

Unapproved Minutes
SPLBC Board of Directors Meeting
Tuesday Dec 12, 2023 (9:30 am)
Clubhouse

Attendance: Chris Chapman, Judy Lawson, Lois Goodeve, Sue Smolen, Graham Mason, John Roberts, Lisa MacLean (Minutes).

1. **Call to Order:** 9:32 am

2. **Regrets:** Wayne Hawrysh, Gavin Clifford

3. **Approval of Agenda,** MOVED Judy, SECONDED Graham. CARRIED.

4. **Approval of Minutes:** MOVED Lois, SECONDED Judy that the November 6, 2023 Minutes be approved. CARRIED.

5. **Reports:**

5.1 Treasurer's Report (Attached)

John Roberts is working with Rick McInerney as he gets up to speed on the Treasurer position.

There are some Term Deposit Receipts that will need to be renewed as of the end of 2023.

New signatories are needed on the bank account and those who are no longer on the Board need to be removed as signing authorities. John brought in the necessary documents to make these changes.

John has completed his Crim check and was able to do so without paying a fee.

5.1.1 ACTION ITEM: As the new Treasurer, and with being one of the signatories on the SPLBC account, John will renew the term deposits as required.

5.1.2 ACTION ITEM: Nate Doidge has forwarded his resignation as club accountant as of the end of Mar 2024. John will work towards getting a replacement. Might we apply for a Federal government Summer Student Grant for the accounting position?

5.1.3 ACTION ITEM: John will reword the first sentence in the 3rd paragraph of his Treasurer's report to clarify this item: "Total Expenses for the period were \$11,717.29. Versus the budget of \$24,377.75 for a positive variance of 19,992.65", since the amounts do not align.

5.2 Vice President's Report (Attached).

Discussion of the Safe Sport Officer position: Cathy Hines will assist Dianne Farlinger with different aspects of the position.

Dianne has completed the Criminal Check with Vulnerable Sector and the report has been filed in Dropbox under Belonging in Bowls.

Bar: Judy is not sure whether the shortfall in funds from the honor system has been rectified but will investigate.

Belonging in Bowls: Discussion of the Reciprocity Policy & requirement for disciplinary action to be shared with Bowls BC and Bowls Canada. Discussion of Code of Conduct issues and which kinds of actions should be advanced to Code of Conduct violations.

BiB offers Sideline Learning, a service to store records, track expiry dates, etc and will do a free demo of the service.

Bowls Canada does have a concussion policy and SPLBC needs to have one.

To achieve Level 3 of Belonging in Bowls there is a requirement to set up a profile with Sideline Learning.

5.2.1 ACTION ITEM: Judy will investigate what the profile requires.

5.3 Past President's Report

Nothing to Report

5.4 Director at Large – Bowling (Attached):

Discussion of the new rakes and rake storage. With Glen Young's help, Graham has come up with a storage solution.

Graham is finalizing the details & duties of the various manager/leader positions that report to him.

Discussion of whether SPLBC should be proactive in suggesting which Provincial and V&D tournaments we are interested in/happy to host.

5.5 Director at Large - Infrastructure (Attached).

In Wayne's absence Chris presented the report. Issues arising: there is a concern with the rotting wood at the back of the Clubhouse. Question about the raised toilet for the handicap/gender neutral bathroom: was it budgeted for?

A concern was raised with respect to the difficulty in making sure that the front Clubhouse door is locked.

5.5.1 ACTION ITEM: Sue to talk to Harry about fixing the door.

A concern was raised about how easy it is to get locked in the bowls shed.

5.5.2 ACTION ITEM: Sue will talk to Harry about fixing this problem.

5.6 Director at Large – Social (Attached).

Xmas party – we have had 2 cancellations, so these tickets are available. For covid cancellations, SPLBC will reimburse the purchaser, even if the hotel does not offer reimbursement.

5.6.1 ACTION ITEM: Sue will send info about the 2 available Xmas party tickets to Lynda Brennan for posting in the Wednesday newsletter

5.7 Director at Large – Greens (Attached)

In Gavin's absence Chris presented the report. Discussion of the Green's Keeper position. Discussion of the West Green flooding.

5.8 President's Report (Attached)

Discussion of the West End GoGo's request to rent the Clubhouse for 2 events: a fundraiser on April 15, 2024 (already approved) and a planning meeting on Jan 10, 2024. Discussion of requirements and protocol around renting out the Clubhouse. If we go ahead with rentals, will we need a new volunteer position to look after these external rentals?

