



EDMONTON FEDERATION OF COMMUNITY LEAGUES

BOARD OF DIRECTORS

REGULAR MEETING PACKAGE

DATE: Thursday, January 31, 2019

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

LOCATION: EFCL Office, 7103—105 Street

EFCL Board Planning Calendar February, March, April, 2019

February

2019

- 05 Community Engagement 101 Workshop
- 16 Lorelei-Beaumaris CL First On The Ice Rink Party
- 23 Parkdale/Cromdale Ice Rink Party
- 27 EFCL Planning & Development Committee Meeting
- 28 Winter General Meeting (Royal Gardens Community League)
- TBD Grants Workshop

March

2019

- 11 Area Council & EFCL Board of Directors Meeting (Allendale Community League)
- 14 EFCL Board Meeting
- 16 Healthy Physical And Social Spaces Workshop
- 19 Foster Park Brokers Meet & Greet
- 27 EFCL Planning & Development Committee Meeting

April

2019

- 11 EFCL Board Meeting
- 24 EFCL Planning & Development Committee Meeting
- 27 Great Neighbour Race

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

2.0 Welcome And Introductions (2 minutes)

2.1 Welcome Anita Lunden, New District J Director

3.0 Agenda Review (pg. 3) (10 minutes)

3.1 Motion To Approve Agenda

4.0 Approval of January 10, 2019 Board Meeting Minutes (pgs. 4-15) (3 minutes)

5.0 News From The City Of Edmonton

5.1 News From The City Of Edmonton (pgs. 15-17)

5.2 On-Line Donations Process

6.0 Decision Items (6:45 PM)

6.1 Treasurer's Report—Budget 2019 (To be forwarded on Tuesday, January 29th)

6.2 2018 Annual Report—Identification of Focus Areas (pg. 18)

6.3 Charitable Status Update—Motion Required (pg. 19)

6.4 Neighbourhood Revitalization Propoposal. to City Administration-Motion&Information to be Presented at Meeting

6.5 Letter to Mayor And Council Requesting Appointment of a Councillor to The EFCL Board of Directors in an Advisory Capacity—Motion (pg. 20)

6.6 Bookkeeping Pilot Project—Motion (pgs. 21-22)

6.7 Approval of Winter General Meeting Draft Agenda—Motion (pg. 23)

6.8 Resignation of District J Director, Gavin Martinson (pg. 24)

7.0 District And Working Group

8.0 Exemptions

Break 7:45 PM to 8:00 PM

9.0 Discussion Items

9.1 Winter General Meeting—Set Up Of Districts? Table Questions?

9.2 Policy on Sponsorship Practices For EFCL For AGM (pgs. 25-29)

10.0 Reports

10.1 Executive Director's Report (pgs. 30-40)

10.2 Active Recreation Consultant 2018 Report (pgs. 41-49)

10.3 Area Council Meeting—March 11, 5:30 to 9:30 PM (Allendale Community League)

10.4 Document of Service Package Positions Sent to City of Edmonton January 21, 2019 (pgs. 50-55)

10.5 100th Anniversary Project Report (pg. 56)

11.0 Correspondence

11.1 Letter From Edmonton Heritage Festival Association (pgs. 57-58)

12.0 Work In Progress (pgs. 59-63)

13.0 Next Meeting/Announcements

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

14.0 Adjournment (9:00 PM)

4.0 Approval of Minutes

MEETING DATE : January 31, 2019
AGENDA ITEM # : 4.1 – January 10, 2019 Draft Board Meeting Minutes
PREPARED BY: Dana Mauer, Board Secretary

Item 4.1

EFCL BOARD OF DIRECTORS REGULAR MEETING

DRAFT Minutes

Thursday, January 10, 2019 @ 6:00 p.m.
EFCL Offices, 7103 - 105 Street, Edmonton

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

1.0 Call to Order

EFCL President F. Porter called the meeting to order at approximately 6:01 pm. A Board quorum was present. She introduced new EFCL Board District Director for District A, Martin Narsing.

