



EDMONTON FEDERATION OF COMMUNITY LEAGUES

BOARD OF DIRECTORS

CHRISTMAS MEETING PACKAGE

DATE: Thursday, December 10, 2015

DINNER: 5:00 PM / MEETING 6:00 PM

**LOCATION: Londonderry Community League Hall
14224—74 Street**

EFCL Board Planning Calendar December, 2015 & January, February, 2016

December 2015

- 09 Rink Operations Workshop
- 10 EFCL Christmas Board Meeting At Londonderry
- 23 EFCL Planning & Development Committee Meeting
- 25 –04 EFCL Office Closed

January 2016

- 04 EFCL Office Reopens
- 14 EFCL Board Meeting
- 27 EFCL Planning & Development Committee Meeting

February 2016

- 06 Leagues Alive
- 11 EFCL Board Meeting
- 24 EFCL Planning & Development Committee Meeting
- 29 Winter General Meeting

Edmonton Federation of Community Leagues
Board of Directors Christmas Meeting
Londonderry Community League Hall: 14224—74 Street
Thursday, December 10, 2015, Dinner 5:00 PM / Meeting 6:00 PM
AGENDA

Item 1.0

- 1.0 Call To Order (6:00 PM)**
- 2.0 Agenda Review (pg. 3)**
- 3.0 Urgent Matters / Presentations**
- 4.0 Approval of November 12, 2015 Board Meeting Minutes (Attached)**
- 5.0 Decision Items (7:00 PM)**
 - 5.1 Board Recruitment Plan (pg. 4)**
 - 5.2 Financial Report (pg. 5)**
- 6.0 Exemptions**
- 7.0 News From The City of Edmonton**
 - 7.1 Monthly Report (pgs. 6-7)**

“That the EFCL Board receive the written report for information.”
Marleen Kankkunen, Office of Great Neighbourhoods, City of Edmonton
- 8.0 Board Reports—(6:30 PM)**
 - 8.1 Community Engagement: The Next Generation**
Rob Agostinis, Director Terwillegar/Riverbend/Windermere
 - 8.2 Edmonton Youth Talent Show**
Rob Agostinis, Director Terwillegar/Riverbend/Windermere
- 9.0 Staff Reports (6:45 PM)**
 - 9.1 Executive Director’s Summary (pgs. 8-11)**

“That the EFCL Board receive the Executive Director’s written report for information.”
- 10.0 Correspondence**
 - 10.1 Letter To Leagues On Syrian Refugee Settlement (pg. 12)**
- 11.0 Work In Progress (pg. 13)**
- 12.0 District Updates/Feedback—N/A**
- 13.0 Private Matters (8:15 PM)**
 - 13.1 Londonderry Update**
 - 13.2 Executive Director Review/Succession Plan**
- 14.0 Next Meeting/Announcements**
 - 14.1 Thursday, January 14, 2016, Dinner at 5:00 PM/Meeting at 6:00 PM,**
EFCL Office: 7103—105 Street
- 15.0 Adjournment**

8:00 PM

5.0 Decision Items

MEETING DATE : December 10, 2015
AGENDA ITEM # : 5.1 – Board Recruitment
PREPARED BY: Allan Bolstad, Executive Director

Item 5.1

Recommendation:

That the EFCL Executive Committee prepare a board recruitment strategy for the board's consideration.

Report:

The EFCL currently has three vacancies on the board of directors, in districts C (Clareview/Horse Hills), F (downtown) and G (Alberta Avenue East). The District C position has been vacant for about three years, the District F position for six months and the District G position for about two years.

In addition, it appears that we may be faced with additional turnover at the spring Annual General Meeting, as some board members have indicated that they may retire at that time.

With this in mind, it would be prudent to develop a board recruitment strategy, so the federation isn't facing a serious shortage of directors next spring.

The recruitment strategy could include the following:

1. Creation a nominating committee
2. Development of a promotional campaign to attract new directors.
3. Bylaw amendments, to make it easier to elect directors and possibly appoint directors on an interim basis to fill temporary vacancies.

