



EDMONTON FEDERATION OF COMMUNITY LEAGUES

BOARD OF DIRECTORS

REGULAR MEETING PACKAGE

DATE: Thursday, November 08, 2018

**DINNER: 5:00 PM / MEETING 6:00 PM TO 6:30 PM
BOARD STRATEGY MEETING 6:30 PM TO 9:00 PM**

LOCATION: EFCL Office, 7103—105 Street

EFCL Board Planning Calendar

November, December, 2018 & January, 2019

November

2018

- 03 Let's Talk About Governance—District A
- 06 Energy 101 Workshop
- 08 EFCL Board Meeting
- 13 Media Training Workshop—Park 1
- 20 Energy 101 Workshop
- 20 Area Council/Capital Campaign Cabinet/Board Wine & Cheese—Tentative
- 27 Media Training Workshop—Part 2
- 27 Energy 101 Workshop
- 28 EFCL Planning & Development Committee Meeting

December

2018

- 01 Social Media Training Workshop
- 13 EFCL Christmas Dinner/Board Meeting
- 25 to 28 Office Closed

January

2019

- 02 EFCL Office Reopens
- 10 EFCL Board Meeting
- 30 EFCL Planning & Development Committee Meeting

Edmonton Federation of Community Leagues

Item 2.0

Board of Directors Regular Meeting

EFCL Office: 7103—105 Street

Thursday, November 08, 2018, Dinner 5:00 PM / Meeting 6:00 PM to 6:30 PM

Board Strategy Meeting 6:30 PM to 9:00 PM

AGENDA

1.0 Call To Order

1.1 Welcome And Introductions

2.0 Agenda Review (pg. 3)

3.0 Approval of October 11, 2018 Board Meeting Minutes (pgs. 4-12)

4.0 News From The City Of Edmonton (pgs. 13-17)

4.1 News From The City Of Edmonton

5.0 Decision Items (6:45 PM)

5.1 Planning Committee. Principles And TOR, Motion (pgs. 18-20)

5.2 Credit Card Spending Limit (pg. 21)

6.0 Discussion Items

6.1 Public Hearing, November 15, 2018. Board Speaker Decision

7.0 Executive Director's Report

7.1 Executive Director's Report (pgs. 22-23)

8.0 Correspondence

8.1 Food Hub Initiative (pgs. 24-25)

8.2 Corporate Climate Leaders Program Confirmation (pg. 26)

9.0 Work In Progress (pgs. 27-30)

10.0 Next Meeting/Announcements

10.1 EFCL Board of Directors' Meeting/Staff Christmas Dinner At Tiramisu— December 13, 2018

11.0 Adjournment (9:00 PM)

3.0 Approval of Minutes

MEETING DATE : November 08, 2018
AGENDA ITEM # : 3.1 – October 11, 2018 Draft Board Meeting Minutes
PREPARED BY: Dana Mauer, Board Secretary

Item 3.1

EFCL BOARD OF DIRECTORS REGULAR MEETING

DRAFT Minutes

Thursday, October 11, 2018 @ 6:00 p.m.
EFCL Offices, 7103 - 105 Street, Edmonton

Attendance:		
Masood Makarechian, Dist. K Liz John-West, Dist. G Leanne Rosinski, Dist. B	Fraser Porter, Dist. E Leanne Kohn, Dist. I Gavin Martinson, Dist. J Ryan Barber, Dist. H	Rocky Feroe, Dist. F Michelle Gosselin, Dist. L Trevor Elliott, Dist. D
Regrets:		
Alison Poste, Dist. C	Jesse Watson, Dist. A	
EFCL Staff:		
Laura Cunningham-Shpeley	Nora Begoray	
Guests:		
Chantile Shannon, CoE Howard Lawrence	Allan Bolstad	Josh St. Cyr
Minutes: Dana Mauer		

1.0 Call To Order

EFCL President F. Porter called the meeting to order at 6:05pm. A Board quorum was present. Brief introductions were done around the table for the benefit of guests.

1.1 Welcome and Introductions

2.0 Agenda Review

18-10-11-01 MOVED: "That the EFCL Board approve the October 11, 2018 Board meeting agenda with the following changes:

Add Item 11.6 - 124 Street Grand Market

By: T. Elliott / L. Kohn

CARRIED

3.0 Approval of Board Meeting Minutes

3.1 September 13, 2018 Board Meeting Minutes

18-10-11-02 MOVED: That the September 13, 2018 EFCL Board meeting draft minutes be approved as presented.

By: G. Martinson / L. Kohn

CARRIED

4.0 Presentations / Urgent Matters

4.1 100th Anniversary Project - Josh St. Cyr, Allan Bolstad, Nora Begoray

It was noted that the promotional video is available on the EFCL website and all Board members were asked to ensure they review it.

A. Bolstad recapped the 100th Anniversary Project purpose, vision and design. He reviewed the challenges that have come up regarding 1) the increase in tendered costs, and 2) a major sponsor potentially changing its Memorandum of Understanding. With approval by the EFCL Board, a new Project Management group, Cyrcorp., was hired. Josh St. Cyr, Principal with Cyrcorp., distributed a written Executive Update providing an Project audit status update and summarizing what Cyrcorp plans to do with regard to the EFCL 100th Anniversary Project. They specialize in procurement. A. Bolstad and N. Begoray reported on what actions are being taken regarding the streamlining the tendering process, and the status of the agreement with the sponsor. Ongoing discussions are underway with all stakeholders to resolve these issues.

A. Bolstad requested the Board's support and involvement regarding fundraising assistance regarding facilitating sponsor meetings. This also will be included in the written summary follow-up document for the November meeting.

