

Dunmore Community Association Board of Directors Meeting Minutes

April 5th, 2023

Cypress County Council Chamber

Present: Trish Drescher, Jody Phillips, Nicole Johnson, Scott Plouffe, Amy Edmonstone, Melissa Sawchuk, Nevada Meyer, Olivia Whenham, Jenna Riess, Rocheal Howes, Dan Hamilton

Regrets: Shevaun Perrault

Meeting called to order by Trisha at 6:32pm

New Business:

Parking Lot at Sunrise Park – Jody

2023 Garage Sale Day – Nevada, Olivia, Jenna

Director Listing - Jenna

DCA Logo - Jody

Old Business:

Wi-fi Password Policy – Jody

Grand Opening/Ribbon Cutting – Amy, Jenna

Ball Diamond - Scott

Video Surveillance Policy & Confidentiality Agreements - Jody

Unfinished Business:

None

Review of Agenda and Previous Minutes:

Motion: Jenna made motion to accept the agenda – carried

Motion: Nicole made motion to accept February 28/23 AGM minutes – carried

Motion: Nicole made motion to accept February 28/23 Board Meeting minutes – carried

President's Report – Trisha Drescher

The DCA board of directors now has a full complement of 11 directors again after the AGM on February 28th! I'm pleased to be here, and look forward to catching up on all of the DCA activities. Welcome to Nevada Meyer and Rochelle Howes as well.

On March 3rd, GVN Structures began the installation of the rink boards at the EDF Community Recreation Centre. They will be removing all of the excess materials from the rink and Richard Oster will be picking them up and delivering them to Seven Persons where they will be used for a rink they are building.

The security system at the Skate shack is scheduled to be installed on April 17th by Sabre Security.

Elite Electrical will be installing the final exterior lighting on both sides of the rink to light up the signage prior to the facility grand opening.

Boylan Imaging will be meeting Jody on site at the facility next week to measure the boards and determine the right size of sponsor logos to be installed. They will create the 8 decals, and we will be responsible to install them.

Cypress County requested use of Sunset Park on June 7th for their Annual Volunteer Appreciation Day and it was approved via text vote among the Directors on March 2nd. They will be hosting a bbq.

On March 2nd, Cypress County advised that they will be taking over the water bill at Sunrise Park and paying it directly as part of the Public Works umbrella. This reduced our operating expenses by an estimated \$4000. At our last meeting we passed a motion to increase the operating budget request to \$18,000, but with this huge drop in utilities, the regular \$12,000 operating budget is more than sufficient.

On April 3rd the Recreation Board Grant Application was submitted to Cypress County. This includes our 2023 budget, financial statements, request for operating funds (\$12,000), and our capital project funds request for \$80,000 to finish off the EDF Outdoor Recreation Centre. All Directors have received a full copy of the application package.

On April 3rd, we also submitted a request to Cypress County to proceed with purchasing the 40' Cube Storage container as there is concern one won't be available after the April auction, and GIQ Auction AB Inc has indicated the price will likely be going up. Additionally, we have donated tables and chairs that we have no place to store and items are piling up. We have likewise requested that if the County will purchase it now, we will reduce the capital request ask by the same amount.

Dan Hamilton reported that Cypress County did in fact purchase the can that same day and in order to expedite it, the funds were taken from the DCA's operating budget being that it is a capital purchase. The \$12,000 operating budget will be transferred out of the capital expense funds that are issued annually to the DCA in May.

Motion: Olivia made motion to accept the President's Report– carried

Treasurer's Report – Nicole Johnson

As of April 5th, the Projects bank account has a balance of \$31,413.02, the Operating account has \$12,252.80, with the total combined balance being \$43,665.82. The 2021 and 2022 GST still needs to be filed. The DCA's societal return is due May 2023, and it is ready to go. The contact at ATB is no longer working there, so changes to signing authority with the outgoing and incoming President have not been made yet. The pre-authorization with Telus has not yet been addressed with ATB.

Motion: Jenna made motion to accept the Treasurer's Report– carried

New Business:

Parking Lot at Sunrise Park – Jody

On March 23rd, Cypress County was asked if we needed to include the cost of a parking lot in our capital expense or if it would be considered infrastructure. We were told that there is consensus that we need off-street parking in that area and the cost and project would be covered and planned by the County's Public Works division. We have asked if it can be completed before the May 26th grand opening event and that is the current plan. Dan and Richard also have plans to expedite this project and we will leave it in their hands. The proposed location for the lot is in the top strip adjacent to the park where the road starts to curve. We proposed an entrance near the curve, and another just perpendicular to the end of the ball diamond, but the County will ultimately decide the design and size. This will be a gravel lot.

