



EDMONTON FEDERATION OF COMMUNITY LEAGUES

BOARD OF DIRECTORS

REGULAR MEETING PACKAGE

DATE: Thursday, January 10, 2019

DINNER: 5:00 PM / MEETING 6:00 PM TO 9:30 PM

LOCATION: EFCL Office, 7103—105 Street

EFCL Board Planning Calendar January, February & March, 2019

January

2019

- 02 EFCL Office Reopens
- 10 EFCL Board Meeting
- 12 Hassle Free Rink Flooding Demo
- 14 EFCL Staff Workplan Development Session
- 14 Update To Executive Committee—NRC Program Review
- 26 Community Engagement Workshop
- 28 Area Council And EFCL Meeting
- 30 EFCL Planning & Development Committee Meeting

February

2019

- 14 EFCL Board Meeting
- 27 EFCL Planning & Development Committee Meeting
- 28 Winter General Meeting
- TBD Grants Workshop

March

2019

- 14 EFCL Board Meeting
- 27 EFCL Planning & Development Committee Meeting

Edmonton Federation of Community Leagues

Board of Directors Regular Meeting

EFCL Office: 7103—105 Street

Thursday, January 10, 2018, Dinner 5:00 PM / Meeting 6:00 PM

AGENDA

Item 2.0

1.0 Call To Order

1.1 Welcome And Introductions

2.0 Welcome And Introductions (2 minutes)

3.0 Agenda Review (pgs. 3-4) (10 minutes)

3.1 Motion To Approve Agenda

4.0 Approval of December 13, 2018 Board Meeting Minutes (pgs. 5-12)

5.0 News From The City Of Edmonton

5.1 News From The City Of Edmonton (pgs. 13-14)

5.2 Summary of CLIP Grants 2012-2017 (pg. 15)

6.0 Decision Items (6:45 PM)

6.1 EFCL Priorities For 2019 (From October Fall General Meeting Debrief) (pg. 16)

6.2 Staff Credit Card Spending Policy (pg. 17)

6.3 Updating Our Strategic Plan/Business Plan 2019-2022 (pgs. 18-19)

6.4 League Membership Dues Increase—Motion For Winter General Meeting (pgs. 20-21)

6.5 February Board Meeting Reschedule To January 31, 2019 (pg. 22)

6.6 Invitation To Councillor Knack To Sit As Honourary Member On EFCL Board pg. 23)

7.0 District And Working Group Updates

7.1 Terms of Reference For Following Committees Due By Next Meeting (February)

- Finance
- HR Policy
- Diversity And Inclusion
- Policy Review

8.0 Exemptions

————— **Break 7:45 PM to 8:00 PM** —————

9.0 Discussion Items

9.1 Winter General Meeting Agenda Review (pg. 24)

9.2 Ice Rink Survey Review—Discussion From December (pgs. 25-34)

9.3 Policy On Sponsorship Practices For EFCL (pgs. 35-39)

9.4 Staff Satisfaction Survey/Discussion 2019—Verbal

9.5 100th Anniversary Committee Update (pg. 40)

9.6 Bookkeeping Pilot Project Proposal (pg. 41)

9.7 Treasurer's Report—Verbal

9.8 Charitable Status Update (pg. 42)

10.0 Reports

10.1 Executive Director's Report (pgs. 43-44)

- Seniors' Coordinating Council—Offer To Help Host A Seniors' Health Fair For A District
- Area Council Meeting January 28, 2019
- Budget For District Meetings For 2019

11.0 Correspondence

11.1 Letter From Canada Mortgage & Housing Corporation (pg. 45)

11.2 Letter From Canada Revenue Agency Regarding Charitable Status (pgs. 46-57)

12.0 Work In Progress (pgs. 58-61)

13.0 Next Meeting/Announcements

13.1 EFCL Board of Directors' Meeting, at EFCL Office— February 14, 2019

14.0 Adjournment (9:00 PM)

4.0 Approval of Minutes

MEETING DATE : January 10, 2019
AGENDA ITEM # : 4.1 – December 13, 2018 Draft Board Meeting Minutes
PREPARED BY: Dana Mauer, Board Secretary

Item 4.1

EFCL BOARD OF DIRECTORS REGULAR MEETING
DRAFT Minutes
Thursday, December 13, 2018 @ 6:00 p.m.
Tiramisu Bistro, 10750 – 124 Street, Edmonton

Attendance: Masood Makarechian, Dist. K Liz John-West, Dist. G Leanne Rosinski, Dist. B	Fraser Porter, Dist. E Leanne Kohn, Dist. I Trevor Elliott, Dist. D	Rocky Feroe, Dist. F Michelle Gosselin, Dist. L Gavin Martinson, Dist. J
Regrets: Jesse Watson, Dist. A	Gavin Martinson, Dist. J	Ryan Barber, Dist. H
EFCL Staff: Laura Cunningham-Shpeley	Colin Johnson	
Guests: Chantile Shannon		
Minutes: Dana Mauer		

1.0 Call to Order

EFCL President F. Porter called the meeting to order at approximately 6:54pm. A Board quorum was present.

2.0 Welcome and Introductions

3.0 Agenda Review

3.1 Decisions, Information, Exemptions and Discussion

M. Makarechian commented on the importance of following protocol to maintain efficiency and structure for Board meetings. He advised there should be discussion about agenda items only. Strategic discussion about items that are not Discussion or Decision Items, Reports, or Information agenda items can be discussed after the meeting is adjourned in informal post-meeting discussion.

3.2 Motion to Approve Agenda

18-12-13-01 MOVED: "That the EFCL Board approve the December 13, 2018 Board meeting agenda with the following changes:

Move item 6.0 to Item 5.0, and vice versa. Add an Item 5.2 - "Private Matter" (in camera). Renumber all Decision Items in 6.0 accordingly.

By: G. Martinson / L. Kohn

CARRIED

T. Elliott suggested the "News from the City of Edmonton" standing agenda item be permanently moved to appear after the Approval of the Minutes. There was brief discussion. The suggestion was noted for future discussion/consideration.

Action Item: Have a Board discussion regarding agenda placement of the City of Edmonton Report on the Board meeting agenda.

4.0 Approval of Board Meeting Minutes

4.1 November 8, 2018 Board Meeting Minutes

18-12-13-02 MOVED: That the November 8, 2018 EFCL Board meeting draft minutes be approved as presented.

By: G. Martinson / L. Rosinski

CARRIED

5.0 News from the City of Edmonton

5.1 News from the City of Edmonton

C. Shannon referred to the detailed written report on page 20-22 of the agenda package and invited any questions from Board members on its contents.

- Additionally, she brought forward a Summary of CLIP Utilization for 2012 to 2017. She noted that City Council meeting minutes were posting including all of the Budget Discussion Items for the Capital and Operating Budgets including Motions.
- In relation to the EFCL's 100th Anniversary Project, an internal meeting with Infrastructure Services was arranged for Thursday, December 20 to discuss assistance with the Project. She will inform of any follow up.
- L. Rosinski inquired about obtaining insurance for the Play Streets Program. The community league (or one of its partners) is responsible for obtaining the event insurance coverage certificate. C. Shannon advised that the draft Play Streets manual was complete and available on Edmonton.ca.
- C. Shannon advised two City Reports were coming forward in January, including the Neighborhood Resource Coordinator Report on January 14, and the Abundant Community Update on January 16th. Once the reports are

available online, should anyone wish to speak to the reports at City Council meeting, they can register at Edmonton.ca.

18-12-13-03 MOVED: That the City of Edmonton Report be accepted as presented and discussed.

By: M. Makarechian / M. Gosselin CARRIED

5.2 Private Matter – C. Johnson (in camera)

18-12-13-04 MOVED: That the Board move "in camera" to discuss Private Matter Item 5.2.

By: M. Gosselin / T. Elliott CARRIED

18-12-13-05 MOVED: That the Board come out of camera to continue the meeting.

By: M. Gosselin / L. Rosinski CARRIED

6.0 Decision Items

6.1 HR Committee Tasks / Terms of Reference

F. Porter drew attention to the HR Committee Terms of Reference published on pages 11 to 13 of the agenda package. The Board needs to clarify who is on this Committee, and assist EFCL staff to create a Work Alone Protocol, comply with the recent OHS Legislation changes, and create a new HR Policy. The staff requires Board support in the Human Resources area due to recent significant changes in Alberta Work Legislation.

The Committee members were established as L. Kohn, R. Barber, F. Porter (ex-officio). It will require 5-10 hours to draft an update to the EFCL's current HR Policy including the new OHS Legislation and Work Alone protocol. F. Porter requested that any additional Board member(s) with experience in HR Policy work contact her.

Action Item: Laura to contact the Committee members with a request for a meeting date.

18-12-13-06 MOVED: "That the Human Resources Committee Members convene with the Executive Director in order to update HR Policy as outlined within the next EFCL 60 days"

By: L. Rosinski / T. Elliott

CARRIED

6.2 Live Active Future Directions Program Survey Review

F. Porter referred to pages 14 through 17 in the agenda package. L. Cunningham-Shpeley briefly reviewed and highlighted the survey findings. Most leagues indicated that active recreation should be a combination of community league volunteer programs and outside service providers. Following the 2017 Leagues Alive Conference, there was a discussion with someone from the YMCA around Summer camps. The YMCA is now potentially interested in supporting community leagues to do summer camps. The intention would be not to duplicate the City of Edmonton day camp programs which are offered mostly at City Rec Facilities. The YMCA is interested in hiring two staff members to put on week-long day camps at various community league halls with portable equipment. Leagues need only to provide the space. The intent is not to duplicate the City's Green Shack program and this program may be a way to meet the needs of neighborhoods that are under-served. The pilot project would run in July and August. The EFCL Live Active Coordinator would facilitate the project. The details are to be determined. Discussion ensued. It was noted that it is important to ensure everything would be compliant with the Tripartite Agreement i.e. for-profit programs can't run independently community league halls.

18-12-13-07 MOVED: "That the EFCL enter into an agreement with the YMCA to do a Summer Camp Pilot Program with interested Community Leagues to host a week-long camp for community children during July and August 2019."

By: L. Rosinski / L. John-West

CARRIED

6.3 Resignation of VP Internal

F. Porter advised the Board that EFCL Board member Alison Poste accepted new employment and is no longer able to commit to EFCL Board Director duties. It was noted that she was elected to the EFCL Board in February 2018 Board meeting. As she was also VP Internal, a new VP Internal would need to be elected for the remainder of the term. F. Porter thanked A. Poste for her time and contribution to the EFCL Board.

18-12-13-08 MOVED: That the EFCL Board of Directors formally accept A. Poste's resignation as Director for EFCL District C, and as the EFCL's VP Internal.

By: M. Gosselin / M. Makarechian CARRIED

6.4 Election of VP Internal for Partial Term to June of 2019

L. Cunningham-Shpeley clarified that according to the new EFCL Bylaws, all elections will take place at the Spring Annual General Meeting (in May or June). Thus, any current Board Member's terms who would normally end before June 2019, will extend by default to the Spring General Meeting when elections will take place.

In the absence of a City of Edmonton representative, the Board Secretary, D. Mauer ran the election. Nominations were called three times for the position of EFCL VP Internal. M. Makarechian nominated L. Rosinski and she accepted the nomination. As there were no other nominations, L. Rosinski was acclaimed as EFCL VP Internal, replacing A. Poste.

18-12-13-09 MOVED: That the Board approve L. Rosinski as the EFCL VP Internal, replacing A. Poste's name and signing authority as necessary, including with Servus Credit Union.

