



EDMONTON FEDERATION OF COMMUNITY LEAGUES

BOARD OF DIRECTORS

REGULAR MEETING PACKAGE

DATE: Thursday, February 09, 2017

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

LOCATION: EFCL Office, 7103—105 Street

EFCL Board Planning Calendar February, March, April, 2017

February

2017

- 09 EFCL Board Meeting
- 22 EFCL Planning & Development Committee Meeting
- 25 EFCL Communications Training Workshop
- 28 Winter General Meeting

March

2017

- 09 EFCL Board Meeting
- 25 Training Workshop
- 29 EFCL Planning & Development Committee Meeting

April

2017

- 13 EFCL Board Meeting
- 26 EFCL Planning & Development Committee Meeting
- 29 Great Neighbour Race

Edmonton Federation of Community Leagues

Item 1.0

Board of Directors Regular Meeting

EFCL Office: 7103—105 Street

Thursday, February 09, 2017, Dinner 5:00 PM / Meeting 6:00 PM

AGENDA

- 1.0 Call To Order (6:00 PM)**
- 2.0 Agenda Review (pg. 3)**
- 3.0 Urgent Matters / Presentations**
 - 3.1 Grant Thornton Presentation Review—Attached (6:10 PM to 6:30 PM)**
 - 3.2 Signatures For Signing Authority Change**
- 4.0 Approval of Minutes**
 - 4.1 January 12, 2017 (Attached)**
- 5.0 Decision Items (6:30 PM)**
 - 5.1 Finance Committee Draft Terms Of Reference (pg. 4)**
 - 5.2 2017 Budget (pgs. 5-8)**
 - 5.3 Newton Rink Roof (pg. 9)**
- 6.0 News From The City Of Edmonton**
 - 6.1 News From The City Of Edmonton (pgs. 10-14)**
- 7.0 Exemptions**
- 8.0 Staff Reports (7:00 PM)**
 - 8.1 Executive Director's Report (pgs. 15-16)**
 - Green Leagues/Energy Transition Officer, Winter General Meeting Information, Grant Thornton Information On NPOs, Rink Opening Parties, Mill Woods President's Council, Capital Campaign Cabinet, SOCAN and Re:Sound Fee List**
- 9.0 Work In Progress (pgs. 17-19) (7:45 PM)**
 - 9.1 Outstanding Work In Progress**
 - 9.2 Work In Progress Details: NPDP Discussion With Marina Gardener, Malmo-Lansdowne District Change Update, Subdividing Existing Community Leagues**
- 10.0 District Updates/Feedback (7:30 PM)**
- 11.0 Private Matters (7:40 PM)**
 - 11.1 Staffing Update**
- 12.0 Next Meeting/Announcements**
 - 12.1 Thursday, March 09, 2017 at 6:00 PM, Office of The EFCL, 7103—105 Street**
- 13.0 Adjournment (9:00 PM)**

5.0 Decision Items

MEETING DATE : February 09, 2017
AGENDA ITEM # : 5.1 – Finance Committee Draft Terms of Reference
PREPARED BY: Debra Jakubec, Executive Director

Item 5.1

Recommendation:

That the EFCL board of directors approve the Finance Committee terms of reference as presented.

Background:

At the January meeting, Chris Adams of Mowbrey Gil recommended the formation of a Finance Committee for the EFCL. Debra Jakubec and Ryan Barber were tasked with meeting and writing a terms of reference for the Committee. Debra and Ryan have a tentative meeting scheduled for February 7, 2017. The terms of reference will be reviewed at this meeting and the draft will be sent to the board of directors prior to the February 9, 2017 meeting.

At the February 9 meeting, the board should also discuss who will sit on the Finance Committee.

MEETING DATE : February 09, 2017

Item 5.2

AGENDA ITEM # : 5.2 – 2017 Budget

PREPARED BY: Debra Jakubec, Executive Director

Recommendation:

That the EFCL board of directors accept the 2017 budget as presented.

Background:

The budget was based on 2016 August “rough actuals” and 2015 actuals. The executive director will be prepared to answer questions at the board meeting but a short synopsis is below.

Revenue:

The EFCL received a 2% COLA increase to our Operating Grant. The EFCL also received \$90,000 from the Sustainable Development Department for our Green Leagues program. We have developed a partnership with the Edmonton Sports Council and they will be contributing \$10,000 to our budget to focus on Active Living / Physical Literacy in communities.

Expense:

As is usually the case with most not-for-profits, our largest expenses are salaries and benefits. We also have a large amount for programs and evaluation (\$20,000) which is for the Green Leagues Program. The Neighbour to Neighbour campaign and the regular District meetings have been included in the budget.