2.0 Welcome and Introductions

3.0 Agenda Review

3.1 Motion to Approve Agenda

19-01-10-01 MOVED: "That the EFCL Board approve the January 10, 2019 Board meeting agenda with the following changes:

Add Item 9.9 - Casino Workshop

By: T. Elliott / M. Gosselin

CARRIED

4.0 Approval of Board Meeting Minutes

4.1 December 13, 2018 Board Meeting Minutes

19-01-10-02 MOVED: That the December 13, 2018 EFCL Board meeting draft minutes be approved noting the following correction:

Strike G. Martinson's name from the Regrets

By: L. Rosinski / T. Elliott

CARRIED

Martin Narsing introduced himself as the new District A Director. He is President of the South Clareview Community League, has been volunteering in the community league system for many years, as well as ran for City Council in the past. Round table introductions followed.

5.0 News from the City of Edmonton

5.1 News from the City of Edmonton

C. Shannon referred to the detailed written City of Edmonton report included in the agenda package. Additionally, she provided an update highlighting upcoming City meetings, events and activities including reports going to Council Committees.

Regarding Abundant Communities Edmonton (ACE), on Sat. Jan. 12 the ACE community of practice is hosting a meeting for Block Connectors to share their stores. Everyone is welcome. Jan. 14 is the Neighborhood Resource Coordinator (NRC) Report Update going to Citizens and Public Services Committee. The report is available online at Edmonton.ca. Anyone is welcome to attend the meeting and you may register to speak by calling the Office of the City Clerk. The date of the Community Based Projects Report from Integrated Services and Infrastructure about improving the process of community lead construction projects has been extended (no date available yet). There was a survey sent out to stakeholders asking for feedback on improving the process. There is also a committee informing this process. The Abundant Community Progress Edmonton progress update report is also going forward about the 3.5 FTEs provided to the City for the ACE program. The report will be public and posted on the website on Monday. Anyone is welcome to register to speak or ask questions.

C. Shannon flagged that the EFCL-City of Edmonton-Community League "Tripartite Agreement" expires Dec. 31, 2021. The last one took two years to

renegotiate. The City has no details at this time, but the process will involve the EFCL and community leagues. There is also a separate Partnering Agreement that needs to be renewed.

R. Barber inquired if the City could provide a list of all of the major community league infrastructure projects that are underway in all communities. C. Shannon advised that recently the City tried to pool that information.

Action Item: C. Shannon will request and report back regarding the availability of a summary of major community Infrastructure projects.

M. Makarechian advised that the City's Public Engagement Committee was proposing having a Portal website showing what projects the City was consulting on. They are still looking for qualified people to apply to sit on the Committee. Applications can still be submitted if anyone is interested.

Action Item: C. Shannon to forward the Public Engagement Committee information to Laura to share with the Board and inquire about the status of the Infrastructure Project Portal.

5.2 Summary of CLIP Grants 2012-2017

C. Shannon commented that the summary is an indicator of the great need to maintain the current CLIP grant levels in order to preserve community leagues' capital assets. It is important to use the entire CLIP grant budget. Laura advised there is a committee to support leagues with their project applications. The CLIP grant is approved but the new amounts are not yet known. The EFCL's Operations grant was approved but has not yet been received. It was requested that the City provide a detailed breakdown of the league applications for all projects for all the amounts granted.

Action Item: C. Shannon to look into providing a comprehensive list of leagues that have applied/received grants for CLIP projects.

19-01-10-03 MOVED: That the City of Edmonton report be accepted as presented and discussed.

By: L. Rosinski / R. Barber

CARRIED

6.0 Decision Items

6.1 EFCL Priorities for 2019 (From October Fall General Meeting Debrief)

Notes were distributed from the November Fall General Meeting Debrief. Laura reviewed her recommendations proposing the priorities that would guide the focus of the EFCL staff's work in 2019. Her recommendations were distilled from feedback from community leagues. Discussion at length ensued.

19-01-10-04 MOVED: "That the following priorities drive the work of the EFCL staff and board members in 2019:

1. Provide more effective and useful communication to all 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
4. That the efforts and services of the EFCL are broadly distributed among community leagues."

By: T. Elliott / R. Barber

CARRIED

Action Item: Executive Director to create a brief high-level summary of EFCL Board meeting business for District Directors to share with their leagues, prior to the approved Board minutes being available publicly on the EFCL website.

6.2 Staff Credit Card Spending Policy

19-01-10-05 MOVED: "That the Board 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.”

