



**Meeting Minutes for Horizon Community League**  
**Jan 18, 2021 at 6:00PM**  
**Location: Online**

Chair: Harvey Miedreich

**1. Call to Order at 6:42am**

Attendance and establishment of quorum - ***Quorum established at***

**6:33pm BOARD MEMBERS in attendance:**

Harvey Miedreich, President  
Natasha Ballard, Vice President  
Candace Chamberlain, Secretary  
Donna Molloy, Programs  
Jeffrey Chaput, Traffic  
Courtney Pruski, Social and Business  
Jeffrey Chaput, Traffic  
Deanne Whalen, Walker Lakes Liaison  
Richard Griffiths, Summerside Community Liaison

**GUESTS in attendance:**

Melanie Gizowski (City of Edmonton)  
Lora Andrishak (Orchards Playground)  
Tara Charlton  
Lindsay Stecyk  
Gina Finateri

**2. Approval of Agenda -**

- Agenda approved by Richard
- Seconded by Courtney

**3. Approval of Meeting Minutes:**

- All minutes Approved by Donna
- Seconded by Richard
  - Feb 24, 2020 - no record of minutes found on HCL drive - noted that February was the start of the Covid19 pandemic and the secretary roll was empty
  - Sep 21, 2020 - emailed 01.17.2021
  - Oct 19, 2020 - emailed 01.17.2021 - **AMENDMENT TO MINUTES**-->not reported during the last meeting was the amount of money spent on the Winter Rinks (2x) which was \$25,000 dollars

- Lora met with the City of Edmonton the week of January 11th
  - It was determined that, due to a shortfall in funding, the gazebo and pathway need to be moved to Phase 2 if the \$90,000 couldn't be raised.
  - Lora was also advised the Catholic board put in a request for a grant to assist the

build for \$100,000. If they receive the grant, the gazebo and pathway can be built in Phase 1.

- Harvey advised he feels the Orchards has been under-represented by the HCL
  - He would like to see an equal amount given to the Orchards playgrounds that was provided to the other playgrounds
  - Natasha advised we need to identify the needs of each neighbourhood for funding as each one has different requirements
- Natasha indicated that the Casino funding would help with Phase 2 of the project
- A question was raised about who can access the playgrounds
  - Both of the Orchards playgrounds are on City Parkland so they are accessible to everyone and anyone
- Natasha offered to be the point of contact for the playgrounds
- Harvey offered support and asked Lora to attend the next meeting for an update
  - It was suggested a follow up report from Lora be added to the agenda at the February meeting. Lora would know more about whether the Catholic Board's grant was approved and the HCL Board could make a decision regarding further funding from there.

## 5. Board Reports

### ***President - Harvey***

- Meeting guidelines
  - engage in a respectful environment
  - if an attendee wishes to speak - go to chat and type NEXT
  - This is the first meeting and he will assess how the meetings will function going forward after today. There will be some changes to the flow of the meeting to keep us on task and on time
- Open board member position
  - Ryan no longer lives in HCL but is willing to carry on with the Soccer position
  - the number of open/available positions affects quorum
  - one of the proposed bylaws addresses open positions and quorum with so few volunteers - this needs to be revisited
- Volunteers
  - Advised to view yourself as managers in your board role
    - Find volunteers and give them easy direction
    - Don't do the work yourself - we need to find volunteers to do the tasks
  - We need to figure out how to generate volunteers within our community
- Strategic planning meeting
  - HCL doesn't have a strategic plan nor a budget and we're "winging it"
  - Suggested we need to reel it in and get back to basics
  - What makes sense for the community needs to be based on fact NOT feelings
  - The Community is pacing to grow much larger and not every community has the same needs i.e. Matheson is the future development south of Walker Lakes with the anticipation of being the same size as Walker Lakes - new communities have different needs than older communities
  - It is hard to find volunteers to fill the Board roles as people are interested but they only want to work for their own community and not someone else's community.
  - Melanie suggested working on the following order:
    - 1. Strategic plan
    - 2. Annual plan
    - 3. Budget
  - Donna advised the Strategic Plan was started 18 months ago and they stopped at goal

setting

- Donna also mentioned that if the HCL picked and focused on three things and set to work on those three things then there would be more direction. We need to work on the gaps that are holding us back as a League.
- The Strategic plan is half done- each part will be useful to each community - we will be helping everyone
  - The Strategic plan should move forward despite the committee investigating the pros and cons of a split
  - Jeffrey advised keeping the meetings to a few hours versus all day as meeting all day is too much
  - Melanie and Candace will liaison to review the Strategic plan as it stands from the initial meetings and set up a virtual meeting to get the board moving to the next step