Budget-to-Actual Statement					
Account #:	Account Descriptions:	2017 Budget	2016 Actual (August Rough)	2016 Budget	2015 Actual (Audited)

Revenues					
4215	Casino - Casino	\$ 55,000.00	\$ 45,168.05	\$ 55,000.00	\$ 21,441.98
Total Casino Revenues		\$ 55,000	\$ 45,168	\$ 55,000	\$ 21,442
4019	Grants - Social Media Training Program	\$ -	\$ -	\$ -	\$ 10,000.00
4021	Grants - C of E operating - inflation	\$ 572,730.00	\$ 561,633.00	\$ 561,633.00	\$ 537,337.00
4023	Grants - C of E Growth Plan		\$ -	\$ -	\$ 39,000.00
4025	Grants - STEP/CSJ	\$ 7,320.00	\$ 10,559.00	\$ 8,000.00	\$ -
4026	Grants - Walking Program	\$ -	\$ 26,834.13	\$ -	\$ -
Grants	Grants - Green Leagues	\$ 90,000.00	\$ -	\$ -	\$ -
Grants	Grants - Edmonton Sports Council	\$ 10,000.00	\$ -	\$ -	\$ -
Grants	Grants - GL/Canada 150/CIP/Other	\$ 15,000.00	\$ -	\$ -	\$ -
Total Grant Revenues		\$ 695,050	\$ 599,026	\$ 569,633	\$ 586,337
4080	Income - Membership Dues	\$ 98,000.00	\$ 95,888.92	\$ 98,500.00	\$ 94,620.05
4036	Income - Fees Collected in Online Sales	\$ 18,000.00	\$ 15,455.41	\$ 25,000.00	\$ -
4100	Income - Interest	\$ 7,000.00	\$ 4,503.76	\$ 7,000.00	\$ 6,761.29
4101	Income - Facility Rental		\$ 430.00	\$ 2,000.00	\$ 1,500.00
4119	Income - Partnerships	\$ 30,000.00	\$ 28,000.00	\$ 30,000.00	\$ 28,000.00
4128	Income - Event Sponsorships	\$ 15,000.00	\$ 6,450.00	\$ 11,500.00	\$ 9,478.88
Total Other Income		\$ 168,000	\$ 150,728	\$ 174,000	\$ 140,360
Membership Drive	Income - Membership Drive Pilot	\$ 6,000.00			
Recoveries	Recovery - Membership Supplies	\$ 28,000.00	\$ 26,612.00	\$ 27,000.00	\$ 50,945.97
Total Recoveries		\$ 34,000	\$ 26,612	\$ 27,000	\$ 50,946
Total Revenues		\$ 952,050	\$ 821,534	\$ 825,633	\$ 799,085