MOTION: to approve the use of the Clubhouse by the WE GoGos for their January 10, 2024 meeting at a cost of \$100 on a one time basis. MOVED Judy, SECONDED Graham. CARRIED with 1 abstention. In the Spring the Board will relook at the rental policy in general.

Spring Managers Meeting will be scheduled for April 6, 2024. All Directors and Managers are to be there, if possible.

Truth and Reconciliation Committee/Discussion Group. The T&R Committee is evolving in the direction of becoming a discussion group rather than a committee. Discussion of the difference between a committee and a discussion group. If a committee, there are rules and protocol around how many members and meeting/reporting structures. The Board sets out committee guidelines and structure and there is Board representation on any committees.

If a Discussion Group, all members should be notified as to meetings and all have the opportunity to participate. No Board representation is necessary but any action the group wants to undertake must be brought forward to the Board for consideration and approval.

5.8.1 ACTION ITEM: Chris to approach the T&R group to clarify its goals and purposes and to communicate the distinction between a committee and a discussion group, with respect to participants and connection with the Board.

Sound system:

5.8.2 ACTION ITEM: Chris to try out the Type C connection to make sure it works for Android phones.

Letter to Abel. Wayne is looking after any pest issues that are visible. The attic has been sealed off and will be left until we get a new roof.

Canada Summer Jobs Grant Program: Discussion of what this position could be used for, all the various duties, including hospitality, kitchen, greens, etc. F/T hours, between 30 and 40 hours a week would be covered by the grant. Bowls Canada can make suggestions as to how to fill in the grant form. Other Clubs have successfully applied for and received funding for a Summer Jobs Program position.

5.8.3 ACTION ITEM: Sue will look at the grant information and form and come up with some ideas about how this position might be used to benefit the Club.

5.8.4 ACTION ITEM: John to get the payroll number for this position.

Discussion of the Club website and social media. The Board noted that the meeting minutes and financial statements should be posted in the members only section of the website and not visible to the public at large. The newsletter should only be available to Club members.

5.8.5 ACTION ITEM: Chris to talk to Stan Chao and Lynda Brennan about moving these items to the members only section of the website.

5.8.6 ACTION ITEM: If anyone has issues with the website, please send them to Chris.

5.8.7 ACTION ITEM: Graham to help Sue access and make changes to the club online calendar.

5.8.8 ACTION ITEM: Chris to check with Rick McInerney about whether NHSP has received a quote for the LED lighting. John to ask Rick at their Thursday meeting.

Bowls Canada marketing program. Judy has signed up for the Jan 9 webinar.

5.8.9 ACTION ITEM: Lois to let George and Susan Guthrie know about this webinar, in case they are interested in signing up.

Patrick King/Elections Canada: Discussion of use of the Clubhouse as a polling place as in past years.

5.8.10 ACTION ITEM: Chris to talk to Patrick about invoicing Elections Canada for other expenses associated with the use of the Clubhouse as a polling place, such as security, housekeeping, and cleaning.

Building Inspection: The Board agreed that an inspection is not necessary: we do not have a contract with the Parks Board but we will continue to do the maintenance, as required.

6. Carry Forwards/New Business

Food Safety Course: Discussion of food safety issues and the taking of the provincial government's Food Safety course & certification. Good idea to educate our volunteers on the basics of food safety.

6.1 ACTION ITEM: Sue will take the Food Safety course in January and prepare a list of instructions for safe food handling.

2024 Org Chart:

6.2 ACTION ITEM Everyone to please let Lisa know who needs to be removed from or added to the most recent Org Chart circulated in the Dec 12 meeting documents so that it can be sent to Lynda for posting in the members only/password protected area of the website.

6.3 ACTION ITEM: Graham to send Lisa correct spelling of names for those which are incorrect on the Org Chart.

6.4 ACTION ITEM: Each Director is asked to have Managers/Leaders for their respective areas in place for the Directors/Managers meeting on April 6, 2024.

8. **Next Meeting:** Monday, January 15, 2024 9:30 am Clubhouse.

The meeting adjourned at 12:25 pm.

MINUTES APPROVED BY BOARD OF DIRECTORS ON _____ 2024

Chris Chapman

Lisa MacLean

President

Secretary

TREASURER'S REPORT

December 12, 2023

Transition of the treasurer roll is underway having met a couple of times documenting and going through processes and documentation. The required police check has been completed on December 11, 2023.

