

Prince Rupert Community League Executive Meeting
Wednesday, Feb. 2, 2022, @ 19:00
Room 12, Lions Center/Zoom

Vision:

An inclusive, healthy, and thriving community where residents feel connected to one another and the land on which we live.

Mission:

- *Facilitate and encourage diverse opportunities to connect.*
 - *Maintain and nurture our urban environment.*
 - *Increase community involvement.*
 - *Foster a sense of safety within the community.*
 - *Advocate for the community to other organizations and governments.*
 - *Keep residents up to date with community-relevant information.*
-

1. Call to order: 19:00

Present: Cindy, Ralph, Shannon, Tony, Stephanie, Josh, Brent, Marilyn, Mel., Jody

Regrets:

2. Introductions -

3. Thank you and updates

- a. Ralph: Thank you Cindy for work on committees
- b. Thank you, Stephanie, for keeping the social spirit up the community despite Covid.
- c. Steph: Thank you to everyone who helped with the Christmas party

4. Approval of the agenda – Bring Communication to item 7 of discussion

Motion to approve agenda with changes by Tony

Seconded by Cindy

All in favour

5. Approval of the Minutes from the Jan 5 Meeting

Motion to approve minutes as amended by Brett

Seconded by Shannon

All in favour

6. Communication: Josh - update on website redesign initiative. *Discuss and confirm PRCL logo design and complete initiative.*

“What are we looking for in a logo”

Josh to combine a few aspects of a few of the designs to create something we are all in favour of.

To supply additional concepts for Board to send out and vote on.

7. Communal Management Software for Prince Rupert CL: *A presentation with respect to an on-line program that allows the community league to advertise, keep and renew memberships, bookings for community events etc.*

David (ex-membership director, Edmonton Meadows) and Wade (cofounder) Started 4 years ago by needing to book a room within a community league.

Problem – Gaps between events, planning, space bookings, volunteers, memberships, etc. within a community league

Solution – Cloud based software will integrate with website. Will handle many issues including memberships and volunteering

- a. Memberships – Link presented on website to create or renew membership. Simple form opened in Communal platform
 - i. Can easily add any memberships who sign up with paper
 - ii. Import all previous information stored in excel, etc.
 - iii. Security – Stripe is payment processor which is an encrypted database. Even free memberships use this processor
 1. If free, can “choose your amount” as a donation
 - iv. Can restrict memberships to PRCL zone (addresses).
 - v. Volunteering option can be chosen if interested in Memberships
 - vi. Digital Membership card – EFCL blocks off series of numbers that can be assigned to membership cards to be used at various locations around the city.
 - vii. Membership Renewals
 1. Can turn on auto renewals
 2. Automated reminders if someone hasn’t renewed or set up auto renewal
 - viii. Inactive Users
 1. Have an account but no longer are members
 2. Easy way to send these users specific emails
- b. Volunteering information can populate those interested by memberships
 - i. Information regarding volunteering can be sent out to
 - ii. Each volunteer opportunity creates a separate link that can be emailed or sent out to members of the community.
 - iii. “View volunteer opportunities”
 1. E.g., Casino, can pick individual shifts
- c. Events – community events page lists all events
 - i. E.g., Soccer – different age groups, different prices for members or not
 - ii. E.g., Garden – set up plots, contracts, fees, etc.

Costs – Invoicing, volunteering and Website integration included in all packages

\$29/month – highest service fee

\$99/month – service fee reduced

\$199/month – service fee reduced further

www.getcommunal.com

8. City Development Projects: Follow-up discussion on whether the PRCL should create a Civics Directorship to coordinate community communication and involvement on proposed

City bylaw rezoning and property development initiatives - *Determine whether Board wants to create new Directorship or take a more low-keyed approach to new development applications*

- a. New terms of reference limit directorship to more of a liaison/information gatherer. Reduces the need to coordinator or take a stand for any resident in the Community League.
- b. Most important is getting information out to residents so everyone is aware of what may happen within the community.
- c. Is the position viable long term?
- d. By-laws may not allow for new Director

