Tag: 17
  - I. D. #s: 547255

- **KITCHEN STORAGE ROOM** (by freezer, left of the stove)
  - Tag: 19
  - I. D. #s: A145L; 4
# OPERATIONS MANUAL APPENDIX K

## PLAYSCHOOL ROOM & STAGE (blue tags)

<table>
<thead>
<tr>
<th>Item</th>
<th>Tag</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BROWNIES STORAGE: PLAYSCHOOL ROOM West Storage (top &amp; bottom far right)</td>
<td>34</td>
<td>110 gold National Cabinet Lock</td>
</tr>
<tr>
<td>GENERAL STORAGE. STAGE ROOM: Middle cupboards (top &amp; bottom). <strong>NOTE: must be kept mostly empty otherwise pipes will freeze.</strong></td>
<td>36</td>
<td>C413A “N logo” gold</td>
</tr>
<tr>
<td>INDOOR PLAYGROUND STORAGE – STAGE ROOM: Top cupboard, above open space &amp; top &amp; bottom cupboards nearest the stage.</td>
<td>35</td>
<td>C415A “N logo” gold</td>
</tr>
<tr>
<td>NGCL GENERAL STORAGE: PLAYSCHOOL ROOM West Storage (top left cupboard). <em>Currently used for Xmas Decorations</em></td>
<td>32</td>
<td>1C</td>
</tr>
</tbody>
</table>

## PLAYSCHOOL DOOR from Main Hallway

<table>
<thead>
<tr>
<th>Item</th>
<th>Tag</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLAYSCHOOL DOOR from Main Hallway</td>
<td>29</td>
<td>549459; 6</td>
</tr>
<tr>
<td>PLAYSCHOOL DOOR to STAGE.</td>
<td>30</td>
<td>549455; 6</td>
</tr>
<tr>
<td>PLAYSCHOOL STORAGE: Entire EAST bank of storage cupboards nearest stage &amp; WEST bank (two top &amp; two bottom, all in the middle)</td>
<td>31</td>
<td>Gold 107 National Cabinet Lock.</td>
</tr>
<tr>
<td>TOPS STORAGE: PLAYSCHOOL ROOM West Storage (bottom left)</td>
<td>33</td>
<td>AUE 141; 2C</td>
</tr>
<tr>
<td>TREASURER’S BOX</td>
<td>37</td>
<td>Sm silver, unusual shape</td>
</tr>
</tbody>
</table>

## MAIN ROOM (red tags)

<table>
<thead>
<tr>
<th>Item</th>
<th>Tag</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAR (Doors #1, #2, #3 of portable bar in meeting area)</td>
<td>43</td>
<td>1069N R08(LED)</td>
</tr>
<tr>
<td>DOOR BETWEEN MEETING AREA &amp; BACK CORRIDOR (Safety Door End South Corridor #3)</td>
<td>11</td>
<td>549257</td>
</tr>
<tr>
<td>FIRE EXTINGUISHER Cabinet (by south exit, meeting room area)</td>
<td>44</td>
<td>Silver key</td>
</tr>
<tr>
<td>INDOOR PLAYGROUND STORAGE (door beside Stage).</td>
<td>45</td>
<td>547055; 10</td>
</tr>
<tr>
<td>PIANO</td>
<td>49</td>
<td>C254A</td>
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<tr>
<td>PROJECTOR COVER</td>
<td>50</td>
<td>C254A</td>
</tr>
<tr>
<td>STAGE DOOR</td>
<td>46</td>
<td>S49255</td>
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<tr>
<td>THERMOSTAT: MAIN HALL Box by Kitchen Pass-Thru</td>
<td>47</td>
<td>C413A</td>
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<tr>
<td>THERMOSTAT: SUBSIDIARY, Main Hall South by Door to Back Hallway</td>
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<td>C254A</td>
</tr>
<tr>
<td>Projector Ceiling Cage</td>
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## KEYS OUTSIDE THE MAIN BUILDING & RINK SHACK (green tags)

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<td>KC</td>
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<td>DOOR between ROOMS 3 &amp; 4 – RINK SHACK</td>
<td>D</td>
<td>Kassel SC1</td>
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<tr>
<td>SPORTS EQUIPMENT – RINK SHACK</td>
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*New Inventory sheets placed in Wall Key Box - November 16, 2013*
APPENDIX L: MAPS & NEIGHBOURHOOD POSTAL CODES

North Glenora Map
NGCL Newsletter Delivery Map

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<td>Red 135</td>
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#### BY STREET

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<tr>
<td>13803-13859</td>
<td>T5M 2N1</td>
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</table>
AGENDA

Refer to the NGCL Bylaws and 2013 Secretary Manual for more info.

An agenda is used to:

Direct Discussion:
Agenda with times helps keep discussion within a reasonable time frame. State the proposition, produce and examine the evidence, reach conclusion or verdict, and take or plan appropriate action. Do not let people go over points already stated or digress to irrelevant points.

Summarize and Record Discussion:
Decide the action, who is responsible, what the time frame is, and follow up. Record in the minutes appropriately.

Content

An agenda usually contains*:
- Call to Order
- Approval of Agenda
- Approval of Minutes
- Business arising from Minutes
- Guests or Delegations
- Correspondence / Announcements
- President’s Report
- Treasurer’s Report
- Reports from Directors and Committees
- Unfinished / Old Business
- New Business
- Acknowledgments
- Adjournment
- The agenda makes clear what is being discussed and by whom. Put urgent but unimportant matters at the beginning to be dealt with quickly.

Review the agenda at the beginning of a meeting and invite any unlisted items to be added. Often items come up from correspondence or reports.
Four things can be done about them:
- They can be received as information.
- They can be referred to Directors.
- They can be referred to an appropriate committee for further study and action.
- A decision can be made on the spot.
CHAIRING THE MEETING

The Chairperson is charged with the overall conduct of the meeting and should maintain dignity and order at all times.

Follow these four fundamental principles of parliamentary procedures:

- Justice and courtesy for all.
- Only one item at a time.
- The majority rules.
- The minority has a right to be heard.

Add to these the four fundamentals of parliamentary law:

- To facilitate action, not to obstruct it.
- To enable the assembly to express its will.
- To give every member a fair hearing.
- To maintain order.

Meeting References

Robert’s Rules of Order or Bourinot’s Rules of Order (available at any public library) covers all matters likely to arise at a meeting, and how to deal with them. The Chairperson and the Board should be aware of the procedures covered and be prepared to refer to a text for guidance.

To Run an Effective Meeting

- The Chairperson has to know how to recognize a speaker, state a motion, call for a vote, and announce and maintain a decision.
- The Chairperson should know about different classes of motions; whether a motion is debatable or privileged, or can be amended.
- The Chairperson should know how to deal with a point of order, an appeal from the decision, a motion to close debate or an objection to consideration of a question.
- The Chairperson should maintain order, keep discussion on topic, encourage member participation, but avoid debating and taking sides.
- The Chairperson is responsible for ensuring that the business of the meeting is completed.
- The Chairperson does not have to know all the rules of procedures and order but should learn a few basic rules and use common sense.
- A copy of one of the above meeting reference texts should be available at all meetings.

Decision Making

- Do not postpone the decision.
- Do not make snap decisions, without adequate data.
- Consult others, particularly those affected by the decision.
- Do not make decisions under stress. Sound decisions should be the result of calm, considered judgement.
- Do not try to anticipate everything; use facts available at the time.
Kinds of Meetings

Executive, Committee, Board, General, Annual Meetings have many purposes:

- to make decisions
- to share information
- to socialize
- to plan
- to create or develop new ideas

Meetings can be held regularly or when a special reason, project, or crisis arises. All meetings must have a purpose and the purpose(s) known to all in attendance.

Meeting requirements are outlined in the Bylaws of the Community League. (See “Bylaws”, EFCL Section)

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*The NGCL Agenda format is up to the President and the Secretary (see 2013 Secretary’s Manual and consult a recent agenda for the latest format used.)
APPENDIX N: EXECUTIVE COMMUNICATION AND DOCUMENT SHARING

GMAIL and Shared Google Documents for NGCL Executive

In 2013, Google Gmail and Google Documents were introduced as a way to provide continuity for NGCL Executive Board. Gmail addresses were created for each executive position and these email accounts are intended to be passed on to the next person serving in the position.

Document sharing or collaboration eases the burden of the NGCL Secretarial position.

- Each NGCL Executive member is responsible for updating their contact information on the shared contact sheet.
- Each NGCL Executive member is responsible for adding their monthly report to the Agenda and Report Package on a monthly basis.
- Some members may still request the Secretary do the update but must arrange this and submit via email.
- Executive Members will find a variety of compliance documents shared that can be downloaded and printed to complete grant applications and licenses.

Gmail and Gmail Addresses
New GMAIL accounts were set up and associated with each Executive or Coordinator Position in 2013.

<table>
<thead>
<tr>
<th>Position</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td><a href="mailto:ngcl.president@gmail.com">ngcl.president@gmail.com</a></td>
</tr>
<tr>
<td>Safety (Neighbourhood Security)</td>
<td><a href="mailto:ngcl.safety@gmail.com">ngcl.safety@gmail.com</a></td>
</tr>
<tr>
<td>Office Support</td>
<td><a href="mailto:ngcl.office@gmail.com">ngcl.office@gmail.com</a></td>
</tr>
<tr>
<td>News / Publicity</td>
<td><a href="mailto:northglenoranews@gmail.com">northglenoranews@gmail.com</a></td>
</tr>
<tr>
<td>Past President</td>
<td><a href="mailto:ngcl.ppres@gmail.com">ngcl.ppres@gmail.com</a></td>
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<tr>
<td>1st VP</td>
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<td>2nd VP</td>
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</tr>
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<td>Treasurer</td>
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<tr>
<td>Secretary</td>
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Executive members choose to use the Executive Position Gmail address as their primary email for all NGCL communications or choose to continue to use personal email addresses. They may choose to share the Executive Position NGCL Gmail account with a co-chair or committee members.

The Executive will be using these addresses to access their SHARED Documents so you will need to log into their account at least a couple of times a month to update the current reports and access the agenda for the upcoming executive meeting. The Secretary can share the links via Gmail with Executive members. Executive members will now be able to collaborate on the same shared document to submit reports and share information such as the contact lists, budget formulation, etc. Document sharing is controlled by email address so documents such as membership lists can be shared to only those positions that require access.

If executive chose to reset the password - they are responsible for passing along the password to the new person when they leave their position.

The recovery email for all the new accounts is the same (ngcloffice@gmail.com). Executive can provide an alternate address once they log in the first time - but MUST NOT change the default. An initial alternative address was set as your personal email on the contact list as the alternative and you will receive an email. This will be the indication that your account has been created and you have access.

A contact list of current Executive personal email addresses as well as all new Gmail addresses will be uploaded to each account’s contact list to get you started right away.
Google Docs is seen as the best way to ensure all Executive have access to the right information. This ensure that only information that needs to be public is accessible from the NGCL website.

**Google Documents**

Google documents are available from the Google Drive once you are logged into your NGCL Gmail account.

Several templates for the meeting agendas, attendance, meeting minutes and reports are managed by the Secretary who can share the documents as required with the rest of the NGCL Executive Board.

**Adding alternates email addresses for signing in to Gmail**

You can add alternate email addresses to your account and use them to sign in, recover your password, and more.

