



EDMONTON FEDERATION OF COMMUNITY LEAGUES

BOARD OF DIRECTORS

REGULAR MEETING PACKAGE

DATE: Thursday, March 09, 2017

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

LOCATION: EFCL Office, 7103—105 Street

EFCL Board Planning Calendar March, April, May, 2017

March

2017

- 09 EFCL Board Meeting
- 11 Training Workshop At McLeod Community League
- 25 Training Workshop At EFCL
- 29 EFCL Planning & Development Committee Meeting

April

2017

- 08 Training Workshop At EFCL
- 13 EFCL Board Meeting
- 24-27 Membership Supplies Pick Up
- 26 EFCL Planning & Development Committee Meeting
- 27 Tentative Green Leagues Kick-Off Event
- 29 Great Neighbour Race

May

2017

- 11 EFCL Board Meeting
- 24 Annual General Meeting
- 27 Training Workshop At EFCL
- 31 EFCL Planning & Development Committee Meeting

Edmonton Federation of Community Leagues

Item 1.0

Board of Directors Regular Meeting

EFCL Office: 7103—105 Street

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

AGENDA

1.0 Call To Order

2.0 Agenda Review (6:05pm)

3.0 Urgent Matters / Presentations

3.1 Bylaw review discussion (with Loie Unwin - 6:10pm)

3.2 EFCL Facility Needs Assessment (6:30pm)

4.0 Approval of the January 12 2016 Board Meeting Minutes (7:00pm)

5.0 Decision Items

5.1 Bylaw Changes (7:05pm)

6.0 News From The City Of Edmonton

6.1 News From The City Of Edmonton (7:10pm)

7.0 Exemptions

Break 7:20pm—7:30pm

8.0 Staff Reports (7:30 PM)

8.1 Executive Director's Report

Subdividing Existing Community Leagues, Alberta Culture Days, Green Leagues Kick Off, ACE, Audit, Finance Committee Draft Terms of Reference

9.0 Correspondence

9.1 Alberta Culture Days

10.0 Work In Progress (7:40pm)

10.1 NPDP Discussion With Marina Gardener

10.2 Rink Roof

11.0 District Updates/Feedback (8:00pm)

12.0 Private Matters (8:30pm)

12.1 Staffing Update

12.2 Board Development

12.3 Organizational Planning

13.0 Next Meeting/Announcements

13.1 Thursday, April 13, 2017, Meeting at 6:00pm, Office Of The EFCL, 7103—105 Street

14.0 Adjournment

3.0 Urgent Matters/ Presentations

MEETING DATE : March 09, 2017
AGENDA ITEM # : 3.1 – Bylaw Review and Potential Changes
PREPARED BY: Debra Jakubec, Executive Director

Item 3.1

Background

The bylaws were last updated in 2012. Since it has been five years, the EFCL board of directors should discuss the bylaws to see if any potential additions/changes are necessary.

BY-LAWS

Revised October 23, 2012

Article 1 Name

1.1 The name of the organization will be the Edmonton Federation of Community Leagues (EFCL), often referred to as the Federation, hereinafter referred to as the 'EFCL'.

Article 2 Purpose

2.1 The mission of the Edmonton Federation of Community Leagues will be to enhance the quality of life in Edmonton by supporting the community league movement through:

2.1.1 Facilitating healthy and safe communities by promoting participation in affordable recreation, sports, and social activities at the community level;

2.1.2 Developing and enhancing the skills of community league volunteers by providing information, resources, and education;

2.1.3 Promoting, facilitating, and celebrating volunteerism at the community level;

2.1.4 Providing a multi-dimensional communication network to share pertinent information on relevant issues and emerging trends;

2.1.5 Advocating on behalf of the Membership on general citywide issues and assisting Members in their role as advocates;

2.1.6 Assisting in the creation and organization of new community leagues; and

2.1.7 Providing and maintaining a central administrative operation and meeting facility for consideration and discussion of questions affecting the interests of the community.

Article 3 Interpretation

3.1 Accredited Representative means the person, or in whose absence the alternate person, designated by the Member's by-laws, by election, or by resolution of the Member is to represent the Member at meetings of the EFCL.

3.2 Board of Directors will mean the Board of Directors of the EFCL.

3.3 By-laws will mean the within By-laws.

3.4 City means the City of Edmonton.

3.5 Code of Ethics will mean the EFCL Code of Ethics as appended hereto.

3.6 Community League means an organization of persons with an elected executive representing a geographically defined community within the City of Edmonton, incorporated under the Societies Act of the Province of Alberta to provide facilities, programming and services without reference to race, colour, religion, creed, ethnic origin or political affiliation.

3.7 District Boundaries will mean those boundaries as established from time to time by the EFCL.

3.8 District Meeting will mean a meeting of the District Members.

3.9 District Member will mean those Members geographically located within the District Boundaries. 3.10 District Representative will mean the representative elected by District Members and who will serve on the Board of Directors.

3.11 General Meeting will mean a meeting of the entire Membership of the EFCL as defined in Article 5.

3.12 Honorary Member will mean individuals who have provided extraordinary service to the EFCL and/or the community league movement as recognized by the Board of Directors and ratified by the membership.

3.13 Member will mean a Community League that has fulfilled the requirements of Article 4.

3.14 The Membership will mean all the Members of the EFCL.

3.15 Societies Act will mean the Societies Act of Alberta and any amendments thereto.

3.16 Special Resolution will mean a resolution, which requires 21 days' notice and three quarters support of the Members or Directors, as the case may be, in attendance and eligible to vote.

3.17 For the purpose of these By-laws, words which have a special meaning assigned to them in the Societies Act will have the same meaning herein.