Financial activity continued at a seasonally normal pace in October and November. Total income for the period were \$7,332.19. The transactions were all routine in nature, the most significant income was created through the account 4110- Social events of \$5,273.00 and through bar and soft drink sales.

Total Expenses for the period were \$11,717.29. Versus the budget of \$24,377.75 for a positive variance of 19,992.65. The most significant expense at this time has been the grounds keeping contract that has recently been renewed as well as payment of some fertilizer and additives. A capital improvement invoice of \$2,068.23 was also paid out in the period.

The balance of the operating account currently sits at \$119,583.95

- A number of the term deposits at Vancity need to be renewed by the end of the year as well as a discussion needs to be made on purchasing additional term deposits regarding cash within the Vancity operating account where we have \$119,583.95.
- Currently working on a the business account change of signing authorities as a number of individuals need to be removed and the new treasurer added post police check completion. Document has been provided to the board and signatures are required.
- A new retail credit application has also been received for the company Nutrien Solutions for a requested limit of \$1000.00. Document has been provided and requires signatures.

The financial statements from QuickBooks are attached.

John Roberts

(With help from Rick McInerney)



Stanley Park Lawn Bowling Club

Balance Sheet

As of November 30, 2023

TOTAL

Assets

Current Assets

Cash and Cash Equivalent	
1052 Vancity Operating Account	119,583.95
1055 Gaming Account - Vancity	5.84
1082 Vancity Cashable Term Deposit 3565	20,000.00
1083 Vancity Non-Redeemable Term Deposit 3623	20,000.00
1084 Vancity Non-Redeemable Term Deposit 1581	21,819.88
Class B Membership Share	7.19
Total Cash and Cash Equivalent	\$181,416.86
12100 Inventory Asset	840.57
1405 Cash Floats	100.00
Total Current Assets	\$182,357.43
Total Assets	\$182,357.43

Liabilities and Equity Liabilities

Current Liabilities

2114 Deferred Revenues	0.00
53 President's Membership Subsidy Fund	950.00
Total 2114 Deferred Revenues	950.00
25500 GST/HST Payable	5,998.10
25550 PST Payable (BC)	-132.24
Total Current Liabilities	\$6,815.86
Total Liabilities	\$6,815.86

Equity

30500 Designated Reserve	3,000.00
Retained Earnings	176,925.85
Profit for the year	-4,384.28
Total Equity	\$175,541.57

Total Liabilities and Equity	\$182,357.43
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Stanley Park Lawn Bowling Club Budget vs. Actuals: FY_2023_2024 - FY24 P&L

October - November, 2023

	ACTUAL	BUDGET	OVER BUDGET
Income			
4020 Membership Fees - Active		0.00	0.00
4022 Membership Fees - Social		0.00	0.00
4023 Locker Rental		0.00	0.00
4024 Name Tags and Fobs	15.00	0.00	15.00
4030 Games - Tournaments		0.00	0.00
4032 Games - Miscellaneous Revenue	69.94	0.00	69.94
4040 Corporate Groups Rentals		0.00	0.00
4100 BBQ (Food) Sales		0.00	0.00
4110 Social Events	5,273.00	0.00	5,273.00
4120 Bar (Liquor) Sales	820.34	0.00	820.34
4122 Bar (Food) sales	305.97	0.00	305.97
4124 Soft Drink Sales	439.33	0.00	439.33
4200 Club House Rentals	250.00		250.00
4220 Other Club Activities	158.61	0.00	158.61
4240 Merchandise Sales		0.00	0.00
4270 Government Grants		0.00	0.00
Total Income	\$7,332.19	\$0.00	\$7,332.19
GROSS PROFIT	\$7,332.19	\$0.00	\$7,332.19
Expenses			
5020 Greenskeeping			
10 Contract	5,250.00	5,500.00	-250.00
Total 5020 Greenskeeping	5,250.00	5,500.00	-250.00
5022 Greens - Consumables			
20 Fertilizer/Nutrients	618.52	0.00	618.52
21 Surfactants		0.00	0.00
22 Fungicide/Herbicide		500.00	-500.00
23 Pesticides		0.00	0.00
24 Additives (Lime, pH control)	220.42	0.00	220.42
25 Sand		0.00	0.00
26 Seed		0.00	0.00
Total 5022 Greens - Consumables	838.94	500.00	338.94
5023 Greens Services & Repairs			
36 Paint Supplies, Wood Preserves		250.00	-250.00
Total 5023 Greens Services & Repairs		250.00	-250.00
5024 Greens Equipment			
40 Equipment Consumables	129.31	111.11	18.20
41 Service/parts/repairs	115.53	250.00	-134.47
42 Equipment Purchases		0.00	0.00
43 Maintenance "Call-out"		0.00	0.00
Total 5024 Greens Equipment	244.84	361.11	-116.27
5030 Games Expenses		0.00	0.00
5040 Social Event Expenses	605.47	0.00	605.47