To add an alternate email address to your Google Account, just follow these steps:

1. Sign in to your account on the [Google Accounts homepage](https://accounts.google.com/).
2. Click **Edit** next to 'Email addresses.'
3. Add your alternate email address in the 'Add an additional email address' field.
4. Click **Save**.

You should then receive a message at your alternate email address, containing a verification link. Click the link so you can begin signing in to your account with your alternate address.

*Can't find our verification message? [Read our troubleshooting tips.](#)*

A few things to remember when adding alternates:

- **You can't use a Gmail address as an alternate.**
- **You can't use an email address that's already the primary address on another Google Account.**
March 8th 2005 – The General Membership passed a motion at the Annual General Meeting to increase the Membership Fees.

March 12, 2013 – The General Membership passed a motion to restructure membership categories and increase fees as follows:

**Definition of Membership Categories (Policy AGM March 12 2013):**
- **Family:** a household of parents, children (any ages), and other related adults, including seniors
- **Single Parent Family:** a single parent and children (any ages)
- **Adult:** one or more adults, 18 years and older, with no children under 18
- **Senior:** one or more adults, all 65 years or older

### Membership Rates

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APPENDIX P: MINI-PARK GUIDELINES

Our work on the mini-parks is part of the Partners in Parks program operated by the City. As such we must follow the City’s lead regarding what can and cannot be done in them. Our tasks are outlined below:

1. Spring & Fall Cleaning
   - Trim off dead leaves (flowers only). Rake up debris. An assigned person will prune shrubs if needed.

2. Every Visit
   - Pick up litter.
   - Weed. Try to do a specific section at a time.
   - Do not pull the quack grass. It must be dug out by hand with a garden fork.
   - Take garbage (and bags) home with you for disposal unless working at the Hall where there is a large bin.
   - If there is a plant that is struggling and you are able to bring even a bucket of water for it, it would be a kindness.

3. As Needed
   - Keep curb clean. Street cleaning will get rid of most of the debris this month but there will be weeds in the cracks.

Rules

Here are some matters that need to be dealt with exclusively by the City. If you have something that you believe needs to be attended to in the categories listed below, please call the Mini-Park and Garden Coordinator and s/he will have the City deal with it.

- Do NOT use pesticides or herbicides. That is something only the City can do
- If you find a wasps nest (or other pest or safety risk) do NOT deal with it yourself. Again there is special City staff to look after this.
- ALL trees are looked after by a special division of the City. So do NOT do anything to any tree that might be in the mini-park or garden. If there is a fallen branch, a cracked branch, dead branches or anything else of concern, the City will deal with it.

So in all these cases, just call the Mini-Parks and Garden Coordinator who in turn will call the City so that it can be dealt with.

Shrubs can be pruned but specific persons are assigned this task. So if there is something that you think needs pruning, call the Coordinator.

Watering: We have no independent source of water. The soil is very compact and gets very dry making the best weeding times within a day or so after a good rain.
**Identification:** If you are working in a mini-park, please wear your Partners in Park tee-shirt once you have received it (more about that later). It identifies you as a volunteer in this program with a legitimate right to work in that area.

**Adding or removing plantings:** In the mini-parks along 135th Street the League has a history of planting perennials (either purchased or donated). However that is considered a special circumstance. If there are plantings that you think should be added or deleted to a particular park/garden, keep these in mind when we meet in September and at that time we can compile a list. That list can then be forwarded to both the League and the City. The City has the ultimate authority in terms of what can and cannot go in to any mini-park and where in that plot it can be located. Bottom line: City approval is a requirement.

If someone approaches you and wants to help out, please give them the contact information for the Coordinator. The Coordinator will provide them with information and make sure their name is entered into the list. (This an important way of keeping track of a League program.) Once they are signed on, they can help out.

**Lawns and Grassed Areas:** This is cared for by the City.
APPENDIX Q: NEWSLETTER ADVERTISING POLICIES & RATES

1. All advertising is unclassified. Ads may be grouped together or scattered throughout.
2. North Glenora newsletter carriers will not distribute attachments or separate inserts.
3. The newsletter is published ten times a year, 905 issues per run.
4. Ads containing racist, sexist, or otherwise harmful content will be refused.
5. Regular rates (per issue):
6. Page refers to space within margins of an 8”x11.5” inch sheet
7. Measurements below are approximate and adjustments for best fit are at the discretion of the North Glenora Newsletter editor

<table>
<thead>
<tr>
<th>Size</th>
<th>Charge</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Page</td>
<td>$125.00</td>
<td>approximately 7”x10.5”</td>
</tr>
<tr>
<td>Half page</td>
<td>$ 75.00</td>
<td>either 7”x5.25” horizontal or 3.5”x10” column</td>
</tr>
<tr>
<td>Quarter Page</td>
<td>$ 50.00</td>
<td>either 7”x2.75” banner or 3.5”x5.25” column</td>
</tr>
<tr>
<td>Business card</td>
<td>$ 25.00</td>
<td>approximately 2”x 3.5”</td>
</tr>
<tr>
<td>Special</td>
<td></td>
<td>Special sizes can be considered and a quotation will be provided</td>
</tr>
</tbody>
</table>

1. Discounts
   5% discount for multiple issues (2 – 9 issues)
   10% discount for PRE-PAID annual subscriptions (10 issues)
e.g., $25 business card size for 10 issues = $225.00
2. Placement and position cannot be predetermined except as specified and premium placement paid.
   Front page: $200.00 added to regular rate (newsletter sponsor status).
   Back page: $100.00 added to regular rate.
3. Student Registry (under 18 years of age)
   Student babysitter is FREE.
   Student yard care registry is FREE.
4. North Glenora Community League Member and non-member Advertising
   NGCL Member Ads - Max 5 Lines - 1st issue FREE - $5.00 per month thereafter - minimum 3-month placement.
   Non-member Ads - Max 5 Lines - $15.00 per issue
5. Other
   Paid Political campaign advertising is limited to 1/4 page in size.
   Schools, churches or other social organizations serving the North Glenora community may also place announcements without charge.
   Priority: Use of these pages to publicize major community events or issues will be given priority over business advertising.
6. All advertising will be invoiced.
7. The Publicity Chairperson and Treasurer will coordinate a statement of invoices issued and payments received.
8. The Publicity Chairperson will handle collection action on outstanding accounts.
APPENDIX R: OFFICE EQUIPMENT & SUPPLIES

Everything You Wanted to Know About the Office

Calculator: We have a portable calculator (plug-in version) that is stored in the cabinet beneath the white table.

Coin Wrappers: You might be involved in a function where monies are collected. Coin wrappers are stored on the shelves above the sorting table.

Computer: You can access the computer. We are connected to the internet. The machine does not burn CDs but can handle memory sticks if you need to transfer information.

Files and the Filing Cabinets: The files are organized (honest) into two cabinets. The file index is in the Manual as well as in the Where Is It? book (bottom drawer of office desk). The locked cabinet has 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) special events; miscellaneous information; and Drawer 4) extra copies of the Operations Manual.

If you take something out of a file, or if something needs filing, give it to the Office Manager. If you take something from the files, leave a note (what you took and who you are) in the Office Manager’s mail folder and a note in the hanging file folder.

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: The forms you will most likely need are also in this chapter of the Manual. If you need more or other forms, there are copies available in the file folders in the bottom desk drawer and can be downloaded from the website. If you take the last copy, PLEASE let the Office Manager know so more can be made.

Labeller: We have a labeller (plug-in version) that is stored in the cupboard above the filing cabinets and can be useful for making signage.

Office Supplies: The office has the usual supplies. If you don’t see what you need, just ask the Office Manager who will point you in the right direction or place an order on your behalf.

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 (or Treasurer) on a regular basis. Your mail will be put in the hanging files on the desk, in the folder labelled 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.

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.

Personal copies are 10 cents each and there is a can for your money. Don’t forget to turn the machine off when you are finished.

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

Recycling and Garbage: There is a small blue box on the floor to the right of the desk, for recycling paper and plastic, if the Office Manager or other member of the Executive commits 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 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, there is a Repair and Maintenance sheet on the bulletin board in the back hallway beside the disabled persons washroom. Just fill it in and it should be taken care of. Of course, if it is an emergency then call the person most likely to be of help.

Shredder: There is a heavy duty shredder in the office used to shred any private and confidential information as required.
APPENDIX S: RENTAL INFORMATION

RENTAL RATES

Hourly Rates (to a maximum of 6 hours)

- **Members**: $25.00/hour + $50.00 cleaning fee
- **Non-members**: $40.00/hour + $50.00 cleaning fee

**Kitchen Use**

- Free for Executive and Committee members and others as approved by the NGCL Executive
- All others (members and non-members):
  - *Partial kitchen use* (kettles, coffee urns, cutlery, fridge): $25.00/rental
  - *Full kitchen use* (stove, fridges, dishes, dishwasher, etc.): $75.00/rental

Daily Rates (from 8:00 a.m. until 2:00 a.m. of the following day and including use of kitchen):

<table>
<thead>
<tr>
<th></th>
<th>For bookings made on or before December 31, 2008</th>
<th>For bookings made on or after January 1, 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Members</strong></td>
<td>$200.00 + $50.00 cleaning fee</td>
<td>$300.00 + $50.00 cleaning fee</td>
</tr>
<tr>
<td><strong>Non-members</strong></td>
<td>$350.00 + 50.00 cleaning fee</td>
<td>$450.00 + 50.00 cleaning fee</td>
</tr>
</tbody>
</table>

**Weekend Rates**: Calculated by adding up the rates for the combination of daily and/or hourly rates that apply + $50.00 cleaning fee

DAMAGE DEPOSITS

- **Damage Deposit for Hall Rental**: Same as the rental rate to a maximum of $500.00.
- **Damage Deposit for Use of Audio-visual Equipment**: A $75.00 damage deposit is required.

PAYMENT POLICIES

Policies related to the damage deposit are outlined in the Operations Manual, namely:

- The damage deposit must be received to hold the date; the hall is not considered rented until that fee has been received.
- All fees including the cleaning fee and rental fee must be received by the Hall Bookings Chairperson (or designate) at least 30 days prior to the rental date, failing which the rental is cancelled and the damage deposit is forfeited.
- The damage deposit is to be returned within three weeks after the rental date, in full or in part at the discretion of the Hall Bookings Chairperson.

RENTAL POLICIES

Rental policies (including those related to Funeral Teas) are outlined in full in the NGCL Operations Manual.

SHORT TERM HALL RENTAL INSURANCE

A sample application form for this type of insurance is attached.
North Glenora Community League Facility Rental Agreement

This AGREEMENT made the _______ day of ___________, 20____.

