

Prince Rupert Community League Monthly Meeting
Tuesday, January 14, 2019, 7pm
Central Lions Senior Centre Room 12
AGENDA/MINUTES

1. Call to order: 1910

Present: Mo E., Ralph D., Ashley T., Tony S, Katherine P, Brenda S., Denise B.

Regrets: Angela S, Ashley M., Ryan L.

2. Welcome: New community member, Mo Emin.

3. Approval of the agenda:

M/S/C - Ralph, Denise

4. Approval of the Minutes of the November 12th Meeting

M/S/C - Denise, Katherine

5. Matters arising from the minutes:

- a. Playground construction update, including discussion with Brenda Smith from City of Edmonton
 - i. Engagement plan updates (Brenda provided documents outlining the plan and PRCL's requirements/responsibilities moving forward).
 - ii. A high level summary was created and compiled into 4 pages. This was added to the "Strategy Phase Readiness Checkpoint 1" document.
 - iii. We were hoping for a Spring 2020 build, but couldn't get the info in on time to meet this construction schedule. We are still on the right track and Brenda will continue to discuss this with Rhea (City of Edmonton) to see how we can move this forward with the grant. A Strategy Plan document was devised to demonstrate what City of Ed. and PRCL is responsible for, respectively. Brenda supplied the document for our review.
 - iv. Signatures were required of Tony and Katherine.
 - v. Observation(s): There has been a significant increase in children in our community (459 children between the ages of 0-14) from the 2014-16 census.
 - vi. Roles
 1. FYI: "LA" Landscape Architect - will assess park portions, develop it out, then present it to us for approval or pushback. Brenda will inform us of who our LA will be.
 2. FYI: "PM" Project Manager - will help to determine who owns what land, who is responsible for the lights (ie: Epcor or City), etc.
Ryan.Andres@edmonton.ca is our "Project Manager in concept".

3. Both have the ability to talk costs. We are in a good position as we have the funds.
- vii. Brenda reminded us of various steps: When we receive the concept plan from the city, we will want to present this to the community for feedback (community engagement) ie: on website, in person, via survey, etc. This will help us look for gaps and help to fine tune it. From here we would sign off on it once agreeable, then “complete G/H/I” from Strategy Plan; will then get the letter of approval with paperwork from the City. She encouraged us to stay focused now and move forward with decisions made in the Spring (ie: lighting enhancements for pathways, etc).
 - viii. Re: Design - tender document stays open for 30 days and this is typically where things slow down. It is then narrowed down to (2) tenders, public engagement, etc. When ready to go, the contractor is sought out. There are approved vendors, so no need to filter through too many; then build, host grand opening, and the City maintains accordingly.
 - ix. Re: Future meeting with LA & PM - typically prefer weeknights; only meet when there’s info/feedback to share.
 1. **ACTION: Tony will mobilize the Planning Committee in February to meet; and determine the addition of additional members. They are to meet prior to the meeting with City liaison.**
 2. **ACTION: Tony and Committee will find 2 meeting options/dates.**
 3. **ACTION: June - to have concept plan tendered**
 - x. Things to have ready for City Liaison: Scope of project, including elements to include (not so much the details of equipment type), affirm 2 pods, natural play (consider forestry and sight lines), and how do we want the different age groups to use the site (demographics, abilities, etc).
 - xi. City Standards: There is a playground standard that needs to be met (ie: with a universal design). Integration points - how will people access the gathering areas, equipment. Do we have a strategy to deal with households nearby and those with negative feedback (ie: access to the park). Name - there’s already a Prince Rupert Park, so we will need to consider a new one. Is there a theme to incorporate? “You will want your unique community to stand out.”
 - xii. Additional Notes: It may be possible to create a waterline during the construction phase. In general, our plan is considered a City initiative, funded by the community. Deliverables are already communicated, so no new major reports are required at this time.
- b. Donation of Skating Rink Boards
 - i. Marilyn has sent several emails regarding this. We need a terms of reference, so that she and whomever else is on the committee knows that they are working with. Are we demanding payment? Are we going to accept

a straight donation (without the cost of dismantling, of course). She needs direction, so she can proceed.

- ii. It was confirmed that we are liable for/legal obligation for the space to be brought back to grade level and seed; will still need to go through the circulation process with Epcor, drainage, etc. Change to the land needs approval from the city; uncertain about water lines that led to the original hall.
 - iii. Obligations to the City: We need to devise our plan for removal and they can inform us of what is required. This should include a clear outline of the project plan for removal, donation, and what the City deems is our obligations.
 - iv. **ACTION: Tony will contact Marilyn to clarify and ask - can you please pursue a conversation to talk through next steps, compensation, relationship/partnership, etc.**
- c. Commercial Development on 111 Ave
- i. Community members are encouraged to contact the developers directly.
- d. Christmas party
- i. BIG THANK YOU to Ashley M. and all our amazing volunteers. It was a great success with a lot of attendees. The food was fantastic, Eventbrite worked well for us, and we reached a maximum number of RSVPs 6 hours before ticket close time.
 - ii. **ACTION: Katherine will put together a formal report.**
- e. Casino fundraiser
- i. December 7 & 8th, 2019. Wonderful success and all our volunteers appeared for their scheduled shifts.
 - ii. BIG THANK YOU to all who volunteered to make this happen for our community. We don't have a confirmed amount on what was raised yet (90 days after 1/4 cheques come in).
 - iii. The next one will be held some time between Jan.-March of 2022 (first quarter of the year), but this may be changed at a later date.
 - iv. **ACTION: Tony will send the list of volunteers to Ashley T.**

6. Director's reports

- a. President: No report.
 - i. Coffee with a Cop: Thursday, January 16, 10-11 am (we realize it's short notice).
 - 1. **ACTION: Tony will send this info out accordingly.**
 - ii. Meeting with Sarah Hoffman (date TBD, Remedy on 124th Street)
 - 1. **ACTION: Tony will send the details to Ashley T.**
- b. Treasurer: Report attached. Motion to accept the treasurer's report
 - i. We acquired another grant from the City - THANK YOU Ralph.
 - ii. We also acquired a donation from a patron of the Casino! (\$421.50)
 - 1. **ACTION: Katherine will add this to the general donation account.**

- c. Secretary:
 - i. Winter Family Fun Day - February 23, 1:00-3:00 pm
 - 1. Ralph has ordered toys. I think Ralph has someone who wants to do groceries. **We need a volunteer to pick up groceries**
 - a. **ACTION: Tony will discuss this with Ashley M.**
 - 2. Need to put a form out to see how many want to come and who can help set up and take down. Anyone here able to do set up/take down?
 - 3. Ralph applied for a grant. **Grant has been approved and is in place, as per Ralph.**
 - 4. Ang applied for the permit.
 - ii. Meeting rooms are booked until May.
- d. Ways and Means:
- e. Membership:
- 7. **Sign Message**
 - a. Sign should promote the Winter Family Fun Day
 - b. **Action: Tony will contact Mo for assistance re: updating the sign on Tower Road.**
- 8. **Neighbourhood Resource Coordinator**
 - a. See report attached.
- 9. **Other business**
 - a. Papp Garden Update: No formal or written agreement yet as the City has been inundated with memorial requests. If we want to go forward, we will need to meet the specified requirements. Kristy has made contact with Nicole.
 - b. It would be very helpful to differentiate those who have the same first name by adding their last name initial (Ashley McDine and Ashley Thorsen).

Meeting Adjourned @ 8:59 pm

Next meeting: February, 11th, 2019 (Room 12)