Action Item: F. Porter asked that the minutes from the last EFCL 100th Anniversary Steering Committee meeting and a written update on the status of the 100th Anniversary Project be provided for the November Board meeting package.

Action Item: F. Porter asked that a written report be submitted for the Board outlining a summary motion as well as all financial concerns that the Committee is seeking resolution from the Board on.

An update is to be provided to the Membership on the EFCL 100th Anniversary Project at the February General Meeting once a full update is available.

4.2 Neighbourhood Leadership

Howard Lawrence was recently hired on contract as the EFCL's Community Development Liaison. He gave a detailed presentation on the concept of 'Neighborhoods' and the importance of community leadership in building and revitalizing cities. He answered questions from Board members. Discussion ensued about what distinguishes and defines a "healthy neighborhood", and also about how the Abundant Communities program can provide tangible benefits and deliverables to community leagues. It is about expanding the Abundant Communities Edmonton program at the Community League level and measuring the tangible benefits that matter. F. Porter asked that all Board members be invited to the upcoming round table discussions. Board members were invited to contact Howard by phone or email to discuss anything further, and also to invite him to any upcoming community league meetings/events.

5.0 District Updates/Feedback

Laura reminded Board members that as per EFCL Bylaws, each District must hold a District meeting at least once per year, and submit the minutes to be on file with the EFCL. She advised Board members to contact the Executive Director if staff support was needed for this. There was a question about minutes from District meetings for Districts that hold their meetings in tandem with Area Council meetings. Minutes from a designated District meeting agenda must be submitted at least once a year per Item 5.2, however that may be achieved.

Action Item: Laura will be contacting Board members by email regarding arranging District meetings.

District F - R. Feroe reported that they attempted to hold a District meeting on Sept. 18 but there was not have a 1/3 quorum of leagues. N. Begoray from the EFCL staff was in attendance. There was good discussion about affordable housing and other topics of interested to leagues in the District F. She advised the minutes were forthcoming.

District L - M. Gosselin asked if any guidelines available with regard to League Board and Executive members regarding 'dual loyalty' with regard to voting at District Council meetings. Guidelines to resolve dual representation are a concern, especially when for voting on something regarding funding. She gave specific examples.

L. Rosinski advised that the Area Council 17 bylaws outline how it works. A bylaw review was recommended. Discussion regarding the future of the Mill Woods Canada Day Celebration has been moved to the next Mill Woods President's Council meeting so there is no resolution as of yet. There won't likely be a meeting with the City in this

regard. She commented briefly regarding how Summerside handles avoiding community league election transgressions.

District C - No report

District J - G. Martinson reported that the recent 101 Avenue Family event went ahead. Lot splitting is becoming more prevalent in the District C. There have been awareness campaigns about it, but people tend not to be concerned until it affects them. There doesn't seem to be any major issues so far.

District A - No report

District B - L. Rosinski reported that she invited her District leagues to meet with three city staff members about the Yellowhead Trail Freeway conversion. The meeting was very well-attended. Londonderry league has converted its skating rink to a community garden. She advised that she had requested Colin's assistance with implementing the new requirements for societies under the OHSa and PIPA legislations requiring the creation of process, roles, and templates etc. for leagues. This is somewhat problematic and cumbersome for community league boards. Laura advised that the EFCL would be applying for a grant in this regard. L. Rosinski encouraged everyone to talk to their MLA in this regard as well. Area Councils of Edmonton has set up a meeting with a few City Councillors on Oct. 30th to discuss community league concerns. Many leagues are likely to attend. At a recent Area Council meeting their District was required to sign a 20 pg. maintenance agreement with the City in order to change the sign on a District Park. It was suggested that just the parts that have changed be highlighted in the case of agreement changes/updates.

Action Item: L. Rosinski to forward a copy of the 20 page agreement to Laura.

District K - M. Makarechian reported that he has the support of his District K to stay on for the balance of his term and it will be made formal at the next District meeting. Rink usage and cost analysis continues. The crux of the discussion is the disconnect in some leagues regarding whether rinks should be funded by community leagues memberships. Discussion ensued. Some leagues have a \$2 per use drop in fee that non-league members pay an attendant. This might be problematic for unattended rinks.

District G - L. John-West advised she held a casual District meeting at her home with a representative from five out of 13 leagues attending. She took minutes and will submit them. It was an informal meeting with discussion about such things as community league "gatekeepers", common challenges and strengths. People enjoyed meeting in a casual home setting. She is leading some discussion exercises to hone in on one issue

as a group. She had to use many different means to connect with a league representative i.e. email, Facebook, Twitter etc. There was discussion about ensuring that meeting attendees represent the league.

District E - No report.

District D - T. Elliott reported that the proposed West End Rec Centre construction may be in jeopardy. Some WE leagues have banded together to speak with their City Councillor about it. There is a meeting this Monday for anyone from the communities impacted in the West End to discuss a presentation to the City to save the proposed Recreation Centre. F. Porter suggested talking to the Chamber of Commerce. Belmead may also be closing its skating rink. This will mean there would be no outdoor community rinks in the District. They are also finding it's too expensive to operate and the cost/benefit doesn't justify it.

District I - L. Kohn reported the District will be meeting in November. The biggest issues are always Infill, housing, and Rollie Miles Park. A sub-group of six District leagues is working with REACH and NET regarding crime, esp. property crime.

District H - R. Barber advised that City Council's Urban Planning Committee directed City Administration to move forward with exploring a Terwillegar Drive Express Way. A plan and budget for this are to be considered later this year. Advocacy continues to be a question that league Presidents are struggling with. It is on the agenda for the next President's Council meeting. He requested clarification, or guidelines around election messaging for community leagues. Board consensus was to take a "hard line" regarding community leagues remaining completely non-partisan and neutral during elections. When in doubt, Bylaws should be consulted.