Between

North Glenora Community League (Hereinafter called “NGCL”)
13535-109A Avenue, Edmonton, Alberta Telephone: 780-452-6610

And

RENTER (Hereinafter called “THE RENTER”)
Contact Person: __________________________ Organization: _________________________________
Address: ________________________________________________________________
Phone: Home ____________________ Work _____________________ Cell _______________________
Email: __________________________________________________________________________

ID VERIFIED: YES OR NO

EVENT INFORMATION

Date:

Time:
(Guests at events with liquor must vacate by 2:00 am)

SPACE RENTED (Please circle)
Main Hall
Partial (Kettles, Coffee Urns, Cutlery, Dishes, Fridge)
Full Kitchen (Stove, Fridge, Dishwasher, Kettle, Coffee Urns, Cutlery, Dishes, Fridge)

Event Details/Notes
TERMS AND CONDITIONS

1. Damage Deposit & Fees

a. Upon signing the NGCL facility rental agreement THE RENTER must provide the damage deposit. This deposit equals the basic rental fee.

b. The balance of the rental fees are required to be submitted no later than thirty days prior to the booked event. Payment of the damage deposit will be the official booking of the hall on the specified date. The NGCL Building damage deposit is $___________________.

c. A mandatory cleaning fee of $50.00 is to be paid along with the rental fee.

d. An additional kitchen rental charge of $___________ will be levied for use of the kitchen.

e. The facility will be inspected prior to and after the agreement period.

f. Damage Deposit funds will be returned to THE RENTER within a three week period after the rental.

g. In case of excessive damage to the building THE RENTER agrees to pay NGCL the cost of repairs to the building over and above the damage deposit.

h. In the event THE RENTER cancels their booking – If the RENTER cancels the event in 30 days or less before the event the North Glenora Community League will keep your damage deposit up to a Maximum of $250.00. If the RENTER cancels the event 31 days or more before the event all the damage deposit will be refunded.

2. Keys & Security System

(a) THE RENTER shall be responsible for the Key(s) signed out.

(b) No copies of the keys shall be made by THE RENTER.

(c) Keys must be returned immediately within 48 hours following the Agreement period; arrangements are to be made with Hall Coordinator, Carolyn Aarnoutse (782-453-2142).

(d) If Keys are lost or stolen while in THE RENTERS possession, the cost associated with re-keying the Facility locks will be the responsibility of THE RENTER for which funds will be deducted from the damage deposit. Keys will be considered lost if not returned within 48 hours.

(e) A copy of THE RENTERS driver’s license will be required.

3. Liability & Insurance

(a) THE RENTER acknowledges that a liquor license is mandatory and agrees to comply, when and if liquor is being served.

(b) THE RENTER must provide proof of Third Party Liability Insurance coverage prior to the start of the Agreement period. No keys will be provided without proof of Third Party Liability Insurance. The RENTER must have the North Glenora Community League listed as an additional insured on THE RENTER’S Insurance Policy.

4. General

a) This is a non-smoking facility.

b) THE RENTER shall not use the Building for any other purposes than what is recorded on the NGCL Facility Rental Agreement, if it is determined by NGCL Executive.
THE RENTER has misrepresented the nature of the event; the full damage deposit shall be forfeited.
c) To permit the NGCL, its agents or any police officer at any time during the Rental Period to enter and view the Building and the NGCL reserves the right to put a stop to any entertainment, rental, or meeting if not properly conducted.
d) THE RENTER shall not remove any of the NGCL’s furniture or property from the BUILDING.
e) THE RENTER shall not enter the Building at any time other than the specific hours for which the BUILDING is rented unless prior authorization has been obtained in writing from the NGCL.
f) No exits will be blocked, chairs or obstructions placed in corridors or fire appliances removed or tampered with.
g) THE RENTER shall at the end of expiry of Rental Period, leave the Building clean and in an orderly state.
h) THE RENTER shall dispose of all garbage from the building by putting it in garbage bags, and placing the garbage bags in the yellow garbage bin located in the parking lot.
i) Noise which would carry outside the building and disturb the surrounding residents of the area shall not be permitted.
j) THE RENTER acknowledges that the event must be finished and the parking lot clear of guests by 2:00am.
k) The maximum capacity of the Building is 192 people standing or 160 people seated at tables and THE RENTER undertakes that these limits will not be exceeded.

North Glenora Community League agrees to provide THE RENTER, access and use of the facility listed above during the stated rental period, in accordance with the “Terms and Conditions” THE RENTER agrees to pay the damage deposit and fees as per terms of agreement.

Executed this _________________ Day of ________________________, 201___

at Edmonton, Alberta

THE RENTER ____________________________________________________________

Hall Coordinator ______________________________________________________
North Glenora Community League Facility Rental Fee Agreement

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Rental Fee</td>
<td>$</td>
</tr>
<tr>
<td>Mandatory Cleaning Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Kitchen Fee (FULL/PARTIAL)</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL RENTAL FEES</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

Damage Deposit $_______________________________

(Payment of the damage deposit will be considered as the official booking of the rental date)

* Copy of Driver's License

*Third Party Liability Insurance is required for all Hall rentals

*If serving alcohol, Liquor license is required

On Line Application Form - http://www.fpb.ca/specialty-insurance
## EDMONTON COMMUNITY LEAGUE
### SHORT TERM HALL RENTAL INSURANCE

#### General Information:
- **Type of Function:**
- **Location of Function:**
- **Date of Function:**
- **Number of People:**

Note: If Function runs more than one day, please call 489-4961 for a quotation.

- **Time Start:** AM/PM
- **Time Finish:** AM/PM

Will alcohol be served:
- Yes
- No

#### Answer the following questions if you will be serving alcohol:
- **Liquor License Permit Number:**
- **Class of Liquor License:**
  - Special Event – Private
  - Special Event – Community Public Resale
  - Class C
  - Other: Please specify

- **Name of Permit Holder or Person Responsible:**
- **Name of Insured or Organization:**
- **Street Address:**
- **City, Town:**
- **Postal Code:**
- **Telephone:**
- **E-Mail Address:**

#### Coverage:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>$2,000,000 Liability, $500 Deductible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>1-50 Guests - $100</td>
</tr>
<tr>
<td></td>
<td>51-100 Guests - $150</td>
</tr>
<tr>
<td></td>
<td>101-250 Guests - $175</td>
</tr>
<tr>
<td></td>
<td>251-500 Guests - $200</td>
</tr>
<tr>
<td></td>
<td>501-1000 Guests - $250</td>
</tr>
</tbody>
</table>

Note: For Functions over 1000 guests, please call 489-4961 for a quotation.

#### Payment:
- **Total Premium:** $
- **Credit Card:**
  - Visa
  - Mastercard
- **Name of Card Holder:**
- **Card Number:**
- **Expiry Date:**

#### THIS APPLICATION IS SUBMITTED WITH THE FOLLOWING SPECIFIC UNDERSTANDING:
- Our office must receive a faxed copy of this application at least twenty-four (24) hours prior to commencement of function.
- Transmission Confirmation Report you get from your fax machine is your proof of insurance. Please contact our office if you require written confirmation of insurance.

Applicant Signature: _____________________________
Date: _____________________________

---

On Line Application Form - [http://www.fpb.ca/specialty-insurance](http://www.fpb.ca/specialty-insurance)
## APPENDIX T: SERVICE PROVIDERS

<table>
<thead>
<tr>
<th>SERVICE TYPE</th>
<th>Company Name</th>
<th>Contact information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Edmonton Fire Department</td>
<td>2014 FIRE DEPARTMENT KEY BOX - installed outside the Front Door of NGCL HALL</td>
<td>If we change the key we contact the fire marshal and she can access the key box the put the new key inside. <strong>780-496-3628</strong></td>
</tr>
</tbody>
</table>
| Security System | Reliance Protectron Edmonton | **Our customer # 127554**  
*False Alarms*  
**1-800-653-9111** |
| Security System | Reliance Protectron Edmonton |  
# 102 - 4209-99 Street  
Edmonton, AB  
T6E 5V7  
Tel: (780) 462-1657  
Fax: (780) 462-2950  
Customer Service: 1 800 653-9111 |
| ALARM system servicing | Bolt Security System  
#201, 17412 – 105 Ave  
T5S 1G4  
[www.boltsecurity.ab.ca](http://www.boltsecurity.ab.ca) | (780) 454-5864  
1-800-661-3631 |
| Fire Extinguishers and Alarm | Simplex Grinnell Yearly Inspections  
Fire Alarms Test & Inspect  
Emergency Lights Test & Inspect  
Portable fire extinguisher test and inspect  
Kitchen Suppression test and inspect | 780-452-5280  
ANNUAL INSPECTION & SERVICING |
| Exhaust Fan & Make Up Air  
Furnace & Air Conditioning  
Water Heaters | Service Experts  
11122 156 Street Northwest  
Edmonton  
(780) 474-1481 | (on service agreement)  
[www.serviceexperts.ca](http://www.serviceexperts.ca) |
| Kitchen Exhaust duct cleaning | Hydroblast Limited | 780-463-6284 |
| Doormats (winter) | Unifirst Canada | (780) 423-0384 |
| Grease Traps | CANESSCO Services  
7710 – 67 Street  
T6B 2K4  
[www.canessco.com](http://www.canessco.com) | (780) 465-9615 |
<p>| Dishwasher | Russell Food Equipment | 780-423-4221 |</p>
<table>
<thead>
<tr>
<th>SERVICE TYPE</th>
<th>Company Name</th>
<th>Contact information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas Stove</td>
<td>Hendrix Restaurant and Service</td>
<td>780-454-0432</td>
</tr>
<tr>
<td></td>
<td>Garland Stove Model #H284-366</td>
<td></td>
</tr>
<tr>
<td>Appliances (fridge, freezer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical</td>
<td>John Rempel (?)</td>
<td>(780) 499-0909</td>
</tr>
<tr>
<td>Garbage</td>
<td>City of Edmonton</td>
<td>780-496-5678</td>
</tr>
<tr>
<td></td>
<td>Bin 21669</td>
<td></td>
</tr>
<tr>
<td>Graffiti Removal</td>
<td>Goodbye Graffiti or John Howard Society Capital City Clean Up</td>
<td>(780) 475-4750</td>
</tr>
<tr>
<td></td>
<td></td>
<td>311</td>
</tr>
<tr>
<td>Insurance</td>
<td>Foster Park Baskett Insurance Ltd. Edmonton</td>
<td>Jason Bossert</td>
</tr>
<tr>
<td></td>
<td>#200, 17704 - 103 Avenue</td>
<td>780-489-4967</td>
</tr>
<tr>
<td></td>
<td>Edmonton, Alberta, Canada</td>
<td>Toll Free: 1-800-668-3213</td>
</tr>
<tr>
<td></td>
<td>T5S 1J9</td>
<td>Email: <a href="mailto:fpb@fpb.ca">fpb@fpb.ca</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Web: <a href="http://www.fpb.ca">www.fpb.ca</a></td>
</tr>
<tr>
<td>LCD Projector &amp; Sound System</td>
<td>Sharp’s Audio-Visual Ltd</td>
<td>(780) 426-7454</td>
</tr>
<tr>
<td></td>
<td>10552 – 106 St</td>
<td><a href="mailto:edmonton@sharpsav.com">edmonton@sharpsav.com</a></td>
</tr>
<tr>
<td></td>
<td>T5H 2X6</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.sharpsav.com">www.sharpsav.com</a></td>
<td></td>
</tr>
<tr>
<td>Locks &amp; Keys</td>
<td>Action Security</td>
<td>(780) 451-9292</td>
</tr>
<tr>
<td></td>
<td>11216 – 142 St</td>
<td>fx: (780) 447-5438</td>
</tr>
<tr>
<td></td>
<td>Edmonton T5M 1T9</td>
<td>(Letter required for authorization)</td>
</tr>
<tr>
<td>Piano Tuning</td>
<td>J.A. Dery Piano Service</td>
<td>780-454-5733</td>
</tr>
<tr>
<td>Plumbing</td>
<td>Hogarth Plumbing</td>
<td>Fred Hogarth: (780) 722-3605</td>
</tr>
<tr>
<td></td>
<td>Johnny's Sewer &amp; Drain</td>
<td>(780) 469-8236</td>
</tr>
<tr>
<td>Roofing</td>
<td>AJXL Inc</td>
<td>(780) 475-4946</td>
</tr>
<tr>
<td></td>
<td>8415 – 152 A Ave</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Edmonton T5E 5V7</td>
<td></td>
</tr>
<tr>
<td>Small Engine Repair (Snow Blower, etc)</td>
<td>Ron Garner of Ron's On-Site Mechanical Repair</td>
<td>780-455-5002</td>
</tr>
<tr>
<td>Solar Panels</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snow Removal</td>
<td>Sidewalk Snow Shovelling</td>
<td>Paid service - often neighbourhood individual</td>
</tr>
<tr>
<td></td>
<td>Parking Lot Snow Removal</td>
<td>Paid service - as required</td>
</tr>
</tbody>
</table>
### SERVICE TYPE | Company Name | Contact information:
--- | --- | ---
**Sound System** | Sharp’s Audio-Visual Ltd 10552 – 106 St T5H 2X6 www.sharpsav.com | (780) 426-7454 edmonton@sharpsav.com