3.18 Associate Membership may be conferred on any organization which provides a community or neighbourhood, function regardless, if they are in the City of Edmonton boundaries. This class of membership is subject to the terms and conditions as outlined in Article 4 Membership with the exception that an associate member does not have a vote at Membership meetings.

Article 4 Membership

4.1 Membership in the EFCL is open to any Community League, which subscribes to the purposes and By-laws and conforms to the Code of Ethics, upon receipt of:

4.1.1 Annual dues as recommended by the Board of Directors and ratified by the Membership at an Annual Meeting;

4.1.2 A current Executive list;

4.1.3 A copy of By-laws and amendments thereto;

4.1.4 A copy of the Community League's annual report as filed with Corporate Registry; and

4.1.5 Where a new Community League is seeking membership, it requires majority support of the Membership present at a General Meeting of the EFCL.

4.2 The membership in the EFCL may be suspended or terminated as set out in Article 13.1 herein.

4.3 A Community League may withdraw from Membership in the EFCL by written notice of intent to the EFCL President and may not be reinstated except upon compliance with Article 4.1 of these By-laws.

4.4 An Honorary Member will be provided a lifetime membership for the community league, in which the Honorary Member resides and enjoy the benefits which accrue.

4.5 Associate Membership in the EFCL is open to any organization, which subscribes to the purposes and By-laws and conforms to the Code of Ethics, and provides a community or neighbourhood function consistent with that of the leagues upon receipt of:

4.5.1 Annual dues as recommended by the Board of Directors and ratified by the Membership at an Annual Meeting;

4.5.2 A current Board of Directors list;

4.5.3 A copy of By-laws and amendments thereto;

4.5.4 A copy of the organization's annual report as filed with Corporate Registry; and

4.5.5 Where an organization is seeking membership, it requires majority support of the Membership present at a General Meeting of the EFCL.

Article 5 General Membership Meetings

5.1 The Annual General Meeting of the EFCL may be held, whenever possible, in the month of March or April but in any event, not later than six months following the end of the fiscal year of the EFCL. The purposes of the Annual General Meeting will include, but not be limited to, the following:

5.1.1 To receive the reports of the outgoing Board of Directors;

5.1.2 To meet with the new members of the Board of Directors;

5.1.3 To identify who the auditor, insurance broker, and legal counsel for the EFCL will be; and

5.1.4 To discuss any revisions to the By-laws;

5.1.5 To elect District Representatives as required.

5.2 A Regular General Meeting of the EFCL will be held in the months of January or February. The purpose of this meeting will include, but not be limited to, the following:

5.2.1 To ratify the budget as recommended by the Board of Directors;

5.2.2 To present plans, programs and projects;

5.2.3 To elect District Representatives and members of committees as required.

5.3 A Regular General Meeting of the EFCL will be held in October or November. The purposes of this Regular General Meeting will include, but not be limited to, the following:

5.3.1 To ratify the membership fees for the upcoming year as recommended by the Board of Directors;

5.3.2 To ratify the committee mandates and membership; and

5.3.3 To elect District Representatives and committee members as required.

5.4 Special General Meetings may be called at the discretion of the President or must be called, upon receipt by the EFCL registered office, of a written request for such meeting signed by 10 per cent of the Accredited Representatives of the Membership. The President must notify the Membership of the date and location of the Special General Meeting within 14 days of the receipt of such written request. Any call for a Special General Meeting must include specific reference to the item (s) to be dealt with by the Special General Meeting. The Special General Meeting must be held within 40 days of the receipt of the written request for such meeting.

5.5 At least 21 days' notice of all Annual General, Regular General or Special General Meetings will be given in writing through regular mail, e-mail or method requested to every Member and Member's Accredited Representative and to every Officer or Director of the EFCL. The inadvertent omission to notify a Member's Accredited Representative will not invalidate the proceedings of the General Meeting.

Article 6 District Membership Meetings

6.1 Each District of the EFCL will hold District Meetings at least two times per year, preferably in the months of May, and November.

6.2 Special District Meetings may be called at the discretion of the District Representative or Vice-President Internal. Such Special District Meeting must be called upon receipt by the District Representative or Vice-President Internal of a written request for such meeting signed by two community leagues or 10 per cent, whichever is greater, of the Accredited Representatives of the District Members. The District Representative or Vice-President Internal must notify the District Members of the date and location of the Special District Meeting within 14 days of the receipt of such written request. Any call for a Special District Meeting must include specific reference to the item (s) to be dealt with by the Special District Meeting. The Special District Meeting must be held within 40 days of the receipt of the written request for such meeting.

6.3 At least 14 days' notice of all District Meetings will be given in writing through regular mail, e-mail or method requested to every District Member's Accredited Representative within that District and to the EFCL office. The inadvertent omission to notify a District Member's Accredited Representative will not invalidate the proceedings of the District Meeting.

Article 7 Board of Directors Meetings

7.1 The Board of Directors will meet each month, except in the months of July and August, at the EFCL's office.

7.2 Special Board Meetings may be called at the discretion of the President or must, upon receipt of a written request signed by three Directors, convene a meeting of the Board of Directors within 14 days of receipt of the request. Any call for a Special Board Meeting must include specific reference to item (s) to be dealt with by the Special Board Meeting.

7.3 Notice of all Board Meetings will be given by telephone or in writing through regular mail, e-mail or method requested to every member of the Board of Directors or method requested to every Member and Member's Accredited Representative.

The inadvertent omission to notify a member of the Board of Directors will not invalidate the proceedings of the Board Meeting.

7.4 All meetings of the Board of Directors will be open to attendance by all Members, who may participate but not vote.

Article 8 Voting

8.1 Only Members in good standing are entitled to vote at the Annual General, Regular General and Special General Meetings.