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
5050 Gardens Expenses		0.00	0.00
5070 Liquor purchases	310.41	0.00	310.41
5071 Bar Food Purchases	195.94	0.00	195.94
5074 Soft Drink Purchases	41.48	0.00	41.48
5120 BBQ Expenses		0.00	0.00
5130 Merchandise Purchases		0.00	0.00
5131 Fobs and Name Tags Purchases		0.00	0.00
5140 Club Activities Expenses	79.95	83.34	-3.39
5605 Membership Expenses		0.00	0.00
5615 Communication & Publicity		0.00	0.00
5620 Affiliation Fees		0.00	0.00
5640 Insurance		0.00	0.00
5645 Office Supplies	104.35	66.66	37.69
5647 Computer and Software	154.08	666.66	-512.58
5649 Bank Transaction Fees	387.36	866.66	-479.30
5650 Kitchen - Food & Supplies		0.00	0.00
5655 Recycling PickUp	274.84	500.00	-225.16
5660 Club House Cleaning	220.00	450.00	-230.00
5670 House Supplies Purchases		366.66	-366.66
5680 Repairs & Maintenance	395.00	0.00	395.00
5682 Liquor and Business Licence Expenses		0.00	0.00
5685 Electricity and Water - Parks Board via QMC	262.44	300.00	-37.56
5690 Heating - Fortis	122.87	300.00	-177.13
5695 Water C of V		0.00	0.00
5700 Telephone & Internet - Telus	160.94	166.66	-5.72
5720 Capital Improvements	2,068.38	6,000.00	-3,931.62
5730 Club House Renovations		8,000.00	-8,000.00
Total Expenses	\$11,717.29	\$24,377.75	\$ -12,660.46
NET OPERATING INCOME	\$ -4,385.10	\$ -24,377.75	\$19,992.65
Other Income			
4502 Over and Short in Cash	0.82		0.82
Total Other Income	\$0.82	\$0.00	\$0.82
NET OTHER INCOME	\$0.82	\$0.00	\$0.82
NET INCOME	\$ -4,384.28	\$ -24,377.75	\$19,993.47

Accrual Basis Sunday, December 10, 2023 11:26 AM GMT-08:00

Report to the SPLBC Board of Directors

Date: December 12, 2023

Vice-President - Judy Lawson

Club Safety Officer

On Nov 13 Chris, Wayne and I met with Dianne Farlinger and Cathy Hine to discuss the new role of Club Safety Officer (CSO) for SPLBC. Cathy will be assisting Dianne. This role will encompass the current role in charge of AED maintenance, other health & safety issues plus inclusion and safe sport standards and processes.

One of Dianne's tasks will be to create an Emergency Action Plan for the club.

December 4, 2023 CSO report by Dianne Farlinger

Dianne 1) is certified in Emergency First Aid & CPR/AED level C - valid until 2026-1013

2) has successfully completed VPD - Police Information Check. Document scanned and sent to club secretary.

First Aid kit sign placed on wall above the kit which is on top of the AED.

AED sign purchased by club and anchored to gate at Stanley Park Drive entrance to club. Thank you Glen Young.

AED pads ordered to replace current expired pads. Should arrive Dec. 6. Cost of \$82 plus shipping by Purolator-\$33.46 plus GST-\$5.77 for a total of \$121.23. The company we ordered from will provide a free monitoring service for the pad's and our AED expiry dates.

Notebook placed in AED box for the purpose of recording all activities R/T AED and first aid kit. ie: AED date checks, ordering of supplies, including name of supplier and cost plus other relevant information.

Meeting with Stan Chao, club webmaster, will be organized to facilitate a site on web page to allow easy access to all safety information.