Action Item: That Laura circulate the document regarding community league election impartiality, and that a point be added advising a review of community bylaws regarding impartiality. A recommended motion should be included if necessary.

6.0 Decision Items

6.1 Cannabis Document for Distribution

F. Porter advised that an email was sent out by the City of Edmonton earlier that day regarding the City's new Cannabis policy. F. Porter advised that Laura would be circulating by email the EFCL's finalized Cannabis reference document for Board members to discuss and vote on based on the new municipal guidelines. A Word document was preferred.

6.2 Staff Credit Card Spending Policy

Laura advised that all HR policies were updated but the amended HR policy does not include a credit card policy. Further detailed discussion ensued about the \$2000 expenditure amount and the definition of event "budget", vs. budget expense line item. It was suggested it be changed to a lower amount of \$1500 or \$1000. Further clarity was needed in this regard. The policy may also specify that the credit card payment can be paid electronically.

Action Item: Tabled to November meeting. Clarification is needed around the \$2000 limit. Board comments to be forwarded to Laura.

6.3 Matt Berry and EFCL Office Space

The District Director L. Rosinski excused herself from the discussion to avoid any conflict of interest. Laura spoke to the rationale for the proposed recommendation, advising that the EFCL is not currently in the financial position to contribute to its funding.

18-10-11-03 MOVED: That the EFCL withdraw its application to be a part of the Matt Berry facility in collaboration with McLeod Community League.

By: M. Gosselin / L. Kohn

CARRIED

Action Item: Add to November agenda "discussion/motion regarding publishing Board meeting agenda packages".

6.4 City of Edmonton - EFCL Action Plan

18-10-11-04 MOVED: That the Board approve the first draft of the Partnering Agreement Action Plan as presented, so that it may be forwarded to the City of Edmonton.

By: M. Gosselin / R. Feroe

CARRIED

C. Shannon advised that ideally, as many stakeholders and Board members as possible on November 15th should attend the open forum as possible.

Action Item: Laura to send an invitation out to all Board members to be in attendance at the open forum and budget presentations when all dates are available.

7.0 News from the City of Edmonton

C. Shannon advised there were a series of consultations with both the Alberta Ave and Jasper Place revitalization areas, to make sure everyone is on board with the report's recommendations. It will go to City Council on Oct. 31st and some of the affected leagues will attend that meeting. There will be a report going forward to Committee about the Neighborhood Resource Coordinators (NRCs) on Dec. 5. She advised that there is a NRC position and a few Revitalization Coordinator positions currently open due to retirement and promotions. A national recruitment is being done and she will also share those postings with the EFCL.

Action Item: EFCL to share and publish NRC and NCS postings with community leagues.

G. Martinson asked if there was a report on the reduced bus route changes.

Action Item: C. Shannon will look into it and report back.

F. Porter advised that the City budget meeting dates for the EFCL were November 15th (public meeting), and November 28th (Laura and EFCL staff presenting to City Council). She asked that interested Board members request to register with the City Clerk to speak for 5 minutes. The suggestion was made for each Board member to attend the budget presentation and to bring two community league presidents with them as well. R. Barber, L. Rosinski, L. Kohn advised they would attend and bring league representation. All other Board members were asked to be present, even if not speaking.

8.0 Exemptions

18-10-11-05 MOVED: That agenda Items 9.1, 10.1, and 11.6 be exempted for discussion and that all other items between Item 8.0 and Item 12.0 be accepted for information as presented in the agenda.

By: M. Makarechian / R. Barber

CARRIED

9.0 Staff Reports

9.1 Executive Director's Report

Laura advised a co-op grant to hire a casual "Rink Ambassador" was submitted. She and J. Watson attended the September Planning Committee meeting. There are several vacancies on the Planning Committee which are noted in the General Meeting Agenda. She asked Board members to solicit interest in their Districts.

There was discussion around recruiting Planning Committee Reps for the Planning Committee. Approaching the City's Planning Academy was suggested. There was also discussion at length around the nature of the work the EFCL Planning Committee does, and representation of leagues by Planning Committee Reps.

Action Item: Add "in depth Governance review of the Planning Committee's mandate and Terms of Reference" to the December meeting agenda.

Action Item: Laura to prepare and distribute to Board members the question topics / talking notes for the AGM table discussions for Directors with their leagues.

18-10-11-06 MOVED: That the Executive Director's report be accepted for information as discussed.

By: Consensus

CARRIED

10.0 Discussion Items/Updates

10.1 Website Survey

Laura advised that a Website survey would be completed at the upcoming AGM to find out functionality leagues want from the EFCL website. She asked that interested Board members speak with Joanne to create the survey and/or identify any issues they have noticed with the website. She asked if all Board Members know their IDs and passwords for the private Board section on the website. Discussion ensued about the website Board member section, noting it should be updated to include only the current, relevant policy documents and other useful Board member information. The necessity for League log-ins was also discussed. Once a budget is determined for a website update, a proposal will be prepared.

Action Item: Forward examples and suggestions regarding website functionality to Laura.

11.0 Correspondence - Accepted as presented.

11.1 Edmonton Social Planning Council Re: Research

11.2 Urban Planning Committee Re: Major & Minor Alcohol Sales

11.3 Bent Arrow Traditional Healing Society Letter of Support

- 11.4 Website Data Management**
- 11.5 100th Anniversary Project Letter of Support**
- 11.6 124 Street Market**

Action Item: F. Porter to forward the letter to Board members for information.