Motion to create an ad-hoc committee for civic matters appoint Marilyn and Lyle to head. Use created terms of reference and termination date would be at the AGM of June of 2022 by Ralph
Seconded by Tony

All in Favour

9. Neighborhood Resource Coordinator (NRC) Updates: Jody Nelson

- a. Grant for Christmas event to be fulfilled
- b. Bookings Director – high cost for Central Lions booking
 - o Looking at receiving a discount for booking (20%)
- c. Garden – received \$2,500.00 Grant
 - o Constable to provide a document from garden site visit
 - o Meeting to follow with Tanjin
- d. Playground – Spring 2022
 - o Naming information to be discussed
- e. Old School Site – send in project proposal to initiate project
- f. Newsletter – ending; fill in survey if beneficial for Community
- g. A lot more information in NRC report by Jody posted on Website

10. Proposal: New board Community Wellness Director position – promote healthy living –
Mo Amin
Tabled for March meeting

11. Treasurer's Report: monthly update

- a. Not much activity in January
- b. Donation for Food bank deposited
- c. Garden beds – 50% down

12. Social Committee Update: Future Events (Family Day, May Day, others) - Stephanie

- a. Wine draw for Valentine's Day
 - i. To be emailed to membership
 - ii. Tickets purchased at Tony's
 - iii. 50% donated to Food Bank
 - iv. Not dedicated to Prince Rupert
- b. Winter Family Fun Day – Sunday, February 20, 2022, 1pm to 4pm

- i. In playground area
 - ii. Fire pits booked, snowshoes, sliding, hot chocolate, smore packages and bannock
 - iii. Maybe horse-drawn carriage
 - iv. Contacted “bent arrow” to play/learn traditional games
 - v. Applying for macro grant for fun day
- c. Game night – March - tbd
 - i. Partnered with Queen Mary Park to be held at their hall
 - ii. Serious gamers and not so serious gamers
 - iii. Board games/card games
 - iv. Bar (cash)
- d. Egg Hunt – Easter - tbd
 - i. To be discussed
- e. Garage Sale – tbd
 - i. Queen Mary in August
 - ii. Possibly to mimic

13. Garden Committee Update: Cindy

- a. Grant received for \$2500
- b. Submitted for \$5000
- c. Ordered 20 corrugated steel beds
- d. Shed ordered through NAIT coming mid-April
- e. 17 signed up so far

14. Playground Committee Update: Completion of project on hold over winter
Ralph – tabled

15. Priority Planning: Discussion on creating a PRCL committee to plan new community amenities consistent with previously PRCL-approved EDA Concept Plan; to begin discussions with City and Edmonton Fed. of Comm. Leagues on new PRCL license agreement for the school lands. *Need to determine whether the Board wants to take on this initiative at this time while garden and playground initiatives are still underway. Discussion on whether the PRCL should be seeking a new more permanent interim “home” to meet.*

Ralph – School land will never be PRCL land unless we build something on it.
Tabled

16. President’s Report: Ralph – Items Tabled

- a. Every Sunday from 1-3pm; swimming; free
 - i. Let’s send out a fun email
- b. September 10 for Big Bin
- c. New City bylaw amendment applications and development updates
- d. Changes to annual Community League Operating Grants application requirements
- e. Airways Park Partners Meeting Jan. 20 (how to share use of tractor, pickleball – potential use of rink site?)

- f. Sat. market gardens? *Is there an interest in setting up a regular Sat market on the school grounds with 3 – 4 interested vendors?*
- g. Private business advertising on PRCL media outlets? *What is or should be permitted.*
- h. City grants: *what grants are available and are outstanding?*

Next meeting: March 2 @ 7pm; In person and Zoom meeting in Rm 12, Lions Center

Adjournment: Meeting adjourned @ 2100.