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Budget-to-Actual Statement					
Account #:	Account Descriptions:	2017 Budget	2016 Actual (August Rough)	2016 Budget	2015 Actual (Audited)
Expenses					
5579	C.L. Services - Advertising & Promotion	\$ 7,000.00	\$ 2,599.60	\$ 4,000.00	\$ 1,305.86
5587	C.L. Services - Northlands Day of Promo (K-Days)		\$ 4,460.42	\$ 5,000.00	\$ 10,653.03
5588	C.L. Services - Showcase	\$ -	\$ 2,766.35	\$ -	\$ 17,298.83
5583	C.L. Services - Membership Campaign	\$ 25,000.00	\$ 20,996.48	\$ 24,000.00	\$ 49,506.76
5561	C.L. Services - CL Leagues Alive & Training Workshops	\$ 12,000.00	\$ 12,943.49	\$ 12,000.00	\$ 7.34
5562	C.L. Services - CLHeritage Days	\$ 7,000.00	\$ 3,443.79	\$ 10,000.00	\$ 5,059.57
5570	C.L. Services - CL Promo Arts/Heritage	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
5584	C.L. Services - Promotional Items	\$ 6,000.00	\$ 310.44	\$ 5,000.00	\$ 3,647.18
5567	C.L. Services - Community League Day	\$ 10,000.00	\$ 3,634.71	\$ 8,000.00	\$ 7,715.24
5576	C.L. Services - Balconies in Bloom	\$ -	\$ -	\$ -	\$ -
5564	C.L. Services - Volunteer Appreciation	\$ 4,000.00	\$ -	\$ 6,000.00	\$ 1,133.03
CL Service	C.L. Service - Corporate Sponsorship Appreciation	\$ 4,000.00	\$ -	\$ -	\$ -
5577	C.L. Services - Comm. Dev. Workshops		\$ -	\$ 500.00	\$ 134.14
5569	C.L. Services - Cultural Brochure/program	\$ -	\$ -	\$ 1,000.00	\$ 461.25
5573	C.L. Services - Rink Program Co-ordinator,expenses	\$ -	\$ 395.52	\$ -	\$ 538.44
5652	C.L. Services - Rink Contest Party	\$ 1,500.00	\$ -	\$ 2,000.00	\$ 447.75
5563	C.L. Services - Syrian Welcome Event	\$ -	\$ 2,242.78	\$ 2,500.00	\$ 36.85
CL Services	C.L. Services - Londonderry Membership Drive	\$ -	\$ -	\$ 2,000.00	\$ -
5650	C.L. Services - Talent Show	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
CL Services	C.L. Services - 100th Anniversary Sod Turning		\$ -	\$ 3,000.00	\$ -
5580	C.L. Services - Resource Materials	\$ -	\$ 280.43	\$ -	\$ 53.00
CL Services	C.L. Services - Resource Guide	\$ -	\$ -	\$ 1,000.00	\$ -
5575	C.L. Services - C.L. Board Training/Social Meeting		\$ -	\$ 3,000.00	\$ 350.00
CL Services	C.L. Services - Edo Nyland Planning Award	\$ 500.00	\$ -	\$ 500.00	\$ -
CL Services	C.L. Services - Sports Bursary	\$ -	\$ -	\$ 2,000.00	\$ -
CL Services	C.L. Services - Planning Workshop/Toolkit	\$ 2,000.00	\$ -	\$ 3,000.00	\$ -
5572	C.L. Services - Social Media Training	\$ -	\$ 179.80	\$ -	\$ 7,385.25
CL Services	C.L. Services - Programs & Evaluation	\$ 20,000.00	\$ -	\$ -	\$ -
5574	C.L. Services - MNO Workshops	\$ -	\$ -	\$ -	\$ 520.80
5651	C.L. Services - Planning Award	\$ -	\$ (25.00)	\$ -	\$ 65.00
5652???	C.L. Services - Membership Drive Pilot	\$ 5,000.00	\$ -	\$ -	\$ -
5653	C.L. Services - Mature Walking Program	\$ -	\$ 26,834.13	\$ -	\$ 3,978.88
Total Community League Services		\$ 105,000	\$ 82,063	\$ 100,500	\$ 116,298
5325	EFCL Operations - Janitorial	\$ 4,600.00	\$ 2,987.50	\$ 4,600.00	\$ 3,757.90
5335	EFCL Operations - Bank Chgs. & DD	\$ 1,400.00	\$ 1,643.90	\$ 1,200.00	\$ 3,007.90
5340	EFCL Operations - Office Equipment Maintenance	\$ 2,000.00	\$ 1,998.33	\$ -	\$ 1,213.09
5341	EFCL Operations - Service Agreements,etc.	\$ 8,000.00	\$ 7,137.82	\$ 8,000.00	\$ 5,489.91
5345	EFCL Operations - Office Supplies/Software/Equip	\$ 10,000.00	\$ 5,342.30	\$ 6,000.00	\$ 4,216.01
5346	EFCL Operations - Goodwill	\$ 5,000.00	\$ 7,498.87	\$ 2,000.00	\$ 4,694.34
5347	EFCL Operations - Subscriptions	\$ 500.00	\$ -	\$ -	\$ 71.42
5350	EFCL Operations - Photocopy/Postage	\$ 10,000.00	\$ 3,477.53	\$ 10,500.00	\$ 5,794.84
5355	EFCL Operations - Base Maintenance	\$ 13,000.00	\$ 11,200.49	\$ 12,000.00	\$ 9,976.00
5356	EFCL Operations - Utilities	\$ 18,000.00	\$ 13,327.83	\$ 15,000.00	\$ 13,838.50
EFCL Operations	EFCL Operations - Callout Repairs	\$ 500.00	\$ -	\$ 1,500.00	\$ -
5360	EFCL Operations - Security	\$ 1,200.00	\$ 598.30	\$ 1,000.00	\$ 1,309.59
5364	EFCL Operations - Amortization	\$ 25,000.00	\$ 4,058.34	\$ 25,000.00	\$ 31,664.30
5365	EFCL Operations - Courier	\$ 400.00	\$ 626.55	\$ 650.00	\$ 505.77
5366	EFCL Operations - Staff Cell Phones	\$ 3,200.00	\$ 664.00	\$ -	\$ -
5367	EFCL Operations - Telephone	\$ 5,000.00	\$ 3,535.04	\$ 5,000.00	\$ 3,366.65
5361	EFCL Operations - Hosting & E-Mail, Tech support	\$ 10,000.00	\$ 186.08	\$ 1,350.00	\$ 708.20
5368	EFCL Operations - Website & Internet	\$ 10,000.00	\$ 990.45	\$ -	\$ 876.28
5369	EFCL Operations - Insurance	\$ 1,500.00	\$ 721.50	\$ 1,500.00	\$ 1,322.75
5370	EFCL Operations - Membership Dues	\$ 1,000.00	\$ 516.95	\$ 1,000.00	\$ 570.56
5373	EFCL Operations - Recruitment	\$ 800.00	\$ 1,281.25	\$ 1,500.00	\$ 740.99
EFCL Operations	EFCL Operations - Unknown Event	\$ -	\$ -	\$ -	\$ -
Total EFCL Operations		\$ 131,100	\$ 67,793	\$ 97,800	\$ 93,125