8.2 Only District Members in good standing are entitled to vote at the Regular District and Special District Meetings.

8.3 Only District Representatives are entitled to vote at all Board of Directors meetings.

8.4 Such voting will be made in person, through the Accredited Representative, and not by proxy or otherwise.

8.5 Each Member will have only one vote.

8.6 Each District Representative will have only one vote.

8.7 A District Representative who is also an Accredited Representative for a Member may vote at a District and/or a General Meeting in their capacity as an Accredited Representative.

8.8 An Honorary Member is not entitled to vote at an EFCL meeting, except where:

- a) that member is acting in the capacity of an Accredited Representative; or
- b) the Honorary Member is also a member of the Board of Directors in which case they may vote, as does any board member.

8.9 Voting at meetings will be by a show of hands, a voting ticket, and a standing vote or by secret ballot. Any two Members or members of the Board of Directors entitled to vote may request a vote by secret ballot.

8.10 All voting at elections, when an office or position is contested will be by secret ballot.

8.11 Where the Accredited Representative, or Board of Director member (as the case may be), is in a conflict of interest position, that Accredited Representative or Board member will not be entitled to vote.

Article 9 Quorum

9.1 In establishing quorum percentage will be determined by rounding up to the next whole number.

9.2 A quorum for all Annual General, Regular General or Special General Meetings will be the Accredited Representatives of 20 per cent of the Community Leagues.

9.3 A quorum for all District Meetings will be one-third of the District Members eligible to participate.

9.4 A quorum for a Board of Directors Meeting will be a majority of the Board Members, two of which must be Officers.

9.5 A quorum for a board committee meeting will be a majority of the board committee members.

Article 10 Board of Directors

10.1 The Board of Directors will function as a policy board.

10.2 The Board of Directors will have the following responsibilities to:

10.2.1 Speak with one voice, through motions;

10.2.2 Operate being mindful of its civic trustee obligations to the Members;

10.2.3 Enforce self-discipline and govern with excellence. This will apply to matters like attendance, policy-making principles, respect of roles, speaking with one voice, and ensuring the continuity of the organization;

10.2.4 Direct, control, and inspire the EFCL through careful establishment of organizational policies reflecting the values and priorities of the membership with a focus on the long term;

10.2.5 Cultivate a sense of group responsibility. The Board will be responsible for leadership. It will initiate policy and use its members' expertise to enhance the ability of the whole body;

10.2.6 Monitor and discuss Board process and performance in relation to values, ethics, policy, and in compliance with the laws of the land. They will fulfill their legal and fiduciary responsibilities;

10.2.7 Keep adequately informed about current and future trends in relevant global and local

recreational, volunteerism, and other issues, actively gathering information;

10.2.8 Act as their Districts' representatives; and

10.2.9 Ensure the implementation of all resolutions approved by the Members.

10.3 The Board of Directors will consist of one District Representative from each of 12 to 15 Districts.

10.4 Directors' Duties are:

10.4.1 President

The President is responsible for the general management of the EFCL.

The President will, inter alia:

- a. Preside at all General and Board meetings;
- b. Be an ex-officio member of all committees, except the Nominating Committee;
- c. Be charged with the general supervision of all the activities of the EFCL; and
- d. Act as a signing authority for the EFCL.

10.4.2 Vice President, Internal

The Vice President Internal is responsible for the EFCL's relationships with Members and may assist with interrelationship among the members.

The **Vice President Internal** will, inter alia:

- a. Act in the absence of the President;
- b. Act as a signing authority for the EFCL;
- c. Will act, in the case of a vacancy, as the liaison between the Board and the District Members until the District Representative is elected or appointed by the Board.

10.4.3 Vice President, External

The Vice President External is responsible for the external relationships of the organization.

The Vice President External will, inter alia:

- a. Act in the absence of the President and Vice-President Internal;
- b. Act as a signing authority for the EFCL; and
- c. Act as a liaison between the EFCL and other community and civic organizations.

10.4.4 Treasurer

The Treasurer is responsible for the finances and financial well-being of the EFCL.

The Treasurer will, inter alia:

- a. Give regular reports to the Board and the Members on the financial state of the EFCL;
- b. Keep financial reports;
- c. Act as signing authority for the EFCL;
- d. Be responsible for the preparation of the annual budget of the EFCL;
- e. Be responsible for the preparation of annual financial statements for presentation at the Annual General Meeting; and
- f. Be responsible for the receipting and depositing of all monies.

10.4.5 Directors

Directors responsible for specific portfolios may, from time to time, be selected from the remaining members of the Board, as may be deemed necessary to conduct the EFCL's business.

10.5 Subject to Articles 11.5 and 12.2, each Director appointed to these committees shall serve for a term of one year, commencing at either the time of the formation of the Committee or at the meeting following the Annual General Meeting, until the next Annual General Meeting, and may serve a maximum of three terms in any one position.

10.6 If by reason of disqualification, death, resignation, or retirement of any Director, the remaining Directors, if they constitute a quorum, will be entitled to exercise all of the powers of the Directors.

10.7 Any Director or Officer may be removed from office as set out in Article 13 herein.

10.8 A vacancy in the Board of Directors may be filled on an interim basis by the Board, upon the

recommendation of the Nominating Committee, and the appointee will be elected or ratified at the next legally constituted District Meeting of the District Members in which the vacancy has occurred.

Article 11 District Elections and Terms of Office

11.1 To be eligible to serve as a District Representative, the nominee must hold a valid Community League membership with a District Member, consent to his or her nomination, and:

- a. be nominated by a District Member, or;
- b. be nominated by an individual Community League member in the District, or;
- c. be nominated by the Nominating Committee provided that such nomination is ratified by the Community League in which the nominee holds membership.