By: T. Elliott / M. Gosselin CARRIED

6.5 Removing Gender from League Membership Cards

It was noted that gender is not recorded on the online community league membership sales. Paper Membership cards should reflect the same format.

18-12-13-10 MOVED: That gender identification be removed from the 2019/2020 Community League Membership Cards, noting that should leagues or sports organizations require this information, they will need to request it.

By: T. Elliott / M. Gosselin CARRIED

6.6 Treasurer's Report - Budget 2019 Process, and Motion to Rescind Credit Card Payment

M. Makarechian advised that the motion passed at the November Board meeting regarding on line payment of the EFCL credit card policy would need to be

rescinded because the bank does not allow online payments from non-profit societies that require two signatures. Credit card payments can be made by cheque at the bank or preauthorized payments. Discussion ensued at length. The Treasurer recommended paying at the bank by cheque, allowing for Board member review of any large transactions. The President agreed with the recommendation.

18-12-13-11 MOVED: That the Board vote to rescind Motion #18-11-08-05 (passed at the November 8, 2018 EFCL Board meeting), allowing time for further consideration of this item.

By: T. Elliott / L. Kohn

CARRIED

Treasurer M. Makarechian advised that the EFCL staff and Finance Committee were already working on the draft EFCL Budget to be presented at the January Board meeting for Board review/discussion. The final draft EFCL Budget will be presented at the February EFCL Board for Board approval, ensuring at least the required 21 days for the EFCL Membership to review it in agenda package before it is voted on at the Winter Regular General Meeting in February.

It will not be a four-year budget. F. Porter invited interested Board members to attend the Finance Committee Budget meetings with meeting dates and times to be determined and shared offline.

18-12-13-12 MOVED: That the Board receive the Treasurer's report for information as discussed.

By: T. Elliott / L. Rosinski

CARRIED

7.0 Exemptions

18-12-13-13 MOVED: That agenda Items 8.0 to 11.0 be accepted for information, except Items 8.1 and Item 12.0 which were exempted for discussion.

By: T. Elliott / L. Kohn

CARRIED

8.0 Reports

8.1 Executive Director's Report

L. Cunningham-Shpeley asked that if Board Members had questions regarding any of the meetings she attended in December, to please contact her. She reported that there was lot of engagement leading up to her EFCL Budget

presentation to Council. She thanked F. Porter and M. Makarechian for their time and support throughout the Budget presentation process.

She noted that recently, several mobile home park community leagues, including Twin Parks, are currently experiencing some unique human rights challenges regarding evictions and other issues. She will be meeting with E4C to seek some guidance for those leagues. This could be an offline Board conversation in January.

Growth Strategy Presentation to City Council

L. Cunningham-Shpeley reported the EFCL's Presentation went well. She provided the 10 questions she was asked by City Council Members for Board Members to read and understand Councillors' concerns.

Planning Committee Update

L. Cunningham-Shpeley reported that the Planning Committee is currently almost full, with nearly every District represented. The November meeting went very well and there was a lot of discussion around how to encourage engagement with District leagues other than your own, regarding important Planning issues and the responsibility of Committee members to communicate and engage with their leagues on Planning matters.

Action Item: PDC Committee meeting minutes to be shared to all Board Members, as well as on the Board Resources area of the EFCL website.

Westview Village Summary and Guideline Development for League Engagement

EFCL Staff sold 30 new league Memberships and a General Meeting is being organized so that Westview Village can elect a full league Board. The campaign was in response to work C. Johnson was doing with this league to revitalize their Board. Is this work the EFCL should be doing with other leagues experiencing the same challenges? If so, some guidelines/best practices should be established.

Area Council Meeting January Of 2019 - Date TBA

Following up on the Wine and Cheese Social held in November, another meeting will be arranged with Area Council Reps in January.

Action Item: District Directors to personally invite the Area Council Presidents from their Districts.

Action Item: L. Cunningham-Shpeley to send some suggested January meeting dates to Board members, and share the Area Council list and copy of the Memorandum of Understanding (MOU) that was drafted in the January agenda package.

Action Item: Schedule an offline Board discussion about changing the EFCL District boundaries to match up with City Area Council boundaries.

18-12-13-14 MOVED: That the Executive Director's Report be accepted for information as discussed.

By: T. Elliott / M. Gosselin

CARRIED

8.3 Ice Rink Survey Review Discussion Questions for Consideration

Action Item: Board Members are to review the questions. This Item will be voted on in January

8.4 Workshops Report 2018 – Accepted for information.

8.5 Late Agenda Addition - Executive Director's Bonus (in camera)

18-12-13-15 MOVED: That the Board approve a Christmas Bonus for the Executive Director in the amount of \$1500, as well as \$222 for a gift of AirPods as a Christmas gift.

By: M. Makarechian / R. Feroe

CARRIED

9.0 Correspondence - There was none.

10.0 Work in Progress - Tabled to January 2019 Board meeting.

11.0 District Updates - Tabled to January 2019 Board Meeting

12.0 Looking Back and Looking Ahead

A few moments were taken to go around the table for Board Members to share one thing they learned in the past year on the EFCL Board, and what they hoped to see accomplished by the Board in 2019.

13.0 Next Meeting/Announcements

13.1 EFCL Board meeting - EFCL Board of Directors' Meeting, January 10, 2019, EFCL Offices

14.0 Adjournment - The December 2018 EFCL Board meeting adjourned at approximately 9:30pm.

5.0 NEWS FROM THE CITY OF EDMONTON

MEETING DATE : January 10, 2019
AGENDA ITEM # : 5.1 – News From The City of Edmonton
PRESENTED BY: Chantile Shannon, Citizen Services

Item 5.1

News from the City of Edmonton
EFCL Board Meeting, January 10, 2019



HEALTHY CITY: *Edmonton is a neighbourly city with community and personal wellness that*

Neighbourhood Revitalization

Neighbourhood Services is pleased to announce several new staff who have joined the Neighbourhood Revitalization Team.

Revitalization Area	Revitalization Coordinator	Email Contact
Alberta Avenue	Ian Robertson	Ian.Robertson@edmonton.ca
Belvedere & Balwin	Serena DeSouza	Serena.DeSouza@edmonton.ca
Central McDougall & Queen Mary Park	Regan Gee	Regan.Gee@edmonton.ca
Inglewood	Shannon Brennan	Shannon.Brennan@edmonton.ca
Jasper Place	<i>Recruitment in progress</i>	<i>n/a</i>
McCauley	Gregory Brandenbarg	Gregory.Brandenbarg@edmonton.ca

URBAN PLACES: *Edmonton neighbourhoods are more vibrant as density increases, where*

Building Great Neighbourhoods 2019

In 2019, six neighbourhoods will start the neighbourhood reconstruction of its aging roadway surfaces and sidewalks as part of the City of Edmonton's Neighbourhood Renewal program. The program is dedicated to renewing Edmonton's roads, sidewalks, curbs, gutters and street lights, as well as any missing sidewalk links. During the Neighbourhood Renewal process, the redevelopment of other City owned areas within the community such as parks and green spaces will also be explored.

Please note that alley renewal and arterial roads are not a part of neighbourhood renewal.

2019 communities are : Alberta Avenue, Central McDougall, Highlands, Inglewood, Royal Gardens and Strathcona.

Please check the 2019 Neighbourhood Renewals website at: https://www.edmonton.ca/transportation/on_your_streets/2019-neighbourhood-renewals.aspx for updates on each individual project including schedules for public consultation, project information and updates.

Upcoming Meetings, Events and Activities

January 12	ACE Community of Practice, 9:30 am - 12:00 pm at Commonwealth Community Recreation Centre, (11000 Stadium Road)
January 14	Executive Committee: Neighbourhood Resource Coordinator Update
January 16	Community and Public Service Committee: Abundant Community Edmonton - Progress Update
January 23	ACE Community of Practice, 5:00 - 6:30 pm at the Valley Zoo, Otter Room (13315 Buena Vista Road)

- [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!](#)

MEETING DATE : January 10, 2019

Item 5.2

AGENDA ITEM # : 5.2 – Summary of CLIP Grants 2012-2017

PREPARED BY: Chantile Shannon, Citizen Services

CLIP Summary 2012 to 2017

Year	Total Budget	Total Allocated	Total # of Projects	Total Large Awards	Total Large Projects	Total Medium Awards	Total Medium Projects	Total Small Awards	Total Small Projects	Total Planning Awards	Total Planning Projects	Budget Remaining	# of Leagues Applied
2012	\$3,041,096	\$3,029,906	36	\$2,023,959	6	\$713,890	11	\$292,057	19	\$0	0	\$11,190	43
2013	\$3,000,000	\$2,265,111	39	\$1,077,000	3	\$822,536	13	\$365,575	23	\$0	0	\$734,889	29
2014	\$3,000,000	\$2,076,117	49	\$1,124,933	3	\$318,096	5	\$535,172	35	\$97,916	6	\$923,883	28
2015	\$3,000,000	\$1,691,672	35	\$394,546	1	\$805,970	10	\$491,156	24	\$0	0	\$1,308,328	30
2016	\$2,750,000	\$1,684,148	44	\$400,000	1	\$861,183	13	\$357,502	26	\$65,463	4	\$1,065,852	38
2017	\$2,750,000	\$2,576,183	54	\$1,112,762	5	\$766,941	11	\$641,980	35	\$54,500	3	\$173,817	47
Totals													

6.0 DECISION ITEMS

MEETING DATE : January 10, 2019

Item 6.1

AGENDA ITEM # : 6.1 – EFCL Priorities For 2019 (From November Fall General Meeting Debrief)

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Recommendation:

That these three priorities drive the work of the EFCL staff and board in 2019.

1. Provide more effective and useful communication to leagues
2. Support leagues to increase their reach in the neighbourhoods resulting in higher membership
3. EFCL staff to spend between 25% to 50% of their time meeting with league representatives

Rationale:

The Board debriefed the fall general meeting and the two main priorities that were heard from the membership was that they wanted more effective and useful communication, and that they required greater support from the EFCL to increase the reach in their neighbourhoods resulting in higher membership and potentially more engagement with board and league activities.

The 3rd priority has come from the results of the survey done in May of 2018 identifying that leagues want to have a greater relationship with the EFCL to receive more specialized service delivery and support.

The EFCL staff will be working on their workplans for the year ahead on January 14th– The priorities that the board sets will help to determine the direction of new initiatives and ideas.

MEETING DATE : January 10, 2019

Item 6.2

AGENDA ITEM # : 6.2 – Credit Card Spending Limit

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Motion:

For the board to adopt the following policy on staff credit card spending:

Policy On Credit Card Expenses For Management Staff

EFCL credit cards are to be used by management staff for the purpose of parking payments, resources/ supplies for events, and food purchases. EFCL credit cards are not to be used for personal expenses. Receipts are required as backup for all expenses. Whenever possible an invoice for the purchase should also be obtained.

When there is an existing budget for the expense, the maximum credit card purchase is \$500. Anything above that amount must have prior approval by the Executive Director.

Where there is not an existing budget for the expense, the maximum credit card purchase amount is \$250. Anything above that amount must have prior approval by the Executive Director.

Rationale:

In order to ensure prudent fiscal responsibility, it is important to have a credit card policy in place to make certain clear standards of use. This policy will be presented to each management staff member prior to their receiving an EFCL credit card to make sure they are aware of the terms of use.

MEETING DATE : January 10, 2019

Item 6.3

AGENDA ITEM # : 6.3 – Updating Our Strategic Plan/Business Plan 2019-2022

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Recommendation:

To move forward with Strategic Planning for 2019-2022 using one of the suggested timelines. To do a Request for Proposals for support with this process, for \$5,000.