Motion: Amy made motion to accept as information – carried

2023 Garage Sale Day – Nevada, Olivia, Jenna

The 2023 Community Garage Sale Day will be held on Saturday June 3rd. Jenna will advertise it in the Cypress Courier, Commentator, and Medicine Hat News. The event is already posted on the website and Facebook, and participating houses can already submit their addresses. The DCA will post a donation opportunity for unwanted items and will host a garage sale at the rink that day with proceeds going to community events. Items can be dropped off Saturday May 27th from 9-11, and Sunday May 28th from 1-3. Olivia, Melissa, Trisha, Jenna, Rocheal, and Nevada to organize and arrange volunteers. Nicole to get float from the bank.

Motion: Olivia made motion for Jenna to post this fundraising opportunity on Facebook and for Nicole to get a float - carried

Director Listing – Jenna

There have been requests from the community for a listing of DCA Directors and their positions on the website. The listing would have names and positions only, no phone numbers or personal contact information.

Motion: Jenna made motion for Jody to post the Director list on the DCA website- carried

DCA Logo – Jody

Two versions of the DCA logo (one with our initials, and one with the full name of the Dunmore Community Association) were presented for selection to go inside the rink boards.

Motion: Melissa made motion to select the full written name beside our logo - carried

Old Business:

Wi-fi Password Policy – Jody

The Wi-fi End User Agreement was presented to the board. See Appendix A

Motion: Amy made motion to approve the End User Agreement: Password for Free Wi-fi at Sunrise Park - carried

Grand Opening/Ribbon Cutting – Amy, Jenna

The caterer (Lynn's Country Kitchen), entertainment (Little Red Ball Co.), Band (Full Circle), Bartender (Tin Roof Mobile Bartending), décor (balloons, centerpieces, tablecloths, tables, chairs) have all been booked. Event sponsor donations (Swirls ice cream, popcorn, and cotton candy) have all been confirmed. To date, 96 tickets have been reserved for the event. Rocheal is no longer available on that date to MC the event, so Trisha has agreed to do it. The outstanding details at this point are the quote for the plaques and liquor license. The planning committee will be meeting again soon to review the outstanding items and meet with the bartender.

Motion: Jody made motion to accept as information- carried

Ball Diamond - Scott

Requests for quotes for dugout rooves were requested by 3 companies, only 1 of whom replied. Diamond Link Fencing supplied a quote for \$8200 which was submitted as part of the capital asset request for 2023.

The ball diamond will be rented from April 24-June 19 by Medicine Hat Minor Softball. The schedule will be forwarded to Jody to create an online booking calendar for both the field and the rink. This will showcase upcoming events, as well as black-out dates for the spaces and allow people to book them.

Motion: Olivia made motion to pursue an online calendar for the facilities - carried

Video Surveillance Policy & Confidentiality Agreements – Jody

The Video Surveillance Policy last reviewed in 2022 was sent to all Directors for final review. See Appendix B

The camera will be installed on April 17th and 3 board members will have access to the feed and will be able to remotely lock and unlock the skate shack. These 3 members (Jody, Olivia, and Trisha) signed the Confidentiality Agreement. The secretary will file these documents.

Motion: Olivia made motion to approve the Video Surveillance Policy – carried

Group Discussion:

Dan Hamilton confirmed that Cypress County has purchased a washroom that will be installed at Sunrise Park. This will be heated, have running water, and an in-ground tank. The DCA intends to purchase auto-shut off taps. Cypress County will shoulder the entire cost of installation, but the DCA will be responsible for purchasing supplies (toilet paper, cleaning supplies) and the ongoing maintenance of the washroom. Location of the washroom to be determined. The goal is to have it installed prior to May 26th.

Next Regular BOD Meeting: Wednesday May 31st, 6:30pm at Cypress Council Chamber

Adjourned by Trisha at 7:45pm

APPENDIX A



**DUNMORE COMMUNITY ASSOCIATION
END USER AGREEMENT: PASSWORD FOR FREE WIFI AT SUNRISE PARK**

This agreement must be completed by the DCA member before access to the WIFI at Sunrise Skate Shack is granted.