It is recommended that the Executive Committee bring forward a strategy this winter, in order for it to be put into practice before the May 25 Annual General Meeting.

MEETING DATE : December 10, 2015
AGENDA ITEM # : 5.2 – Financial Report
PREPARED BY: Linda Crosby, Financial Advisor

Item 5.2

EDMONTON FEDERATION OF COMMUNITY LEAGUES										
FINANCIAL REPORT SUMMARY										
Ten Months Ending October 2015										
REVENUE	LAST TWO MONTHS			YEAR TO DATE			YEAR END			
	Budget	Actual	Var	Budget	Actual	Var	Budget	Proj.	Var	
Grants - Municipal - C of E	89,556	89,556	0	447,780	447,780	0	537,335	537,335	0	
Grants - Municipal - Other	0	0	0	39,000	39,000	0	39,000	39,000	0	
Grants - Social Media Training	0	0	0	10,000	10,000	0	10,000	10,000	0	
Grants - Rink Program	0	0	0	0	0	0	5,000	0	0	
Income	34,565	23,557	-11,008	129,435	125,400	-4,035	148,500	167,000	18,500	
Casino	6,667	6,331	-336	33,333	15,281	-18,052	40,000	25,000	-15,000	
Membership Campaign	0	1,286	1,286	24,850	24,647	-203	25,000	25,000	0	
Windflags	0	6,475	6,475	0	26,210	26,210	0	26,210	26,210	
TOTAL REVENUE	130,788	127,205	-10,058	684,398	688,318	3,920	804,835	829,545	29,710	
Staff Resources	78,644	72,662	5,982	410,599	407,895	2,704	507,500	497,500	10,000	
Contract Services	3,333	6,549	-3,216	16,667	23,270	-6,603	20,000	30,000	-10,000	
Operations	15,050	12,877	2,173	75,250	69,367	5,883	91,300	89,800	1,500	
Governance	4,000	3,037	963	19,500	15,672	3,828	21,000	17,812	3,188	
C.L. Services	7,100	5,815	1,285	62,900	57,808	5,092	81,500	67,377	14,123	
Membership Campaign	0	144	-144	24,000	22,375	1,625	24,000	22,375	1,625	
Windflags	0	0	0	0	27,132	-27,132	0	27,132	-27,132	
Onetime - Growth Plan	0	19,524	-19,524	36,734	36,734	0	39,000	39,000	0	
Professional Fees	600	2,441	-1,841	2,700	3,008	-308	9,000	9,000	0	
Recruitment	0	0	0	750	741	9	1,500	750	750	
TOTAL EXPENSES	108,727	123,049	-14,322	649,100	664,002	-14,902	794,800	800,746	-5,946	
NET OPERATIONAL	22,061	4,156	-24,380	35,298	24,316	-10,982	10,035	28,799	23,764	
CAPITAL purchases										
Unrestricted Reserves 1/1/2015										
Computer Upgrades	0	0	0	4,042	4,042	0	7,000	4,000	3,000	
Growth Plan	0	0	0	0	0	0	24,000	24,000	0	
Printer	0	0	0	0	0	0	5,000	0	5,000	
Website Development	0	0	0	12,175	12,175	0	13,000	13,000	0	
TOTAL CAPITAL	0	0	0	16,217	16,217	0	-999	7,001	8,000	
VARIANCE										
							YTD	PYE		
Income >	Servus Sponsorship not in yet, slightly under						-12,000	0		
Income >	Paypal online sales over than budgeted						12,163	20000		
Income >	C.L. membership dues & event sponsorships under						-4,198	-1500		
Casino >	Spending to increase wherever possible						-18,052	-15000		
Membership Campaign >	Windflags unbudgeted, offset in purchases, profit						26,210	26,210		
Membership Campaign >	On track						-203	0		
							3920	29710		
EXPENSES										
Staff Resources >	Overspent in contract wages						-3,899	0		
Operations >	Slightly under in utilities, nothing invoiced for callout repairs						5,883	1500		
Governance >	Underspent in General meetings, Board Training						3,828	3188		
Recruitment >	On track						9	750		
Professional Fees >	Slightly overspent						-308	0		
C.L. Services >	Windflags unbudgeted, offset in revenue						-27,132	-27132		
C.L. Services >	Leagues Alive Postponed/Invoice Timing Issues						5,092	14123		
C.L. Services >	Underspent in Membership Supplies purchases						1,625	1,625		
							-14,902	-5,946		
 Allan Bolstad, Executive Director							Date			