By: M. Gosselin / M. Makarechian

CARRIED

6.3 Updating Our Strategic Plan/Business Plan 2019-2022

Laura reminded the Board that there needs to be a smaller scale review of the EFCL’s Strategic Plan again this year, as prescribed by the Plan. Primarily, this is a review of the actions leading out of the Five Pillars of the Plan, to ensure the actions are still relevant. She highlighted the written report (hard copies provided) and reviewed the Process for achieving this. Two proposed timeline options were put forth. Consensus was that the 2nd longer timeline would be more practical. For the benefit of newer Board members, M. Makarechian provided the background and outlined the comprehensive process undertaken by Western Management Consulting, and the considerable expense and resources dedicated to creating the EFCL’s comprehensive Strategic Plan. Extensive discussion ensued. Consensus was that the scope of the Plan needs to be discussed/determined. Suggestions included forming a separate review committee, creating a league survey, and/or holding a Board workshop with the EFCL’s City liaisons in attendance. Consensus was that it is critical for all Board members to read and understand the EFCL’s Strategic Plan.

Action Item: Laura to bring back an outline and rationale to the February Board meeting as to the scope of the review. There is the option to vote by email on a review meeting date.

19-01-10-06 MOVED: That further discussion about this Item be tabled to February Board meeting.

By: T. Elliott / M. Narsing

CARRIED

6.4 League Membership Dues Increase -Motion for Winter General Meeting

Regarding the Notice of Motion presented at the EFCL Fall General Meeting to increase of Membership Fees, the recommendation was to postpone the presentation of the actual Motion at the Winter General Meeting, to the Spring EFCL AGM. The rationale was that it makes sense to wait until the EFCL knows the status of its Growth Plan City Budget request. Receiving it will directly affect the need for additional support from leagues to help fund the increase in the scope and depth of services provided by the EFCL for leagues. 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.

19-01-10-07 MOVED: "To wait until the EFCL Spring Annual General Meeting to bring the League Membership Dues Motion before the Membership."

By: R. Barber / M. Gosselin

CARRIED

Action Item: Laura to check with C. Johnson regarding the proper governance around postponing a Notice of Motion. An explanation regarding the postponement will be included as an agenda item on the upcoming Winter General Meeting Agenda as an update.

6.5 February Board Meeting Reschedule to January 31, 2019

19-01-10-08 MOVED: "That the February Board meeting be moved to Thursday, January 31 from Thursday, February 7th in order to ensure that the February 28th EFCL General Meeting agenda is presented to Members a minimum of 21 days prior in keeping with the Bylaws."

By: T. Elliott / M. Narsing

CARRIED

6.6 Honorary City Councillor Seat on the EFCL Board

Laura outlined the proposal to have a City Councillor participate as an Honorary Member on the EFCL Board, in a similar manner that many other City-funded non-profit organizations do. There were two proposed ways this could be handled. Discussion ensued. The suggestion was made to consult with the City Clerk's Office for guidance/governance advice in this regard, considering numerous other non-profits in the City that have a City Councillor(s) sit on their Board. Board members requested additional information. A rotating Councillor board seat was suggested.

Action Item: Laura/EFCL staff to research and bring back additional information/guidance regarding the appropriate and required governance regarding City Councillors sitting on the EFCL Board.

19-01-10-09 MOVED: That further discussion be tabled to the January 31 Board meeting.

By: T. Elliott / M. Narsing

CARRIED

7.0 District and Working Group Updates

7.1 Terms of Reference for EFCL Committees due by Next Board Meeting

F. Porter reviewed that all Board Members received a generic Terms of Reference electronic template to be used as a guide and adapted accordingly by each Committee for the Committee's specific Terms of Reference. She advised that to date, the EFCL 100th Anniversary Committee and the EFCL HR Committee have up-to-date Terms of Reference. The EFCL Finance Committee has submitted a draft ToR. A draft ToR document is required by January 31st for the EFCL Policy Review Committee (Chair L. Kohn), the EFCL Diversity and Inclusion Committee (Chair L. John-West), and the EFCL Green Leagues Advisory Committee (Chair R. Feroe), in order that EFCL Intern Hebda ? can create an EFCL Committee and Board meeting calendar.

M. Narsing volunteered to sit on the EFCL Policy Review Committee. It was suggested Committee members work collectively in Google docs on draft Terms of Reference. F. Porter encouraged Board members to contact her with any questions about Terms of Reference. All Committees report to the Board and the President with the exception of the HR Committee.

7.2 District Updates

District A – J. Watson – No report (Regrets)

District B - L. Rosinski advised that a league recently contacted her to assist another league with Board issues they are having.