Terms:

- 1) Individuals must be DCA members in good standing
- 2) Individuals will be given the WIFI password via email within 3 business days of submitting this signed agreement
- 3) The WIFI password will expire on March 31st annually to coincide with the end of each membership term
- 4) The DCA may change the password at any time and for any reason. If the password is changed, members in good standing will be notified via email
- 5) Free WIFI for members is accessible on the "DCAMembers" network
- 6) The wireless network service is provided by the property managers (DCA) and is completely at their discretion. Your access may be blocked, suspended, or terminated at any time for any reason
- 7) You agree not to use the wireless network for any purpose that is unlawful or otherwise prohibited and you are fully responsible for your use
- 8) The wireless network is provided "as is" without warranties of any kind, either expressed or implied
- 9) The wireless network is not secure. Use of the network is at your own risk
- 10) Traffic and usage on the network will be monitored and may be reviewed

By accepting this agreement and accessing the wireless network, you acknowledge that you are of legal age, you have read and understood, and agree to be bound by this agreement.

Signature: _____

First Name: _____ Last Name: _____

Date: _____ Email: _____

[OFFICE USE] Access Expiration Year: _____



DUNMORE COMMUNITY ASSOCIATION POLICY

Policy Name:

Video Surveillance

Approved on:

April 5, 2023

POLICY STATEMENT

The Dunmore Community Association recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of volunteers, community members, visitors and property. The objective of video surveillance at the Sunrise Skate Shack is to promote safety and will be designed and maintained to minimize privacy intrusion. Information collected by video surveillance systems will be collected in a lawful and justified manner with built in privacy protection measures in accordance with Freedom of Information and Protection of Privacy (FOIPPA) Act.

DEFINITIONS

1. **Authorized Personnel** shall mean any current Director or Executive Member of the Dunmore Community Association
2. **Covert Surveillance** refers to the secretive continuous or periodic observations of persons, vehicles, places or objects to obtain information concerning the activities of individuals;
3. **Overt Surveillance** refers to the non-secretive continuous or periodic observation of persons, vehicles, places or objects to obtain information concerning the activities of individuals;
4. **Personal Information** as defined in section 1 (1)(n) of the FOIP Act as recorded information about an identifiable individual, including: the individual's race, colour, national or ethnic origin; the individual's age or sex; the individual's inheritable characteristics; information about an individual's physical or mental disability; and any other characteristics listed in that section;
5. **Reception Equipment** refers to the equipment or device used to receive or record the personal information collected through a surveillance system, including a video monitor;

6. **Recorded** as defined in section 1 (1)(q) of the FOIP Act as a record of information in any form and includes notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produced records.
7. **Storage Device** refers to an SD Card and the APP used to store the images captured by the surveillance system;
8. **Surveillance Systems** refers to a mechanical or electronic system or device that enables continuous or periodic recording, observing or monitoring of personal information about individuals on open, public spaces or buildings;
9. **Dunmore Community Association (DCA)** as referred to in this policy shall include all directors and executive members;

REASONS FOR POLICY

1. Develop a surveillance system policy that compiles with the Freedom of Information and Protection of Privacy (FOIPPA) Act and follows the guidelines set out by the Office of the Information and Privacy Commission of Alberta without compromising the safety and security of visitors, volunteers, community members, and property.
2. Ensure consistency and standardization of surveillance measures, procedures and protocols so that all users of the Sunrise Skate Shack and Park can have an expectation of consistency with respect to the collection, use and retention of personal information, regardless of where surveillance equipment is installed.
3. These guidelines do not apply to covert or surveillance cameras being used as a case-specific investigation tool for law enforcement purposes or in contemplation of litigation.

STANDARDS

1. This policy allows for the installation and use of video surveillance equipment in Dunmore Community Association facilities only within the parameters and subject to the conditions established by this policy.
2. The use of surveillance cameras is for public safety (Section 33 of FOIPPA).
3. All personal information will be stored securely by the Dunmore Community Association and accessed only by Authorized Personnel and the authorized Cypress County representative and will be used only for the purposes set out in this policy.

4. This policy will comply with FOIPPA and the Government of Alberta, Guide to Using Surveillance Cameras in Public Area, revised July 1, 2018, and as further amended.

RESPONSIBILITIES

1. Dunmore Community Association to appoint Authorized Personnel as the custodian of the surveillance system program and review and approve any revision to this policy.
2. Contractors with access to surveillance equipment to:
 - a. review and comply with this policy in performing their duties and functions related to the operation of surveillance system. If a contractor fails to comply with this policy or the FOIP Act, it will be considered a breach of contract;
 - b. Authorized personnel who breach this policy will be subject to immediate removal from the Dunmore Community Association Board of Directors;
 - c. Authorized personnel and/or contractors with access to this surveillance system will sign a written confidentiality agreement shown in the attached Schedule A regarding their duties under this policy.
 - d. carry out the policy based on established procedures.
3. Recorded information will be kept a maximum of two (2) months and will be disposed of after that point in time unless certain records are kept for an investigation.