There will be a safety quiz at the Christmas party Dec 16.

Dianne Farlinger

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Bar

The Mini Meals have been supplemented with a few Noodle Bowls (thanks Sue for that suggestion).

We are out by about \$25 on the honor system chip sales. A notice was placed in the newsletter to remind people to leave an IOU if they cannot pay at the time.

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Corporate Rentals

The Corporate managers, Keith Bespflug and Anne Berridge held a year end wrap up meeting with their team leads on Saturday, October 28. The team plans to continue along the same path as this year with hopefully an equal amount of success.

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Belonging in Bowls (BiB)

We have completed Level 2-Pink in the BiB program.

The 3rd level requires us to develop or update the following policies:

- Concussion Policy
- Concussion Protocol
- Discipline and Complaints Policy (already done)
- Dispute Resolution Policy
- Reciprocity Policy – sharing disciplinary records with BBC and BCB and honoring disciplinary actions meted by BBC and BCB.
- Screening Policy – what types of Criminal Record Checks are required for which positions ...

And to set up a Sideline Learning Profile for the club.

Bowling Director Report

I met with Glen Young to discuss a better way of storing the bowls pushers (rakes) so that they take less space in the equipment room, as it is currently quite congested since we purchased the 8 new pushers. Glen will begin work in the New Year. The work will entail repositioning the current hanging brackets and to add additional brackets for the pushers to sit on.

The 8 new pushers will also be adapted to eliminate the possibility of scuffing the bowls with the addition of felt strips on the wooden area that is in contact with the bowls.

I am also finalizing guidelines for the convenors of our various leagues so that we will have unified, consistent approach to how each league is run.

I am also finalizing guidelines for convenors of inter-club tournaments and our club championships so that they will have a clear understanding of the duties for both types of events.

Games Report

Geordie Stowell has agreed to be the Games Leader for 2024. The Games team currently consists of 4 people, including Geordie. Each team member has agreed to convene a minimum of one tournament or championship.

The job description of the Games Leader is being updated by the Bowling Director.

Coaching Report

Nothing to report, except that the sound system is being improved and the anticipated changes will positively impact the novice coaching lessons in 2024, with the headset microphone expected to be fully functional when out on the greens.

Graham Mason
Director - Bowling

SPLBC-Infrastructure Report for the Period from Nov.16, 2023 to Dec.9, 2023

House- Team Leader- Harold Weibe

- Minor Maintenance and Replenishing of Supplies for All Washroom Facilities of the Clubhouse is being performed on a Weekly Basis. Whereas, a Full Cleaning of the House is On-going Bi-weekly with Ed and George Hamilton's Due Diligence!
- A New faucet for the Kitchen is being ordered
- Coffee Maker AC Outlet has been repaired
- A quote for the Installation of a Raised Toilet is being sought for the Handicap/Gender Neutral Bathroom
- Upgrades to the Sound System are being addressed by Brad Marchant and Harry Weibe

Security- Team Leader- John Sinclair

- All is Status Quo in the FOB World
- With Securigard's presence and patrols, the Grounds and Clubhouse have been Vandalism Free

Lastly, I would like to Welcome, New Board Members John Roberts and Gavin Clifford! My Regrets for not being able to Personally Welcome You!

My Regrets to the Steadfast Members of Our Amazing Board for Not Being able to attend Today's Board Meeting!

Wishing You All the Best of the Season and Looking Forward to Another "Fun Filled, Jam Packed, Adventurous New Year!!!!!!!!!!

May Peace Be With You All!!!

Social Directors Report December 12, 2023

Not much to report this month.

The Christmas party is coming together. A number of members have been helping out. We've sold 80 tickets and ticket sales are now closed. I believe everyone is looking forward to the event.

Euchre, Bridge and Crib will each celebrate their year end wind ups with small social events. Euchre - December 18, Bridge December 20 and Crib on December 14.

Due to some scheduling conflicts for the organizers our next game night has been rescheduled to January 19, 2024. I will have the calendar updated once I receive details.

Greens Report December 7, 2023

A new Consulting Services Contract (Scott Anderson) has been prepared and will be presented to Scott for his signature at a meeting with Gavin on Thursday Dec. 7

Scott has been applying nutrients to the greens through the fall in accordance with the plan prepared by Brad.

Two heavy rain events have taken place this fall with the most recent one on Dec 4 resulting in some flooding on the west green. The rain water filled the ditches to the level just above the coloured dots but lasted less than 24 hours.