### SUPPLIES

### UTILITIES/CITY

<table>
<thead>
<tr>
<th>Service</th>
<th>Company</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity</td>
<td>Epcor</td>
<td>(780) 412-4000 (780) 412-4500 - emergency</td>
</tr>
<tr>
<td>Gas</td>
<td>Direct Energy</td>
<td>(780) 420-7838</td>
</tr>
<tr>
<td>ATCO</td>
<td></td>
<td>(780) 420-5585</td>
</tr>
<tr>
<td>Telephone</td>
<td>TELUS</td>
<td>(780) 310-9900</td>
</tr>
<tr>
<td>Water</td>
<td>EPCOR</td>
<td>(780) 412-4000 (780) 412-6800 - emergency DO NOT REMOVE THIS METER!</td>
</tr>
</tbody>
</table>

**Rinkshack Meter for Ice Flooding**

- We have two meters for the Rink Shack - EPCOR does not charge for the water usage against our ice flooding meter but we are responsible for the monthly meter charges.

### City Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Drainage &amp; Sewer (24 hrs)</td>
<td>311 (780) 496-1717</td>
</tr>
<tr>
<td>Street Maintenance (24 hrs)</td>
<td>311 (780) 496-1700</td>
</tr>
<tr>
<td>Streetlights burned out</td>
<td>EPCOR (780) 412-4500</td>
</tr>
<tr>
<td>Waste Management Hotline</td>
<td>311 (780) 496-5678</td>
</tr>
<tr>
<td>Garbage</td>
<td>City of Edmonton 780-496-5678 Bin 21669</td>
</tr>
</tbody>
</table>

### SERVICE TYPE | Company Name | Contact information:
--- | --- | ---
**OFFICE** | | |
<p>| Computer | | |
| Office supplies | No particular store: usually Staples | |
| Photocopier Model AR20 #063233 | Pitney Bowes <a href="http://www.pitneybowes.ca">www.pitneybowes.ca</a> | Supplies/service1-800-672-6937 Mick Lolekonda, Account Manager, (780) 431-4320 10466 Mayfield Rd. T5P 4P4 |
| Photocopy supplies | Toner: see above | |</p>
<table>
<thead>
<tr>
<th>Service</th>
<th>Supplier/Contact Information</th>
</tr>
</thead>
</table>
| Printing (Newsletter)          | Lasertext, 14452-118 Avenue (T5L 2M5)  
  custinfo@lasertext.com          | Evelyn or Lance: (780) 451-0090  
  ftp newsletter to server:  
  ftp.lasertext.com              |
| Movie Rights                    | Criterion Pictures                                   | Brent Calvert, Rep  
  1-888-288-9540  
  brent@criterionpic.com         |
In 2010, the AED device was generously donated to the NGCL by long time residents and volunteers, Agnes and Jim Brennan. St. John Ambulance CRP and AED training was held in the NGCL Hall on October 29, 2011. This document is a result of recommendations from the course.

**AED Location and Signage**
- The AED device is located inside a metal cabinet with see-through front panel
- The AED cabinet is mounted on the wall at the front of the Main Hall to the left of the stage and AV panel
- Signage indicating this location is mounted above the AED cabinet
- The cabinet is not locked or alarmed
- A monthly condition check and inventory list is located in the AED cabinet

**Policy and Procedure**

The North Glenora Community League Executive will be accountable for
- the condition of the AED to ensure it remains in good operating condition
- identification and purchase of associated replacement parts for the AED
- tracking and replacement of First Aid items to keep with the AED
- a procedure incorporating regular scheduled checks and inventory to ensure the above items

**AED Quality Control Process**

1. An initial inventory will be gathered by the NGCL Secretary from the current files and documents that exist.
2. Blank forms for the ongoing inventory will be created and kept on hand in the office and in electronic format.
3. A regular monthly condition and inventory check will be scheduled and performed by NGCL Office support staff.
4. The Secretary will add the AED Check Report to the Executive Meeting Agenda Template and will report verbally at each Executive meeting, commencing November 15, 2012. The report will be recorded in the Executive Meeting minutes.
5. Any AED deficiencies will be set as action items, assigned and followed up to completion in the minutes.
<table>
<thead>
<tr>
<th>DEVICE</th>
<th>Brand/Manufacturer</th>
<th>Model</th>
<th>Serial Number</th>
<th>Purchase Date</th>
<th>Expiry:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Purchased from:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Scott and Andrea Laurie</td>
</tr>
</tbody>
</table>

**Replacement Parts**

<table>
<thead>
<tr>
<th>PART</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battery</td>
<td>Installed in AED</td>
<td>AED G3 Intellisense® Lithium Battery (yellow)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PART #: 9146-202</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For use with 9390A shipped after April 12, 2004</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4-year Full Operational Replacement Guarantee $395.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spare to be purchased in 4 years from original purchase date</td>
</tr>
<tr>
<td>Pads1</td>
<td>Connected to AED</td>
<td>Adult AED Defibrillation Pads</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PART #: 9131-001 Replacement Cost: $59.95</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For Use With: All Powerheart AED G3 Family Models</td>
</tr>
<tr>
<td>Pads2</td>
<td>Spare – Stored in AED case</td>
<td>Recommended by Cardiac Science and the AHA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Association that one pad is connected to your AED unit and an extra set available</td>
</tr>
<tr>
<td>Pads3</td>
<td>Do we want a set of child pads?</td>
<td>Pediatric AED Defibrillation Pads</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PART #: 9730-002 Replacement Cost: $99.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pediatric Defibrillation Pads provide reduced defibrillation energy and are intended for use on children or infants up to 8 years old, or up to 55 lbs (25 kg).</td>
</tr>
<tr>
<td>Other</td>
<td>Computer Hook Up cords</td>
<td></td>
</tr>
<tr>
<td>Other*</td>
<td>DVD / Instruction Guide</td>
<td>Copy of Guide made and put in Office file</td>
</tr>
</tbody>
</table>

*A portable case is stored in the cupboards in the AV room accessible from the stage. Above information will be added to the Operations Manual Appendix: Repair & Service Provider Company Information for the 2012 Operations Manual update. The Secretary will ensure updates to any of the above information is completed when any replacements are purchased.*
### AED Cabinet Inventory Control

#### AED / AED Accessories

<table>
<thead>
<tr>
<th>ITEM / CONDITION</th>
<th>Year:________</th>
<th>Check Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>AED</td>
<td></td>
<td>The AED is in the cabinet, appears in good condition</td>
</tr>
<tr>
<td>AED Battery status</td>
<td></td>
<td>The battery indication light is <strong>GREEN</strong> – replace when <strong>RED</strong> or 4 years from original AED purchase date (2010)</td>
</tr>
<tr>
<td>AED Main Pads</td>
<td></td>
<td>The main pads are inside the case and connected, appear in good condition</td>
</tr>
<tr>
<td>AED Spare Pads</td>
<td></td>
<td>The spare pads are located with the AED and package appears in good condition – not opened. At least one set of extra pads to be stocked at all times</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Computer connection cord, DVD, Instruction Booklet</td>
</tr>
</tbody>
</table>

*Initial of Inventory Taker* The inventory taker initials appear under the inventory checks

*Initial of NGCL Executive* Secretary or delegate initials after checking for Executive report

#### First Aid Supplies

<table>
<thead>
<tr>
<th>ITEM / Quantity</th>
<th>Year:________</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Latex gloves</td>
<td></td>
<td>2 pair of Non-Latex gloves</td>
</tr>
<tr>
<td>Barrier Device (for Artificial Respiration)</td>
<td></td>
<td>1 new Barrier Device</td>
</tr>
<tr>
<td>Razor</td>
<td></td>
<td>1 new Razor</td>
</tr>
<tr>
<td>Scissors</td>
<td></td>
<td>1 pair scissors in working condition</td>
</tr>
<tr>
<td>Wet cleaning cloths</td>
<td></td>
<td>2 packages, sealed wet cleaning cloths (non-alcohol wet wipes)</td>
</tr>
<tr>
<td>Dry cleaning cloths (gauze)</td>
<td></td>
<td>2 packages gauze pads or equivalent for drying/covering</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Initial of Inventory Taker* The inventory taker initials appear under the inventory checks

*Initial of NGCL Executive* Secretary or delegate initials after checking for Executive report
## AED INVENTORY CHECK LIST

### Monthly Condition and Inventory Check - AED / Spare AED Parts

<table>
<thead>
<tr>
<th>ITEM/CONDITION</th>
<th>Year:_______</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>AED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AED Battery status (✓ for green light)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AED Replacement Battery</td>
<td>N/A for 2012 unless light goes RED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AED Main Pads (✓ for good condition)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AED Spare Pads (quantity)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other – DVD, Cords, Booklet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initial of Inventory Taker  
Initial of NGCL Executive

---

### Monthly Inventory Check - First Aid Supplies (Note: Quantity on Hand)

<table>
<thead>
<tr>
<th>ITEM / Quantity</th>
<th>Year:_______</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Latex gloves</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barrier Device (for Artificial Respiration)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Razor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scissors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wet cleaning cloths</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dry cleaning cloths (gauze)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initial of Inventory Taker  
Initial of NGCL Executive
### APPENDIX V: Hall Guidelines for Non Paying Groups

<table>
<thead>
<tr>
<th>NGCL Programs</th>
<th>Outside Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Playschool</strong> (Mon-Wed-Fri mornings)</td>
<td><strong>Pub Night</strong> (monthly)</td>
</tr>
<tr>
<td></td>
<td><strong>Sparks</strong> (weekly)</td>
</tr>
<tr>
<td><strong>Indoor Playground</strong> (Mon-Wed mornings)</td>
<td><strong>Garage Sales</strong> (semi-annually)</td>
</tr>
<tr>
<td></td>
<td><strong>Brownies</strong> (weekly)</td>
</tr>
<tr>
<td><strong>Yoga</strong> (weekly)</td>
<td><strong>Scraptivity / Crafting</strong> (semi-annually)</td>
</tr>
<tr>
<td></td>
<td><strong>TOPS</strong> (weekly)</td>
</tr>
<tr>
<td><strong>Kids’ Movie Night</strong> (monthly)</td>
<td><strong>Garbage Fair</strong> (annually)</td>
</tr>
<tr>
<td><strong>45 Plus</strong> (monthly)</td>
<td></td>
</tr>
</tbody>
</table>

#### Alarm / Security:
- Make sure you have a security access code for the alarm system before entering the hall.
- Follow the directions posted if you trip the security alarm - call Reliance Protectron if they do not call you within 5 minutes.
- Ensure the Heat / Air is switched to UNOCCUPIED setting.
- Ensure ALL lights are turned off when you leave.
- Ensure the security system to armed when you leave the hall.
- Ensure ALL exterior doors are secure and locked when you leave.