In addition, the nominee must meet the EFCL's policy on security clearances.

11.2 District Representatives will be elected by the members of each District present at the Annual General Meeting, Regular General Meeting, or a District Meeting. A minimum of 1/3 of the district members must be present to select a District Director.

11.3 The nominee receiving the greatest number of votes cast by the District Members will be elected as the District Representative (and hence a Director) and will be eligible to serve as an Officer of the EFCL.

11.4 Each Director is elected for a term of two years, to a maximum of three consecutive terms. That particular Director may, if so desired, stand for election again after a two-year hiatus from the Board of Directors.

Article 12 Election of Officers

12.1 The Officers of the EFCL will be the President, the Vice President Internal, the Vice President External and the Treasurer, each of whom will be elected by the Board at the Board of Directors meeting following the Annual General Meeting.

12.2 Each Officer will be elected for a term of one year, to a maximum of three terms in any one position.

12.3 A representative of the City's Community Services Department, invited to that meeting for that purpose, will chair the election of the Officers.

12.4 An Officer must resign if they cease to be a District Representative.

Article 13 Termination

13.1 By Special Resolution, membership in the EFCL may be suspended or terminated for conduct harmful to the EFCL, its By-laws, purposes, or conduct contrary to the Code of Ethics provided such Member is given the opportunity to have a proper hearing. Such a resolution will be brought before a Special General Meeting.

13.2 By Special Resolution, the District Representative may be suspended or terminated from the Board of Directors for conduct harmful to the EFCL, its purposes, provided such District Representative is given the opportunity to have a proper hearing. Only the District Members in which that District Representative serves may remove the District Representative through a vote of the said Members. Such a resolution will be brought before a Special District Meeting.

13.3 In the event that the Board of Directors deems it necessary to suspend or terminate a Director, the Vice President Internal must convene a Special District Meeting with the District Members for that purpose. Only the District Members in which that District Representative serves may remove the District Representative as per article 13.2.

13.4 By Special Resolution of the Board, an Officer may be suspended or terminated as an Officer for conduct harmful to the EFCL, its purposes, provided such Officer is given the opportunity to have a proper hearing. Such a resolution will be brought before a Special Board Meeting.

13.5 If the Members wish the removal of an Officer, a Special Board Meeting for the removal of an Officer must be called upon receipt, by the Board of Directors, of a written request for such meeting signed by 10 per cent of the Accredited Representatives of the Members. The President must notify the Board of Directors and the Membership of the date and location of the Special Board Meeting within 14

days of the receipt of such written request. Any call for a Special Board Meeting must include specific reference to the intention to place such special termination of the Officer before a Special Board Meeting. Only the Board of Directors will be entitled to vote for the removal of the Officer at such Special Board Meeting.

13.6 The decision of the Members, District Members or Board regarding the removal of a Member, District Representative or Officer, as the case may be, is final.

Article 14 Committees

14.1 The Members or the Board of Directors may, from time to time, create such committees, as they may be deemed necessary, to conduct the EFCL's business. Such committees will carry out their assigned functions and otherwise comply with the resolutions passed by the Board of Directors and/or the Membership. All committees are accountable to the Board of Directors and the Members at a General Meeting and terminate according to their respective terms of reference.

14.2 The Executive Committee will consist of the President, the Vice President Internal, the Vice President External and the Treasurer. The Executive Committee's authority is limited to:

14.2.1 Acting only in situations which cannot wait until the next Board meeting and such decisions must be ratified at the next Board of Directors meeting;

14.2.2 Recruiting, supervising, monitoring or releasing the Executive Director;

14.2.3 Recommending administration policy to the Board of Directors; and

14.2.4 Reviewing and recommending revisions to the By-laws.

14.3 The Nominating Committee will be responsible for overseeing the District elections.

Article 15 Remuneration

15.1 No Director, Officer, or committee member will receive any remuneration for services.

15.2 A Director or Officer may receive reimbursements for expenses, upon presentation of receipts, incurred as a result of performing the EFCL's objectives.

Article 16 Administration

16.1 The use and care of the seal of the EFCL will be the responsibility of the President. It will be kept at the EFCL office and used only when authorized by a resolution of the Board of Directors. It will be affixed to documents and instruments when required by law or convention.

16.2 The Board of Directors will cause such records to be kept by the EFCL as may, from time to time, be determined by the Board of Directors and as may be required by the provisions of the Societies Act.

16.2.1 The Executive Director will be responsible for the recording, distribution, and care of the minutes and other records of the EFCL.

16.3 The records of the EFCL will be open to inspection by any Director or any Accredited Representative of a Member during the regular business hours of the EFCL.

16.4 The EFCL has the authority to hire such staff as is required to carry out its objectives.

16.5 At least one member of the EFCL staff must be at all General, and Board, and may be at District meetings, as required, of the EFCL for the purpose of recording the proceedings.

16.6 The Executive Director's function will be to implement procedures that meet the policy directives of the Board.

Article 17 Financial Procedures

17.1 The fiscal year of the EFCL will be January 1 to December 31.

17.2 The accounts of the EFCL, or of any Committee, will be open to inspection by any Member, the Board of Directors, or by any other government agency.

17.3 A qualified accountant who is not an Accredited Representative or a member of the Board will audit the financial statements of the EFCL at the end of each fiscal year, and such auditor(s) will be appointed by the Membership at a General Meeting. This appointment may be for one or more years.

17.4 The Board of Directors may open one or more accounts, designate signing authorities in accordance with the provisions of these By-laws and generally execute all documents connected with the transaction

of the EFCL's business with its Chartered Bank, Trust Company, Treasury Branch or Credit Union. The Board of Directors may authorize committees to open auxiliary bank accounts under the master accounts of the EFCL and authorize signing authorities.