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Budget-to-Actual Statement					
Account #:	Account Descriptions:	2017 Budget	2016 Actual (August Rough)	2016 Budget	2015 Actual (Audited)
5500	Governance - Committees/Meetings	\$ 5,000.00	\$ 1,102.25	\$ 4,000.00	\$ 3,390.66
5525	Governance - Board Meetings	\$ 4,000.00	\$ 1,099.14	\$ 3,000.00	\$ 3,273.38
5530	Governance - District Meetings	\$ 5,000.00	\$ -	\$ -	\$ 1,864.58
5535	Governance - General Meetings	\$ 7,000.00	\$ 6,791.97	\$ 7,000.00	\$ 4,697.39
5551	Governance - Conferences	\$ -	\$ -	\$ -	\$ 3,850.72
5555	Governance - Board Training	\$ 2,000.00	\$ 7.18	\$ 6,000.00	\$ 261.91
????	Governance - Board Secretary	\$ 6,200.00			
Total Governance Expenses		\$ 29,200	\$ 9,001	\$ 20,000	\$ 17,339
5595	Professional Fees - Audit	\$ 7,000.00	\$ 4,476.58	\$ 7,000.00	\$ 3,390.66
5610	Professional Fees - Legal	\$ 5,000.00	\$ 4,979.97	\$ 3,000.00	\$ 3,273.38
Professional Fees	Professional Fees - Capital Project	\$ 16,000.00	\$ -	\$ -	\$ -
Professional Fees	Professional Fees - Writing/Design/Comm's	\$ 25,000.00	\$ -	\$ -	\$ -
Total Professional Fees		\$ 53,000	\$ 9,457	\$ 10,000	\$ 6,664
5300	Staff - Salaries	\$ 566,000.00	\$ 476,478.65	\$ 452,113.00	\$ 451,633.65
5304	Staff - Exec. Director Transition	\$ -	\$ 10,311.84	\$ 20,000.00	\$ -
5301	Staff - Group RRSP Program	\$ 12,600.00	\$ 7,419.10	\$ 14,400.00	\$ 10,349.58
5302	Staff - Contract Services		\$ 38,779.26	\$ 36,522.00	\$ 27,438.71
5303	Staff - STEP/CSJ	\$ 9,600.00	\$ 7,726.15	\$ 16,000.00	\$ -
5305	Staff - Training/Courses/Team building	\$ 5,000.00	\$ -	\$ 8,000.00	\$ 1,782.99
5307	Staff - Benefits (10%)	\$ 56,600.00	\$ 7,186.86	\$ 38,000.00	\$ 8,972.45
5310	Staff - EI	\$ -	\$ 11,607.47	\$ -	\$ 9,600.51
5320	Staff - CPP	\$ -	\$ 20,978.77	\$ -	\$ 17,923.33
5321	Staff - Mileage	\$ 6,000.00	\$ 2,782.13	\$ 3,000.00	\$ 2,724.42
Total Staff Expenses		\$ 655,800	\$ 583,270	\$ 588,035	\$ 530,426
5664	One-time - Business Financial Plan	\$ -	\$ -	\$ -	\$ 100.00
5665	One-time - Growth Plan		\$ 205.00	\$ -	\$ 59,757.45
5666	One-time - 100th Anniversary	\$ -	\$ -	\$ -	\$ 81,282.62
5667	One-time - 100th Anniversary Celebration	\$ -	\$ 64.80	\$ -	\$ -
5700	One-time - Londonderry Hall Expenses	\$ -	\$ 805.00	\$ -	\$ 55,780.96
Total One-Time Expenses		\$ -	\$ 1,075	\$ -	\$ 196,921
Total Operating Budget Expenses		\$ 974,100	\$ 752,658	\$ 816,335	\$ 960,773
Total Budgeted Income / Loss		\$ (22,050)		\$ 9,298	
Non-Cash Items (Add-back)					
5364	EFCL Operations - Amortization	\$ 25,000.00	\$ 4,058.34	\$ 25,000.00	\$ 31,664.30
Total Budgeted Cash Surplus/(Deficit)		\$ 2,950		\$ 4,000	

MEETING DATE : February 09, 2017

Item 5.3

AGENDA ITEM # : 5.3 – Newton Rink Roof

PREPARED BY: Debra Jakubec, Executive Director

Recommendation:

That the variance and the reason for the variance be confirmed by the former executive director, Allan Bolstad, or the EFCL provide the full amount of \$78,000.

Recommendation:

That the EFCL board of directors discuss and decide the following:

- Has Newton done its due diligence?
- How and when should they receive the funds?

Background:

The EFCL asked for the remaining funds from the community league facility assessments (\$234,000) be split equally three ways with \$78,000 each reallocated to: the Community League Solar Energy Project; the Outdoor Rink Roof Project; and the EFCL's 100th Anniversary Project. City Council specified it would like \$78,000 to be put toward **two** community league outdoor rink roof projects. Deviation from this specification would require a request to City Council.

At the last board meeting, the board asked for clarification on whether the amount to be used was \$78,000 or \$72,673. The minutes were reviewed and this variance could not be clarified. An email has been sent to the previous executive director for clarification but he is out of the country.