District C - M. Narsing - No report.

District D - T. Elliott commented that District D is far too large, challenging to manage and needs to be reviewed. He suggested it be split into two parts, East of the Henday (mature community leagues) and West of the Henday (new community leagues) as they have very diverse interests and needs. M. Gosselin commented that District L has the same issue. Discussion ensued. Board consensus was there needs to be a discussion about aligning the Districts with City Wards, and a review of the size and division of EFCL Districts. More information is required.

Action Item: Laura to research and obtain some statistical information on District populations etc. as a starting point. C. Shannon to research and report back on the EFCL District System history as well.

District E – F. Porter – No report.

District F – R. Feroe - No report.

District G - L. John-West highlighted the Deep Freeze Festival happening in Alberta Avenue community league, and a new cheesecake dessert shop in the Beverly community league called that is becoming incredibly popular. The next District G meeting will be at the end of January.

District H – R. Barber reported there was someone in District H interested in participating on the Planning Committee. Planning for the Terwillegar Expressway seems to be progressing.

District I – L. Kohn was contacted by the Ritchie league to strategize about increasing league membership.

District J – G. Martinson – No report (Regrets)

District K – M. Makarechian reported that the SW Area Council puts on what has become a very popular annual one day family Cross Country Ski Festival happening at Blue Quill and surrounding community leagues on Jan. 26th from 11:30am to 4:00pm. There is a Chili Cook off, kick sledding, and free xc ski rentals.

District L - M. Gosselin reported that Ellerslie and Summerside and have new league Boards. Summerside is having some issues keeping Board members. They are the only leagues in the District with Board term limits.

8.0 Exemptions

19-01-10-10 MOVED: That agenda Items 9.2, 9.7, 9.8, 9.9, and 10.0 be exempted for discussion, and all other items between Items 8.0 and 12.0 be accepted for information.

By: M. Gosselin / M. Makarechian

CARRIED

The meeting reconvened after a short break at 8:01pm.

9.0 Discussion Items

9.1 Winter General Meeting Agenda Review – accepted for information.

9.2 Ice Rink Survey Review

This item was brought forward from the December Board meeting. Laura mentioned Elise Stolte's recent article about community league ice rink makers. Many leagues completed the EFCL's ice rink survey. Most leagues have a combination of volunteers and paid staff operating their rinks. F. Porter commented that its important to highlight for leagues that the EFCL is aware of the escalating costs of rink maintenance equipment, which takes up far too much

of leagues' overall budgets. F. Porter thanked Laura for her extensive work on this topic. Detailed discussion about rink ice making and usage practices ensued. There was mention of the City's Rink Maintenance program. There is also a hassle-free rink flooding demo that weekend for leagues that don't have access to water. Discussion ensued about league rinks and how best to make them work. Laura will bring the subject forward to Winter City as well. There was a suggestion to document the number of rink surfaces in the city, and the historical influence and positive effects on communities. M. Narsing explained about the EPCOR "bifurcation" program that saves water costs for league rinks by having one spout for the rink flooding, and a separate one for facilities to cut down on the water costs. Regarding leagues seeking corporate rink sponsorship, this will be addressed in the upcoming Tripartite agreement discussions. There is a tremendous amount of rink maintenance expertise in leagues across the city. Striking a Rink Revitalization Working Group Committee was suggested to development and document best practices. It was suggested that Ronak participate in the Working Group from a conservation perspective.

19-01-10-11 MOVED: That a Rink Revitalization Working Group be created of community league members and rink managers once the new Active Recreation Officer is hired.

By: M. Makarechian / M. Narsing

CARRIED

- 9.3 Policy on Sponsorship Practices For EFCL**
- 9.4 Staff Satisfaction Survey/Discussion 2019—Verbal**
- 9.5 100th Anniversary Committee Update**
- 9.6 Bookkeeping Pilot Project Proposal**

9.7 Treasurer's Budget Report

A hard copy of a draft budget was distributed to all Board members. M. Makarechian asked that any discussion be emailed to him and M. Gosselin. A finalized draft will be presented at the Jan. 31 Board meeting. The question is, what does the EFCL present at the February Membership meeting while we wait to hear about the EFCL budget approval. Discussion ensued.

The F. Porter suggested that everyone read the budget document over thoroughly as it is critical all Board Members understand the EFCL's budget.