7.0 NEWS FROM THE CITY

MEETING DATE : December 10, 2015
AGENDA ITEM # : 7.1 – Monthly Report
PREPARED BY: Marlene Kankkunen, Office of Great Neighbourhoods

Item 7.1

News From The City Of Edmonton EFCL Board Meeting, December 10, 2015



THE WAY WE LIVE: Supports the 10-year Goal - *Improve Edmonton's Livability*

Summer Temporary Employment Program (STEP)

As part of the recent 2016-18 Operating Budget deliberations, City Council inquired how the reinstatement of the Summer Temporary Employment Program (STEP) will affect the Green Shack program.

City Administration provided the following response:

The provincial government has indicated \$10 million per year, for the next two years, will be allocated to STEP. Previously, \$7.1 million was allocated to STEP. Indications are the program will commence in 2016.

At this stage, the individual funding level and eligibility criteria is unknown. If similar STEP funding and eligibility criteria is applied, then City Administration anticipates similar levels of past funding could support the Green Shack program.

Previous STEP funding was \$255,000 in 2012 (approximately \$3,000 per program site). However, if criteria or eligibility rules have changed then it is currently unknown whether any funding can or will be used to support the Green Shack program.

If it turns out that the Green Shack program will be eligible for STEP, the City would hope to utilize those available funds.

THE WAY WE GROW: Supports the 10-year Goal - *Transform Edmonton's Urban Form*

Meet the City's new Community Infill Panel

Thirteen members have been chosen from almost 70 applications to sit on the City's newly formed [Community Infill Panel](#).

The panel brings a new approach to engaging Edmontonians in advancing infill. As a volunteer advisory committee, the panel will provide strategic advice to City Administration on key infill issues.

"I feel privileged to be on the panel and sharing ideas with the other members to help ensure that planning and revitalization in Edmonton continues in a positive way," says Sandy Pon, a local realtor and panel member.

Panel members:

Steve Curtis, Development & Marketing Manager for Christenson Group of Companies
Maryam Razavi, Sociology PhD. Graduate
Chris Dulaba, Placemaker at Beljan Development
Bryan Sandilands, Parkview Community League & Principal at Nudge Consulting
Kember Handzic, Partner at Emery Jamieson LLP
Carla Stolte, Westmount Community League
Anne Huizinga, North Glenora Community League
Katie Warwa, Intern Architect at Tkalcic Bengert
Puneeta McBryan, Account Executive at Incite Marketing
Brandon Webber, Communications Director for IDEA
Carol Moerth, Community Engagement Champion
Kyle Willes, Community Member
Sandy Pon, Realtor

"This is a great opportunity for collaboration and to learn from residents and stakeholder groups," says Colton Kirsop, senior planner with the City's Zoning Bylaw Implementation team and member of the panel selection committee. "Panel meetings will be progressive and engaging discussions that will help support open communication between citizens, builders and the City."

Panel members will serve a two-year term, attending approximately five meetings per year.

The Community Infill Panel is action 6 on [Edmonton's Infill Roadmap](#). Infill supports community growth, reinvestment and revitalization, and provides more flexible housing solutions for the diverse needs of our citizens.

9.0 STAFF REPORTS

MEETING DATE : December 10, 2015
AGENDA ITEM # : 9.1 – Executive Director’s Report
PREPARED BY: Allan Bolstad, Executive Director

Item 9.1

EFCL’s Budget Request Approved

The EFCL is pleased to report that its budget request of \$563,000 has been approved by Edmonton City Council. This represents an inflationary increase of \$10,000 to our base operating grant of \$537,500, along with \$15,000 for staff development and other core services.