6.0 NEWS FROM THE CITY OF EDMONTON

MEETING DATE : February 09, 2017
AGENDA ITEM # : 6.1 – News From The City Of Edmonton
PREPARED BY: Marlene Kankkunen, Office of Great Neighbourhoods

Item 6.1

News From The City Of Edmonton EFCL Board Meeting, February 09, 2017



THE WAY WE GROW: *Transform Edmonton's Urban Form*

Building Great Neighbourhoods

In February, the City of Edmonton will be holding its first round of public meetings in *two* new neighbourhoods scheduled for reconstruction beginning in 2018.

<u>NEIGHBOURHOOD</u>	<u>DATE</u>	<u>LOCATION</u>
Bellevue/Virginia Park	Tues. Feb 7	Virginia Park Elementary School (7324 109 Avenue)
Allendale	Thurs. Feb 16	Allendale School (6415 106 Street)

All meetings will run from 6:30-8:30 p.m. with a formal presentation at 7 p.m.

City staff will be on hand at each meeting to provide information and answer questions about construction, the local improvement process and project timelines.

Construction activities include:

- Drainage neighbourhood renewal
- Reconstruction or resurfacing of roadways
- Streetlight upgrades
- Reconstruction of sidewalks, curbs and gutters

Residents will also learn about the decorative streetlight and sidewalk reconstruction local improvements and associated costs for property owners.

Also in February, the City is holding final pre-construction meetings for two neighbourhoods where reconstruction will begin this spring/summer.

<u>NEIGHBOURHOOD</u>	<u>DATE</u>	<u>LOCATION</u>
Belgravia	Thurs. Feb 2	McKernan School (11330 76 Avenue)
McKernan	Thurs. Feb 9	McKernan School (11330 76 Avenue)

All meetings will run from 6:30-8:30 p.m., with a formal presentation at 7 p.m.

Property owners will receive local improvement tax notices at the end of January and into early February. These notices outline local improvement areas and the costs to property owners for sidewalk renewal and decorative streetlights.

City staff will be on hand at each meeting to:

- Share the final neighbourhood design, including pedestrian and cycling accessibility, and improvements.
- Inform property owners about the local improvement and petition processes.
- Inform residents about what to expect during construction.

To learn more about the Building Great Neighbourhoods initiative and neighbourhood reconstruction, please visit us at edmonton.ca/BuildingGreatNeighbourhoods.

THE WAY WE LIVE: *Improve Edmonton's Livability*

Public Engagement

Share Your Voice, Shape Your City

Join us at one of our upcoming public information sessions to learn more about how the City of Edmonton is transforming the way we engage with citizens and include community input in our decision making.

February 23, 2017 from 5:30 to 8:30 p.m.

Lister Centre (Maple Leaf Room), University of Alberta main campus
11613 - 87 Avenue

February 24, 2017 from 2:00 to 4:00 p.m.

Central Lions Recreation Centre (Small Auditorium)
11113 - 113 Street

February 25, 2017 from 1:00 to 4:00 p.m.

Clareview Community Recreation Centre (Multi-Purpose Room 4, Main Hall)
3804 - 139 Avenue

These public information sessions will provide the community an update on the Council Initiative on Public Engagement's achievements and what to expect as we move forward. These sessions will also give Edmontonians an opportunity to see how the Council Initiative's work will form the basis of a renewed framework for engagement at the City, including the foundation of a policy that will be going forward to City Council for approval this spring.

Find out more by going to:

edmonton.ca/publicengagement and the [Council Initiative on Public Engagement webpage](#).

Are you a Snow Angel?

Snow Angels is a long-running recognition program that thanks citizens for shoveling their neighbours' sidewalks. Last year, there were approximately 150 Snow Angels recognized in Edmonton. This year, as a result of Snow Angels expanding to become a community-based program, the City anticipates the number of snow angels growing substantially...to about 3,000!

One of the most significant changes to the program is that now, anyone who keeps their sidewalks clear of snow and ice on a regular basis is considered a snow angel. Previously, only those who helped neighbours were recognized. The program changes are intended to encourage more citizens to 'do their part' in winter by keeping sidewalks safe.

Under the new format, 28 communities have signed up to be Snow Angels neighbourhoods and each one of those communities received 150 yard signs to distribute. The newly-designed yard sign provides a stronger visual identity for the program, with the aim to build community pride. Because of the new community-based format, program materials can now be incorporated directly into neighbourhood events and used to suit each community's needs. Oil Kings and Boston Pizza remain strong sponsors of the program, providing each community with prizes to raffle.

Snow Angels is also incorporated into the new "Snow in the City" campaign, which provides residents with everything they need to know about snow removal in Edmonton.

EndPovertyEdmonton is Moving to Action!

City Council voted in December to fund more than a dozen Priority Actions laid out in Year One of the End-PovertyEdmonton (EPE) Road Map. This includes launching a Community Development Corporation, showcasing indigenous talent, providing subsidized transit passes to low-income users, researching affordable housing and several other innovative initiatives.

In Alberta, we spend between \$7 and \$9.5 billion each year to manage the costs of poverty, so this is a significant investment designed to lift 10,000 people out of poverty within five years and eliminate poverty in a generation.