#### Damage or Deficiencies:
- Report anything that is damaged or in need of replacement or repair by adding it to the Hall Maintenance Request sheets located in the back hallway by the disabled persons washroom.

#### Washrooms / Kitchen:
- Leave all areas clean - wipe counters, clean up any paper, sweep or mop floors.
- Wipe up any spills on floors or inside fridges, coolers, freezer, microwave oven.
- Ensure all taps are turned off
- Ensure all lights are turned off
- Ensure all burners, ovens, coffee makers are turned off
- Ensure dishwasher is drained and turned off
- Remember to take all dirty diapers with you when you leave.
- Remove any items in the refrigerator and freezer or label appropriately
- Empty all trash cans, put all garbage to the dumpster and remove all recycling.

#### Sharing the Hall:
- Be considerate of others if you are sharing the hall by keeping doors closed and loud noise to a minimum.
- If you need to use the Hall when another group has booked the Hall, please ensure the other group agrees.
- If you need to change the date or time when you normally use the hall, advise Hall Bookings.

#### Parking:
- Do not block the Hall entrances with vehicles
- Handicapped parking is reserved for those with mobility issues and should not be abused.
APPENDIX W: Hall Security and Emergency Contact Information

OPERATING THE SECURITY ALARM SYSTEM
When you arrive, **DISARM the ALARM** in the following way:

a) Unlock the door; a beeping sound will continue for up to 30 seconds.
b) Punch in your 4-digit security code using the keypad on the Alarm Panel. The beeping will stop, indicating that the Alarm is now OFF.
c) If you make an error in the 4-digit code, press the # key to clear and begin again.

**If you are working by yourself** lock the front door **AFTER** you have disarmed the alarm. To do so, use your door key while keeping the door ajar; then close yourself in. If you are expecting someone, ask them to use the doorbell above the mailbox so you can let them in.

**If you accidentally SET OFF THE ALARM you must CANCEL it**, as follows;

a) Disable the alarm by entering your access code on the keypad of the alarm Panel.
b) Call Reliance Protectron at 1 800 653-9111 and report the false alarm. Reliance Protectron is the company providing the alarm monitoring service. When reporting the false alarm you will be prompted for a password. You will also have to state where you are calling from: **North Glenora Community Hall at 13535 – 109 A Avenue**.
c) When the alarm is registered by the monitoring station (usually after a few minutes) Reliance Protectron will call the Hall and prompt whoever answers for the password. If you do not respond correctly or no one answers the phone, the Police are dispatched. If the Police have to respond, a $150.00 fine if levied and you will be charged to cover the cost.

**To lock-up when leaving, ARM the ALARM** in the following way:

a) Make sure the front door is shut and all other EXIT doors are secured (otherwise the Alarm Panel cannot be armed).
b) Turn out all the lights.
c) Make sure the green “Ready” light is on, on the Alarm Panel; this will not happen if any doors are unsecured. Use the arrow keys (< >) and watch the display screen to find out which doors are open. Then secure them.
d) Punch your 4-digit code on the keypad. As soon as the beeping begins, the alarm is ON and you have 30 seconds to leave the building. (The beeping will become very rapid during the last 10 seconds.)
e) Leave the building and **REMEMBER TO LOCK THE DOOR!**

**If you forget something and wish to remain in the building after setting the alarm (and the beeping has started), simply punch you code into the keypad again to turn the system off. AND PLEASE REMEMBER TO SET IT AGAIN BEFORE LEAVING FOR GOOD.**

You can familiarize yourself with the other features of the alarm panel as well as emergency and important numbers using the NGCL Guidelines for NGCL Hall Use. Copies are found in the hall office and kitchen as well as on the NGCL website (www.ngcl.org).

North Glenora Community League
Key and Security System Control Form

NOTE: Before opening the hall door— you must have a Security Access Number for the Alarm system and understand how to turn off the alarm on entry and how to reset the alarm when you leave

Executive Term Access Request from March 20____ to March 20____

Name: ___________________________ Position: ___________________________

☐ I require key(s) and a security code issued Request Date __________________

☐ I am requesting more or different access for ______________________________________________

☐ I have the keys listed and a security code and “false alarm password” and will keep them for above term

☐ I am returning keys listed below ☐ end of executive term or ☐ other ____________________________

I require / have access for:

☐ All Hall Doors Access (A MIWA) ☐ External Hall Door & Office (MO) ☐ External Hall Door only (M)

☐ Rink Shack Outer doors (R) ☐ Rink Shack Inner Sports Storage ☐ Mailbox

☐ Other hall doors / storage access _________________________________________________________

Key Type / Number(s): ___________________________

Key Issue Date: ___________________________ Key Return Date: ___________________________

Security Code Input Date: ___________________________ Instructions/Input by: ___________________________

Keys issued by: ___________________________ Keys returned to: ___________________________

Key/Security Code/Instruction signature of holder ___________________________

Key/Security Code/Instruction signature of issuer ___________________________

☐ Temporary Key Number: ___________________________ ☐ Security Code / Instruction

• False alarm password provided

Access required from ___________________________ to ___________________________

Purpose: ______________________________________________________________

Key, Security Code issued by: ___________________________ Date: ___________________________

Temporary key return: Secure all doors, set the alarm, lock the front door and drop keys in the padlocked mailbox
## Contacts and Authorized Users

<table>
<thead>
<tr>
<th>North Glenora Community League</th>
<th>780-452-6610</th>
<th>Updated 2013-03-31</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Young</td>
<td>780-250-2516</td>
<td>Day Time Contact</td>
<td>Assigned</td>
</tr>
<tr>
<td></td>
<td>780-200-7891</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruce Jakeway</td>
<td>780-701-4913</td>
<td>President</td>
<td>Assigned</td>
</tr>
<tr>
<td>Geoffrey Tallon</td>
<td>780-719-0047</td>
<td>Building &amp; Grounds</td>
<td>Assigned</td>
</tr>
<tr>
<td>Marie-Josée Bruneau</td>
<td>780-761-7599</td>
<td>1st Vice President</td>
<td>Assigned</td>
</tr>
<tr>
<td>Carolyn Aarnouste</td>
<td>780-453-2142</td>
<td>Hall Bookings</td>
<td>Assigned</td>
</tr>
<tr>
<td>Kurena Adams</td>
<td></td>
<td>Office Manager</td>
<td>Assigned</td>
</tr>
<tr>
<td>Paul Iverson</td>
<td></td>
<td>Janitor</td>
<td>Assigned</td>
</tr>
<tr>
<td>David Van Meter</td>
<td></td>
<td>Past President</td>
<td>Assigned</td>
</tr>
<tr>
<td>Myrna Khan</td>
<td></td>
<td>2nd Vice President</td>
<td>Assigned</td>
</tr>
<tr>
<td>Jordan Elias</td>
<td></td>
<td>Treasurer</td>
<td>Assigned</td>
</tr>
<tr>
<td>Sarah Henderson</td>
<td></td>
<td>Secretary</td>
<td>Assigned</td>
</tr>
<tr>
<td>Rebecca Gooding</td>
<td></td>
<td>Family Programs</td>
<td>Assigned</td>
</tr>
<tr>
<td>Franziska Kaestner</td>
<td></td>
<td>Sports</td>
<td>Assigned</td>
</tr>
<tr>
<td>Ryan Young</td>
<td></td>
<td>Sports</td>
<td>Assigned</td>
</tr>
<tr>
<td>Bev Orchard</td>
<td></td>
<td>45 Plus Programs</td>
<td>Assigned</td>
</tr>
<tr>
<td>Marg Bowler</td>
<td></td>
<td>45 Plus</td>
<td>Assigned</td>
</tr>
<tr>
<td>Marge Lilley</td>
<td></td>
<td>45 Plus Secretary</td>
<td>Assigned</td>
</tr>
<tr>
<td>Marg Pratley</td>
<td></td>
<td>45 Plus Treasurer</td>
<td>Assigned</td>
</tr>
<tr>
<td>Donna Jackson</td>
<td></td>
<td>Kitchen / Website / Advisor</td>
<td>Assigned</td>
</tr>
<tr>
<td>Jason Ross</td>
<td></td>
<td>Newsletter / Publicity</td>
<td>Assigned</td>
</tr>
<tr>
<td>Margaret / Frank French</td>
<td></td>
<td>Adult Programs</td>
<td>Shared</td>
</tr>
<tr>
<td>Rhonda Van Heyst</td>
<td></td>
<td>Adult Programs</td>
<td>Assigned</td>
</tr>
<tr>
<td>Corinne Sawarin</td>
<td></td>
<td>Neighbourhood Security</td>
<td>Assigned</td>
</tr>
<tr>
<td>Bill MacDonald</td>
<td></td>
<td>Membership</td>
<td>Assigned</td>
</tr>
<tr>
<td>Jennifer/Chet Domanski</td>
<td></td>
<td>Movie Night Program</td>
<td>Assigned</td>
</tr>
<tr>
<td>Maria Bartoli</td>
<td></td>
<td>Playschool Teacher</td>
<td>Shared</td>
</tr>
<tr>
<td>Sherri Marienhoff</td>
<td></td>
<td>Playschool Treas / Yoga</td>
<td>Shared</td>
</tr>
<tr>
<td>Cara Roemmich</td>
<td></td>
<td>Playschool / NGIP</td>
<td>Shared</td>
</tr>
<tr>
<td>Louise McKay</td>
<td></td>
<td>Garage Sales</td>
<td>Shared</td>
</tr>
<tr>
<td>Becky Twigg</td>
<td></td>
<td>Brownies</td>
<td>Shared</td>
</tr>
<tr>
<td>Kirstin Maclaren</td>
<td></td>
<td>Sparks</td>
<td>Shared</td>
</tr>
<tr>
<td>Marion Fernhout</td>
<td></td>
<td>TOPS</td>
<td>Assigned</td>
</tr>
<tr>
<td>Dolores Kovalchuk</td>
<td></td>
<td>Coronation School</td>
<td>Assigned</td>
</tr>
<tr>
<td>Eileen Szelewicki</td>
<td></td>
<td>Wildrose Fiddlers</td>
<td>Shared</td>
</tr>
<tr>
<td>Frank Pukonich</td>
<td></td>
<td>Wildrose Fiddlers</td>
<td>Shared</td>
</tr>
<tr>
<td>Ray Reinbold</td>
<td></td>
<td>Wildrose Fiddlers</td>
<td>Shared</td>
</tr>
<tr>
<td>Chris McMorran</td>
<td></td>
<td>City of Edmonton Programs</td>
<td>Shared</td>
</tr>
<tr>
<td>Hall Renters</td>
<td></td>
<td>Hall Rental Contracts</td>
<td>Shared</td>
</tr>
<tr>
<td>Melissa Goss</td>
<td></td>
<td>NG Indoor Playground</td>
<td>Shared</td>
</tr>
</tbody>
</table>

### Security and Emergency Signage
SECURITY SYSTEM  FALSE ALARM

- Disable the alarm by entering your access code
- Call to report the false alarm to the company providing the alarm monitoring service:
- RELIANCE PROTECTRON ... 1-800-653-9111

You will be prompted for a “password” provided when you were given your security access code.