12.0 Work In Progress Updates - Accepted as presented.

13.0 Next Meeting/Announcements

13.1 EFCL Board meeting - Thursday, November 8, 2018, EFCL Offices

14.0 Adjournment - The October 2018 EFCL Board meeting adjourned at approximately 8:42pm. Moved by M. Gosselin, seconded by L. Kohn.

4.0 NEWS FROM THE CITY OF EDMONTON

MEETING DATE : November 08, 2018
AGENDA ITEM # : 4.1 – News From The City of Edmonton
PRESENTED BY: Chantile Shannon, Citizen Services

Item 4.1

News from the City of Edmonton
EFCL Board Meeting, November 8, 2018



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

Fall 2018 Building Community Through Recreation Network Events

City of Edmonton, Neighbourhood Resource Coordinators have been busy planning for eight Building Community Through Recreation (BCTR) Network Events this November.

Between 2014 and 2017, the City of Edmonton hosted community recreation networks throughout the city. Network events provided an opportunity for a variety of local organizations and people to gather to discuss recreation needs and develop capacity in their communities.

We are excited about re-energizing BCTR Networks this fall with new larger network areas and new potential for connections. Visit eventbrite.ca to find out more about recreation network events (search: BCTR) or visit [here](#). Contact: bctr@edmonton.ca

Share your Voice at Engage Edmonton

Edmontonians are invited to share their voices and help shape our City by attending one of six family-friendly Engage Edmonton events, from October 11 to November 15. There are convenient One-Stop Shop locations where everyone can provide their thoughts on up to 11 unique topics, including: Residential Waste, Bus Network Redesign, City Plan and Edmonton Bike Plan. There will be fun activities for all ages and we are serving up free food. Visit edmonton.ca/engage2018 or call 311 for event details.

Abundant Community Edmonton (ACE)

Neighbouring matters!

ACE is a community-lead and City-supported approach that can strengthen connections among community members, their Community League and EFCL. Neighbours getting to know each other and being open to sharing their gifts can lead to increased participation in community life. City Council's recent approval of 3.5 new ACE positions represents the City's commitment to support residents who want to take actions to make their neighbourhoods even better! The new ACE team is now fully staffed and is partnering with Neighbourhood Resource Coordinators and Revitalization Coordinators to support Community Leagues, Neighbourhood Connectors and Block Connectors. We encourage Community League members and Neighbourhood/Block Connectors to attend an upcoming ACE Community of Practice to share learnings and success stories:

- Saturday, November 10, 9:30 am - 12:00 pm at Commonwealth Community Recreation Centre (11000 Stadium Road)
- Wednesday, November 28, 5:00 pm at the Valley Zoo, Otter Room (13315 Buena Vista Road)

We hope to see you there!

If you have any questions about starting an ACE initiative in your community, please contact your Neighbourhood Resource Coordinator or Revitalization Coordinator. You can also contact the City at abundantcommunity@edmonton.ca.



What Makes you Feel Connected?

The Edmonton Smart Cities Challenge Team needs your input to inform our final proposal as we work towards winning \$50 million as part of Infrastructure Canada’s Smart Cities Challenge.

Learn more about Edmonton’s approach to improving the health and wellbeing of residents and share your thoughts at

smartcities.edmonton.ca.

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

Have Your Say in the Amount of Parking Provided With New Homes and Businesses

The number of parking spaces provided with new homes and businesses significantly impacts city spaces. It affects how communities look and feel, and how people get around.

When it comes to neighbourhood parking, there are often trade-offs between the amount of available parking, the cost homes and businesses and the ability to walk to destinations.

The City wants your thoughts on priorities around parking, as well as who should be responsible for making decisions about how much on-site parking is provided with new developments. Feedback is encouraged through an [online survey](#) until Monday, November 19.



Feedback will be used to help inform options for changing the zoning bylaw regulations that set out how much on-site parking is required for new homes and businesses. Edmonton has changed considerably since many of the existing zoning parking rules were put in place in the 1970s. The rules need to be updated to make sure they make sense for the Edmonton of today and where we want to go in the future.

Any changes to the parking rules must be approved by Council at a City Council Public Hearing. If new rules are approved by Council, the changes to on-site parking for homes and businesses will happen gradually over time as properties in the city are redeveloped. To learn more, visit edmonton.ca/makingspace.

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

Have Your Final Say About Edmonton's New Bus Routes

Share your final thoughts about Edmonton's draft bus network by attending a family-friendly workshop or by filling out an [online survey](#) until December 9.

We want to ensure the spirit of the public feedback we received this spring is reflected in our new bus routes plan. More [public engagement](#) information, as well as [draft maps](#) of the proposed network, is available at edmonton.ca/newbusroutes.

Bike Plan

The City of Edmonton is beginning a process to renew Edmonton's bike plan. The existing plan was approved in 2009. Given how much has changed in our city in the last 10 years, it's time for a refresh!

The Bike Plan will include three project phases in the next 18 months, each of which will be supported by public engagement.

Phase 1: Vision + Values | Fall 2018

What should biking look and feel like in Edmonton?

Phase 2: Tradeoffs + Priorities | Spring 2019

Where should we focus our resources to achieve our shared vision?

Phase 3: Goals + Actions | Fall 2019

Given our priorities, what activities and opportunities should we focus on to meet our vision?

Engagement opportunities this fall!

Our first phase of public engagement is beginning this month with [public drop-in sessions](#), stakeholder workshops and an online survey. We would love to hear from you!

Check out project details and sign up for our newsletter at edmonton.ca/bikeplan.

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

How Should We Protect Our Ribbon of Green?