- Suggestion to form a committee/focus group made up of community members to explore and fact find the pros and cons of separating HCL communities into their own CLs - the group will ONLY investigate this option considering the size and ages of the communities - the group will report their findings back to the Board.
  - What are the pros and cons of staying as the HCL or separating?
  - The intent is to obtain facts on whether a split makes sense. If it doesn't make sense, the HCL continues on, but if it does make sense, the Board will need to consult the HCL city liaison for guidance.
  - There must be proper representation from all communities by involving community members
  - There is a need for community engagement to ensure what the community is thinking
  - Natasha suggested Harvey heads up this group however she advised this was looked at in the past and it is a minimum three year project to split communities ○ Harvey agreed to head the group on the condition that he is only there to oversee and keep the members on task.
  - Lora has experience with this type of work and asked to be a part of the group ○ Richard supports this idea as the HCL is too big to help every community within the current boundaries and each community has different needs.
  - It was suggested that only active Community League members should be able to join the focus group
  - Courtney expressed concerns about how everyone will be represented
  - Harvey asked for a motion to start the focus group
    - Donna motioned to call for a focus group
    - Richard seconded the motion
    - Voting results- 6 in favor - 0 against
  - Donna will help write the terms of reference

Group Members with more members to be added:

- Harvey - Chair of the focus group
- Richard - Summerside
- Lora - Orchards
- Courtney - Walker
- Deanne - Walker

a. **Vice-President - Natasha**

- Christmas Hampers
  - Motion to add the email vote results to expense of the hampers \$1000 - \$500 to Corpus Cristi- Shauna May \$500
  - Would like to do every year - schools have criteria and select the people
  - Richard was concerned because the money is community league funds

- Natasha advised she was approached by a community member to support this event and sent an email to all board members (copy saved to file)
- Suggestion of having a Charity amount on the budget - but the HCL needs a budget in place for this to happen
- Suggestion that an annual plan be in place for quarterly events for each community
- Email response
  - Expressed concern that responses to emails need a drastic improvement as many items are time sensitive and require an immediate response..

**c. Treasurer - Danielle**

**d. Secretary - Candace**

- Operational items
  - Where is the Post office box
    - Advised of location and who has the key
    - Indicated a grant cheque was enroute so we need to check the PO box regularly
  - Where is the storage location
    - Advised of the location and who has the key
    - No files are stored there
    - Advised it needs to be cleaned out
  - Background checks required for all Board members
    - Last letter requesting a background check sent out in 2018
    - A new letter was created and is pending review - once approved, a copy will be sent to all Board Members
    - Review of background checks will fall to the President and Vice President **ONLY** due to the sensitivity of the information.
    - All background checks will be returned to the individual.
    - All expenses incurred for the background checks will be reimbursed by the board
  - EFCL website webinars
    - An email will be sent to all the Board Members with the link to the webinars that are offered by the EFL

**e. Memberships Director - Dhruba**

- (Updated February 9, 2021) Contact was made and Dhruba's information has been updated in the Board Contact list. SCL by-laws were sent to Dhruba as well as the Board Contact list and the EFCL orientation page. Dhruba attempted to contact the HCL via the old SCL links and does not have access to the HCL drives nor access to the HCL membership email. Email sent to Harvey to have this rectified.