Rationale:

Role of the Board

All boards have three roles when leading an organization: Governance, Management and Implementation. Governance, at its simplest, is providing direction for the organization. Management is ensuring the fiduciary role of the board, having oversight and managing risk for the organization. Implementation is providing the services of the organization. In the case of the EFCL (where an Executive Director has been hired), the implementation is delegated to the Executive Director.

Providing Direction

There are many ways that a board can provide direction to the organization, but a commonly accepted way is through a clear vision, mission and strategic plan.

A strong vision will describe a future state that, once achieved, would make the organization obsolete. It should be memorable, short and easy to explain (or self-explanatory). An organization could have a vision of “a world where everyone has a decent place to live”. Then, if we lived in a world where everyone had a decent place to live, we would no longer need this organization.

An effective mission describes the kind of work that the organization will do to achieve their vision. The organization above might have a mission that states: We bring communities together to help families build strength, stability and independence through affordable homeownership.

A strategic plan is a written set of goals showing how the organization can:

1. Change the world to make it more like the world in their vision
2. Enhance, advance or maintain the kind of work described in their mission

This planning starts with reviewing (or writing) the vision and mission. Once the board has done this, they will need to frame two to three broad, wide-ranging goals that (with significant work) could be achieved in the timeframe of the plan. Four years in our case.

The broad goals are what will guide the work of the organization. The Executive Director will develop an implementation strategy to achieve the goals and they will reflect on these statements when considering new and existing work of the organization.

A well-structured and transparent strategic planning process drives **accountability** through the organi-

zation. It provides a visible process and product to the members and stakeholders of the organization by which the board can be held accountable. And for the board, it provides the same to its singular employee (in this case, the Executive Director) who then has a clear set of expectations and goals to work towards.

The Process for the EFCL

1st Option Timeline	2nd Option Timeline	
February Board Meeting	March or April Meetings	Work with the Board and Executive Director to review and/or refine our vision
February General Meeting	May General Meeting	Collect feedback on vision and mission from the membership
March Board Meeting	June Board Meeting	Board drafts 2-3 broad goals to frame the strategic plan
April – May	July	Collect feedback from staff and other stakeholders on the broad goals
May – June	August	Analyze feedback, write draft plan document
July Board Meeting	September Board Meeting	Board reviews and approves
August – September	October – November	Executive Director with management team develops an implementation plan
September	September (draft version)	Plan submitted to City Council

MEETING DATE : January 10, 2019

Item 6.4

AGENDA ITEM # : 6.4 – League Membership Dues Increase—Motion For Winter Gen. Meeting

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Recommendation:

To wait until the annual general meeting in the spring to bring forward the motion to the membership. This will allow more time for the EFCL to work with City administration in understanding how our growth strategy “ask” can complement or enhance the Council initiatives’ work as well as allow more time for members to see changes that they are interested in.

From Fall General Meeting Package:

Notice on Motion:

To Approve an Increase in league fees over the next 4 years in order to support the additional staff and services that the EFCL can offer for community leagues.

The league fee increase would be an increase to the percentage of the community league operating grant (CL Operating Grant). As well, there would be an additional increase to flat rate per league.

Proposed:

	Currently 2018	2019	2020	2021	2022
EFCL Member- ship Dues % of CL Operat- ing Grant	2.0%	2.3%	2.7%	3.2%	3.6%
EFCL Fixed Dues	\$275 base	\$325 base	\$375 base	\$425 base	\$500 base

Rationale:

The community league system wants to thrive, and it needs a strong base from which to grow. The EFCL exists to support community leagues, and has for 98 years with this goal. The EFCL wants to be the organization that is seen as an essential support to all 157 member leagues. TO be an organization that moves into its next 100 years with new energy and relevancy in the eyes of all Edmontonians. In order to do this, we need to ask our member leagues to also increase their financial support over the next 4 years. Increases in staff and services will directly benefit leagues. We need to continue the work we are doing and we know we can do more. As neighbourhoods continue to create new leagues and the engagement with neighbours continues to develop across the city, we know that our organization needs to continue to grow alongside leagues, to support the new challenges and opportunities.

As the EFCL moves forward with its proposed growth strategy to the City of Edmonton, we have indicated to the City that we would continue to use the 66%/33% model. Currently, the City of Edmonton provides 66% of our operating funding. The remaining 33% comes from a combination of community league fees, sponsorships and grant funding.

In our growth strategy service package to the City, we identified that we need an increase in staff to enhance support to community leagues in the following areas: league operations; engaging diverse populations such as Indigenous people, children, new Canadians; running programs to reduce social isolation, better overall communication and messaging about leagues; grants and fundraising support, and more.

Currently leagues fees to the EFCL are 2% of their CL Operating Grant, and a flat rate of \$275.

Currently, the average CL Operating Grant is approximately \$17,000, which in turn means an annual fee to the EFCL of **\$615** (\$340 + \$275).

With this increase, and when using the average CL Operating Grant of \$17,000, the annual fee to the EFCL would be as follows:

	2018	2019	2020	2021	2022
EFCL Membership Dues % of CL Operating Grant	\$340 (2%)	\$391 (2.3%)	\$459 (2.7%)	\$544 (3.2%)	\$612 (3.6%)
EFCL Fixed Dues	\$275 base	\$325 base	\$375 base	\$425 base	\$500 base
	\$615 total	\$716 total	\$834 total	\$969 total	\$1112 total

The total annual fees that we receive from community leagues amounts to 10% of our overall operating budget. We want to maintain this ratio going forward.

MEETING DATE : January 10, 2019

Item 6.5

AGENDA ITEM # : 6.5 – February Board Meeting Reschedule to January 31, 2019

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Recommendation:

To move the February board meeting date to January 31st in order to ensure there is enough time for the board to review the proposed 2019 budget and Winter General Meeting agenda before sending out to the membership in time for February 28th.

MEETING DATE : January 10, 2019

Item 6.6

AGENDA ITEM # : 6.6 – Invitation To Councillor Knack To Sit As Honourary Member On EFCL Board

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Recommendation:

To invite Councillor Knack to sit as an Honourary Member on the EFCL Board (By-laws 3.1, 7.8) Notice of Motion for Winter General Meeting

EFCL Bylaws 3.1 and 7.8.

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

7.8 An Honourary Member is not entitled to vote at an EFCL meeting, except where:

7.8.1 That member is acting in the capacity of an Accredited Representative; or the Honourary Member is also a member of the Board of Directors in which case they may vote, as does any board member

Rationale:

Over the past 6 months, throughout our growth strategy development and ask, it became clear that perhaps there would be benefits to having a City Councillor sit as an advisor/Honourary member on our Board.

This would be an opportunity to have a Councillor provide support and/or strategic advice on working with the City administration and understanding the sense from City Council on the direction and work they would like to see the EFCL embark on.

As well, this would provide a City Councillor with an opportunity to see on a regular basis the work that the Board is engaged in, and striving to accomplish.

9.0 DISCUSSION ITEMS

MEETING DATE : January 10, 2019
AGENDA ITEM # : 9.1 – Winter General Meeting Agenda Review
PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Item 9.1

Edmonton Federation of Community Leagues
General Meeting, February 28, 2019
Dinner 5-6pm
Resource Fair-5-8:30pm (In Lieu of Presentations)
Location: TBD

- 1.0 **Call to Order**
 - 1.1 Welcome Guests, Land Acknowledgement and Recognition of Corporate Sponsors
 - 1.2 Opening Comments from The President
- 2.0 **Approval of Agenda (6:40 PM)**
- 3.0 **Approval of Draft Minutes (6:45 PM)**
 - 3.1 Draft Annual General Meeting Minutes— October 29, 2018
- 5.0 **Information Updates/Announcements (6:50 PM)**
 - 5.1 District Meeting Plan 2019
 - 5.2 Planning Committee Update
 - 5.3 100+ Anniversary Update
 - 5.4 Website and App Survey Results
 - 5.5 Great Neighbour Race Announcement
- 6.0 **Board And Planning Committee Elections (7:30 PM)**
 - 6.1 Board Elections
 - 6.2 Planning Committee Elections
- 7.0 **News from the City (7:45 PM)**

COFFEE BREAK (8:00 PM)
- 7.0 **Door Prize (8:20 PM)**
- 9.0 **Discussion Items (8:30 PM)**
 - 9.1 Motion to Increase Membership Fees
 - 9.2 Motion to approve 2019 Budget
 - 9.3 Motion to approve EFCL Sponsorship Policy
 - 9.4 Notice of Motion- To invite Councillor Knack to be an Honorary Board member as per Section 7.8 in EFCL By-Laws
- 10.0 **Executive Director's Report (By Exemption) (9:15 PM)**
 - Training Trends and 2019 Workshops
 - Update on Growth Strategy Plan and work with City Administration
- 11.0 **Open Mic—Community League Dialogue (9:20 PM)**
- 12.0 **Next General Meeting—????**
- 14.0 **Adjournment (9:30 PM)**
- 15.0 **Hall Clean Up**

MEETING DATE : January 10, 2019

Item 9.2

AGENDA ITEM # : 9.2 – Ice Rink Survey Review—Discussion From December

PREPARED BY: Chantelle Zimmer, Community Active Recreation Consultant

Background

The EFCL recently conducted a survey to learn more about community league ice skating amenities and operations as it plays a central role in winter programming and aligns with both the Live Active and Winter City Strategy. Community leagues with a board rink, snowbank rink, or iceway were asked to participate. A full report of the results is available in the appendix.

Questions for the Board of Directors

1. Do the survey results align with your experience or what you know from your District?
2. The majority of community leagues indicated that the value of ice skating amenities is to “provide affordable winter recreation for the community” and “bring people together.” Are these values meaningful contributions to the community league movement?
3. Is this initiative a priority for the EFCL? What outcomes do we want to achieve? What does success look like?
4. What resources are required to support this initiative (e.g., staff, budget)? What resources do we currently have? What resources are still needed?
5. Given that the biggest challenge for community leagues is recruiting volunteers and hiring people, how should the EFCL support community leagues? How does the Board want to be involved?

**EDMONTON FEDERATION OF
COMMUNITY LEAGUES**



2018

**ICE SKATING AMENITY
SURVEY RESULTS**



PURPOSE

The Edmonton Federation of Community Leagues conducted a survey to learn more about community league ice skating amenities and operations as it plays a central role in winter programming and aligns with the Live Active and Winter City Strategy. Community leagues with a board rink, snowbank rink, or iceway were asked to participate. The information collected will be used to inform our efforts to partner with organizations that can support community league operations related to these ice skating amenities.

BY THE NUMBERS



OUTDOOR ICE AMENITIES OPERATED BY COMMUNITY LEAGUES



OF 157 COMMUNITY LEAGUES COMPLETED THE SURVEY

What type of ice skating amenities does your community league currently have?



BOARD RINKS



SNOWBANK RINKS



ICEWAYS

Over the last 3 years, how many times did your community league open at least one of these ice skating amenities?

49 Rinks or iceways were open all years

3 Rinks or iceways were open 2 years

5 Rinks or iceways were open 1 year

Please select the reason(s) that best correspond with why you did not open your ice skating amenities one or more years.