A source of pride and identity to all Edmontonians, the North Saskatchewan River Valley and ravine system is one of Edmonton's greatest natural assets. The Ribbon of Green Plan provides strategic guidance for the southwest and northeast reaches of the North Saskatchewan River Valley and Ravine System.

In this final phase of engagement for the project, you are invited to attend one of three public engagement sessions and complete our online survey (starting November 14). You will have the opportunity to review the revised plan and identify any final changes needed before the plan goes to Council for approval.

Date: Thursday, November 15, 2018
Time: 3 - 7 p.m.
Location: Edmonton Tower (Main Lobby), 10111 104 Ave

Date: Wednesday, November 21, 2018
Time: 3 - 7 p.m.
Location: Clareview Recreation Centre (Lobby), 3804 139 Ave

Date: Thursday, November 22, 2018
Time: 3 - 7 p.m.
Location: Terwillegar Recreation Centre (Amphitheatre), 2051 Leger Road NW

Learn more and take our online survey (starting November 14) at edmonton.ca/ribbonofgreen

Time to Talk Future of Waste

Waste Services is considering changing the way Edmontonians sort and manage their waste at home and work, and we need your input!

Everyone has a role to play in managing Edmonton's waste to ensure a cleaner, sustainable future for our city. This fall, Waste Services will be seeking input from Edmontonians about proposed changes. Join us at an upcoming drop-in session and complete our online survey. Provide your thoughts and feedback on topics such as waste reduction and reuse, waste sorting, and garbage collection.

[Drop-in Sessions](#)

[October 3 - November 15, 2018](#)

[Online Survey](#)

[October 1 - November 10, 2018](#)

Call 311 for accessibility services at drop-in sessions. Family-friendly activities available.

Learn more and take our online survey at edmonton.ca/futureofwaste

Upcoming Meetings, Events and Activities

Until Nov 15	Share your Voice at Engage Edmonton
Until Nov 15	Time to Talk Future of Waste - Drop-in Sessions
Until Nov 19	Amount of Parking Provided With New Homes and Businesses: online survey
Until Dec 9	Bus Network Public Engagement
Nov	Building Community Through Recreation Network Events, visit eventbrite.ca (search:
Nov 10	ACE Community of Practice, 9:30 am - 12:00 pm at Commonwealth Community Recrea-
Nov 10	All is Bright on 124
Nov 11	City Hall Remembrance Day Service
Nov 15, 21, 22	Ribbon of Green Public Engagement
Nov 21-25	Grey Cup Festival
Nov 28	ACE Community of Practice, 5:00 pm at the Valley Zoo, Otter Room (13315 Buena Vista

- [Link to Council and Committee Schedules, Agendas & Minutes](#)
- [Link to schedule of upcoming Council reports](#)

Stay linked in to neighbourhood news, events and programs. [Subscribe to The Park Bench for our monthly e-newsletter!](#)

5.0 DECISION ITEMS

MEETING DATE : November 08, 2018

Item 5.1

AGENDA ITEM # : 5.1 – Planning Committee, Principles And TOR, Motion

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Edmonton Federation of Community Leagues Planning and Development Committee Terms of Reference

Type & Classification:

Standing of Membership; reporting to the Board

Purpose:

To provide input and recommendations to the Board, Membership, City Administration & City Council with respect to Urban Planning matters from a neighbourhood perspective

Duties:

- to participate in urban planning and transportation related consultation processes
- to champion green space as it relates to parks and open space planning
- to review developments with city-wide implications and determine community league impact and consistency with City bylaw and policy
- to review planning and transportation policy proposals and accompanying engagement processes
- to encourage and engage community leagues to become involved in urban planning matters
- to advise communities of the potential impacts of developments and policy or bylaw changes
- to make recommendations to the Board, Membership, City Administration & City Council on planning and transportation issues
- to apply the EFCL's Planning and Development policies when making recommendations and update them as required
- to meet with representatives of the City Administration and participate on City Committees as needed
- to assist with and participate in own District meetings
- to support and advise the Community Planning Advisor

Committee Membership:	Maximum of 15 voting members, with no more than two representatives per District and no more than one representative per league; Ex-officio: Community Planning Advisor
Member Appointment:	District representatives are elected at EFCL General meetings. If District positions are not filled at a General Meeting or a District meeting with quorum of 1/3 of the District leagues, then District and Community League referrals will be considered by the Board for appointment.
Tenure of Members:	Two years, renewable
Chair Appointed By:	Board
Reports to:	Board and Membership
Meeting Frequency:	Monthly except July, August and December or at the call of the Chair
Resources:	Staff, meeting space, computer access, photocopying, refreshments
Outcomes:	Better-informed and engaged community leagues Planning and transportation recommendations Relationship with the City Administration and Development Industry Annual Report to the Membership at AGM



Planning and Development Committee Principles

Consultation

We believe that community leagues and citizens have a right to be involved and a partner in the planning and development process in Edmonton. In particular:

- Their participation must be based on mutually understood practices of consultation;
- They should be allowed to provide input on any development that affects their neighbourhood;
- They should be allowed adequate time to respond to planning and development matters; and
- They should have access to relevant resources which can assist them as a partner to effectively and pro-actively deal with planning issues.

Environment and Quality of Life

We encourage development that maintains and enhances, but does not detract from, citizens' quality of life. In particular, we:

- Oppose proposed developments that unduly compromise Edmonton's air, soil, water, health and quality of life;
- Support urban design which is mass transit and pedestrian friendly;
- Support development which values open space as equally important as built space;
- Believe that park spaces are an integral part of every neighbourhood;
- Recognize Edmonton's River Valley as a unique and significant natural environment in our urban setting; and
- Support the preservation of and public access to all significant natural areas.