"This is about investing in the potential of people in our city who are often overlooked. There is no better investment" according to Edmonton Mayor Don Iveson who co-chaired the two year Task Force to end poverty in Edmonton. EPE is now co-chaired by Rt. Reverend Jane Alexander and Dr. Jeff Bisanz.

In 2017, EPE will become a community entity as a partnership between the City of Edmonton, the Edmonton Community Foundation and the United Way Alberta Capital Region. EPE is strategically aligned with more than 40 community-based organizations and agencies, including the Edmonton Federation of Community Leagues but we know that it takes us ALL to end poverty.

We are grateful to be working together to eliminate poverty in Edmonton and we encourage all Edmontonians to check out the EPE web site at endpovertyedmonton.com, find us on Facebook ([facebook.com/EndPovertyYEG/](https://www.facebook.com/EndPovertyYEG/)) or on Twitter [@endpovertyYEG](https://twitter.com/endpovertyYEG). Count yourself in!

Responsible Pet Ownership is a Lifelong Commitment

The City of Edmonton's Animal Care & Control Centre (ACCC) reminds Edmontonians that owning a pet is a privilege that comes with significant commitments and responsibilities — to your pet, your family and your community.

February marks National Responsible Pet Ownership Month and this year, the ACCC is focused on raising awareness around three best practices that all pet owners should remember:

Take responsibility for your outdoor/roaming cats

- Allowing your cat to freely roam is dangerous for them and can lead to conflict with your neighbours.
- A cat roaming on someone else's private property can be trapped and taken to the ACCC.
- Cats can live a happy, healthy lives indoors. If you choose to let your cat roam, attach something to its collar that indicates it is an outdoor cat.
- Outdoor cats should be spayed or neutered to prevent unwanted litters

Keep your dogs on-leash

- Pets are safest at the end of your leash. Dogs are not allowed off-leash unless they are on your property or in a designated off-leash area.
- Dogs must always be on a leash when on public property and should be contained in a secure yard or building when on your property. The fine for not having your dog on-leash where required is \$250.
- Dogs are not allowed on school grounds, sports fields, playgrounds or golf courses.
- Dogs should be spayed or neutered to prevent unwanted litters.

Clean up after your pets; promptly and thoroughly

- Cleaning up after your pet isn't just the right thing to do, it's the law!
- Carry a bag with you to pick-up your pet's waste whenever you are away from home. The fine for failing to do so is \$100.
- You don't need to clean up waste immediately on your own property, but you do need to clean it up regularly. Allowing excessive waste to build up negatively affects your neighbours and your pet.

Remember, responsible pet owners look after their pet's health and wellness and make sure their pet is a positive addition to the community. By following these simple practices for pet ownership, you help create a safe and friendly Edmonton for all to enjoy, pets and humans alike! To learn more best practices and find useful links, please visit edmonton.ca/pets.

Lauderdale Off-Leash Area Pilot Project: Public Consultation

The City of Edmonton is working with the Lauderdale dog park community on a pilot project based on the Dogs in Open Spaces Strategy. As part of this project, the City will work with park users to develop a plan for improving the park space. This may include the addition of amenities like waste bins, waste bag dispensers, signage, trees, shrubs and barriers.

The City is hosting an informal drop-in session for park users to learn more about the pilot project and share your thoughts on what amenities are needed and how the budget should be spent.

Mark your calendar: Thursday, February 16, 2017 from 5 - 7 p.m. at the North West Edmonton Seniors Society (12963 120 Street). For more information: edmonton.ca/lauderdalepilotproject.

THE WAY WE GREEN: *Preserve and Sustain Edmonton's Environment*

2017 Marks 30th Anniversary of River Valley Clean Up

The River Valley Clean Up event will take place on May 7, 2017 in Victoria Park. There are lots of activities planned for on and around the date. This will also be a kickoff to our new Capital City Clean Up Litter Kit program for 2017.

SPRING CLEAN '17

For two weeks in April and May, citizens, groups, organizations, communities and businesses are invited to participate in a City Litter Clean Up. We will be encouraging challenges and asking all participants to register and count their participation. Details will be announced soon about a big surprise challenge. More information will follow. Check the website Capital City Clean Up.

Upcoming Meetings, Events and Activities

Meetings - Council Reports

February 7	City Council - Inclusion and Anti-Racism: A framework to facilitate and coordinate efforts; Fire Rescue Services Bylaw amendment (relates to fees)
February 13	Community and Public Services - Sliding scale fee proposal for low income Edmontonians
February 15	Urban Planning Committee - Potential Noise Impact of Motorboats and Strategies to Mitigate Noise.
February 27	Community and Public Services - ELEVATE memorandum of understanding
February 28	Executive Committee - Mayor's motion on how the City and its partners manage the submission and selection of city-building ideas.
March 7	City Council - Repurposing Coliseum into a multiplex arena

Events and Activities

February 4-5	Rogers Hometown Hockey, Churchill Square
February 4	Flying Canoe Volant, Mill Creek Ravine Park
February 10-20	Silver Skate Festival, William Hawrelak Park
February 12	Hypothermic 1 (run/walk)
February 14	Memorial Walk for the Missing and Murdered Women, Men and Children
February 16-18	The 2nd Winter City Shake-up
February 17	Arts Central
February 18	Grand opening of Armature (96 Street) winter festival
February 20	Family Day events across the city

8.0 STAFF REPORTS

MEETING DATE : February 09, 2017
AGENDA ITEM # : 8.1 – Executive Director’s Report
PRESENTED BY: Debra Jakubec, Executive Director

Item 8.1

Green Leagues / Energy Transition Officer

We have hired Charlotte Grandy. She has experience as a Sustainability Project Manager and Project Coordinator for a green builder. She has a Master’s of Environment and Sustainability from Western University and received her LEED Green Associate certification in 2016.