17.5 For the purpose of carrying out its objectives, the EFCL may draw, make, accept, endorse, discount, execute and issue cheques, promissory notes and bills of exchange but only to the extent authorized by resolution of the Membership.

17.6 The annual budget of the EFCL will be submitted by the Board of Directors for approval at the Regular General Meeting and will be circulated to the Members with the notice of such Regular General Meeting in January or February, and will be circulated to the Members with the notice of such Regular General Meeting. No total expenditure exceeding three percent (3%) of the budget, and not authorized in the budget, will be made without approval of the Members.

17.7 The EFCL upon adoption of a Special Resolution only may borrow monies or raise or secure the payment of money or issue debentures, or sell or dispose of any property of the EFCL.

17.8 All Committees of the EFCL will be financially accountable to the Board of Directors.

Article 18 Amending the By-laws

18.1 These By-laws may be cancelled, altered or added to by a Special Resolution at any Annual General, Regular General or Special General Meeting of the EFCL.

18.2 The 21 days notice of the Annual General, Regular General or Special General Meeting of the EFCL at which it is proposed to amend the By-laws must include details of the proposed amendment to the By-laws.

18.3 The amended By-laws take effect after approval of the Special Resolution at the Annual General Meeting, Regular General, or Special General Meeting and filing of such amendment with the Corporate Registry of Alberta.

Article 19 Parliamentary Authority

19.1 The rules contained in "Robert's Rules of Order", in its most current edition, will govern the proceedings at all meetings and in all cases where they are applicable, provided that they are not inconsistent with these By-laws or the requirements of the Societies Act.

Article 20 Dissolution

20.1 Upon dissolution of the EFCL, all real property, fixtures and liquid assets remaining after the payment of any debts, will be liquidated and the proceeds split equally among those Members of the EFCL remaining at the time of dissolution.

20.2 Dissolution may only be effected by Special Resolution.

MEETING DATE : March 09, 2017
AGENDA ITEM # : 3.2 – EFCL Facility Needs Assessment
PREPARED BY: Bev Zubot, Planning Advisor

Item 3.2

BACKGROUND

The draft Master Plan for a renewed Rollie Miles District Park was reviewed by the Community and Public Services Committee of Council September 12, 2016. At that meeting several speakers from the Friends of Scona Rec (including leagues, pool users, EFCL) spoke about the need for a small recreation facility with a pool, given that the Scona pool attached to the school has reached the end of its' life.

As a result, City Council passed the following motion:

1. That Administration develop a detailed program, that includes a capital cost and a business case, for a small recreation centre including a swimming pool in Rollie Miles Athletic Field District Park.
2. That Administration continue to consult with members of the community based on the proposed Rollie Miles Field District Master Plan.

The draft Master Plan includes facilities for EFCL. Given that the new direction is to establish a small recreation facility, there is an opportunity to integrate the EFCL facilities with the recreation facilities, and potentially share some spaces.

A detailed Business Case with a detailed program and budget for a small recreation centre and most likely EFCL facilities, will be going to Council's Community and Public Services Committee in fall 2017. The aim would be to have the facility in the next capital budget cycle of 2019 -2022.

Council approved a facility with a relatively small footprint on the small District Park. The Federation will need to keep this in mind. There are a number of strategies that can be used to minimize the footprint – sharing meeting spaces and sharing parking spaces (as we do now) and building up rather than out.

Our first step is to examine more closely the implications of staying in Rollie Miles Park, the implications of various location options, and our space/program needs.

In 2016, the Board concluded that the present EFCL location was good because it was central. Now that a new recreation facility is being seriously considered by the city, we will need to think through the implications for EFCL.

Questions:

1. Why is this location good/not good for EFCL? What other location(s) in the city would be better? What are the pros and cons of being situated in a District Park?
2. The City's draft [preferred Concept](#) Master Plan of the park indicates a space and parking for the recreation facility in the SW corner of the park. The EFCL facility would be torn down. However, there is a possibility that the new recreation facility will be built onto the existing arena. If this were the case, the EFCL Offices could potentially remain as is. Would the Board consider this option?
What are the pros and cons for the Arena location? (e.g. Pro- EFCL would not need to move during construction or maybe ever; lower costs)
What are the pros and cons for the SW corner location? (e.g. Pro – Get to move to a new building built to our needs; smaller footprint on the park than having 2 one story buildings in the short term and possibly long-term.)

MEETING DATE : March 09, 2017

Item 3.2

AGENDA ITEM # : 3.2 – EFCL Facility Needs Assessment

PREPARED BY: Debra Jakubec, Executive Director

3. What are the general functions/activities of the Federation, a) now, and b) in the future?
What types of spaces are needed for each function?
4. What is working well in our present space?
What is not working well? (These questions will also be asked of staff.)
5. Who wishes to work with Debra on the details of EFCL's facility needs assessment?

5.0 Decision Items

MEETING DATE : March 09, 2017
AGENDA ITEM # : 5.1 – Bylaw Changes
PREPARED BY: Debra Jakubec, Executive Director

Item 5.1

Background:

Bylaw document attached and discussed in section 3.1 Urgent Matters/Presentations with Loie Unwin.

Given the discussion about the bylaws the board will need to determine whether to have a review in 2017 and how to manage the review. This will be discussed in section 3.1 and the decision can be made if a motion is required in section 5.1.