Efficient Growth

We encourage efficient use of land within Edmonton and surrounding areas and increased regional planning in the Alberta Capital region. In particular, we support development that ensures that:

- Open space is not unnecessarily lost;
- The City's core is not compromised by expansion at the outskirts;
- Greenfield development occurs only in a contiguous manner within the existing communities of Edmonton; and
- A diversity of housing types is constructed.

Preservation of Neighbourhood Character

Development should occur in a manner that is compatible with its surroundings. In particular, we believe that:

- Communities should clearly identify the aspects of their community character that are important.
- All participants in the development process should consider these aspects when making decisions that affect communities
- Changes to the character of the communities should not be made without community input.
- Architecture and neighbourhood design are as critical to a healthy city as good planning
- A dynamic downtown is essential to a healthy and vibrant Edmonton

MEETING DATE : November 08, 2018

Item 5.2

AGENDA ITEM # : 5.2 – Credit Card Spending Limit

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Motion:

For the board to adopt the following policy on credit card spending allocations and purposes.

Rationale:

Credit card payments need to be made electronically so that we avoid paying any late or interest charges, and to save on the cost of staff driving to and from the financial institution to pay this bill specifically. This credit card expense policy is in place to guide expenses made. All receipts will continue to be provided to executive team for review, however this will not hold up payment of the bill.

Policy on credit card expenses for management staff.

Will be presented at meeting

7.0 EXECUTIVE DIRECTOR'S REPORT

MEETING DATE : November 08, 2018
AGENDA ITEM # : 7.1 – Executive Director's Report
PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Item 7.1

October

Meetings

- Winter City Advisory Council: Brought up the issue of Community League outdoor rinks and the high cost to Leagues for the upkeep of these facilities, which is often far beyond their League operating grant. There was concern from other members at the table about the impact of a reduction in outdoor rinks across the City. This led to a meeting with Sue Holdsworth, the City lead for Winter City Strategy. I will be bringing the results of our Ice Rink Survey that was done in October to the Winter Life Working Group meeting on November 9th for further discussion.
- Met with Josh St.Cyr, Allan Bolstad and Nora Begoray, with Lafarge to discuss the MOU and what Lafarge is willing to commit to the project. We are still awaiting their letter identifying this.
- Met with Capital Campaign Committee and discussed new strategies for raising capital in the next month
- Met with 100th Anniversary Steering Committee
- Met with Planning and Development Committee
- Met with the U of A Community Engagement Advisory Committee. Will be looking to set up an engagement session for Community Leagues in the new year.
- Attended the Live Active Summit for keynote speaker on the second day. Rob Agostinis and Chantelle Zimmer attended the entire 2 day conference.
- Community Project Process Working Group meeting. Attended with numerous people from Community Leagues and City Project Managers to discuss the challenges of the process to build projects currently in the community.
- Spoke at Kings University to the sociology department's "Community & Place" course to discuss Community Leagues and their impacts..
- Met with Neighbourhood Watch President Ann-Marie Thiverge, and program staff person Don Lehman to discuss the program currently. Discussed opportunity to advertise their work in E-news and have them present at the general meeting in February. They are hoping to have a new ED by the spring.
- Management staff met for a couple of hours to discuss moving forward with a Business Plan in order to identify priorities for work. Discussed a matrix in order to prioritize new work coming in.

Community League Engagement:

- Attended the Chappelle meeting of residents to approve the by-laws of the League to be submitted into Registries in order to begin the process of starting their community League.
- Attended Rosenthal Community League meeting

Staffing Updates:

Howard Lawrence who was on contract with the EFCL as a Community Development Advisor took a full-time position with the Abundant Communities Program with the City of Edmonton. We are grateful for the time Howard could spend with us, and that he spent connecting with the staff at the EFCL in reflections of neighbourhoods, membership, and leadership.

Workplace Wellness- We have begun a workplace wellness program as part of our work at the EFCL. Every staff meeting will have 10 minutes of dedicated time spent to a wellness activity lead by Chantelle Zimmer. Each week, a different staff member will lead a wellness activity on Tuesday over the lunch hour, from a group walk, to meditation, to healthy eating.

Increase In Time With Community Leagues- In response to the General Meeting, Colin and I discussed if it would be possible to allocate more program staff time to being out with Community Leagues. Generally, the EFCL has responded to requests from leagues. Now, program staff will be reaching out to Leagues that we haven't heard much from this year based on our database records. All program staff (Community Planning Advisor, Community Active Recreation Consultant and Green Leagues (Energy Transition officer) will be aiming to do 25% of their time out with Community Leagues with constant assessment of the impact to their work. Our Communications officer will be aiming to do 10%.

Joanne took the **Conflict Resolution Training** and presented to staff on International Conflict Resolution Day (October 18th) that discussed communication strategies to resolve any conflict or prevent conflict.

General Meeting Reflections:

- Staff felt that breaking the group up by District was beneficial to allow for ongoing dialogue throughout the evening.
- Challenges with working with the Playground sponsors who hosted the meeting. There was a lot of communication about the expectations for the meeting, however there was significant confusion the night of the meeting, specifically around the needs for coffee/water at the break time.
- All staff felt that what has been identified over the years constantly is the need for more visibility of the EFCL staff. The staff identified that they wanted to increase their time in face to face or phone contact with Community Leagues in response to this.
- People responded well to Sli.do polls, and there was some great data gathered for the Planning Committee.
- Tough to have COE reps there during challenging discussions
- Follow up is occurring with Colin Simpson (EPS)

8.0 CORRESPONDENCE

MEETING DATE : November 08, 2018

AGENDA ITEM # : 8.1 – Food Hub Initiative

PREPARED BY: Fraser Porter, President/Laura Cunningham-Shpeley, Executive Director

Item 8.1



October 25, 2018

Program Administrator
Community and Regional Economic Support (CARES) program
cares.program@gov.ab.ca

Dear Program Administrator:

Re: Community and Regional Economic Support (CARES) program – Letter of support

On behalf of the Edmonton Federation of Community Leagues, we are pleased to present this letter of support for ***The Public - Edmonton's Food Incubation Hub***.