7 Too expensive to hire people to flood and maintain the ice

6 Lack of volunteers to flood and maintain the ice

3 Ice rink infrastructure needs upgrading

2 The season was too short

1 Equipment needed to flood and maintain the ice is getting old

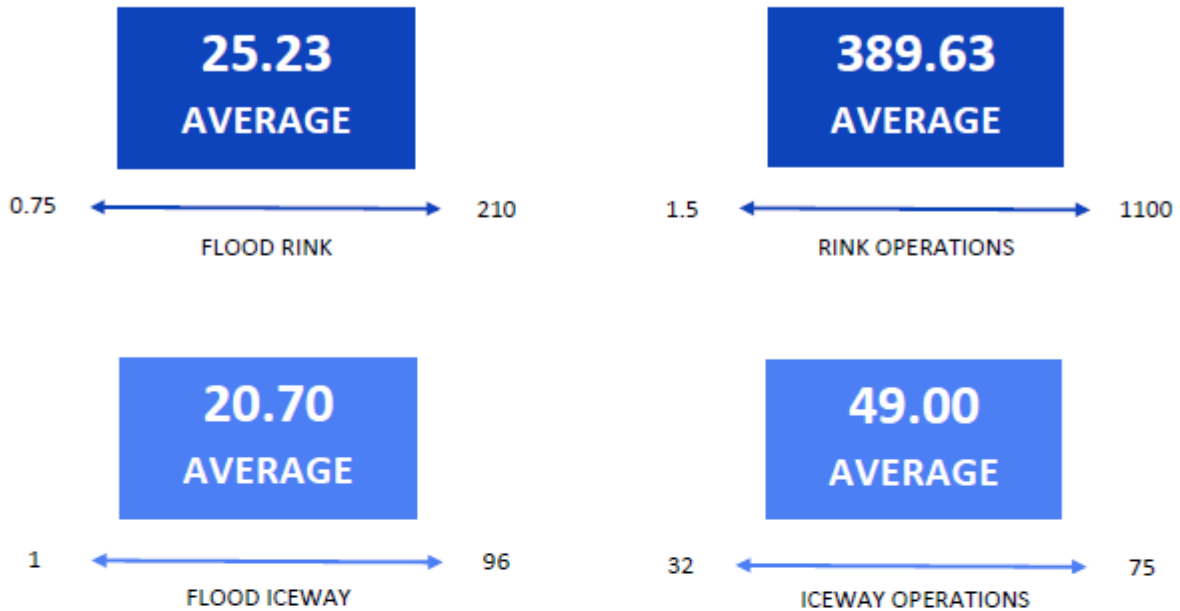
Note: High utility costs, liability concerns, and low amenity usage were not selected as reasons for not opening

Does your community league plan to open at least one of your ice skating amenities this winter?

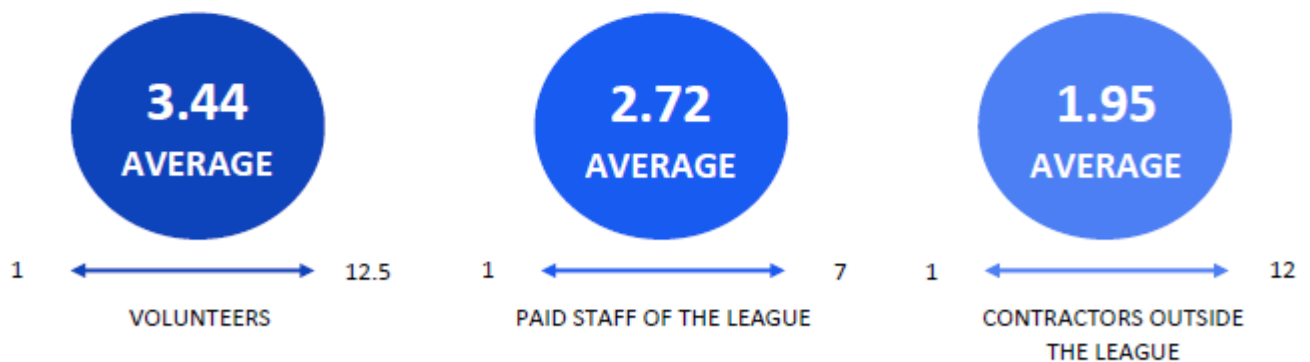
56 Community leagues intend to open their ice

1 Community league might open their ice

On average, how many hours are required to flood your rinks and iceways, as well as facilitate their use per season?



On average, how many people are responsible for facilitating operations and use of your ice skating amenities per season?



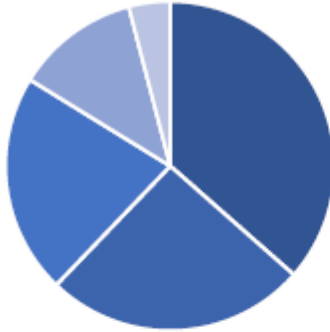
Note: 9 community leagues rely on volunteers, 9 rely on paid staff, and 6 rely on contractors only.

33 community leagues have a combination of volunteers, paid staff, and contractors to fulfill operations.

Please write a brief description of the responsibilities of the people listed below.

VOLUNTEERS

- Manage/Supervise
- Snow Removal
- Flooding
- Programs & Events
- Other Duties



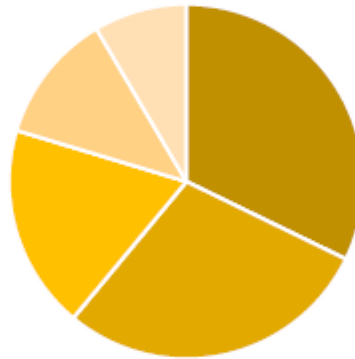
PAID STAFF

- Manage/Supervise
- Flooding
- Snow Removal
- Programs & Events
- Other Duties



CONTRACTORS

- Snow Removal
- Flooding
- Manage/Supervise
- Other Duties
- Programs & Events



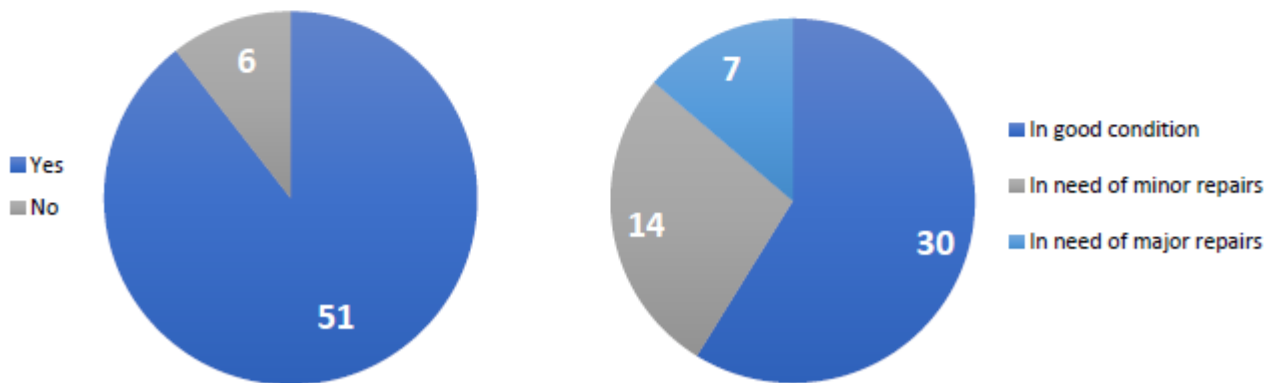
On average, how much does your community league pay for the following per season?



What equipment does your community league currently have to flood and maintain your ice skating amenities?

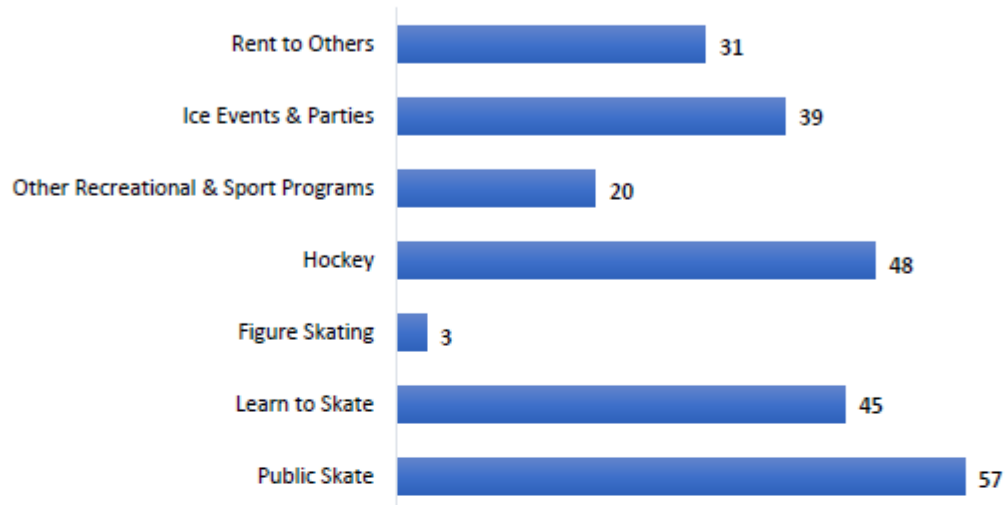
- 46** Water hose
- 42** Snow blower
- 30** Snow sweeper
- 26** Shovel
- 14** Snow brush/scrapper
- 12** Tractor
- 7** Regular or power broom
- 3** Zamboni

Does your community league have a rink shack? If yes, what is its current state?

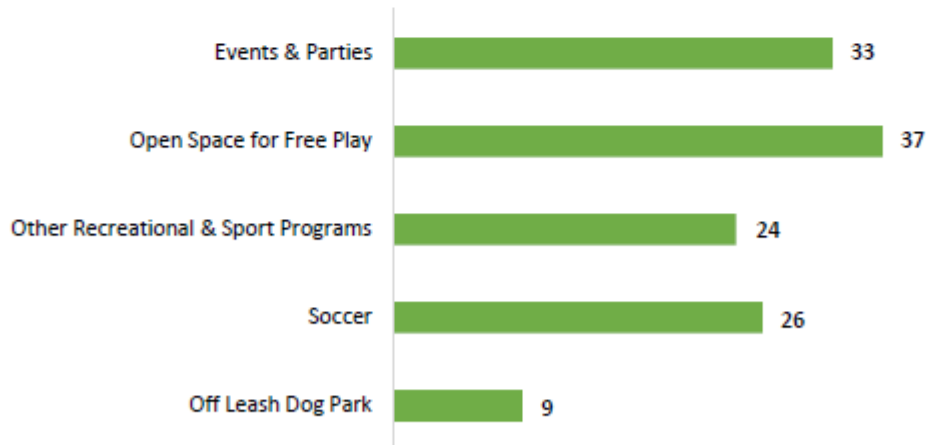


How are your ice skating amenities used during colder and warmer months? Please select all that apply.

COLDER MONTHS



WARMER MONTHS



Besides weather and money, what are the top challenges your community league faces in having efficient ice skating operations?

- 32** Difficult to find reliable and knowledgeable people
- 29** Difficult to maintain amenities and operations
- 19** Too much work for volunteers; not enough volunteers
- 12** Need new or repaired infrastructure and equipment

Note: When the challenges above were overcome by community leagues, they noted them as successes in having efficient ice skating operations.

What value does your ice skating amenities bring to your community league?