Action Item: Including a percentage variance column in the budget reports was discussed. M. Gosselin will inquire if this is possible or practical.

Action Item: M. Makarechian and M. Gosselin to set a Finance Committee meeting date and advised Laura to share with Board Members. All interested Board members are encouraged to participate in the Budget meeting.

9.8 Charitable Status Update

Laura advised that the Charitable Status application for the EFCL that was submitted by Newman Consulting was rejected. The recommendation is that the EFCL formally withdraw its application. There was an extensive discussion about maintaining historical corporate knowledge within organizations.

9.9 AGLC Casino Workshop

M. Makarechian reported that the Province is doing a comprehensive review of the gaming model and use of funds by non-profit organizations. AGLC is sending out a survey to all Casino Coordinators and striking regional working groups and are inviting applicants by January 18th. He suggested that someone from the EFCL should apply to on this Committee. M. Gosselin has applied as a Casino Chair and is willing to represent the EFCL if accepted. Non-profit groups need to offer public programming in order to receive gaming dollars and must also offer programming.

Action Item: M. Makarechian to forward the Casino Working Group information to Laura

10.0 Reports

10.1 Executive Director's Report

In addition to her written report, Laura highlighted the request from the City to provide more detailed information about the EFCL's FTE Budget requests. C. Shannon to advise what the timeline for a response. She provided Board Members with highlights of several the other meetings she attended on behalf of the EFCL in December. She visited the new Jerry Forbes Centre near Northlands to explore if that space might be practical as a future office space for the EFCL as the EFCL's lease comes up in Dec. 2019. Directors now have a \$300 annual budget for Districts meetings. Regarding the status of holding a meeting Area Council Presidents in January, it was agreed to invite the President and an additional representative from each Area Council. It was suggested to organize a meeting for March or April, and that each EFCL District Director personally invite and attend with all the Area Council reps their District. The Memorandum of Understanding (MOU) document will be distributed and revisited. The meeting will be held at large location. Those who do not have Area Councils would still attend.

Action Item: Laura to send it out to Board members.

11.0 Correspondence - Accepted for information.

11.1 Letter from Canada Mortgage & Housing Corporation

11.2 Letter from Canada Revenue Agency Regarding Charitable Status

12.0 Work in Progress – Accepted for information.

13.0 Next Meeting/Announcements

**13.1 EFCL Board meeting - EFCL Board of Directors' Meeting, Thursday,
January 31, 2019, EFCL Offices**

14.0 Adjournment - The January 2019 EFCL Board meeting adjourned at
approximately 8:53pm.

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 31, 2019



HEALTHY CITY: *Edmonton is a neighbourly city with community and personal wellness that embodies and promotes equity for all Edmontonians.*

Abundant Community Edmonton (ACE)

At a recent workshop, ACE Practitioners were invited to share their stories about ACE and connecting at the block level. These evocative stories were recorded and used to develop short, multi-media videos which can be shared to encourage Edmontonians to meet their neighbours and become Block Connectors. Sample stories can be viewed at:

Julie's Story: <https://www.youtube.com/watch?v=4x7wfsBGWIY&index=2&list=PLZbkhS49DMy4ISLsf-d3dxc04icfLM4U>

Danny's Story: <https://www.youtube.com/watch?v=yDwUBA4fET4&index=2&list=PLZbkhS49DMy4ISLsf-d3dxc04icfLM4UE&t=0s>

The next **ACE Community of Practice (COP)** gathering will be held on Saturday, February 9, 9:30 am - 12:00 pm at Commonwealth Community Recreation Centre (11000 Stadium Road). Neighbourhood Connectors are invited to come join us and to share learnings and success. We hope to see you there!

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

Neighbourhood Revitalization Update

The two latest neighbourhoods approved for the Revitalization program, Balwin & Belvedere and Inglewood are moving right along with volunteer working groups formed and meeting monthly to create a strategy. We are looking forward to the first community engagement workshop drop-in events.

Neighbourhood residents, businesses and community organizations are invited to drop by for light refreshments and to share ideas on the strengths and opportunities that exist in each community.