Planning for this expansion is going well. We do have one current obstacle. Alberta’s Green Environment Network (AGEN) is planning to do similar work with leagues. I have arranged a meeting with their executive director to discuss this issue.

Winter General Meeting Information

At the Winter General Meeting we will cover 3 new projects that the EFCL will pilot this year.

Great Neighbour Walk Partnership Agreements: Each league will have the opportunity to fund raise alongside the EFCL. The Partnership Agreement will outline that all funds raised will go to support the EFCL, the Community League Plaza Maintenance Fund and the individual league. 20% of all funds raised will go to the EFCL to cover the Great Neighbour Race/Walk organizing costs. The remaining 80% will be split evenly between the Plaza Maintenance Fund and the participating league.

The benefit of this structure is two-fold; the EFCL will be able to cover some costs of the Race/Walk and it will increase the number of people involved. This will lead to an increase in funds for the Plaza Maintenance Fund and for the leagues.

Neighbour to Neighbour Campaign: Through Canada Summer Jobs we have applied for summer students. These summer students will work with Joanne Booth to organize 10 door-to-door membership drive campaigns. There has been a lot of interest from leagues regarding this pilot so we anticipate more than 10 leagues offering to partner. Detailed expectations will be outlined at the Winter General Meeting.

The EFCL will do the mapping, organizing, printing of collateral, training and costs related to collateral and ‘Text to Give’. Leagues will need to provide their league hall for training day and assist in finding volunteers.

We will be able to manage different membership fee amounts when people give cash or cheques at the door, but will be unable to do so for text to give. Therefore, leagues will need to agree that the two text to give amounts would be \$20 and \$40. All funds raised from this Neighbour to Neighbour Campaign will be divided equally between the EFCL and the individual league, since the EFCL is bearing all of the costs associated with the pilot.

District Meetings: Funds have been set aside for a minimum of 12 District meetings this year. They will be arranged by the staff but we hope District Representatives will be able to attend.

Rink Opening Parties

The Rink Opening Party for a rink without boards was held at the end of January at Grandview Heights. Everything went very well and Grandview Heights had fun. District Representatives are more than welcome at the next rink opening party at Lorelie-Beaumaris on February 12 from noon to 3:00 PM.

Mill Woods President's Council

I attended the Mill Woods President's Council Meeting. It was very interesting to hear from those who attended. I hope to go to other meetings and Area Council meetings over the course of this year.

Capital Campaign Cabinet – Confidential at this time

We are very excited to announce that David Muddle has agreed to be our Capital Campaign Cabinet chair. David is an experienced community league member and was the consultant on our Strategic Plan so he knows the EFCL intimately.

We are very pleased with our progress on Cabinet Committee Members and look forward to announcing the entire group once they have been solidified!

Green Shack

Staff attended an update meeting about the Green Shack Program on February 3, 2017. This program will now be handled separate from the CRC's and Citizen's Services and has moved to the Neighbourhoods Branch.

The City is using a detailed rating system to determine which neighbourhoods get green shacks or pop-up play features. They are using social vulnerability data for each neighbourhood: education levels, employment rates, government transfer payments, home ownership, immigration, income, language, mobility. They assign Shacks based on points and on other programs available in the neighbourhood, whether the community league had added play infrastructure, and whether previous year's Green Shacks had been well attended.

The City plans 180 green-shack/pop-up play features next summer. No full day programs will be available except in 23 of the highest socially vulnerable neighbourhoods (up from 20 last year). Those 23 will have a program from 10:00 AM to 6:00 PM

A letter will be sent out to the leagues the week of February 6th; One to those who have a green shack program, and one to those leagues who do not. The EFCL will send this out for the City.

For those leagues who have a pop-up play feature but who would like the full three-day green shack program, they have the option to pay an additional \$5,000 to the City. This would cover the three days of programming, the actual shack, and the coordination of staff. Last year, two leagues selected this option. This is not available for the actual Green Shack program, just the pop-up play program. Alternatively, leagues can apply for grants and run their own summer play programming.

Leagues are also being given the option to continue to contribute to the Green Shack program. The City is recommending \$1,000 but any amount will be gratefully accepted. The City will be requesting feedback from the leagues through a link in the outgoing communication.