- 37** Provides affordable winter recreation for the community
- 31** Brings people together
- 12** Provides a positive, safe, and inclusive community space
- 6** Central facet of the community
- 4** Leads to increased knowledge of community leagues
- 3** Generates rental income
- 2** Contributes to individual and community well-being

“ It’s a fantastic place to meet new and old neighbors in the winter months. I would like to bring it back to a community focal point. ”

“ Our rink has always been a well used and popular spot in the winter. We have worked hard over the last three years to have what we feel is the best ice on an outdoor rink. To us and our community members, the rink is invaluable. ”

“ Outdoor rinks are the quintessential Canadian experience. Childhood memories of skating and pick-up hockey games last a lifetime. My rink team members have typically been kids who grew up skating on the rink and are looking for an opportunity to pay it forward; to give to the next generation the opportunity to make their own memories. Putting the rink for our team members is a selfless act and one that is done for the good of the community. I think this is the very definition of what communities are supposed to do. ”

Comments:

“ The provision of icemaking services by volunteers frankly seems a bit unrealistic in today’s climate. In our neighbourhood, households seem very stretched for time and don’t have much leftover to contribute to community causes - as much as they’d like to. Leagues often do not have the financial resources to pay for icemaking services - why not offer more support in that area? ”

“ Our rink has been scheduled for renovation over many years and the city continues to delay their commitment due to a variety of factors. It’s disappointing to feel the neglect from the city. ”

“ It would be great if there are known contractors that might be willing to flood and maintain snowbank rinks to take on several communities. Or if the EFCL could provide contact information that would include these resources. ”

“ As fewer communities are flooding or maintaining their ice surfaces (or don’t have any to begin with), we are finding our ice being used more and more by people outside our community as our rink is very visible from a main thoroughfare. It’s great that people want to use outdoor rinks but the burden for flooding and maintaining them then falls to the community leagues that still do this, and that number is dwindling. Skate tags are a great idea in theory, but unrealistic in practice. If someone has a skate tag from their community it’s not providing us with any funds to maintain the ice. Policing of skate tags is also unrealistic - the need to have someone checking for them every weeknight and all weekend would be unfeasible. ”

MEETING DATE : January 10, 2019

Item 9.3

AGENDA ITEM # : 9.3 – Policy On Sponsorship Practices For EFCL

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

EFCL Draft Sponsorship Policy

Definition

Sponsorship is a business relationship between two organizations. In this case it is between the EFCL and traditionally corporations. But it could also be extended to government organizations.

These corporations or government organizations look for marketing and community relations opportunities in exchange for money, products or services, and they want corporate recognition for their involvement.

Purpose of Policy

1. Set out the criteria and decision making process for sponsorships of EFCL activities.
2. Balance the EFCL reputation management with revenue generation.

Overall Policy

EFCL may solicit and accept sponsorships for events, programs and operations within the terms outlined below. Sponsorship monies are deemed a desirable form of revenue diversification which allows EFCL to keep membership dues low and event fees affordable while contributing to the operational funds of the organization. EFCL may consider in kind, indirect and monetary sponsorships.

Note: the EFCL will not be issuing charitable tax receipts in return for sponsorship funding.

Decision Process

The EFCL Board of Directors is ultimately accountable for the sponsorship policy and for approval of individual sponsorship agreements. However, successful sponsorships are based on relationships. Event organizers and committees shall be free to solicit, accept and negotiate most sponsorships without delay of taking decisions to the board. The decision process is therefore divided into two types:

1. Sponsorships limited to events or single program actions (E.G., support for Leagues Alive Conference) totaling no more than \$10,000 and in full compliance with the sponsorship policy. The decision is delegated to the Executive Director or appropriate committee chair(s).
2. Sponsorships of any size involving exclusivity, a length of three years or more, an amount exceeding \$10,000 or any doubt about compliance with sponsorship policy.

The Board of Directors, using its normal decision process, makes the decision, and its decision is final. Sponsorships shall be recommended to the Board by staff or committee chair(s). All sponsorships shall be reported to the EFCL Board, within regular event reporting or status reports, so that a database can be maintained, and potential major sponsors identified.

Whom to Accept

Only reputable individuals and organizations whose image, product or services do not conflict with the EFCL's mission or values may be considered as sponsors. There is no obligation to accept any sponsorship offers. The EFCL's long-term reputation and credibility always takes precedent over short-term monetary needs.

The EFCL may enter into discussions with any government or crown agency with jurisdiction in Canada, Or with EFCL members without the scrutiny noted below for private and non-profit organizations.

While each potential sponsorship agreement will be considered on its merits, and judgement and discretion will characterize the decision making, the following questions will always be raised:

- Would this association be a good fit with EFCL's image?
- Does the sponsorship conflict with our values?
- Does the sponsorship suit our overall strategy?
- Will this sponsorship help us realize our objectives?

Ethical filters that help determine a desirable sponsor are:

- Community Minded
- Environment and Health.
- • Disclosure and Accountability.
- Active Living
- Child Friendly

Research on behalf of the EFCL, particularly in choosing which organizations to proactively approach, will concentrate on those areas, unless the theme of the event or program makes another focus more relevant.

For much smaller sponsorship, usually linked to an event, it is not unreasonable to research the organization sufficiently to know its values or its record on many possible ethical filters. However, the organization contact shall be asked about likely issues and their response documented.

A company may be rejected if the corporate representative refuses to answer a potentially relevant question.

Not every question need be asked of every potential sponsor, and in many cases none of these questions will be relevant.

The EFCL representative shall preface any questions by noting the EFCL, as a non-profit organization, must withstand extra scrutiny. The questions are asked to fulfill due diligence requirements. If an organization representative is later found to have misled EFCL, the EFCL has the right to cancel the agreement.

Sponsorship shall be reviewed with more rigor and detail where the risks to EFCL's credibility and integrity are higher, i.e. national or multi-year agreements. In such circumstances, information obtained solely from the potential sponsor is rarely sufficient. It may be sufficient in combination with public information. E.G. Corporate Social Responsibility standings published in Report on Business or inclusion in Ethical Funds portfolios. If no such public information is readily available, research is required. Any sponsorship question may be raised with the Board between meetings if staff or committee chair wishes to draw on a wider knowledge and perspective available from Board members.

It is unfair to the EFCL's volunteers and agents, and to the potential sponsor, to put time into an arrangement which has no hope of acceptance. EFCL will not continue sponsorship discussions with any organization once that organization, its parent or subsidiaries is found to be engaged in:

- Criminal activity
- Other unethical activities

To ensure that EFCL is perceived as an organization welcoming to everyone involved in community building, EFCL shall not enter into sponsorship discussions with organizations that have a primary focus on:

- Party politics

Significant media coverage (preferably from several sources) noting ethically problematic activities is sufficient rejection if the EFCL representative deems it credible enough that the EFCL's image will be hurt by association.

Confidentiality

It could damage to EFCL's reputation if discussions with an inappropriate sponsor became public knowledge. Also, EFCL shall not be the source of any public information about rejected sponsorships. To reduce liability and maintain relationships in case details change in the future, rejections shall be kept confidential. The information will normally be known only to the staff or the committee chair, and the Board if it was involved.

Scope of Sponsorships

Timing:

Program and operational sponsorships may be negotiated for any specified time period. Relationships that are anticipated to exceed three years require a review at least every three years. Event sponsorship may be for one event or a related series of events.

Number and Size:

For small events and specific aspects of EFCL's operations, having only one or two sponsors makes it easier for each sponsor to receive sufficient recognition. Several sponsors shall be preferred for larger events and programs, unless the sponsorship is sufficiently significant to enter into discussing of branding the event or program with a corporate or product name. The total amount eligible for sponsorship shall be based on the full cost of the item including all related overhead. All event and program cash sponsorships shall include a charge of 10% to 15% to be applied to operational costs.

Benefits and Recognition

Operational and program sponsors shall be recognized in ongoing ways such as the web site, member communications and literature related to the sponsored program. Recognition is limited to display of the sponsor's name and logo, a few words of description and a link to the sponsor's website. Additional recognition such as the use of product names, banners, advertisements or special promotions shall involve the provision of additional resources to EFCL. EFCL staff and/or committee chairs shall develop a schedule of fees for such promotion. This schedule of fees shall require Board approval in instances where the fee from any one sponsor exceeds \$10,000.

Event sponsors shall be recognized only in connection with the event, which may include any advance publicity, programs, EFCL web or e-bulletin announcements, event signage, oral thanks etc. Events accepting more than one sponsor may assign recognition levels depending on amount or amount range. This may be done by linking sponsors directly to a portion of the event, e.g. reception or by identifying levels e.g. platinum, gold, silver, and bronze.

The EFCL office shall collect information on such recognition levels from organizers to avoid unintentional inconsistencies. EFCL may establish common names and ranges for sponsorship levels with generic benefits applicable to each level of an organizational sponsorship.

Programs and events may be named after sponsors providing 60% or more of EFCL's total related costs including overhead and share of operational costs. Such naming shall always be time-limited and require advance Board approval.

In no circumstance will EFCL become involved in a situation that requires it to endorse a sponsor's product. EFCL shall recognize that members and the general public will assume EFCL has researched its sponsors and decided that the company and its products represent the highest ethical and "green" standards.

A prominent disclaimer shall therefore accompany each sponsorship recognition, noting that EFCL thanks its sponsors for their support but does not endorse their products or services. Sponsors wishing to promote their support of the EFCL may use the name, logo, URL (live linked where possible), in accordance with contract terms regarding advance approval of the specific content and wording from the EFCL.

In the absence of a signed contract, sponsors may not use the EFCL name or logo in any public material. Any unauthorized use makes the existing sponsorship agreement void and disqualifies the organization from further EFCL sponsorship until and unless the Board determines that eligibility has been restored.

EFCL will not grant exclusivity extending beyond a single event without a full examination of the benefits to the EFCL. Large companies requesting exclusivity must:

- Be funding a minimum of 75% of the total related costs and share to be applied to operational costs.
- Specify the corporate division, if applicable of any exclusivity request.

Promotion

EFCL shall develop a promotional piece outlining why EFCL is a desirable recipient of sponsorship. The promotion shall be aimed at organizations wishing to enhance their reputation by supporting a respected, long-time, community-based Edmonton organization and/or wishing to reach individuals with special influence on community-based practices in communities across Canada.

This piece shall be added to the web site and fundraising tool kit and kept current. Event organizers and committee chairs may supplement the general piece with the benefits of their program or event e.g. audience size and demographics.

Terms

All sponsorship agreements over \$10,000, and or over three years or that include naming rights shall be confirmed in writing by the Executive Director and co-signed by the sponsor's representative. For sponsorships that do not meet this threshold, the agreement will be signed by senior EFCL staff or the committee chair.

Staff or the committee chair shall draft an agreement consistent with the size and the scope of the sponsorship.

In most cases a short letter with sign-back will be sufficient. The agreement shall be directly with the sponsoring company, not any agent or broker.

Even such short agreements shall include a clarification of the planned use of the support, minimum recognition the sponsor shall receive, the need to have any use of each other's logos approved in advance, and the statement the EFCL does not endorse sponsor's products or services. EFCL shall develop a template contract for long-term sponsorships.

Sponsorships exceeding a single event or action shall be confirmed by contract. In addition to the items stated above, the contract shall clarify relevant aspects of:

- When the sponsor will provide payment, or make promised in-kind goods or services available.
- Who the main contact(s) will be for each party.
- Any interim or final reporting agreed upon, how the agreement shall be monitored and when reviewed.
- When the agreement terminates, and how early termination is effected.
- Any minimum or maximum amount, and how determined, and any exclusivity commitment.
- How any failure to meet commitments will be handled. (e.g. what happens if the event is cancelled)

Update Process

Given changes in societal views and values as well as monetary values, the EFCL Board shall review its sponsorship policy at a minimum of every 24 months.