6.0 NEWS FROM THE CITY OF EDMONTON

MEETING DATE : March 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, March 09, 2017



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

Building Great Neighbourhoods

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

<u>NEIGHBOURHOOD</u>	<u>DATE</u>	<u>LOCATION</u>
Prince Charles	Tues. March 7	Prince Charles School (12325 127 Street)
Newton	Tues. March 14	St. Leo Elementary School (5412 121 Avenue)

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:
- Neighbourhood drainage 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.

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*

New One-stop Shop for City Services

Downtown hub for permits, licenses, passes, payments & more

Edmonton Service Centre opened in Edmonton Tower on Monday, February 27, 2017. The brand-new facility gives residents, businesses and industry representatives a single downtown location to obtain services ranging from permits, licenses to transit passes and payments.

All other downtown in-person service counters closed permanently after Friday, February 24, 2017. They include Development Services in HSBC Place, Property Assessment and Taxation in Chancery Hall, ETS Customer Service in City Hall, Drainage Planning in Century Place and Citizen Services in CN Tower.

Edmonton Tower's main entrance is at 10111-104 Avenue. Customers arriving at the second floor will see greeters ready to help identify the required service and explain how to obtain a ticket for the queuing system. Customers are then directed to the service area that will best meet their needs. There's a comfortable waiting area, as well as numerous private spaces where customers can sit down with a specialist to manage an inquiry.

Hours of operation are 8 a.m. to 4:30 p.m., weekdays, excluding statutory holidays. Residents can also access many services through the City's website, edmonton.ca.

For more information: phone 311 or visit the following web pages:

[Edmonton Service Centre](#) [Getting Downtown](#) takeETS.com

ACE Launches New Promo Video

Abundant Community Edmonton is a neighbourhood connecting and organizing approach that brings people together one neighbourly conversation at a time. It started in Edmonton and is being recognized and copied by municipalities across Canada, the US and the U. K.

One Wednesday, March 1st, over a 100 people gathered to celebrate the Neighbourhoods and Block Connectors with Abundant Community Edmonton while also launching a new promotion video for the initiative. Notable attendees included Councillors Ben Henderson, Michael Walters and Scott McKeen and a number of Community League Presidents and members. As well, City of Edmonton staff including Community Standards Branch Manager David Aitken and Director Chantile Shannon, joined with EFCL Executive Director Debra Jakubec, Africa Centre Executive Director Tesfaye Ayalew and many others from organizations like the Edmonton Seniors' Council, Bissell Centre and the Ogaden Somali Association.

There are now 27 active ACE neighbourhoods in Edmonton, each of them supported by their Community League, and another 43 inquiring about how to start ACE in their neighbourhood! As well, many local organizations have recognized the value of ACE in promoting connectedness, wellbeing and safety and to date, 26 of them have asked if they could partner with ACE in some way.

The seven minute video provides a glimpse into the potential the ACE initiative offers to build upon the community networks in neighbourhoods. Visit [here to view the video](#).

Also check out and share [this great blog](#) about the event on Transforming Edmonton.

Lauderdale (Grand Trunk) Off-Leash Pilot Project

On February 16, residents and park users had the opportunity to share their thoughts on improvements for the Lauderdale off-leash area. Over 90 participants attended the public consultation session, and an online survey gave those unable to attend an opportunity to join the conversation.

Soon, a document will be available to share the information the project team heard at the consultation. This feedback will be used to create design options for park enhancements.

Visit edmonton.ca/lauderdalepilotproject for the latest information about the pilot project and upcoming engagement opportunities.

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

Breathe Draft Strategy: Public Sessions

The City of Edmonton will host two public sessions at City Hall on March 15 to mark the release of the draft of [Breathe: Green Network Strategy](#) for public review and input. This transformative strategy is built around three themes - Ecology, Celebration and Wellness - and will ensure that Edmonton's open space needs are accommodated as the regional population doubles in size.

Date: March 15, 2017

Times:

Lunchtime event: 12-1 pm (presentation/Q&A at 12:15 pm)

Evening event: 6-8 pm (presentation/Q&A at 6:15 pm)

Presentations will be given by Dr. Douglas Olson, Landscape Architect, Planner and President of O2 Planning+Design at both events to share the highlights of the strategy, with Q&A to follow.

Location: City Hall (City Room - main foyer)

Light snacks and hot drinks will be available.

Kids are warmly welcome and we will have fun activities for them!

Project team members will be present to discuss the project and answer questions about Breathe. A number of other City project teams will also be present with display materials, including the [Ribbon of Green](#), [Recreation Facility Master Plan](#) and [Mill Creek Daylighting](#) projects.

The draft strategy will be available for online review at edmonton.ca/breathe from March 15 - April 15. Hard-copies also available for review and comment at City Hall and these libraries: [Lois Hole](#), [Mill Woods](#), [Clareview](#) and [Castle Downs](#).

For more information about Breathe, please visit the [project website](#).

Ribbon of Green

The City of Edmonton is expanding the Ribbon of Green plan for the North Saskatchewan River Valley and Ravine System, with a focus on areas in the northeast and southwest corners of the city.

To view the Ribbon of Green video [visit the website](#).

Join us at one of the upcoming public open houses:

Wednesday, March 22, 4-8 pm
Terwillegar Community Recreation Centre (2051 Leger Road)

Thursday, March 23, 4-8 pm
Clareview Community Recreation Centre (3804 139 Avenue)

Graffiti Vandalism is on the Rise

Report It. Remove It.

Graffiti vandalism is the most visible and prominent crime in a neighbourhood and can make communities appear unsafe and unwelcoming. Worse, the appearance of graffiti often attracts more disorder and escalates crime.

People often confuse graffiti with street art, but the two couldn't be more different. Street art is planned and permitted and usually takes the form of intricate and beautiful murals. On the flipside, 94 per cent of graffiti in Edmonton is just 'tagging'; vandals spray-painting their names on someone else's property without the owner's consent.

