

Leaside Memorial Community Gardens

Board of Management Meeting

June 26, 2024, at 7:15pm – In Person & Hybrid

Minutes #839

Attendees: David Bannon (Chair); Janice Ivory-Smith; Glenn Asano; Kathleen Mackenzie; Matt Baker, Lisa Villeneuve; Lani Uyeno (by Zoom); Shawn MacKay (staff) via Zoom; Jennifer Smith (staff),

Regrets: Dan Teguh, Robert Mitic

Call to Order

Mr. Bannon called the meeting to order at 7:18PM

Request from the Chair for conflict-of-interest declarations regarding any items on the agenda

No conflicts were identified.

Adoption of minutes of the prior meeting

Mr. Bannon called for any questions or amendments to the minutes of the May 22, 2024, Board meeting.

Ms. Villeneuve joined at 7:24

Motion to adopt the minutes of the May 22, 2024, Board meeting moved by Mr. Asano seconded by Ms.

Mackenzie.

CARRIED.

Report of the Chair

Presentation of the 2024 audited financial statements by Mr. Bannon, which included reading the following statement from the Treasurer who was unable to attend the meeting:

“The Finance and Human Resources committee reviewed the financial statements and auditors’ report to the board of management. No uncorrected misstatements exceeded materiality and no deficiencies in internal control were identified. The auditors noted one item in its letter to management. The committee was satisfied with management’s response. On behalf of the finance and human resources committee and as Treasurer, and acting chair of the committee at its June 19 meeting, the committee recommends approving the financial statements.”

Motion to approve the 2022 audited financial statements moved by Mr. Asano and seconded by Ms. Ivory Smith.

CARRIED

Mr. Bannon recapped the most recent Safety Committee meeting wherein agreement was reached on the expansion of the exterior railing structure near the pro shop. This will be advanced to the East York Foundation for approval of the expense, prior to work commencing, when quotes are assembled. In addition, Mr. Bannon shared that the Operations Director will connect with ORFA to ensure our facility is inspected and recommendations received on making it the safest facility for sport.

Mr. Bannon advised that he is seeking feedback on the user groups' space rental agreements. It was noted that several groups are not in compliance with some of the terms of the original agreement.

Report of Director of Operations

Mr. Bannon introduced the request for approval on repairs by CIMCO relating to relief valves on the Pashby Rink.

Motion to approve the expenditure of \$6,000 HST moved by Mr. Asano and seconded by Mr. Baker.

CARRIED

Mr. Bannon referred the board members to the Operations Director's request to approve the expenditure associated with the installation of equipment maintenance software. Several board members had questions about the functionality of the software, as well as confirming whether other systems were considered. The request was put on hold, pending more information from Mr. Mackay.

Report of the Director of Business and Finance

Ms. Smith recapped the month-end financial performance.

Motion to receive the May 2024 financial reports made by Ms. Mackenzie and seconded by Mr. Asano

CARRIED

Ms. Smith updated the Board on the 2025 budget process, with particular attention paid to the pending capital project and the uncertainty surrounding it. It was agreed that Ms. Smith would submit two versions of the budget: one contemplating full-year operation and one assuming 8.5 months' closure on Rink B and in the WLR. Once the final submission date approaches, a decision will be made on which budget to upload to the City, based on the best information available at that time with respect to the commencement of the Capital Project.

Mr. Mackay joined the meeting at 7:59pm.

Report of the Community Relations and Operations Committee

Ms. Ivory Smith provided an update on Remembrance Day planning.

In addition, the Board was directed to the quote from the archivist re: restoration of the murals. It was agreed that LMCG would solicit quotes for framing and installation so that a complete proposal could be submitted to the East York Foundation for them to consider funding the project.

Ms. Ivory Smith introduced the idea of recognizing community builders who have died recently, by installing plaques on seats in Rink B. It was suggested that the Bboard would decide on who to honour, rather than soliciting nominations/applications. It was agreed that the Board should prepare a framework document to bring to the Board for adoption to ensure structure and continuity in the process going forward. Ms. Ivory Smith and Ms. Smith to work on language.

Ms. Ivory Smith, as Chair of the Operations and Community Relations committee, will work with Ms. Mackenzie on the plans for the concussion education presentation this fall.

Report of the Finance and HR Committee

Matters were covered in the report from the Chair and the report of the Director of Business and Finance.

Other Business

Mr. Bannon provided an update on the Environment Day held in our parking lot. The event was once again problematic given the day of the week, time of day, and location. It was noted that our staff suffered abuse and as a result, as had been agreed prior to this year's event, we will not permit the event to take place on our site in future. The Board has an obligation under the Occupational Health and Safety Act to take all reasonable steps to ensure such actions do not take place with respect to its employees. It was noted that the City Solid Waste representatives indicated that they did not intend to suggest LMCG as an appropriate venue in the future due to congestion and ongoing operations of the facility.

In Camera

The meeting went *in camera* at 8:25. The meeting came out of *in camera* at 8:32PM.

Next Meeting:

The next meeting will be held on September 25th, 2024.

Motion to adjourn at 8:36 PM moved by Mr. Asano and seconded by MS. Ivory Smith.

CARRIED