MEETING DATE : January 10, 2019

Item 9.6

AGENDA ITEM # : 9.5 – 100th Anniversary Committee Update

PREPARED BY: Nora Begoray, EFCL Director of Business Development

Dear Board members, due to the holidays, our 100th anniversary project steering committee meeting is scheduled for tonight, and therefore we have little to report in the agenda package until after this meeting. If there is any significant news following our meeting, I will submit an addendum to this report for your review.

In the meantime the brief update is as follows:

City of Edmonton – Council Motion: Moved by A. Knack and M. Nickel – unanimously approved and carried:

Edmonton Federation of Community Leagues 100th Anniversary Project

That Administration provide a report prior to the next supplemental capital budget adjustment on the status of the Edmonton Federation of Community Leagues 100th Anniversary Project. This report to include possible capital profiles that could fund the additional cost and a summary of discussions with festival and event groups regarding this project.

We are arranging some meetings w. Councillors

- Mike Nickel – booked
- Sarah Hamilton, Aaron Paquette, Tim Cartmell – to be booked

Festivals and Event Groups – All engagement info has been forwarded to Chantile Shannon. Also, staff had a recent conference call with Silver Skate Festival where we learned that:

- Several H.Park stakeholder meetings have been held with regards to the park rehabilitation plan (EFCL was not invited, although we had requested to be included) – we are following up.
- Silverskate is aware of our delays and reasons, and requested that once we have a new construction plan and schedule, they would like to provide input before anything is finalized.

Provincial and Federal – We have been advised that our ICIP Grant application has been declined, however, the Office of Minister Miranda, Culture and Tourism has advised that they are still very supportive and committed to assisting this project and therefore they have requested we submit an CFEP Large Grant Application for 1 million (adding the 750k we are not getting from ICIP to the 250k we requested additional from the province.) with the promise that they will try to expediate that application for us. Staff will soon be preparing that.

Other Project News

Project Management – we are waiting on a recommendation report for 2019 project strategy and will forward once received, reviewed and summarized.

Urban Systems – Arranging the handover of settlement cheque and receipt, and review of digital project files.

Chair – Allan Bolstad is working diligently to follow-up on potential donors such as EMSA, Minor Hockey and starting discussions with Ringette.

MEETING DATE : January 10, 2019

Item 9.6

AGENDA ITEM # : 9.6 – Bookkeeping Pilot Project Proposal

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Recommendation:

For the EFCL to begin exploring working with Winston Zheng and the Nonprofit Matters team in a voluntary pilot project together with 5 community leagues with various bookkeeping needs.

Rationale:

Winston Zheng, who is the Treasurer of Malmo community league, approached Masood Makarechian about doing a pilot project with community leagues to support them with their league bookkeeping. Winston Zheng is part of a small group of friends who have started an organization called Nonprofit Matters. They are all professional accountants who want to volunteer to help other non-profit organizations.

We received the following email from Winston:

“Nonprofit Matters is planning to start an initiative to help community leagues by providing quality and free bookkeeping services. We can pick up 5 community leagues to join the pilot project to see if it will work for them. There's no specific revenue threshold for them to attend the project as long as their bookkeeping is straight forward.

Once they are willing to try, we can schedule meetings for each of them with their chair and treasurer to discuss details since I think every league has its own bookkeeping and administrative procedures.

We can also attend their board meetings to collect documents required for bookkeeping and receive their feedback directly.

Regarding their access to the bookkeeping software, I checked that Quickbooks online has monthly subscription which costs \$30 per user account per month. It's the regular price and I can ask them if they have any discount for nonprofits”

Best regards,

Winston Zheng
Program Manager
NONPROFIT MATTERS
Email: winston.zheng@npmatberta.ca

MEETING DATE : January 10, 2019

Item 9.8

AGENDA ITEM # : 9.8 – Charitable Status Update

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

We received a response from the Charities Directorate that there are several obstacles to our application for charitable status being approved.

Background:

The EFCL applied for charitable status in early 2018 with an application prepared by Newman Consulting. The Charities Directorate responded to our application December 17, that they could not proceed with our application as submitted. The full letter is attached, but a summary of the issues identified are below.

Charitable Purposes: All of an organizations objects must be charitable, in their analysis our objects of acting as an umbrella organization, promotion of volunteerism and promotion of sport do not appear to qualify as charitable in nature.

Gifting to Qualified Donees: A registered charity can only gift to qualified donees (essentially other charities) and in our governing documents it details how Community Leagues are funded through the EFCL by the City of Edmonton. If we were to become a charity, we would only be able to allow this for those Community Leagues that are qualified donees.

Lack of information: The Charities Directorate found there was insufficient information about the 100th Anniversary Project, our finances, the current Board and our occupancy status. If we were to proceed we would need to provide more information.

Recommendation:

That the EFCL formally withdraw its application for charitable status.

10.0 REPORTS

MEETING DATE : January 10, 2019
AGENDA ITEM # : 10.1 – Executive Director’s Report
PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Item 10.1

Request from Citizen Services in response to EFCL’s Growth Strategy ask and Councillor Knack’s motion.

“Good morning Laura,

During the 2019 to 2022 budget deliberations, Councillor Andrew Knack made the following motion:

“That Administration work with the Edmonton Federation of Community Leagues to review their service packages and how that work compares to existing work within Citizen Services along with unfunded services packages for Jasper Place Revitalization and Citizen Connect.”

In order to effectively answer the motion, we’ll need your help. This is a request for information regarding the EFCL’s service package for 11.4 positions. For comparison purposes, a [template](#) similar to an Administration position justification has been attached. Filling out the template will allow us to gain a better understanding of the positions requested and their function. The headings provided are aligned with Administration’s practice for position justifications and will allow for any required comparisons.

I am unaware if EFCL has any thoughts on resourcing or support for the Jasper Place Revitalization area, so happy to get insight on that issue. We would also like your thoughts regarding CITYzen Connect which was presented as part of REACH Edmonton’s service package. CITYzen Connect is an app for neighbourhood engagement.

Thank you in advance for your help and I’ll touch base in January. ”

	<p>Trina Griep STRATEGIC COORDINATOR BRANCH MANAGER'S OFFICE CITIZEN SERVICES COMMUNITY STANDARDS AND NEIGHBOURHOODS</p> <p>780-717-2116 MOBILE</p> <p>City of Edmonton 17th Floor, Edmonton Tower 10111 104 Avenue Edmonton AB T5J 0J4</p>
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As follow up to this request I have scheduled meetings with City Administration including Jackie Foord, David Aitken, Chantile Shannon and Deanne Patsula.

Several City Councillors (Walters, McKeen, Knack) reached out in December wanting to connect and speak about how to move forward with the EFCL ask. I will be meeting with them throughout January.

Meetings:

December 18th- Tour of Jerry Forbes Centre to explore opportunity for space

December 18th- P/c meeting with Erin- producer of Silver Skate Festival with Nora Begoray

December 20th- P/c with Jacky Lovely from the Good Samaritan Society- she is interested in working with Leagues to host a Seniors Wellness Fair

January 3rd- Met with Debra Jakubec of Abundant Communities Edmonton for discussion on ways to support EFCL and ACE

January 7th- 100th Anniversary Committee meeting

Initiatives and Ideas:

Seniors Wellness Fair- A great opportunity for Leagues to partner with a Seniors organization to host a Fair at the League. Request for any Board members who feel they have leagues with high number of Seniors that may be interested to put names forward. Main contact: Jacky Lovely: jlovely@gss.org

Area Council Meeting with EFCL- this will be an opportunity to come together with the Leaders of Area Councils to discuss their concerns and review the Memorandum of Understanding to see if it's still a relevant document for us to use as our engagement.

Priorities for 2019- meeting with Staff for the day on Monday January 14th to take the day to review the priorities set out by the Board, to discuss opportunities that Staff see for the New Year and to identify leads/ timelines etc. for this.

District Meetings- there is a budget set aside for each District Rep to bring their Leagues together throughout the year. Each District has \$300 per year to spend on food, venue etc. for their leagues. Please submit your receipts following your event.

Lease on the Building- our lease in our current location expires in December 2019. I will be working with the City to identify how we move forward with extending our lease beyond this date.

11.0 CORRESPONDENCE

Item 11.1

MEETING DATE : January 10, 2018
AGENDA ITEM # : 11.1 – Letter From Canada Mortgage & Housing Corp.
PREPARED BY: Kathleen Worton, Researcher, CMHC

Canada Mortgage and Housing Corporation
Société canadienne d'hypothèques et de logement



cmhc.ca

13/12/2018

Ms. Stephanie Kovach
Edmonton Federation of Community Leagues
7103 105 Street
Edmonton, Alberta
T6E 4G8

Subject: Research and Planning Fund: Notice of decision on your proposal "Leveraging Community Capital and Capacity to Achieve Affordable Housing Targets Throughout the City of Edmonton" (Ref# 6971583).

Dear Ms. Stephanie Kovach,

I would like thank you for preparing and submitting your proposal to conduct the research project "Leveraging Community Capital and Capacity to Achieve Affordable Housing Targets Throughout the City of Edmonton" for consideration under the National Housing Strategy Research and Planning Fund. However, I regret to inform you that your proposal was not selected for funding.

While we received many high quality proposals this year (55), we are only able to fund 12. Each proposal was reviewed by multiple subject-matter experts tasked with assessing applications based on criteria such as concept and relevance to the NHS priority areas, methodology and project management, knowledge exchange or dissemination, and feasibility.

If you have any questions regarding your proposal or the review process, please contact us at Innovation-Research@cmhc-schl.gc.ca.

I would like to take this opportunity to point out that the next open call for proposals for the Research and Planning Fund will be launched in spring 2019. I invite you to consider re-applying or applying with a new proposal. Announcements regarding the next call for proposals will be made on the CMHC website www.cmhc.ca in the coming months.

Thank you for your interest in the National Housing Strategy (NHS) Research and Planning Fund.

Sincerely,

A handwritten signature in blue ink that reads "K. Worton".

Kathleen Worton, PhD
Researcher
Canada Mortgage and Housing Corporation (CMHC)

The wordmark for the Government of Canada, featuring the word "Canada" in a serif font with a red maple leaf above the letter 'a'.

MEETING DATE : January 10, 2019

Item 11.2

AGENDA ITEM # : 11.2 – Letter From Canada Revenue Agency Regarding Charitable Status

PREPARED BY: Cathy Baker, Charities Analyst, Canada Revenue Agency



Canada Revenue
Agency

Agence du revenu
du Canada

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

Our file
3061468

December 17, 2018

**Subject: Application to register a charity
Edmonton Federation of Community Leagues**

Debra E. Jakubec,

This letter is in response to the application for registration sent in for Edmonton Federation of Community Leagues (the applicant). We finished reviewing the application and must inform you that, based on the information we received, the applicant did not show that it qualifies to become a registered charity under the Income Tax Act (the Act).

Qualifying for registration as a charity under the Income Tax Act

To be registered, an applicant has to show that it is charitable at law and that it meets all the requirements of the Act relating to charitable registration. Essentially, an applicant has to meet a two-part test, as explained by the Supreme Court of Canada:¹

- it must be established exclusively for charitable purposes
- it must devote all of its resources to activities carried on to further its charitable purposes²

The information an applicant provides, as well as any additional information available to us, has to go through this two-part test. As confirmed by the Federal Court of Appeal,³ the applicant is responsible for clearly showing that it meets the requirements of the Act and common law. An organization that is established with a mix of charitable and

¹ Vancouver Society of Immigrant and Visible Minority Women v MNR, [1999] 1 SCR 10 at paras 154-159 9 (hereafter Vancouver Society).