This will give us some flexibility in the preparation of our 2016 budget.

It should be noted that the federation has also been allotted a 2% inflationary increase for the years 2017 and 2018, in the city’s three year budget forecast. This may or may not line up with the EFCL’s multi-year growth strategy, which should be finalized this spring.

Gaming and Liquor Revenues Down

Casino, liquor and restaurant owners are reporting significant declines in revenues this year, due to the slumping provincial economy.

Stakeholders at last month’s AGLC meeting reported that the declines were most severe in Fort McMurray and other small to mid-size Alberta communities, with Calgary not far behind. It appears Edmonton has been insulated to a significant degree by the presence of the provincial government. Banff and Jasper have both fared well due to an increase in international tourism.

Casino operators have noticed a 4% drop in revenues overall, while liquor and food sales are down 5-15 % in many locations.

In other news, the AGLC reported that it is still assembling the results from the June survey on extended casino hours. Early results showed the increase in hours lead to an increase in revenues, although this has since been obliterated by the effects of a sluggish economy.

The AGLC also reported that it has set up a special task force to deal with money laundering at casinos and is studying the manner in which marijuana sales have been introduced in other jurisdictions in case it is legalized here.

It is also looking into the possibility of installing bingo kiosks in stores and an online poker gaming site as ways to generate additional revenue.

Playground Development Meeting Set

City of Edmonton staff will be meeting with EFCL staff and board members at 10:00 a.m., Tuesday, December 15, to discuss the new playground development rules that go into effect on January 1. This will include the manner in which leagues can select a turn-key playground or develop a custom-designed model.

The EFCL will explore the manner in which leagues can still affect the type of playground that they want installed, which has been a concern expressed by some leagues and playground suppliers.

Rink Operations Workshop Ready to Go

The EFCL is hosting a rink operations workshop for all community league rink managers, supervisors, social and program directors. It will be held at Killarney Community League (8720-130 A Ave.) from 6-8 p.m., on Wednesday, Dec. 9.

Topics to be covered include: setting up a pond hockey program, developing a learn-to-skate program, hosting multiple rink events throughout the season and the ins and outs of staffing.

We are pleased to have representatives from Bonnie Doon, Britannia Youngstown and North Glenora community leagues making the presentations. In addition, there will be a demonstration by Killarney on the use of a Zamboni to clear and maintain their rink ice.

EFCL Continues to Explore Charitable Status For Leagues

The EFCL is working with the City of Edmonton on the pros and cons of leagues obtaining charitable status. The issue is receiving heightened attention now that Strathearn Community League has received charitable status for its building society. It did so to raise funds for a new community hall.

The federation wants to know if that option is preferable to the league obtaining charitable status for itself.

Negotiations Continue with Re:Sound

EFCL Assistant Director Joanne Booth has been meeting with Re:Sound to see if a deal can be worked out to cover the tariffs owed by community leagues that hold events where music is played.

Re:Sound has suggested that the leagues would pay a yearly fee, based on the capacity of their hall and that the EFCL would collect the fee and remit the payment. Re:Sound has proposed a blanket rate for all events and wants the first payment to cover 2014 and 2015, with the 2016 payment due by January 31, 2017.

The EFCL has stated that it would have to be reimbursed for its time and any non-payment by leagues if it was to act as the collection agent. We have not taken a position on any of the other suggested terms.

Mature Neighbourhood Overlay Workshops A Success

A total of 47 leagues flagged a series of topics they want the city to address during the EFCL's Mature Neighbourhood Overlay Workshops in November. They also felt the visual graphics prepared by a local architect for the workshops were most helpful. A more formal participant evaluation is forthcoming.

In other news the EFCL is working closely with city planners and interested leagues on proposed **amendments to the city's zoning bylaw**. These include changes to the setbacks in the RF3 zone,

changes to the location and size of private outdoor amenity (leisure) spaces, privacy regulations, and strategies to promote the retention of private residential trees. The EFCL Planning Committee has analyzed the proposed changes and has had significant influence on the drafts. We are particularly happy with the possibility that some of EFCL's family-friendly guidelines regarding amenity spaces may be incorporated into the zoning bylaw.