The Public will be a state-of-the art facility, housed in a 70-year-old brick warehouse. It will be designed to give small food businesses access to the space, resources, and business skills they need to make their culinary dreams a reality. With a variety of kitchen formats available, the Alberta Food Incubation Hub provides Edmonton-area food entrepreneurs the space needed to start, incubate and expand their business. |

This new initiative will be located in Central McDougall and will be first-of-its-kind for Edmonton focusing on strengthening the local food system by diversifying food industry as a part of a thriving economy, providing scale-up opportunities for local businesses, created demand for food and increased revenue, rejuvenation of neighborhoods in the core, incubation and infrastructure for growing food businesses and job creation for the community.

Edmonton currently does not have a building or the infrastructure to support these kind of activities for food businesses and local farmers.

While some community league facilities have kitchen infrastructure available to its members, there is still a large gap in commercially certified spaces available for start-ups or scaling capacity for local food producers and processors. In a recent study conducted in collaboration with EFCL and The Edmonton Food Council, we found that only 18 leagues out of the 157 were willing to provide opportunities to members to rent the kitchens. Out of those 18 responses, some kitchens requested a budget to upgrade their infrastructure and program the kitchens.

Edmonton Federation of Community Leagues – Est. 1921
Representing Edmonton's 157 community leagues
7103 105 Street NW
Edmonton, Alberta T6E 4G8

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**WHERE NEIGHBOURS MEET
and GREAT THINGS HAPPEN**
EDMONTON FEDERATION of COMMUNITY LEAGUES

The City of Edmonton has recently conducted its own consultation for Food Hub that specifically outlines that popularity of food hubs has grown for two primary reasons; increased demand for local food and a lack of infrastructure to connect small and medium size producers or processors with customers that want to buy local food.

EFCL supports a food hub such as this for citizens to be able to produce, process, test and incubate Edmonton food products. This facility will have a huge community benefit for its tenants and for the general public.

If you require more information about our offered support, please contact me via the contact details listed on this letter.

We hope you will see the huge benefit a project like this will have for our communities across Edmonton and strengthening our food ecosystem in the city.

Sincerely,

Fraser Porter, President Edmonton Federation of Community Leagues

Laura Cunningham-Shpeley
Executive Director, Edmonton Federation of Community Leagues

laura.cshpeley@efcl.org

Edmonton Federation of Community Leagues (EFCL)

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MEETING DATE : November 08, 2018

Item 8.2

AGENDA ITEM # : 8.2 – Corporate Climate Leaders Program Confirmation

PREPARED BY: Laura De Carolis, City of Edmonton

From: Laura De Carolis <laura.decarolis@edmonton.ca>

Sent: Tuesday, October 30, 2018 3:04 PM

To: Ronak Patel <Ronak.Patel@efcl.org>

Cc: Stefanie Drozda <stefanie.drozda@edmonton.ca>; Christine VanDerwill <christine@climatesmartbusiness.com>

Subject: Registration confirmation: Corporate Climate Leaders Program

Good afternoon Ronak,

Thank you for registering the Edmonton Federation of Community Leagues to participate in the Corporate Climate Leaders Program. This email confirms your registration as part of the second cohort of program participants. A copy of your completed registration form is attached.

Program Summary

The online [Program Summary](#) provides a detailed overview of the Corporate Climate Leaders Program and the associated program commitments. Please review this document and share it with the members of your team who will be involved in the program.

Reporting Deadline

Participants are required to demonstrate that they have achieved the program commitments within one year of commencing work through the program. The reporting deadline for the second cohort of participants is December 13, 2019.

Climate Smart

As a registered participant in the Climate Smart Training & Certification Program, your organization will receive three in-person training sessions. These sessions will take place on December 12, January 31, and February 27 from 8:30 AM to 12:30 PM in the Heritage Room at City Hall. Please mark these dates in your calendars. Stay tuned for updates from Climate Smart directly regarding the training program. If you have any questions specifically regarding Climate Smart, please contact Christine VanDerwill, Partnerships & Communications Manager at christine@climatesmartbusiness.com.

Small Business Rebate

The City of Edmonton has received and approved your Small Business Rebate Application. Your rebate cheque will be sent by mail to the business address you provided.

If you have any questions about the program, please ensure you contact both myself and Stefanie Drozda (cc'd). The City of Edmonton looks forward to working with your organization to support your energy and climate goals through the Corporate Climate Leaders Program.