Greens team has been active with clean-up every Wednesday morning. Mostly removal of leaves, pine needles and other tree debris from the greens and surrounding pathways.

In preparation for snow and ice, a couple of snow shovels have been brought down from storage and two bags of ice-melt has been purchased and placed in the games room.

President's Report – December 12, 2023 Board Meeting

- **Request from West End Go Go's**

I would like to request a permit for Monday, April 15, 2024, from 11 a.m. to 5 p.m. for our annual West End Gogo Euchre, Lunch and Silent Auction Fundraiser.

In addition, would it be possible for us to use the club on Wednesday, January 10, 2024 from 1 p.m. to 3 p.m. for our planning meeting. We would be happy to make a donation to the club.

Thank you for considering these requests.

Toni,

Chair,

West End Gogos

- **Complaint received:**

Hello Chris,

I am so pleased with what you have done to the light! Facing it downwards worked very well!

I am sure there are others' facing the park and the lawn bowling club that will also be very relieved and pleased.

Thank you for your help and your success in improving my view out my window!!

Kind Regards,

Mya Alissandra

- **Spring Managers Meeting** – Possible Dates – Saturday March 30, or Saturday April 6 – 10AM to 2:00 PM with Pizza Lunch
- **Truth and Reconciliation Committee / Discussion Group**
Clarification of its mandate and the board's involvement
- **Sound System Review** – I met with Brad and Graham to review the existing system and to go over the issues we have been having. After a few tweaks the existing system is working fine. Redundant equipment has been removed, new instructions have been written, split speaker control for outside speakers will be done in the spring as will extending the microphone antennas outside for better reception. Type C connection for Android devices has been added as well as a jack for our wired microphone.
Graham has donated his mixing board which will slightly reduce the equipment rental for the band but speakers will still need to be rented.
- **John Stooshnov - Celebration of Life** – Cathy Stooshnov contacted me to book the Club House on Sunday April 7, 2024 which I have approved and put into the club calendar as a private

booking. Cathy will reach out to me in the new year to book a run through of the kitchen and club house.

- **Greens Renewal Project** – A Next Steps meeting between Myself, Brad, Mary Ann, Gavin and Graham to take place in early January.
- **Letter to ABEL** – Mailed out yesterday requesting \$10K to return the attic to the condition achieved after the last cleaning done in October 2015.
- **Canada Summer Jobs Grant Program** – program details sent to Gavin and Brad to see if they think it would be worth while hiring a student for greens maintenance.
Other possible positions to consider - Assistant Manager of Kitchen and hospitality, Tournament and League Assistant, book keeping/deposits etc.. Club House Cleaning
- **Communications:** Met with Stan – he is in the process of updating our mail chimp membership list.
Social Media - Stan is going to reach out to Jade to see if she would be interested in developing our social media presence. Bowls Canada is willing to evaluate this if we do move forward.



Rewards: A radio PSA to promote your club and A choice of services offered by BCB Staff on one of the topics below:

- Social media or website analysis and recommendations
- Tailored promotional piece for your club

Website - Are people happy with our website and is there anything else that you would like to see added?

- **NHSP Grant Update** – asked to submit contractor quote for LED lighting which Rick has now done.
- **Bowls Canada New Marketing Campaign** – Webinar on January 9th, 11AM EST
- **Patrick King from Elections Canada**
We are in the pre-planning process for the next federal election (date unknown for now) and reaching out to places whose spaces we rented for voter polling stations in the 2021 Federal Election. In that election we rented space at the Stanley Park Lawn Bowling Club for 4 voter polling stations.

At this time, we do not have a formalized date for the next federal election. However, when the date is announced and if the Stanley Park Lawn Bowling Club has space available would it be available to rent for polling stations? If yes, it would be greatly appreciated if you could answer the following questions.

Would there be any other expenses: cleaning, security, furniture - i.e. tables/chairs if required?

Is the site still as accessible for people with disabilities?

Are you okay with signing the Elections Canada rental agreement like last time? Election Canada pays \$200 for the first poll and an additional \$125 for each poll after that. Last election we had 4 polls for a total of \$575. It would be the same this time around as well.

- **Building Inspection** – Rather than going ahead with a building inspection I would like to recommend that we go ahead and fix what we know needs fixing and deal with any other issues as they arise.