² According to the Act, the definition of "charitable foundation" includes the requirement that it "is constituted and operated exclusively for charitable purposes," and "charitable organization" means an organization "all the resources of which are devoted to charitable activities carried on by the organization itself."

³ STV Stop the Violence...Face the Music Society v. The Queen, 97 D.T.C. 5026

Canada

R550 E (08)

non-charitable purposes or whose activities do not further a charitable purpose will not qualify for registration.

We applied the two-part test in reviewing the applicant's purposes and activities. We outline our concerns in the following paragraphs.

Applying the two-part test

a) Is the applicant established exclusively for charitable purposes?

To be registered as a charity under the Act, all of the applicant's purposes must be exclusively charitable.⁴ This means each purpose in an applicant's governing document must meet the following three requirements:

1. Fit within one of the four categories of charity:⁵
 - the relief of poverty
 - the advancement of education
 - the advancement of religion
 - certain other purposes beneficial to the community that the courts have identified as charitable⁶
2. Provide a charitable benefit to the public and not an unacceptable private benefit.⁷
3. Define the scope of the activities that will be carried out. This is because, as a general rule, all resources must be used for activities that further exclusively charitable purposes.⁸

The purposes of an organization are found in its governing documents. We note that the applicant provided us with two sets of purposes: one found in its Application For Incorporation Under The Societies Act 1924, which were later modified by Special

⁴ The Act does not define what is charitable. See subsection 248(1) "registered charity," subsection 149.1(1) "charitable foundation," "charitable organization," "private foundation," and "public foundation." These definitions use the term charitable, but do not define it (i.e., charitable foundations are to be "constituted and operated exclusively for charitable purposes" and charitable organizations' resources must be "devoted to charitable activities"). The only exception is subsection 149.1(1) which defines charitable purposes as including "the disbursement of funds to qualified donees."

⁵ When making a decision, the CRA must rely on the common law definition of charitable, which sets out four broad categories of charity. The four broad charitable purpose categories were outlined in *Commissioners for Special Purposes of Income Tax v Pemsel*, [1891] AC 531 (HL). The classification approach was first explicitly approved of by the Supreme Court of Canada in *Guaranty Trust Co. of Canada v MNR*, [1967] SCR 133, and confirmed in *Vancouver Society*, supra note 1.

⁶ This does not mean that any purpose that is beneficial to the community is charitable. The CRA relies on previous court decisions that have accepted a similar purpose as charitable. See *A.Y.S.A. Amateur Youth Soccer Association v Canada (Revenue Agency)*, 2007 SCC 42 at para 8: "Unless legislation provides otherwise, it would be for the courts, through the jurisprudence, to determine what is or is not a charity for legal purposes." See also *Vancouver Society*, supra note 1 at para 150.

⁷ No purpose will be charitable unless it delivers, or is capable of delivering, a public benefit. See *McGovern v AG*, [1982] 3 All ER 439. See also *Vancouver Society*, supra note 1 at para 147.

⁸ *Vancouver Society*, supra note 1 at paras 154-159.

Resolution on September 15, 1997, and another set of purposes found in its Draft By-laws, dated May 24, 2017. We advise that the applicant's incorporating document takes legal precedence over any other existing documents. Accordingly, we examined the applicant's purposes found in its Special Resolution and it is our opinion that the applicant is established for a mix of charitable and non-charitable purposes. For example, wording such as "[t]o improve the efficiency and effectiveness of its member organizations by: doing everything possible," would not be considered charitable.

We recommend that the applicant **not** formally change its purposes at this time. Resolving this issue alone would not be enough for it to qualify for registration as a charity. If the applicant chooses to respond to our letter, its response should include suggested revisions to its purposes that demonstrate that it will be established exclusively for charitable purposes.

b) Are the applicant's resources devoted to activities that further its charitable purposes?

Lack of information

When examining an applicant's statement of activities, we look for a detailed description of its programs as they relate to **each** of its purposes.⁹ An applicant cannot simply express its goals. It must give detailed and real¹⁰ plans for its current and proposed activities and show that they further its charitable purposes. Failing to provide enough information, or failing to show that it devotes all of its resources to activities that further its charitable purposes are grounds to deny registration.¹¹

Based on the information provided by the applicant as well as the information available to us and the information available to the public, it is our opinion that the applicant is not eligible for charitable registration at this time because it has not given us enough information to clearly show that its activities further a charitable purpose. For example, at **Q11a)** of its Form T2050, the applicant has stated that it will "advocate through meeting City of Edmonton governmental representatives on topics relating only to EFCL's ability to live out its governing purposes," and "EFCL is a resource for community volunteers to learn appropriate ways to advocate around urban planning issues." Additionally, the

⁹ For more information on how to describe the applicant's activities, go to canada.ca/en/services/taxes/charities.html, then select "Registering for charitable or other qualified donee status," followed by "Apply to become a registered charity," then "Apply for registration" and "Describing your activities."

¹⁰ Please note that as stated at para 149.1(4.1)(c) of the Act, the Minister may revoke the registration of a registered charity if the charity intentionally made a false or misleading statement to become registered.

¹¹ In *STV Stop the Violence...Face the Music Society v. The Queen*, 97 D.T.C. 5026, the Federal Court of Appeal stated "Since the benefits attached to charitable status are significant, the onus is on those seeking this status to clearly demonstrate that their activities are clearly focused on charitable objects in the legal sense." Further, in *Action des Femmes Handicapées (Montréal) v MNR*, [1998] FCJ No 917 at para 5, the court stated that "The appellant bears the burden of proving that it qualifies for the charitable status under s.149.1(1) of the Income Tax Act." In addition, in *Sagkeeng Memorial Arena Inc. v. Canada (Revenue Agency)*, 2012 FCA 171 at para 9, the Federal Court of Appeal stated that "Before granting registration, the Minister (of Revenue) is entitled to require detailed and credible information."

applicant states in Article 2.1.5 of its draft by-laws¹² that it plans on “[a]dvocating on behalf of the Membership on general citywide issues and assisting Members in their role as advocates.” However, the applicant has not elaborated as to what these activities entail.

Operating as an umbrella organization

We considered whether the applicant could qualify for charitable registration as a facilitator organization, also known as an umbrella organization. Generally speaking, an umbrella organization helps other groups carry out a charitable service. There are three types of umbrella organizations that may qualify to become registered charities, namely those that:

- help other registered charities
- advance a recognized charitable purpose
- hold the title to property for other registered charities

To qualify under the first type, the umbrella organization must show that at least 90% of its beneficiaries are other **registered charities**. The other 10% of beneficiaries can be limited to non-profit groups whose purposes focus on providing a benefit to the community as a whole. The umbrella organization must provide a service or assistance that:

- directly improves the charitable programs of other registered charities
- improves the efficient administration of other charities
- enables charities to have greater budgets that would be unavailable otherwise

To qualify under the second type, the umbrella organization must be established to advance a recognized charitable purpose. Members of that umbrella organization can mainly consist of registered charities, but can also consist of non-registered entities. As opposed to the first type of umbrella organization, the second type can carry out some activities that improve the efficiency of member organizations that are not registered charities. However, their beneficiaries must ultimately be the public as a whole. Therefore, an applicant cannot be registered under the second type if it is established for purposes such as “to provide support to member groups” or “to co-ordinate the activities of member groups.”

To qualify under the third type, the umbrella organization must be established to hold the title to property where the tenants are other registered charities. However, the applicant did not give us the title-holding arrangements for the property. If the applicant’s members are a mix of registered charities and non-profit organizations, it would likely not qualify under the third type of acceptable umbrella organization.

For more information about umbrella organizations, refer to Guidance CPS-026,

¹² The applicant’s draft by-laws, dated May 24, 2017, page 1.

Guidelines for the Registration of Umbrella Organizations and Title Holding Organizations, by going to canada.ca/en/revenue-agency/services/charities-giving/charities.html, then selecting "Policies and guidance."

In this regard, if we consider the applicant under the first type umbrella organization it must demonstrate that at least 90% of the beneficiaries of its services are registered charities. The applicant has indicated at **Q11a**) of its Form T2050, Application to Register a Charity Under the Income Tax Act, that a "few of the individual community leagues in Edmonton maintain CRA Charitable status." Therefore, the applicant has not demonstrated that it meets the criteria for the first type umbrella organization at this time.

To qualify under the second type, the umbrella organization must be established to further a charitable purpose other than assisting charities. Membership mainly consists of registered charities, but may also contain non-registered entities. While the umbrella organization may carry out activities that improve the efficiency of member organizations, the beneficiaries must be the public-at-large. As such, an applicant cannot be registered under the second type if it is established for purposes such as "to improve the efficiency and effectiveness of its member organizations" or "co-ordinating, facilitating and encouraging its member organizations in their provision of public good community programs." As such, the applicant has not demonstrated that it meets the criteria for the second type of acceptable umbrella organization. We remind that second type of acceptable umbrella organization must show that its true beneficiary is public-at-large and not the organizations that it serves.

Finally, the applicant would not qualify as the third type umbrella organization as it is not established to hold title to property on behalf of another registered charity.

Promotion of volunteerism

The promotion of volunteerism has been recognized as a charitable purpose by the courts; however, to be considered to promote volunteerism in a charitable manner, the applicant must accomplish activities that directly encourage individuals to be involved in volunteerism.

An applicant constituted for the purpose of promoting volunteerism in the community-at-large through broad-based activities may be eligible for registration. Its formal purposes must clearly state that it is promoting volunteerism generally for the benefit of the community-at-large (for example, the applicant is created to benefit the community by providing and strengthening volunteerism in the community-at-large). It must accomplish its purpose through broad-based activities. Broad-based activities mean a range of activities of interest generally to volunteers and the community-at-large, and should not be limited merely to funding. Types of activities could include: increasing public awareness and support for volunteerism through, for example, news releases and community newsletters; and providing training or information resources on volunteering.

Furthermore, an applicant can provide services, including volunteers, only to qualified donees and non-profit organizations as described in paragraph 149(1)(l) of the Income Tax Act. The applicant must have a mechanism in place that demonstrates it is exercising due diligence in ascertaining that beneficiaries are non-profit organizations. For additional information regarding how an applicant can promote volunteerism, consult our Policy Statement CPS – 025, Promotion of Volunteerism, found at canada.ca/en/revenue-agency/services/charities-giving/charities/policies-guidance/policy-statement-025-promotion-volunteerism.html.

Relating this back to the applicant, in order to be registered as charity an organization must provide its services to the community at large and must restrict its services to qualified donees and non-profit organization. We note that the applicant states in Article 2.1.3 of its draft by-laws¹³ that it will be “[p]romoting, facilitating, and celebrating volunteerism at the community level.” However, is unclear exactly how the applicant selects organizations that can be beneficiaries and whether it will meeting our requirements described above.

Gifts to qualified donees

The Act¹⁴ requires that a charitable organization devote all of its resources “to charitable activities carried on by the organization itself.” Activities are considered charitable when they are carried on to advance a charitable purpose. Thus, as a matter of Canadian law, an organization granted status as a registered charity can use its resources (e.g. funds, personnel, and property) whether inside or outside Canada in two ways only:

- on its **own** activities¹⁵
- on gifts to **qualified donees**¹⁶

Therefore, except in instances when a charity gifts its resources to a qualified donee, we require a charity to show it initiated and directed the activities its resources are directed to and that they were carried out under its supervision and control.

For more information, go to canada.ca/charities-giving, select “Registering for charitable or other qualified donee status” then, “Policies and guidance” and see “Using an intermediary to carry out a charity’s activities within Canada, CG-004.”