As soon as graffiti appears in an area, the tagger is marking his/her territory and they will expand that territory quickly! Removing graffiti right away the best way to prevent it from recurring and spreading. It's also the law; Community Standards Bylaw 14600 requires property owners to remove graffiti vandalism from their property within a reasonable timeframe. The fine for failing to do so is \$250.

Citizens should also report graffiti as soon as possible to 311, preferably by using the Edmonton 311 App, which allows them to take a picture of the graffiti and record the exact location. Graffiti vandalism is a criminal offence — if you see graffiti crime in progress, call 911 immediately.

For more information: Contact 311 or visit edmonton.ca/graffiti to apply for the Professional Graffiti Cleaning Program, which provides removal at no cost to the property owner.

Not all Flowers are Friendly!

Noxious and prohibited noxious weeds grow and spread quickly. They invade entire ecosystems; push out native plants; infest streams, riverbanks and waterways; and impact natural animal habitats and biodiversity. These plants compete with native species, making properties look unsightly and causing significant damage to parks and green space in the city.

Noxious weeds must be "controlled", which means to remove the risk of spreading. The easiest way to do this is by mowing the weeds. Here are the top 5 noxious weeds to watch for this year!

Canada Thistle

Perennial Sow Thistle

Oxeye Daisy

Creeping Bellflower

Scentless Chamomile

Prohibited noxious weeds must be "destroyed", meaning all growing parts of the plant must be killed. To do this, remove and dispose of the weed according to the plant-specific instructions at edmonton.ca/weeds.

Each year, the City of Edmonton teams up with community volunteers and Edmonton Native Plant Group to do organized weed pulls in the Millcreek Ravine. Watch for more information.

Let's Talk: Future of Waste

The City of Edmonton is developing a new waste management strategic plan, which will help us reach our goal of 90 per cent residential waste diversion from landfill. This spring, we will be inviting community groups, residents, and city staff to share their thoughts, and provide feedback about potential service changes that could impact them.

Public input will help us decide how to deliver our proposed priorities. The strategic plan will be presented to City Council in the fall of 2017.

Some proposed priorities:

- Introducing automated collection. Residents would place their garbage into sturdy wheeled carts at the curb. Garbage trucks with mechanical arms would empty the contents into the back of the trucks.
- Separate collection of organic waste. Residents would place food scraps and yard waste into a separate container or cart as part of their curbside garbage pick-up.
- Waste reduction programs. Ideas for future programs include food waste reduction and reuse. We want to hear about residents' suggestions for programs and services that could help them reduce waste.

How to Participate:

- Attend a public drop-in workshop, April 1 - May 15, 2017 (dates to be confirmed in early March)
- Complete an online survey (April 1 - May 15)

For more Information: edmonton.ca/futureofwaste

THE WAY WE MOVE: *Enhance Use of Public Transit & Active Modes of Transportation*

Imagine Jasper Avenue Drop-in Information Session - March 11, 2017

Based on feedback from the public, business owners and additional stakeholders, technical studies, and City policies and guidelines, a preferred design has been developed for the avenue's reconstruction from 109 Street to 124 Street beginning in 2019.

View the preferred design before it is presented to City Council this spring.

Ideas for design elements such as trashcans, street lights, benches and bus shelters will also be shared.

Date: Saturday, March 11, 2017

Time: 10:00 am - 2:00 pm No formal presentation.

Location: Oliver School (10227 118 Street -please use east side doors)

Website: edmonton.ca/ImagineJasperAvenue

Email: imaginejasperavenue@edmonton.ca

Upcoming Meetings, Events and Activities

Meetings - Council Reports

March 13	Community and Public Services Committee - Sliding scale fee proposal for low income Edmontonians; ELEVATE memorandum of understanding; Community Facility Partner Capital Grant Program Policy Review; Amendment to the Community Facility Partner Capital Grant Program policy; Seniors Centres of the Future
April 3	Community and Public Services Committee - Revised Terms of Reference for Arena District Local Advisory Committee; Edmonton's Aboriginal Business and Professional Association 2016 annual report; Feasibility of a LGBTQ seniors housing residence; Annual update on the Central McDougall/Queen Mary Park revitalization strategy; Multi-day Sir Winston Churchill Square activities - interim relocation; Community Investment Grant bylaw and project update; Regional indoor artificial turf memorandum of understanding
April 4	Executive Committee - Mayor's motion on how the City and its partners manage the submission and selection of city-building ideas
April 25	Community and Public Services Committee - Inclusion and Anti-Racism - A Framework to facilitate and coordinate efforts; Repurposing the Coliseum into a multiplex arena - profile to advance conceptual design

Events and Activities

March 18	The Downtown Defrost at Churchill Square
March 29	ParticipACTION 150 Play List at Churchill Square
April 1	Farewell to Winter patios
April 7	Vimy Vigil at Churchill Square

8.0 STAFF REPORTS

MEETING DATE : March 09, 2017

Item 8.1

AGENDA ITEM # : 8.1 – Executive Director’s Report

PRESENTED BY: Debra Jakubec, Executive Director

Subdividing Existing Community Leagues

At the end of a recent meeting with the CRCs subdividing existing larger community leagues was discussed. The EFCL and members of the City Administration will meet to discuss and create guidelines for subdividing existing large community leagues.

Alberta Culture Days

A letter was received from the Hon. Minister Ricardo Miranda regarding our request to have Alberta Culture Days coincide with Community League Day in September. Since Alberta Culture Days is aligned with National Cultural Days the Minister has informed us that they will be unable to change the dates.