- If you do not know the password, please call a member of the executive who can provide it to you.

- You will also have to state where you are calling from:
  
  North Glenora Community League Hall
  13535 – 109A Avenue Edmonton Alberta
  Customer number 127554

When the alarm is registered by the monitoring station (usually after a few minutes) the monitoring company 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.

We are charged for police response – please call to report ANY False alarm or you may be responsible for the charges incurred.
EMERGENCY: 911

Fire / Ambulance / Police / Hazardous Materials

Hall Security System RELIANCE Protectron
Report False Alarm ...................... 1-800-653-9111
Customer Service # 127554 - 1-800-811-1818

Poison Control Centre ...................... 1-800-332-1414
Sewer Emergency ........................................ 3 1 1
Gas Emergency (ATCO) ....................... 780 420 5585
Electrical Emergency (EPCOR) .............. 780 412 4500
Water Emergency (EPCOR) ..................... 780 412 6800
Alberta Health Link (24 hour) .................. 780 408 5465
Police (non-emergency 24 hour) ............. 780 423 4567
Fire (non-emergency 24 hour) ............... 780 496 3800
DATS: .................................................. 780 496 4567
Barrel Taxi .............................................. 780 489 7777
Co-op Taxi .............................................. 780 425 2525
Yellow Taxi .............................................. 780 462 3456
IN CASE OF FIRE – CALL 911

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 at the top of this page.

4. Try to put the fire out – but do not endanger yourself.

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. Report the False Alarm to 780 496 3800
   - Fire Department Non Emergency 24 hour number
   - A fire response team will be sent to investigate, on a non-emergency basis

3. Shut off the alarm. If the key to the fire alarm box is not available, call one of the people listed below to obtain the key from the office to shut off the alarm.

<table>
<thead>
<tr>
<th>Position / Contact Person</th>
<th>Phone</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Young</td>
<td>780-250-2516 780-200-7891</td>
<td>Day Time Contact</td>
</tr>
<tr>
<td>Bruce Jakeway</td>
<td>780-701-4913</td>
<td>President</td>
</tr>
<tr>
<td>Geoffrey Tallon</td>
<td>780-719-0047</td>
<td>Building &amp; Grounds</td>
</tr>
<tr>
<td>Marie-Josee Bruneau</td>
<td>780-761-7599</td>
<td>1st Vice President</td>
</tr>
<tr>
<td>Carolyn Aarnoutse</td>
<td>780-453-2142</td>
<td>Hall Bookings</td>
</tr>
</tbody>
</table>
## APPENDIX X: Hall Storage Locations

<table>
<thead>
<tr>
<th>Hall Area</th>
<th>Type/Location</th>
<th>Position</th>
<th>Allocated to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back of Stage</td>
<td>Cupboards - starting closest to</td>
<td>#1 &amp; 2 / 5 &amp; 6</td>
<td>Indoor Playground</td>
</tr>
<tr>
<td></td>
<td>Playschool Room</td>
<td>#3</td>
<td>Yoga</td>
</tr>
<tr>
<td></td>
<td></td>
<td># 4</td>
<td>NGCL General Storage</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> microphones and cords for sound system are stored in the Office (unlocked file cabinet - bottom drawer)**</td>
<td></td>
</tr>
<tr>
<td>Main Hall Across From Office</td>
<td>Cupboards</td>
<td>Top left</td>
<td>45+</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bottom left</td>
<td>45+ &amp; Programs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Top Right</td>
<td>45+ &amp; Programs / Blue Linen Tablecloths</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bottom Right</td>
<td>Archives/Historian</td>
</tr>
<tr>
<td>Kitchen Storage Room</td>
<td>Closet</td>
<td>General</td>
<td>NGCL Large cooking utensils (e.g., stock pots, knives). Tablecloths, supplies</td>
</tr>
<tr>
<td>Main Hall</td>
<td>Closet in Multipurpose Room (Meeting</td>
<td>Locked Wooden</td>
<td>Wildrose Fiddlers equipment</td>
</tr>
<tr>
<td>40 large tables</td>
<td>Area)</td>
<td>Cabinet</td>
<td></td>
</tr>
<tr>
<td>190 Chairs</td>
<td></td>
<td>General</td>
<td>190 Chairs &amp; Chair Dollies</td>
</tr>
<tr>
<td>Closet Beside Stage</td>
<td></td>
<td>General</td>
<td>Indoor Playground equipment</td>
</tr>
<tr>
<td>Pull out dollies</td>
<td></td>
<td>Stacking large</td>
<td>34 Large  = 72 x30 - 6 in Meeting Area</td>
</tr>
<tr>
<td>Under Stage</td>
<td></td>
<td>tables 7 high</td>
<td>6= 30 x 30</td>
</tr>
<tr>
<td>On Stage</td>
<td></td>
<td>** Table Bay 5 is broken - unable to open**</td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td>Desk Storage</td>
<td>Desk Shelf</td>
<td>Binders, Minutes, Newsletters,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Insurance, Hall Guidelines, NGCL</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ops Manual, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Desk - Left</td>
<td>Hanging files - Executive Mailboxes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Desk Drawer</td>
<td>Forms</td>
</tr>
<tr>
<td></td>
<td>Filing Cabinet-Black Locked</td>
<td>Drawer #1</td>
<td>General Administration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drawer #2</td>
<td>Buildings &amp; Grounds</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drawer #3</td>
<td>Financial (Casino, Treasurer, etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drawer #4</td>
<td>Treasurer Supplies, Corporate, Seal, Keybox</td>
</tr>
<tr>
<td></td>
<td>Filing Cabinet-Unlocked</td>
<td>Drawer #1</td>
<td>Office Supplies in back - Key for key box</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drawer #2</td>
<td>45 Plus info and supplies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drawer #3</td>
<td>Sign making, Special Events info and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>binders</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drawer #4</td>
<td>Microphones, sound cables, extension cord</td>
</tr>
<tr>
<td></td>
<td>Photocopier Drawer</td>
<td>Drawer</td>
<td>Photocopy Paper. Photocopy Cleaner</td>
</tr>
<tr>
<td></td>
<td>Wood Cupboard</td>
<td>Top of File Cabs</td>
<td>Office Supplies, Labeller, misc items, etc.</td>
</tr>
<tr>
<td></td>
<td>Wood Cupboard</td>
<td>Under table</td>
<td>Flip chart holder</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pub Night Storage</td>
</tr>
<tr>
<td>Playschool Room</td>
<td>West end -wall nearest front of building</td>
<td>Cupboard #3 #4</td>
<td>Playschool</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cupboard #5 #6</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cupboard #2</td>
<td>TOPS</td>
</tr>
</tbody>
</table>

**Note:** File Index hanging on the side of the filing cabinet.
<table>
<thead>
<tr>
<th>Cupboard #1</th>
<th>Xmas Decorations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cupboard #7</td>
<td>Brownies</td>
</tr>
<tr>
<td>Cupboard #8</td>
<td></td>
</tr>
<tr>
<td>East end</td>
<td>All cupboards</td>
</tr>
<tr>
<td>- nearest the stage</td>
<td>Playschool</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Rink Shack</strong></td>
<td>Separate locked units</td>
</tr>
<tr>
<td></td>
<td>– from North end of Rink Shack to South End on west side</td>
</tr>
<tr>
<td>Room 1</td>
<td>Office Archives, Signs, some wood, Drafting/architectural plans</td>
</tr>
<tr>
<td>Room 2</td>
<td>Firewood, Signs, Mop &amp; pail, Shovels, Wood</td>
</tr>
<tr>
<td>Room 3 – access via locked door to Room 4</td>
<td>Xmas decorations (3 boxes), Fire extinguisher, TV, phone, microwave, coffee maker, Sound system &amp; hose for rink, Hockey equipment TV/VCR Cabinet</td>
</tr>
<tr>
<td>Room 4</td>
<td>Scaffolds</td>
</tr>
<tr>
<td>Room 5</td>
<td>Paint, Snowblower, Tools, BBQ</td>
</tr>
<tr>
<td>Room 5 (in Inner Room 8)</td>
<td>Sports equipment: baseball, soccer, curling, basketball and possibly lacrosse</td>
</tr>
</tbody>
</table>
APPENDIX Y: PROGRAM INSTRUCTOR CONTRACT TEMPLATE

Agreement between

The North Glenora Community League

(hereinafter referred to as “NGCL”)

and

___________________________

(hereinafter referred to as “The Instructor”)

1. **Services Provided**: The Instructor will provide ______ classes / sessions at the NGCL hall on ______ scheduled for _______ p.m. commencement. Each series of classes offered will include ______ classes. The duration of each class will be a total of _______ minutes.

2. **Term of Agreement** for the above services is between the dates of ___________ and ___________ unless this Agreement is terminated sooner or subsequently extended, as authorized by this contract.

   a) ______ classes will occur only if there is a minimum number of _____ participants. The maximum number of participants will be ______.

   b) **Payment will be based on numbers of participants** in the class according to the

      ______ people registered = $ ______ per class ($____ for _____ wk session)

      ______ people registered = $ ______ per class ($____ for _____ wk session)

      ______ people registered = $ ______ per class ($____ for _____ wk session)

      ______ people registered = $ ______ per class ($____ for _____ wk session)

   c) **Payment Process**: The Instructor will collect payment from the class participants and submit both this payment and an invoice for instructing the class to the NGCL Treasurer. Payment will be made at the next NGCL cheque-signing date following receipt of the invoice. All deductions or reporting and all remittances required to be made by law or otherwise shall be her sole responsibility.

   d) **Class fee for participants** will be $______ for a ______ week session. If there are a minimum of ______ participants registered, partial registrations will be accepted with payment to Instructor based on total balance of payments divided by cost of one full session fee.

      (example: 6 full session registrations and 3 half session registrations = 7.5 people registered = Instructor pay scale of $60/class)
4. **No Other Benefits:** The compensation provided for above is the sole consideration for the services provided by The Instructor and the NGCL makes no other representation or warranty with regard to other benefits, whether written or unwritten, express or implied and accepts no responsibility for any statement or representation by any party not contained in this Agreement.

5. **Access to the Hall:** The NGCL Hall Bookings Coordinator will provide The Instructor with a key and security code to the hall. This key shall be returned at the end of this Agreement or if requested by either the President of NGCL or the Hall Bookings Coordinator. The Instructor is responsible for the cost of replacement, if this key is lost.

6. **Cancellation of Classes or Change in Class Time:** In the event of a funeral tea requiring the hall on __________ evening, the class shall be either cancelled or it may occur in a different area of the hall or changed to a different date depending on hall availability.