In this regard, our research¹⁷ shows that “[c]ommunity leagues in Edmonton are funded through EFCL...” Please be advised that handing over resources or gifting funds to non-qualified donees would be a contravention of the Act and grounds for denial of

¹³ The applicant’s draft by-laws, dated May 24, 2017, page 1.

¹⁴ Paragraph 149.1(1)(a) of the Act.

¹⁵ Those that are carried out under the charity’s ongoing direction, control, and supervision, and for which it can account for any resources it used.

¹⁶ For a complete list of qualified donees, go to canada.ca/charities-giving, and select “List of charities and other qualified donees.”

¹⁷ en.wikipedia.org/wiki/Edmonton_Federation_of_Community_Leagues, as viewed on December 17, 2018.

registration. However, if the applicant plans to support only qualified donees any reply should include the name and charitable registration number of each qualified donee.

Further, the applicant also lists several sports programs that it partners with on its website.¹⁸ However, it is unclear which specific organizations the applicant intends to work with, how it will work with them, and further it is unclear whether the applicant has any financial and administrative relationship with these organizations. Should the applicant choose to respond, it should provide clarification on the details of its partnerships.

Promotion of sport

The courts¹⁹ have held that promoting sport is not itself a charitable purpose. For an organization that promotes sports to be registered as a charity, its sport activities must relate to and support exclusively charitable purposes and be a reasonable way to achieve those purposes. If they don't, any sports activities must remain be ancillary and incidental (that is, secondary and subordinate) to the organization's charitable purposes.

Sports activities are considered ancillary and incidental when the organization devotes only a very small portion of its total resources (personnel, funds, and property) to those activities. If the organization's purposes or activities focus on promoting sport, or if the organization has not shown how all its sports activities clearly further one or more of its charitable purposes, it is unlikely to qualify to be registered as a charity under the Act.

Examples of sport activities that can further charitable purposes include:

- helping individuals living in poverty to participate in physical activity by lessening any financial or other barriers they may have or by increasing their access to physical activity
- setting up sports activities that will help at-risk youth by building self-esteem, preventing addictions, or assisting in the recovery from addictions

For more information, go to canada.ca/charities-giving, select "Registering for charitable or other qualified donee status" then, "Policies and guidance" and see Policy Statement "Sports and Charitable Registration, CPS-027."

As mentioned previously, the applicant dedicates a section of its website²⁰ to list sports programs it partners with. In addition, the applicant also states on its website²¹ that "[i]n 2016, the EFCL received a Recreation and Physical Activity Project Grant from Alberta Culture and Tourism to promote walking programs in community leagues. Through this grant, the EFCL supported 20 community leagues in launching urban poling sessions – a

¹⁸ efcl.org/sports/, as viewed on December 17, 2018.

¹⁹ *A.Y.S.A Amateur Youth Soccer Association v. Canada (Revenue Agency)*, [2007] S.C.C. 42.

²⁰ efcl.org/sports/, as viewed on December 17, 2018.

²¹ efcl.org/events-projects/league-walking-program/, as viewed on December 17, 2018.

walking workout with poles.” However, we do not have enough information to determine whether the applicant intends to utilize sports as a means to further a charitable purpose, or whether it intends to promote sports as an end in itself. This information would include:

- eligibility criteria for potential participants;
- whether individuals participating in these programs are provided with any sporting equipment (and the nature of that equipment);
- how the availability of these programs is advertised; and
- the qualifications of the individuals overseeing these programs.

Construction

The applicant states in **Q11a**) of its Form T2050, that it is “planning to build and promote a plaza in a centrally located major park... to celebrate volunteerism and provide a place for volunteers/community leagues to gather.” However, we have not been provided with any information regarding this construction. Specifically, the applicant has not provided any information on the associated costs, the expected date of construction, whether it has requested permission to build on municipal land, and who will retain ownership once this facility has been built.

If the applicant chooses to respond to this letter, it must address the above concerns, as well as provide any available supporting documents.

Other concerns

Financial information

The requirement of an organization to provide sufficient information about its activities also extends to providing detailed financial information. We require financial information that accurately reflects an applicant’s programs and activities in order to ensure that sufficient resources are dedicated to charitable purposes and activities. We also advise that in order to qualify for registration as a charity, an organization must devote substantially all of its resources to pursuing exclusively charitable purposes and activities.

In this regard, the applicant has indicated its fundraising revenue at **line 005** but no corresponding expense at **line 012**. The applicant should clarify this and provide details on how it intends to operate its fundraising programs without any expenses

Further, we note that the applicant mentions many staff member on its website.²² However, the applicant has not allocated any expenses for remuneration on **line 016** of **Q17**. Should the applicant choose to respond, it should clarify if it has any paid staff and include a breakdown of its remuneration costs.

²² cfcl.org/about-us/cfcl-staff/, as viewed on December 17, 2018.

Occupancy

We note at **Q16b)** of its Form T2050, the applicant stated that it does not own or intend to own property. Similarly, the applicant has not included any occupancy costs on **line 018 of Q17** of its form T2050. We note, however, that the applicant states in its Notes to Financial Statements dated December 21, 2016, and Balance Sheet dated June 30, 2017, that it has allocated \$216,645 for leasehold improvements. Additionally, the applicant lists leasehold improvements as an asset on **Q17d)** but has not provided any information as to what this entails. In addition, the applicant has not provided any leasehold agreement. Any response by the applicant must include details regarding any lease agreements it has entered into as well as all associated costs.

Board of directors

Our research shows that the board of directors listed on the applicant's website²³ differs from the information provided at **Q18** of its Form T2050. Should the applicant choose to respond, it should provide a current list of the board of the directors that includes the name, position on the board, date of birth, mailing address, and occupation of each of the board members.

Conclusion

For each of the reasons set out above, at this time we are unable to approve the applicant's application for registration as a charity under the Income Tax Act.

Any additional information we get will help us decide whether to grant charitable registration and will be part of the formal application. If the applicant becomes registered, this information could be made publicly available in line with the Act.²⁴ If it is determined the applicant is not eligible for registration as a charity, it may want to consider operating as a tax exempt non-profit organization. For more information on this topic, go to canada.ca/en/services/taxes/charities.html and click on "Registering for charitable or other qualified donee status" followed by "Apply to become a registered charity" then "Make an informed decision about becoming a registered charity."

²³ efcl.org/about-us/efcl-board, as viewed on December 17, 2018.

²⁴ Subsection 241(3.2) of the Act.

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We have attached an appendix detailing all the applicant's options.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Cathy Baker', written in a cursive style.

Cathy Baker
Charities Analyst
Charities Directorate
Canada Revenue Agency
613-670-1321

Attachments

Appendix

The applicant's options

(a) Respond within 60 days

If the applicant chooses to respond, it must do so in writing within **60 days** of the date of this letter. Its response must address all the concerns raised in our letter.

By mail, please send your response to:

Charities Directorate
Canada Revenue Agency
Ottawa ON K1A 0L5

By courier, please send your response to:

Charities Directorate
13th Floor, 13-06, Tower A, Place de Ville
320 Queen Street
Ottawa ON K1R 5A3

If the applicant feels that the information it has given us so far is enough, it must tell us so in writing within **60 days** of the date of this letter. We will make a final decision based on the materials we already have. If we deny registration, an applicant has the right to object if it believes we misinterpreted the facts or applied the law incorrectly. To find out how to file an objection, go to canada.ca/en/services/taxes/charities.html and click on "Applying for charitable registration" followed by "Objections and appeals."

(b) Do not respond within 60 days

If we do not receive the applicant's response within **60 days** of the date of this letter, we will conclude that it is abandoning its application and we will close our file.

(c) Withdraw the application within 60 days

If the applicant chooses to withdraw its application, it should tell us within **60 days** of the date of this letter. There will be no negative consequences, and its application will remain confidential. If the applicant decides to re-apply in the future, it can find detailed information on the requirements for charitable registration at canada.ca/en/services/taxes/charities.html.

(d) Request non-profit organization status

The applicant may apply for a tax exemption as a non-profit organization rather than pursue charitable registration. For more information on this topic, go to canada.ca/en/services/taxes/charities.html and click on "Applying for registration" followed by "Is registration right for you?"



WITHDRAWAL OF APPLICATION

To: Canada Revenue Agency (CRA)

From: _____

This is to advise you that _____
[name of organization and file number]

is hereby withdrawing its application for registration as a charity under the *Income Tax Act*.

Dated at _____ this ____ day of _____ 20__.

Signature: _____

Name: _____

Position in organization: _____



9.0 WORK IN PROGRESS

MEETING DATE : January 10, 2019

Item 9.1

AGENDA ITEM # : 9.1 – EFCL Work in Progress

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

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 S. Svendsen advised she would look into the editing, and clarification/quality control and report back. And 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 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 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 K 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 District E meeting to be scheduled in the next 30 days.</p>	
2018/09/13	7.2	<p>EFCL Business Directory 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 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 C. Shannon will look into a City contact or resource for Laura to refer league inquiries to.</p>	
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

MEETING DATE	REF.	ITEM	STATUS
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.</p> <p>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.</p> <p>L. Rosinski to forward a copy of the 20 page agreement to Laura (Yellowhead Trail Freeway Conversion)</p>	
2018/10/11	7.0	<p>News From the City of Edmonton EFCL to share and publish NRC and NCS postings with community leagues.</p> <p>C. Shannon will look into it and report back. (Reduced Bus Route Changes)</p>	
2018/10/11	10.1	<p>Website Survey Forward examples and suggestions regarding website functionality to Laura.</p>	In Process
2018/10/11	11.6	<p>124 Street Market F. Porter to forward the letter to Board members for information.</p>	In Process
2018/12/13	6.1	<p>HR Committee Tasks/Terms of Reference That the Human Resources Committee Members convene with the Executive Director in order to update HR Policy as outlined within the next EFCL 60 days"</p>	
2018/12/13	6.2	<p>Live Active Future Directions Program Survey Review That the EFCL enter into an agreement with the YMCA to do a Summer Camp Pilot Program with interested Community Leagues to host a week-long camp for community children during July and August 2019."</p>	In Process

MEETING DATE	REF.	ITEM	STATUS
2018/12/13	6.5	<p>Removing Gender from League Membership Cards That gender identification be removed from the 2019/2020 Community League Membership Cards, noting that should leagues or sports organizations require this information, they will need to request it.</p>	In Process
2018/12/13	6.6	<p>Treasurer’s Report—Motion to Rescind Credit Card Payment That the Board vote to rescind Motion #18-11-08-05 (passed at the November 8, 2018 EFCL Board meeting), allowing time for further consideration of this item.</p>	
2018/12/13	8.1	<p>Executive Director’s Report—PDC Committee PDC Committee meeting minutes to be shared to all Board Members, as well as on the Board Resources area of the EFCL website.</p>	In Process
2018/12/13	8.1	<p>Executive Director’s Report - Area Council Meeting January of 2019—Date TBA</p> <ul style="list-style-type: none"> • District Directors to personally invite the Area Council Presidents from their Districts. • L. Cunningham-Shpeley to send some suggested January meeting dates to Board members, and share the Area Council list and copy of the Memorandum of Understanding (MOU) that was drafted in the January agenda package. • Schedule an offline Board discussion about changing the EFCL District boundaries to match up with City Area Council boundaries. 	
2018/12/13	8.3	<p>Ice Rink Survey Review Discussion Questions For Consideration Board Members are to review the questions. This Item will be voted on in January</p>	