Kind regards,



Laura De Carolis CEM
SENIOR ENVIRONMENTAL PROJECT MANAGER ENERGY TRANSITION UNIT | CITY ENVIRONMENTAL
STRATEGIES URBAN FORM & CORPORATE STRATEGIC DEVELOPMENT
9th Floor, Edmonton Tower - 10111 - 104 Ave, Edmonton, AB, T5J 0J4 T: 780-442-0883 |
laura.decarolis@edmonton.ca



It's time to [Change For Climate](#)

9.0 WORK IN PROGRESS

MEETING DATE : November 08, 2018
AGENDA ITEM # : 9.1 – EFCL Work in Progress
PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Item 9.1

MEETING DATE	REF.	ITEM	STATUS
2017/01/12	9.0	<p>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.)</p>	In Process
2017/03/09	5.1	<p>Finance Committee Draft Terms of Reference R. Hoyle to forward a draft TOR that she recently helped to develop for another committee. D. Jakubec will email a “doodle poll” to determine the first Committee meeting date/time.</p>	In Process
2017/09/14	11.0	<p>District Updates/Feedback C. Shannon to investigate the status of the proposed legislation preventing schools from sitting empty, forcing them to become derelict and leading to their closure. She will forward a study about how civic design impacts population health.</p>	In Process
2018/06/14	6.4	<p>Londonderry Community League Receivable That the EFCL enter into discussions with Londonderry Community League in an effort to re-coup \$7,835 in outstanding expenses.</p>	In Process
2018/06/14	6.5	<p>EFCL Office Space C. Shannon to provide a summary of the possible facilities available to the EFCL for alternate/interim office space. and That the EFCL inform the City of Edmonton that it would like to remain in its current office space until an opportunity becomes available in the new Rollie Miles Recreation Centre.</p>	In Process
2018/06/14	7.0	<p>News From the City of Edmonton C. Shannon suggested arranging a Community Hub presentation from City staff at the next board meeting.</p>	In Process
2018/06/14	10.1	<p>CLIP Program Update C. Shannon advised she would follow-up with James to obtain more specifics on the statistics columns in the Stantec document.</p>	In Process

MEETING DATE	REF.	ITEM	STATUS
2018/07/05	7.0	<p>News From the City of Edmonton</p> <p>S. Svendsen advised she would look into the editing, and clarification/quality control and report back.</p> <p>And</p> <p>S. Svendsen to take F. Porter's suggestion back that the EFCL could have a role in this.</p>	
2018/07/05	8.3	<p>Communications Committee Terms of Reference</p> <p>Staff (J. Booth and/or L. Cunningham-Shpeley) to revise the EFCL Communications Committee Terms of Reference in consultation with C. Johnson regarding committee governance, and refer to the motion previously passed by the Board as to whether or not the committee is intended as a staff or Board committee. The revised draft TOR can be emailed to Board members and voted on by email.</p>	
2018/09/13	5.2	<p>Financial Update</p> <p>Finance Committee to investigate (check with Jenn) and report back on M. Gosselin's question regarding the accrued receivables for 2016.</p>	
2018/09/13	6.0	<p>District Updates/Feedback, District A Letter To Councilor Esslinger</p> <p>J. Watson to forward the letter to F. Porter to be shared with the EFCL Board.</p> <p>Add J. Watson to October AGM meeting - brief presentation/discussion about mature league revitalization.</p>	
2018/09/13	6.0	<p>District Updates/Feedback, District K</p> <p>M. Makarechian to forward the forthcoming report about outdoor rinks to L. Cunningham-Shpeley.</p>	
2018/09/13	6.0	<p>District Updates/Feedback, District E</p> <p>District E meeting to be scheduled in the next 30 days.</p>	
2018/09/13	7.2	<p>EFCL Business Directory</p> <p>Review and revise the proposed Premium plan according to Membership needs and privacy concerns about emailed promotions being perceived as "spam". For presentation at the October Board meeting.</p>	
2018/09/13	7.2	<p>EFCL Business Directory</p> <p>That the EFCL Board approve moving forward with the recommended Basic option as presented.</p>	
2018/09/13	7.3	<p>Risk Management Advisory Committee</p> <p>C. Shannon will look into a City contact or resource for Laura to refer league inquiries to.</p>	

MEETING DATE	REF.	ITEM	STATUS
2018/09/13	7.3	<p>Open Doors Initiative To create an Open Door Initiative Task Force as an initiative of the Board of Directors to address urgent concerns regarding how to engage different demographics and newcomers to community leagues."</p>	In Process
2018/09/13	7.5	<p>Staff Credit Card Spending Policy M. Gosselin to forward a standard credit card acknowledgement form. EFCL staff to locate in the minutes, the motion and policy that were previously passed by the EFCL Board regarding staff credit card use.</p>	In Process
2018/10/11	4.1	<p>100th Anniversary Project F. Porter asked that the minutes from the last EFCL 100th Anniversary Steering Committee meeting and a written update on the status of the 100th Anniversary Project be provided for the November Board meeting package. F. Porter asked that a written report be submitted for the Board outlining a summary motion as well as all financial concerns that the Committee is seeking resolution from the Board on.</p>	In Process
2018/10/11	5.0	<p>District Updates/Feedback Laura will be contacting Board members by email regarding arranging District meetings. L. Rosinski to forward a copy of the 20 page agreement to Laura (Yellowhead Trail Freeway Conversion)</p>	
2018/10/11	6.2	<p>Staff Credit Card Spending Policy Tabled to November meeting. Clarification is needed around the \$2000 limit. Board comments to be forwarded to Laura.</p>	In Process
2018/10/11	6.3	<p>Matt Berry And EFCL Office Space Add to November agenda "discussion/motion regarding publishing Board meeting agenda packages".</p>	In Process
2018/10/11	7.0	<p>News From the City of Edmonton EFCL to share and publish NRC and NCS postings with community leagues. C. Shannon will look into it and report back. (Reduced Bus Route Changes)</p>	

MEETING DATE	REF.	ITEM	STATUS
2018/10/11	10.1	Website Survey Forward examples and suggestions regarding website functionality to Laura.	In Process
2018/10/11	11.6	124 Street Market F. Porter to forward the letter to Board members for information.	In Process