Green Leagues Kick-Off

We will be hosting a Green Leagues Kick-Off event in April. It is tentatively scheduled for Thursday, April 27, 2017 and Councilor Michael Walters will be our keynote speaker. In 2009 Councilor Walters, a member of his community league, created the Green League Challenge which was the initiator of our Solar Project and the current Green Leagues program. We are planning to have David Dodge (the Chair of Energy Efficiency Alberta) speak and possibly introduce Councilor Walters. We have also applied for funds from the Government of Alberta to augment our current Green Leagues program and possibly match some of the funds from the City for 2018.

ACE

The Executive Director, Energy Efficiency Officer and Board Development Director all attended the Abundant Community Edmonton (ACE) Connectors & Volunteers Appreciation and Video Launch event on March 1 at the Arts Barns. Chantile Shannon thanked the leagues and the EFCL for their support of the ACE program. The link to the video was sent out to the board on March 7.

Audit

As planned the audit occurred on March 2, 2017. Laura from Mowbrey Gil came in for part of the day to assist with last year’s records. We should have draft statements for the next board meeting.

Finance Committee Draft Terms of Reference

Board member Rhiannon Hoyle shared another set of Finance Terms of Reference and additional questions via email. These have been forwarded to the Committee Members and a meeting is being arranged.

9.0 CORRESPONDENCE

MEETING DATE : March 09, 2017
AGENDA ITEM # : 9.1 – Alberta Culture Days
PRESENTED BY: Ricardo Miranda, Minister, Alberta Culture and Tourism

Item 9.1



FEB 23 2017

Ms. Debra Jakubec
Executive Director
Edmonton Federation of Community Leagues
7103 - 105 Street
Edmonton, AB T6E 4G8

Dear Ms. Jakubec:

Thank you for your letter of January 10, 2017, regarding Community League Day and Alberta Culture Days.

Community Leagues are an important part of communities. It is impressive to hear about the number of events held throughout the City of Edmonton during Community League Day. There are indeed numerous synergies between Community League Day and Alberta Culture Days.

Alberta Culture Days is aligned with National Culture Days, which is held over the last weekend of September. National Culture Days is an annual pan-Canadian volunteer movement to raise the awareness, accessibility, participation, and engagement of Canadians in the cultural life of their communities. We coincide Alberta Culture Days with the national event by dedicating the last weekend of September as a celebration of culture in our province, highlighting the importance of culture to the quality of life in Alberta.

I understand your organization has had conversations with Alberta Culture and Tourism staff and provided valuable insight on a number of issues, including Culture Days and grants processes. Ms. Carol Moerth, Executive Director of Community Engagement, will contact you in the near future to discuss your additional ideas about Culture Days. You may also reach Ms. Moerth at 780-514-4874 or at carol.moerth@gov.ab.ca.

Thank you for your support of Alberta Culture Days.

Best Regards,

Ricardo Miranda
Minister

10.0 WORK IN PROGRESS

MEETING DATE : March 09, 2017
AGENDA ITEM # : 10.1 – EFCL Work in Progress
PREPARED BY: Debra Jakubec, Executive Director

Item 10.1

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."	See 9.2
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."	Sandbox program reinstated
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.	
2017/01/12	5.1	Motions For Finance Recommendations 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: EFCL President, (Gavin Martinson) EFCL Treasurer, (Cindy Dorward) EFCL VP Internal, (Jesse Watson) EFCL VP External, (Shaffeeq Ali) EFCL Executive Director, (Debra Jakubec)	Complete

MEETING DATE	REF.	ITEM	STATUS
2017/01/12	5.5	EFCL CRA Contact Authorization That the EFCL Board authorize the following Board and Staff roles to have contact the CRA to discuss EFCL business matters: EFCL President, (Gavin Martinson) EFCL Executive Director, (Debra Jakubec) EFCL Assistant Executive Director, (Joanne Booth)	Complete
2017/01/12	5.6	Social Enterprise Fund Loan Application That the EFCL Board approve proceeding with the application eligibility process for bridge loan financing through the Social Enterprise Fund.	In process
2017/01/12	9.0	NPDP 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.	See 10.1
2017/01/12	9.0	Sub-dividing Community Leagues 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.)	See 8.1
2017/02/09	3.1	Grant Thornton Presentation Review D. Jakubec to ask Thornton about sharing the presentation with community leagues to assist with their strategic planning	No response from Grant Thornton
2017/02/09	5.1	Finance Committee Draft Terms of Reference D.Jakubec will email a "doodle poll" to determine the first Committee meeting date/time.	See 8.1
2017/02/09	5.2	2017 Budget D. Jakubec to forward board members the email from Mowbrey Gil LLP explaining the negative amortization amount.	Complete
2017/02/09	5.3	Newton Rink Roof D. Jakubec to contact A. Bolstad to inquire if a payment was made to Aspen Gardens Community League regarding their rink roof project.	See 10.1
2017/02/09	5.3	Newton Rink Roof D. Jakubec to contact A. Bolstad to inquire if a payment was made to Aspen Gardens Community League regarding their rink roof project.	Complete

MEETING DATE : March 09, 2017

Item 10.2

AGENDA ITEM # : 10.2 – Work In Progress Details

PREPARED BY: Debra Jakubec, Executive Director

NPDP (Neighbourhood Park Development Program)

Chantile Shannon is arranging for a meeting with the new Director of Open Spaces, Marlis Foth, and the Director of Landscape Design, Martina Gardner, about EFCLs request for information and discussion of the NPDP program. They would be provide a 10 minute presentation on the program and have 20 minutes for questions and discussions. Focus would be on community involvement and clarifying the template options for play grounds.

Rink Roof Update

Additional information has been provided by the former executive director, Allan Bolstad. We will discuss this at our meeting on Thursday, March 9.