7. **Event of Instructor Illness:** In the event that the Instructor is unable to teach the class due to personal illness or any other reason out of her control the class shall either:
   a) be cancelled and a make-up class shall occur being arranged by the Instructor
   b) the participants shall be reimbursed by the Instructor for the missed class.
   c) be taught by a substitute teacher arranged and chosen by the Instructor’s with permission by a community league executive member, paid for by the Instructor

8. **Refunds Related to Class Participation:** The Instructor will advise NGCL of any refunds required by participants, as determined on a case-by-case basis. No refunds will be provided after the end of the second class.

9. **Advertising** for ______ classes will be provided free of charge in the NGCL newsletter, as part of the NGCL ______ Activities Program.

10. **Management of this Agreement:** The Instructor will fulfill this Agreement under the direction of the NGCL President’s designate who is the NGCL ______ Activities Chair.

11. **No Employer/Employee Relationship:** This Agreement does not create an employer/employee relationship and The Instructor does not become an employee of the NGCL as

12. **Sub-contracting:** The Instructor shall not sub-contract any portion of her obligations to another party without the express written consent of the NGCL

13. **Notice:** Any Notice required under this Agreement or in any way affecting the services

   To the NGCL at: President, North Glenora Community League

   To The Instructor at: ______________________

   a) Either party may terminate this Agreement for any reason whatsoever by giving 14 days written notice to the other party at the address for notice indicated above.
b) Notice, if mailed, should be sent by registered post, and shall be deemed to be given
c) Nothing in this paragraph alters in any way the NGCL’S right to terminate the Agreement without
notice "for cause". Any breach by The Instructor of the terms contained in this Agreement may be
deemed "cause" for termination purposes.

16. **Liability:** The Instructor agrees to indemnify and hold harmless the NGCL against any claim for
damages or otherwise from any party arising directly as a result of the performance of her duties where
caused by her negligence or recklessness.

17. **Total Agreement:** This Agreement constitutes the entire Agreement between the parties and
supersedes any previous Agreements between the parties.

18. **Amendment and Extension:** The parties may amend or extend this Agreement but any such
amendment or extension must be in writing and agreed to by both parties.

IN WITNESS WHEREOF the parties have executed this Agreement as of the

_____day of ____________________________, 20__.  

__________________________________ - ___________________________________
President on behalf of NGCL  
The Instructor

__________________________________ - ___________________________________
Witness  
Witness
## APPENDIX Z: OPERATIONS MANUAL - UPDATE HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Updated By</th>
<th>Revision Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>Donna Jackson</td>
<td>Conception - Original Draft Version</td>
</tr>
<tr>
<td>20061127</td>
<td>Donna Jackson</td>
<td>Revision Review and Update - First Printing - <strong>Edition 1</strong></td>
</tr>
<tr>
<td>20070331</td>
<td>Donna Jackson</td>
<td>Revision Review and Update - Revision Pages</td>
</tr>
<tr>
<td>20081026</td>
<td>Natalia Krawetz</td>
<td>Revision Review - Revamp with reference to laws, bylaws, policy and procedure - 2nd Printing - <strong>Edition 2</strong></td>
</tr>
<tr>
<td>20131118</td>
<td>Donna Jackson</td>
<td>Revision Review and Update - for 3rd printing / e-publish - <strong>Edition 3</strong></td>
</tr>
<tr>
<td></td>
<td>Natalia Krawetz</td>
<td></td>
</tr>
<tr>
<td>20131126</td>
<td>Donna Jackson</td>
<td>Appendix T - EPCOR - Rink Meter for Ice Making update per info from Ryan Young</td>
</tr>
<tr>
<td>20140112</td>
<td>Donna Jackson</td>
<td>Executive Feedback Updates</td>
</tr>
<tr>
<td>20140120</td>
<td></td>
<td>Update for final review and approval at January 21st</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Executive Meeting-list of all updates per section</td>
</tr>
</tbody>
</table>
## January 2014 OPS MANUAL UPDATES and FEEDBACK from Executive

<table>
<thead>
<tr>
<th>Received from</th>
<th>Section Update feedback</th>
<th>Update added</th>
<th>By/Date</th>
</tr>
</thead>
</table>
| Oct 2008 - Dec 2013 | List of major revisions, clean-up, additions since 2008 2nd Edition | **Table of Contents** - automatically updated per new / revised content  
**Section 1 Key Facts and Information**  
- Additions: League Email, Password Reference: WiFi Password, Security System, AGLC Account/Password  
- Correction: Society Registration Number  
**Section 2 Foundations of the NGCL**  
- Updated: Current information for Operations Grant, 2011-21 Tripartite Agreement reference  
- Updated: History - updated to remove 2007 survey info no longer pertinent  
**Section 3 Code of Conduct** - no changes  
**Section 4 Missions and Goals** - no changes - reviewed in 2012 at President's planning session  
**Section 5 Bylaws** - Corporate Registry dated 2012-04-23 - No changes in 2013 - no changes pending  
**Section 6 Policies and Procedures** - updates to format, highlights of key words *law, bylaw, policy, procedure* - new info for review *blue* and blue highlight will be removed after motion to accept approved  
- **Introduction** - updated to reflect current reality  
- **SECTION A Executive Board**  
  - 2.2.6 - reference to Wildrose Workbook  
  - 4.1 - Contact List - added reference to Public Gmail addresses  
  - 6.0 - PROPOSED - Policy for Approving Motions via Email - Executive decision pending  
- **SECTION B Administration**  
  - 1.0 - Addition to reference of Office Management  
  - 2.0 - Archiving - updates to current state  
  - 3.0 Filing System - updates to current state  
- **SECTION C Facility Matters**  
  - 1.1 Lease - Terms & Conditions - Updated to reflect 2011-2021 Tripartite  
  - 1.2.2 Gaming on Premises - updated per current AGLC information  
  - 1.2.3 Movies on Premises - updated per current fine amount  
  - 2.1 BBQ Policy - clarified  
  - 2.2 Coffee Supplies - clarified  
  - 2.4 Fire Pit - clarified and Bylaw reference added  
  - 2.5 Maintenance - reference to location of the Maintenance Sign Up in back hallway updated  
  - 2.7 AED - added - also reference to procedure for keeping current  
  - 2.8 Rink Use - updated per EFCL policy for use of Community Rinks city-wide  
  - 2.9.6 - Storage - reference to Appendix for Storage cross reference  
- **SECTION D Financial Administration**  
  - 8.1 Reference to AGLC account info in 2013 Secretary's Manual  
| Donna Jackson  
Natalia Krawetz |
<table>
<thead>
<tr>
<th>Received from</th>
<th>Section Update feedback</th>
<th>Update added</th>
<th>By/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>o 8.2 URL Links for Grant Information updated and reference to Grant Coordinator</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o 12.0 - Added Back Up of Financial Data - per procedure introduced by Kurena/Ryan</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>SECTION E  Hall Bookings for NON RENTALS</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o New Section broken away from Hall Rentals now Section F</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Clarifications for groups who do not pay for using the Hall - was a circulated hand out at one time - Letter to groups from President David Beckman</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o 3.0 Use of Dishwasher - Change to policy that Playschool can use the commercial dishwasher to sanitize small toys as long as they take care when washing small items with mesh bags</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>SECTION F  HALL RENTALS</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o 1.0 Clarification of what the hall may be rented for</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o 1.3 NO COMMERCIAL USE per 2011-2021 Tripartite Agreement</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o 2.0 Clarifications on Funeral Teas not being priority over PAID Rentals</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o 3.5 Reference to Current Rental Contract - Appendix S</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o 4.0 Requirement for liability insurance as of 2013 decision of Executive Board</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o 8.0 Post Rental Hall Inspection Policy - simplified per current procedures</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>SECTION G  - HIRING OR ENGAGING OUTSIDE HELP</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o 2.0 Criminal Record Check - updated to current EPS reference</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o 3.0 Child Intervention Record Check - updated to current Government of Alberta reference</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o 4.0 Hiring Policies - clarification between types of contracts of / for services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o 4.2 Employment Agreements (Caretaker, Playschool Teacher, Office Manager, etc)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o 4.3 Contracts for Services (Yoga, program instructors)</td>
<td></td>
</tr>
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<td>o 4.4 Section to clarify the differences</td>
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<td>o 5.2 Working Alone - updated to current Government of Alberta reference</td>
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<td><strong>SECTION H  Membership</strong></td>
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<td>o Section updated per 2013 AGM plus feedback from chair</td>
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<td><strong>SECTION I  Planning, Development &amp; Transportation</strong></td>
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<td>o 6.0 Update to Appendix Reference on Maps</td>
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<td><strong>SECTION J  Program Matters</strong></td>
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<td>o 3.0 Mini-Parks Policy - updated to reflect nature of the program - not always on going</td>
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<td>o 4.0 Playschool Policies -Pending change to reporting structure for Playschool</td>
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<td><strong>SECTION K  Publicity Matters</strong></td>
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<td>o 4.0 NGCL Website - updated wording (remove Minutes / Forms)</td>
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<td><strong>SECTION L  Relationships</strong></td>
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<td>o 2.0 City of Edmonton - updated to reflect Monthly Minders available electronically - submit contact info to CRC</td>
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<td>o 4.0 Suggestion Box - section removed as has been the suggestion box</td>
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<td>• <strong>SECTION M Security</strong></td>
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<td>o Reference to Appendix W for Key /Security Code sign out form and Security Signage Templates</td>
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<td>• <strong>SECTION N Volunteers</strong></td>
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<td>o Volunteer Appreciation Event - updated to reflect current practices of holding a more open to the Community Event to honour volunteers</td>
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<td><strong>Section 7 EXECUTIVE PLANNING CALENDAR</strong> -</td>
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<td>• updated to reflect current date / deadline driven compliance, program, maintenance requirements</td>
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<td><strong>Section 8 Executive Board - Structure and Position Descriptions</strong></td>
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<td>• Member ship Volunteer hours updated per submission by chair</td>
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<td>• Pending change for Program Chair based on reporting relationship for Playschool</td>
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<td>• Building &amp; Grounds - Rink Coordination?</td>
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<td>• Reinstated Welcoming Committee to Committees of the Board per Elizabeth Turner</td>
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<td>• Deleted Special Coordinator: Craft Fair, Turkey Supper</td>
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<td><strong>Section 9 Updating this Manual</strong> - was previously an Appendix</td>
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<td><strong>Section 10 - Appendixes A through Z</strong> - new section - appendixes were previously after Section 6</td>
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<td>Appendix A - AGM Annual General Meeting Tips - Updated reference to 2013 Secretary Manual and link for Bylaw Amendment format</td>
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<td>Appendix B - Budget Formulation Budget Template per current format introduced in 2012/2013 Budget</td>
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<td>Appendix C - Bylaw Amendments - No Change</td>
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<td>Appendix D - NGCL Employee Positions - Revamped - Position Descriptions and Contract Templates</td>
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<td>Appendix E - EFLC Code of Conduct - No Change</td>
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<td>Appendix F - Facility Diagrams / Seating Plans - No Change</td>
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<td>Appendix G - File Index - updated to current state of filing system</td>
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<td>Appendix H - Financial Forms - 1 updated Heading for Membership/Ticket Sales Report</td>
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<td>Appendix I - Financial Review - No Change</td>
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<td>Appendix J - Fire Pit Information - Updated to current bylaw and to reference Policy</td>
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<td>Appendix K - Inventories of Equipment and Furnishings and Keys - Updated to current state</td>
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<td>Appendix L - MAPS &amp; Neighbourhood Postal Code Reference</td>
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<td>Appendix M - Meeting Guidelines - added reference to 2013 Secretary Manual</td>
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<td>Appendix N - EXECUTIVE COMMUNICATION &amp; DOCUMENT SHARING - new for Gmail / Google Doc</td>
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<td>Appendix O - Membership Fees and Statistics - Updated per 2012 AGM and Current Stats</td>
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<td>Appendix P - Mini Park Guidelines - no change</td>
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**Section Ref:**
Section 6A 5.2 &Bylaws
Section 6D 3.5
Appendix A
Section 6G 4.2
Section 6A 2.4
Section 6B 2.9
Section 6B 2, 3
Section 6D 5.4
Section 6D 9.0
Section 6C 2.4
Section 6C 2.95
Section 6I 6.0
Section 6A 5.2
Section 6A 3.0
Section 6H 1.5
Section 6J 3.0
Section 6K 1.0
### Received from | Section Update feedback | Update added | By/Date
---|---|---|---
**Nov 24 2013** Ryan Young | At the ice making session this week, they confirmed that EPCOR does not charge water that is used for ice making. So, we should not remove the second meter. Add this info into the operations manual so that a future exec doesn’t make the mistake of trying to remove it. | I have made a note of the exclusive Ice Flooding Meter in Appendix T of the revised Ops Manual - under Utilities | Donna Jackson Nov 25 2013