**f. Communications Director - Harvey**

- Advised this is a tricky role as it involves a lot of social media platforms
- Communibee/Facebook
  - 3 months hiatus from Facebook and we need to review what we're doing with this platform
  - This hiatus has made the HCL lose connection to its membership
  - We never followed through on offering a free HCL membership for signing up with Communibee
    - Offer was to be in place for two months to generate more memberships
- Instagram/Twitter

- There is a preference for Instagram over Twitter due to the features Instagram offers over Twitter
- Horizon Community League Website
  - all the logos have been updated and new photos have been posted
- E-mails - updating and participation
  - Natasha touched on the participation aspect during her presentation (please see Vice-President minute notes above)
  - We are trying to close the Summerside website which the HCL is paying for but it's taking time
  - Working on redirecting everything to the Horizon website
- Natasha and Candace will assist with communications so Harvey can focus on his new role

**g. Grants / Fundraising / Casino Director - Robyn**

- City Snow removal grant
  - This grant can be used to contract out snow removal for target citizens, purchase shared use equipment or to fund honorariums. One time, Community League Snow Removal Grants of \$1,000 are available each year while funding remains.
  - Difficulty will be in determining who the target citizens are in the HCL Communities

**h. Social Director - Courtney**

- Valentines day proposed event
  - A community scavenger hunt involving a number of tasks
  - Suggested that if the hunters use Comminbee exclusively for their submission they could win a prize
  - Would encourage HCL memberships however - **Quorum was lost** so an email needs to be sent to the Board Members requesting funding for prizes
- Trying to push for more memberships
- Doing a "wine survivor" as a fundraiser
  - Need to organize and promote this event
  - Natasha advised a license is required for this type of event

- Shauna May UPDATE
  - Received an extra Government grant top up between (\$60-70K)
  - Only need \$18,000 to complete the build
  - March 2 or 17th is the deadline for fundraising
  - Omitting donor plaques due to excessive cost
  - Gazebo will move to Phase 2
  - A few fundraisers currently in the works
    - They are working on a Wine Survivor fundraiser - Shauna May would provide the volunteers and the funds raised would help Shauna May
  - Have a number of sponsors
    - F45 donated as well as a few other companies
    - fundraisers through Little Caesars, mabel's labels and, back to school supplies
  - Natasha advised to document what they want to do regarding fundraisers and email it to the board.

**i. Programs Director - Donna**

- Virtual workshops
  - Investigating workshops run by a motivational speaker for all members
- Vision Board - Marketing
  - Deadline is fast approaching - Wednesday Jan 20 - however a decision could not be made as **Quorum was lost**
- Generation Next Youth Leadership Program
  - This is a customized 8 week program designed for the HCL by Dale Carnegie
  - This program will help youth to become effective leaders in our community with the hopes they would take on Board roles
  - Look at a screening process and have a teacher vouch for the youth
  - HCL would pay the full amount and other communities would contribute a portion if they sent youth from within their community.
  - Need to reach ALL of the youth in our communities to be able to offer this program for \$14,000
- Motion made to send an email vote with all the details as **Quorum was lost**

**j. Transportation Director - Jeffrey left meeting at 8:05pm due to another time commitment**

**k. Business Partnership Director - Courtney**

- This position is not official per the HCL bylaws
  - The bylaws must be updated to include this position
- Request made for letterhead to write letters to businesses asking for support as well as what the HCL can offer those businesses. There was mention of potentially offering advertising on Communibee
- Looking for discounts at local businesses exclusive to individuals holding an active HCL membership
- Candace mentioned she has a network of contacts that she can put Courtney in touch with and would email her the details

**l. Community Liaison - Walker Lakes/Aurora- Deanne**

- No updates at this time

**m. Community Liaison - Summerside - Richard**

- Rink update
  - Community members are raving about the rinks - we still need to remind the skaters to wear a helmet and the number of people on the rink is limited to 23
  - Flooding of the rinks occurs on Jan 20
  - One complaint at Summerside Rink - the lights are shining into a neighbours home. Richard went over to turn the lights away from the home and the neighbour was very appreciative
  - There is a lock box code for the shovels to shovel off the ice
  - Residents don't know who paid for the rink or how much it costs
  - Signs are supposed to be going up soon
  - Richard has his contact information at both of the rinks
  - Reminders need to be made to the skaters to wear a helmet and limit the number of people on the rinks (23 is the limit)
  - Melanie Gizowski commented 8:42 PM -->
    - Reporting to City of Edmonton Community Standards Peace Officers The EFCL and/or Community Leagues can communicate significant problem sites to 311 which will forward notifications to

the Health Safety Compliance Team (HSCT) who will liaise with AHS as required. When reporting problems, please include:

- a. the rink or frezeway name
  - b. the address
  - c. timeframe that issues are occurring
  - d. brief outline of issues, patterns and any aggression occurring
- Richard would like to see a few more volunteers to help at the rinks so they can learn more about the operation and HCL.
  - Lights go on at 530pm and off at 9pm

## **6. Neighbourhood Resource Coordinator Report - Melanie**

- Report emailed to all Board Members on Sunday Jan 17 (added below)  
NRC Update January 2021

### **1.Keep Neighbouring**

Please subscribe to the Keep Neighbouring Newsletter. This newsletter is full of great information and resources relevant to Community Leagues.

December - January 2021 Keep Neighbouring :

[https://www.edmonton.ca/programs\\_services/for\\_communities/newsletter.aspx](https://www.edmonton.ca/programs_services/for_communities/newsletter.aspx)

### **Winter Neighbourhood Challenge**

Neighbourhood Services is encouraging Edmontonians to explore their neighbourhood this winter and stay safely connected while maintaining physical distance and adhering to all public health measures.

A new challenge will be posted online on the 1st and 15th of each month from December 15,2020 to March 15, 2021. To enter, complete the challenge safely, fill out the online entry form and submit your photo. You will be entered into a random prize draw for each challenge you complete. In addition to submitting your entry you can also share on social media using the #yegneighbouring hashtag. Perhaps the greatest prize is knowing you helped create safe opportunities to support your neighbours!

[Click here for challenge details and the online entry form!](#)

### **Connected Neighbours Contact Card**

Thinking about checking in on your neighbours? If so, Neighbourhood Services has a Connected Neighbours card that you can use! This card can be used to reach out to neighbours who might be at home isolating or need help. Please remember to adhere to the AHS public health guidelines when interacting and checking-in on your neighbours. [Click here to download the contact card.](#)

### **2.Tripartite License Update**

City Council approved an Amending Agreement to the existing Tripartite License Agreement. EFCL is hosting two Community forums (January 16 and 19)

### **3.OUTDOOR RINKS:**

Concerns about outdoor rink restrictions not being followed should be submitted through:

[https://www.edmonton.ca/programs\\_services/emergency\\_preparedness/covid-19.aspx#stack135994](https://www.edmonton.ca/programs_services/emergency_preparedness/covid-19.aspx#stack135994)

This way the concerns will be seen by the City's Community Standards Peace Officer section and shared with AHS to help inform a continued, collaborative approach to keeping Edmontonians safe and healthy.

The difference between the two forms that the link takes you to (you can see the explanations at the top of the page once you click on the submit form button for each

form):

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- The physical distancing form specifies that the information collected will be used solely for the purpose of gathering information, identifying trends and planning future responses.
- The bylaw complaint form specifies that it will be reviewed for prioritization and enforcement as soon as possible and that "...by submitting this form you are allowing your personal information to be collected for possible use in legal proceedings relative to the filed complaint."

#### **4. NEW WASTE CARTS COMING SOON**

The way residents sort and set out waste in Edmonton is changing. As part of the Edmonton Cart Rollout service changes, all single unit and some multi-unit homes will automatically receive a large (240L) garbage cart, a regular-sized (120L) food scraps cart and a small food scraps pail between March and August 2021 at no cost.

For more information  
[edmonton.ca/waste](http://edmonton.ca/waste)

#### **7. Board Positions Open**

- a. Communication Director
- b. Neighborhood Watch Director
- c. Sports: Soccer Director
- d. Sports Director
- e. Community Liaison – Orchards
- f. Community Liaison – Fields of Summerside
- g. Community Liaison – Sunset Valley

#### **8. Open Floor / Discussions – Max 25 min**

**- 9:39pm meeting adjourned**

#### **9. Next Meeting dates:**

- February 8, 2021
- March 15, 2021
- April 19, 2021
- May 17, 2021
- June 14, 2021