In addition, the **EFCL Construction Issues Committee** presented its report and recommendations to Council's Executive Committee in October. To our delight, nearly all the major recommendations were adopted. Bev continues to work with the City's Construction Issues Committee to implement new practices. The EFCL Construction Committee and Bev have prepared an educational article which will be distributed to leagues in January.

Finally, Bev is working with the Community Leadership Group on Council's Initiative on Public Engagement, while EFCL volunteer Fred Mitchell is with the Visions, Framework, Policy Group and EFCL volunteer Karen Zypchyn is on the Evaluation, Report, Recognition Group. Our work began in November.

100th Anniversary Project Ground Breaking and Fundraising Date Set!

Saturday, April 30th 2016 is now confirmed as the date of our Spring Fundraising Event and Ground Breaking Ceremony for our 100th Anniversary Project in Hawrelak Park.

We intend to include a People Power 5k and 10k run, along with a 1k and 3k walk, as the featured component of the fundraiser.

Planning of the event, which will need lots of volunteers, is now underway.

In addition, the project marketing committee is developing a list of ways they would like the city to help promote our anniversary project. It plans to bring these ideas to the project steering committee, which will make recommendations to the board in the new year.

Servus Links Arms with the EFCL

The EFCL is pleased to report that Servus Credit Union has just signed up for another three year term as one of our key corporate sponsors. Servus was one of the first companies to sign up as a corporate sponsor when this program was initiated three years ago.

Skating Rink Contest a Hit

Our recent "Who will be the 1st to Open?" rink contest generated a lot of publicity and enthusiasm around one of Canada's oldest traditions. And as one newspaper daily stated, our contest, "could only happen in Edmonton."

Given that we were not expecting to see any results until mid-December, we were surprised to not only see the first rink open on Nov. 20, but that it was on a grass-based surface (where it takes much more water to make the ice).

Grandview Heights Community League was our winner. They sent in their email at 8:08 pm on the 20th. Crestwood also opened on the evening of the 20th, but they did not send in their email until Nov. 21 at 8:48am. Grabbing 3rd place was Strathearn, which opened on Nov. 27 (7:13 pm), followed by Kilkenny on Nov. 28 (8:16pm).

The contest and the results received publicity from our media friends across the board: radio, TV and print, plus there was a lot of help promoting and sharing out the results on social media. From an awareness standpoint, this was a very successful campaign that required very little effort to produce. The Grandview Heights celebratory Community Skating Rink Party hosted by the EFCL, will take place Sunday, Jan. 10, 2016 from 3pm to 6pm.

EFCL Walking/Poling Program Approved

The EFCL is pleased to report that it has received a grant of \$46,305 for its **Community Walk Program**. This project will offer 20 community leagues an opportunity to buy equipment and offer a walking program in their neighborhood. All they need to do is deliver two demonstration sessions and assign a champion and assistant program director (preferably an adult and a youth).

The EFCL will advertise the program, organize one central training session by a certified urban poling instructor for all identified champions and assistants as well as establish a schedule of two sessions for each of the 20 community leagues to deliver urban poling classes by the certified instructor at a neighbourhood location. We will also offer a refresher course at the completion of the community sessions, to maintain the momentum as well as monitor and obtain feedback.

The objectives of the one-year project are to help individuals get to know each other, get active, use local resources and amenities, build community and awareness of the natural environment.

Leagues Alive Program Set

All speakers and programming are now confirmed. We hope to start registrations on December 7. The Mayor and Councillors have been invited: McKeen, Knack, Walters and Henderson have all confirmed their attendance. The program for the day is below.