SOCAN and Re:Sound Fee List

Attached

9.0 WORK IN PROGRESS

MEETING DATE : February 09, 2017
AGENDA ITEM # : 9.1 – EFCL Work in Progress
PREPARED BY: Debra Jakubec, Executive Director

Item 9.1

MEETING DATE	REF.	ITEM	STATUS
2015/05/12	5.3	Rink Roof Funds For Newton Community League "That the EFCL set aside \$72,673 for the Newton Community League rink roof project and that a status report be brought back to the EFCL Board in the fall (before October 25, 2016)"	
2015/06/09	5.3	Alberta Culture Days "That the EFCL ask the Minister of Culture to change the timing of Alberta Culture Days so that it coincides with the Federation's annual Community League Day."	Meeting Requested
2016/07/14	9.2	NPDP Administration Report C. Shannon to contact R. Jevne's office at Parks and Facilities Branch regarding a meeting and report back to D. Jakubec who will report back to the Board in this regard.	
2016/10/13	9.1	Executive Director's Report—Malmo-Lansdowne District Change Request With L. Smith retiring from the Board, D. Jakubec advised she would ask J. Booth to follow-up on the status of the Malmo-Lansdowne District change request.	
2016/11/10	5.3	City of Edmonton Sandbox Program "That the EFCL Board write to express the concerns community leagues regarding City Councils decision to remove the community sandbox program, and desire to work with the City to find an alternate solution(s) to maintain the program."	Letter Sent
2017/01/12	5.1	Motions For Finance Recommendations That G. Martinson, who has signing authority, make an appointment with Servus Credit Union in order to: a) open a short-term GIC; and b) open a separate account in the amount of \$503,838.80 to track our federal funding and interest.	

MEETING DATE	REF.	ITEM	STATUS
2017/01/12	5.1	<p>Motions For Finance Recommendations</p> <p>That the EFCL Board designate the following EFCL Board and Staff positions as having signing authority on all EFCL accounts with Servus Credit Union, and that all cheques require two signatures:</p> <ul style="list-style-type: none"> EFCL President, (Gavin Martinson) EFCL Treasurer, (Cindy Dorward) EFCL VP Internal, (Jesse Watson) EFCL VP External, (Shaffeek Ali) EFCL Executive Director, (Debra Jakubec) 	
2017/01/12	5.5	<p>EFCL CRA Contact Authorization</p> <p>That the EFCL Board authorize the following Board and Staff roles to have contact the CRA to discuss EFCL business matters:</p> <ul style="list-style-type: none"> EFCL President, (Gavin Martinson) EFCL Executive Director, (Debra Jakubec) EFCL Assistant Executive Director, (Joanne Booth) 	
2017/01/12	5.6	<p>Social Enterprise Fund Loan Application</p> <p>That the EFCL Board approve proceeding with the application eligibility process for bridge loan financing through the Social Enterprise Fund.</p>	
2017/01/12	9.0	<p>Work In Progress</p> <p>D. Jakubec to review the NPDP minutes section and send an email to Board members asking what else they would like to discuss, in addition to the City's new NPDP Capital Project building process guide.</p>	
2017/01/12	9.0	<p>Work In Progress</p> <p>The EFCL to work with the City to set up some processes regarding how to subdivide an existing community league. (There are processes in place for boundary changes, but not for the creation of new leagues from within old ones.)</p>	

MEETING DATE : February 09, 2017
AGENDA ITEM # : 9.2 – Work In Progress Details
PREPARED BY: Debra Jakubec, Executive Director

Item 9.2

NPDP (Neighbourhood Park Development Program)

Background:

A meeting had been requested with the city staff managing the NPDP. R. Agostinis inquired about the status of a meeting that was to have been scheduled to give community leagues the opportunity to ask questions about the new Playground program. There was discussion around the importance of clarifying the extent of “public consultation” necessary/desirable in future for City initiatives affecting all community leagues.

Several items were to be discussed:

- The public engagement process regarding the NPDP
- The fact that changes were made to how parks are redeveloped
- The challenges that leagues are facing given the new plan for playgrounds

An action item was tabled for C. Shannon to contact the Parks and Facilities Branch regarding a meeting with the new staff member in charge.

Malmo-Lansdowne Update

We are trying to set up a meeting date in March. We have heard from Lansdowne and from Lindsay Smith who are flexible but have not heard back from Malmo.

Joanne Booth and Loie Unwin have been discussing the process and Loie will be reviewing the bylaws of leagues to ensure we can proceed with a vote. Neither of them believe the league bylaws need to be changed and as there is no mention in the EFCL bylaws about changing district boundaries, only league boundaries, we do not believe this will be challenging.

We are just clarifying whether the Malmo and Lansdowne boards of directors can vote to change the EFCL District or if both leagues need to hold a special general meeting for this change.

District K Director, Rhiannon Hoyle, EFCL VP Jesse Watson, and a representative from Lansdowne and a representative from Malmo need to approve any change.

Subdividing a Community League

There are processes in place to create new leagues and change league district boundaries but there is no process in place to subdivide an existing league. At the last meeting there was an action item for the EFCL and the City to create a process for this issue. A meeting needs to be arranged to develop this process.