<table>
<thead>
<tr>
<th>Water</th>
<th>EPCOR Rinkshack Meter for Ice Flooding</th>
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<tbody>
<tr>
<td>- We have two meters for the Rink Shack - Epcor does not charge against our ice flooding meter but we must pay the monthly charge for it.</td>
<td>(780) 412-4000 (780) 412-6800 - emergency</td>
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</table>

### Dec 22 2013 Bill MacDonald | 6.3 Policy re email votes (page 18): need to add that the rationale behind the motion needs to be explained so executive members understand what they are voting on. | 6.3 Wording of e-mail: The subject line should include the word “Motion” and the first line of the body of the email should include the words, “I move that the Board approve/authorize/recommend…” The next line should indicate why this matter cannot not be left until the next scheduled Board meeting. The body of the email must also include the rationale behind the motion for clarification. Executive members need to understand what they are voting on, impacts, risks, etc. New executive members may need some historical context included with regard to the proposed motion. | Donna Jackson Jan 12 2014

### Dec 22 2013 Bill MacDonald | Archiving (p. 19): should a position be responsible for this? (I haven’t checked all position descriptions to see if it is assigned.) | Current files (current year + 2 past years) are maintained by the Treasurer, Secretary and Office Manager and stored in the office. Archiving of the current files is coordinated between the Secretary and Office Manager. The Secretary is responsible for the archiving (moving office files to archives area in the rink shack) and the disposal (annual shredding of archived files after 7 years of retention in the archives). Executive Calendar Apr/May - updated to read “Secretary coordinates with Treasurer & Office Manager” Secretary Description already includes (Page 66) |
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<td>Dec 22 2013</td>
<td>AED Policy (p.22): need to write out AED (even I can’t remember what it is!)</td>
<td>Added <strong>AED (Automated External Defibrillator) Policy</strong> Appendix U already reflected the long name for AED</td>
<td>Donna Jackson Jan 12 2014</td>
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</table>
| Dec 22 2013  | Complimentary Memberships Policy (p. 40): Need to change the text to (likely will need to be approved at an executive meeting if this is a policy: NEW WORDING SUGGESTED: To promote the community and goodwill, NGCL will provide a complimentary membership to new residents: residents arriving from September 1 to May 31 of the following year will receive a membership for that membership year; residents arriving from June 1 to August 31 will receive a membership for the remainder of that membership year and the forthcoming membership year. | Old wording  
**NEW WORDING replaced above:**  
To promote the community and goodwill, NGCL will provide a complimentary membership to new residents: residents arriving from September 1 to May 31 of the following year will receive a membership for that membership year; residents arriving from June 1 to August 31 will receive a membership for the remainder of that membership year and the forthcoming membership year. | Donna Jackson Jan 12 2014 |
| Dec 22 2013  | Membership (p.72) Requirements: change time commitment to 150 - 200 hours | Updated on page 73  
Time commitment is 150-200 hours for the year including off-peak period membership sales and board meetings. | Donna Jackson Jan 12 2014 |
| Dec 22 2013  | Appendix O: Membership -- update the statistics for 2012/13 and 2013/14 (as of Dec 31, 2013)  
2012/13: Family 115  Senior 99  SPF 19  
Adult 137  Total 370  
2013/14: Family 116  Senior 83  SPF 8  
Adult 101  Total 308 | Statistics updated in Appendix O | Donna Jackson Jan 12 2014 |
| Dec 26 2013  | Regarding Section E, 1.2, we’ve discussed at the Board meetings that rental contracts take precedence over other events, as we can be held liable if we need to break a contract. In particular, that means that a funeral tea can’t interrupt a rental contract. This | 1.2.3. **Priority Use:** NGCL use of the hall takes precedence over other uses, with the exception of funeral teas which are given a priority by the Hall Bookings Committee. In such cases, the Committee will work out a suitable schedule for all parties that may be affected. See also Section F: Hall Rentals, 2.0 **Priority Use Policies**  
SECTION F: HALL RENTALS | Donna Jackson Jan 12 2014 |
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<td>Dec 27 2013 Bruce Jakeway</td>
<td>clarification should probably be included in the Ops Manual.</td>
<td>2.0 <strong>Priority Use Policies</strong>&lt;br&gt;Funeral teas (including memorial teas and ‘celebration of life’ functions) are given priority over all other functions except a paid rental. <em>Rental Agreements are binding contracts and the NGCL could be held liable if a contract is broken.</em></td>
<td>Donna Jackson Jan 12 2014</td>
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<td><strong>Section C Facilities Matters</strong>&lt;br&gt;2.4 <strong>Fire Pit</strong>&lt;br&gt;2.4.1 <strong>Policy</strong>: Community League members may have use of the fire pit provided they sign a waiver and agree to follow the guidelines and <em>City of Edmonton Community Standards Bylaw 14600 (January 1 2013)</em> for use of the fire pit.&lt;br&gt;2.4.2 <strong>Procedures</strong>: Such users will be provided with a fire pit key and a rink shack key (for firewood) for a refundable deposit of $50, returnable after clean up of the fire pit area, <em>only if they sign a Waiver Release Form</em>. Guidelines and a Waiver Release Form for use of the fire pit, as well as a <em>link to the City of Edmonton Bylaw</em> are included in Appendix J.&lt;br&gt;2.4.3 Use of the fire pit by City of Edmonton employees requires the approval of the Hall Bookings Coordinator and is restricted to those employees implementing programs on NGCL premises as approved by Executive Board. All requirements and regulations regarding the use of the fire pit must be followed.&lt;br&gt;&lt;br&gt;<strong>Appendix J has been updated</strong>&lt;br&gt;Refer to the City of Edmonton Bylaw 14600 - Community Standards Bylaw - consolidated January 2013&lt;br&gt;<em><a href="http://www.edmonton.ca/bylaws_licences/bylaws/fire-pits.aspx">http://www.edmonton.ca/bylaws_licences/bylaws/fire-pits.aspx</a></em>&lt;br&gt;1.Use of the Fire Pit is restricted per NGCL Policy outlined in Section C, Paragraph 2.4.</td>
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| | It would be good to clarify who gets to use the fire pit.<br>In Appendix J the Ops Manual states, "Use of the Fire Pit is restricted to North Glenora Community League events only and must comply with the City of Edmonton Bylaw." (which one?)<br>However in Section C, Point 2.4 states "Community League members may have use of the fire pit provided they sign a waiver and agree to follow the guidelines and City Bylaw for use of the fire pit."
The discrepancy I see is that the Appendix states that it is only for NGCL events, but Section C, 2.4 states that Community League members may use it.<br>It would seem that the Appendix should clarify Section C, but not introduce new restrictions. | | |
<p>| Jan 05 2014 Bev Orchard | Under item 2.2 Coffee Supplies, 2.2.2 Procedure: 45Plus and designated kitchen staff are responsible for maintaining the supplies.&lt;br&gt;I think that the responsibility for maintaining supplies should only be designated kitchen staff. | <strong>Coffee Supplies</strong>&lt;br&gt;2.2.1 <strong>Policy</strong>: The NGCL is responsible for the cost of coffee, sugar, cream, etc. for all community functions. Leftover coffee supplies from NGCL sponsored events become part of the current inventory to ensure consumption before expiration or stale date.&lt;br&gt;2.2.2 <strong>Procedure</strong>: Designated kitchen staff are responsible for maintaining the supplies. | Donna Jackson Jan 12 2014 |
| Jan 21 2014 | Fire Dept Lock Box  Fire Department locked key box installed. We should include something in the Ops Manual about that. It should be installed outside the front door of the hall. | Added to Appendix T - first entry | Donna Jackson January 25 2014 |</p>
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<td>January 21</td>
<td>Channels of Communication</td>
<td>Reflect Playschool reporting to VP of Programs</td>
<td>Donna Jackson</td>
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<td>2014</td>
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<td>January 25 2014</td>
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<td>January 21</td>
<td>Cleaned up Proposed - removed blue highlight from</td>
<td>Added reference to policy motions from Jan 21 to updated sections</td>
<td>Donna Jackson</td>
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<td>2014</td>
<td>changed area</td>
<td>Removed the blue highlight of revisions</td>
<td>January 25 2014</td>
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<td>Kurena Adams</td>
<td>Appendix T - Fire Department Number</td>
<td>780-496-3628- reissue Appendix T if required</td>
<td>Donna Jackson</td>
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<td>Jan 27 2014</td>
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<td>January 27 2014</td>
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<tr>
<td>March 31 2014</td>
<td>Addendum N (Gmail/Google)</td>
<td>Removal of Gmail passwords</td>
<td>Donna Jackson</td>
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<td></td>
<td>Addendum K (Kitchen Inventories)</td>
<td>Addition of 2014 Inventory for Kitchen and Kitchen and Kitchen Lock up</td>
<td>March 31 2014</td>
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<td>PENDING for Next Update</td>
<td>RINK POLICIES - RINK CARETAKER - we need to have more experience before setting new policy/procedure with the new rink format - decide who has responsibility - Sports or Bldgs &amp; Grounds - etc.</td>
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<td>Catherina</td>
<td>Section E</td>
<td>In the event THE RENTER cancels their booking – If the RENTER cancels the</td>
<td>Jason Ross</td>
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<td>Stuart</td>
<td>Appendix S</td>
<td>event in 30 days or less before the event the North Glenora Community League</td>
<td>November 28 2016</td>
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<td>October 18, 2016</td>
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<td>will keep your damage deposit up to a Maximum of $250.00. If the RENTER</td>
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<td>cancels the event 31 days or more before the event all the damage deposit will</td>
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<td>be refunded.</td>
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<td>Update to Ops Manual</td>
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