8:00 – 8:45 a.m.	Registration				
9:00 a.m. – 10:30 a.m.	Concurrent Session 1 Gaming Funds: What You Need To Know!	Concurrent Session 2 League Insurance	Concurrent Session 3 Navigating through Community Fundraising	Concurrent Session 4 Beyond the Board - Community Planning	Concurrent Session 5 Living within the Tripartite Agreement AND Dollars and Sense: Accessing COE Grants for Community Leagues
10:45 a.m. - 11:30 a.m. Facilitated Networking opportunity based on board roles	Networking Session 1 Presidents	Networking Session 2 Other Board Members	Networking Session 3 Communication and Website	Networking Session 4 Programs and Social	Networking Session 5 Volunteers and Membership
11:30 a.m. – 1:30 p.m.	Keynote Program, Entertainment & Lunch With City Council				
1:45p.m. – 3:15 p.m.	Concurrent Session 1 Community League Risk Management	Concurrent Session 2 Staging for Aging	Concurrent Session 3 Abundant Communities	Concurrent Session 4 Volunteer Management	Concurrent Session 5 Records Management AND Financial Statements Made Easy
3:15 p.m. – 4:00 p.m.	Wrap Up Plenary Facilitated conversation about takeaways and lessons learned; Distribution of prizes				

10.0 CORRESPONDENCE

MEETING DATE : December 10, 2015
AGENDA ITEM # : 10.1 – Letter To Leagues On Syrian Refugee Settlement
PREPARED BY: Allan Bolstad, Executive Director

Item 10.1



Settlement of Syrian Refugees

Dear Community League President,

November 23, 2015

I know we have all been reading about the pending arrival of Syrian refugees, which should be happening across our country very shortly.

If you're like me, I'm sure you are wondering what can be done to ensure that their settlement in Edmonton goes as smoothly as possible and what role we can play as a network of community leagues to assist in that effort.

Hence, I want you to know that the EFCL has offered its support to city officials who are hard at work developing a settlement strategy. We want them to know that leagues can be an effective part of this strategy, helping newcomers understand how they can become productive members of their new-found society.

Whether it's helping a family register their child in soccer, helping a family understand Canadian customs or helping them make friends with their new-found neighbors, there are lots of things that leagues can do to help facilitate the integration of Syrian refugees into Edmonton society.

It is our intention to work with leagues in this effort and in particular, help them gain access to the resources they need – like language translation services – to properly welcome these people to their neighborhood.

We also welcome any suggestions you have that could make this task a little easier.

Our point man in this exercise is Habib Fatmi, who is the Community Development Officer at the EFCL. Please feel free to contact Habib at 437-2913 or at Habib.Fatmi@efcl.org.

All of us at the EFCL look forward to working with you on this initiative and doing our best to ensure its success.

Sincerely yours,



Executive Director
Edmonton Federation of Community Leagues

7103 - 105 Street, Edmonton, AB, T6E 4G8 Ph: (780) 437-2913 Fx: (780) 437-4710
Web site: www.efcl.org

11.0 WORK IN PROGRESS

MEETING DATE : December 10, 2015
AGENDA ITEM # : 11.1 – EFCL Work in Progress
PREPARED BY: Allan Bolstad, Executive Director

Item 11.1

MEETING DATE	REF.	ITEM	STATUS
2012/04/12	5.3	Reporting Form For EFCL Representatives "A reporting form is to be created to be provided to anyone representing the EFCL in any capacity on external Committees or Sub-Committees, to report back to the EFCL a minimum of at least once annually."	Ongoing
2013/02/14	5.3	Leagues Without Halls "1. That the EFCL survey all of the leagues without halls to determine what they are doing to meet their space needs and whether or not the EFCL can be of assistance. 2. That the EFCL hold a meeting with the leagues without halls to discuss this situation and determine what role the EFCL might play."	Ongoing
2013/10/10	5.6	Meeting with Edmonton MPs That the Edmonton Federation of Community Leagues host a meeting with the Edmonton Members of Parliament to discuss key items of interest.	Ongoing
2015/04/09	5.3	Hall Construction Cost Assessment Report "That the EFCL Board table further discussion of this Item until the report from Community Services is available for review."	
2015/11/12	5.2	Community League Street Signage "That the EFCL ask the City to create and implement a program to install road signage that directs motorist to community league halls ." "That this recommendation be tabled to a future meeting and A. Bolstad report back with further details including regarding possible cost."	