Balwin & Belvedere
Saturday, February 2 12 - 4 pm
Balwin Community League, 12904 74 St NW

Inglewood
Saturday, February 23 12 - 4 pm
Location to be confirmed

For more information on Neighbourhood Revitalization contact the City of Edmonton:

Balwin & Belvedere : serena.desouza@edmonton.ca 780-495-0318

Inglewood: shannon.brennan@edmonton.ca 780-508-9184

www.edmonton.ca/neighbourhoodrevitalization

CLIMATE RESILIENCE: *Edmonton is a city transitioning to a low-carbon future, has clean air*

Let's Keep Talking: Future of Waste

Last fall, Edmontonians shared their thoughts on how household waste is sorted and managed and we listened. We are using what we heard to create recommendations for seasonal yard waste collection and garbage carts.

It's time to continue the conversation as we explore details of Edmonton's future waste programs and services. Join us to discuss proposed options for carts, waste reduction programs, recycling and more. The next public engagement opportunity is February 10 to April 15, 2019.

Information about upcoming public engagement opportunities will be available online, February 2019.

Visit edmonton.ca/futureofwaste or call 311(780-944-5555 for TTY) for information and updates.

Upcoming Meetings, Events and Activities

January 30, 2019	Reports due at Community and Public Services Committee: Anomalous Speed Zones - Councillor Consultation Kihciy Askiy – Partnership Opportunities Seniors' Centre Investment Program Review Playground Zone Guidelines
February 2, 2019	Balwin & Belvedere Revitalization Drop in Workshop 12:00 -4:00 PM Balwin Community League 12904 74 St NW
February 9, 2019	ACE Community of Practice, 9:30 am - 12:00 pm at Commonwealth Community Recreation Centre, (11000 Stadium Road)
February 23, 2019	Inglewood Revitalization Drop in Workshop 12:00 - 4:00 PM Location TBA
March 18, 2019	Reports due at Executive Committee Community Projects Working Group
March 20, 2109	Reports due at Community and Public Services Committee: Designated Smoking Areas on City Property Annual Update on Central McDougall/Queen Mary Park Revitalization

- [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!](#)

6.0 DECISION ITEMS

MEETING DATE : January 31, 2019

Item 6.2

AGENDA ITEM # : 6.2– 2018 Annual Report—Identification of Focus Areas

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Recommendation:

For the 2018 Annual Report to be presented at the winter general meeting, providing Community Leagues with recent information on what work the EFCL has done over the past year towards our strategic plan.

Rationale:

With our core funding for our operations being from January to December, most of our work refreshes with the new year. Our Annual General Meeting is set for the spring to allow for time for the audited financial statements, and this has been the time that the annual report was also presented.

In the interest of transparency and relevancy, the recommendation would be that the 2018 Annual Report on the work done by the EFCL over the past year, be presented in February, with the audited financial statements being presented at the annual general meeting in the spring.

The staff would tailor their reports to focus on one of the 5 strategic directions identified in our strategic plan in order to show alignment of our work.

MEETING DATE : January 31, 2019

Item 6.3

AGENDA ITEM # : 6.3 – Charitable Status Update—Motion Required

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 17th, 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 organization's 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.

Gifts 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.

MEETING DATE : January 31, 2019

Item 6.5

AGENDA ITEM # : 6.5 – Letter to Mayor And Council Requesting Appointment of a Councillor to The EFCL Board of Directors in an Advisory Capacity—Motion

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Following the discussion around the process to add a City Councillor to the Board in an advisory role, the process below has been identified.

Background:

There are two parts to the process for requesting a Councillor sit on the EFCL Board in an advisory role: the internal process through our bylaws to extend the invitation; and the City of Edmonton process for the request.

The EFCL bylaw states that we could invite a Councillor to sit as an Honourary Member on the EFCL Board (Bylaws 3.1, 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

We have spoken to City administration in the governance area and the Agencies, Commissions and Boards area. They have indicated that the process would be as follows:

1. Submit a letter to the Mayor and Council requesting a representative be appointed to the EFCL in an Advisory Role.
2. Submit our bylaws along with the letter.
3. The Mayor and Council will discuss the request and determine if a representative will be approved and who will be appointed.

Recommendation:

That the following motion be added to the winter general meeting agenda with a request to waive notice of motion: *That the EFCL invite Mayor and Council to appoint an advisory member to the EFCL Board of Directors, and that this representative be granted status of an Honourary Member of the EFCL upon Council appointment.*

MEETING DATE : January 31, 2019

Item 6.6

AGENDA ITEM # : 6.6 – Bookkeeping Pilot Project—Motion

PREPARED BY: Nora Begoray/Jennifer Allen

Recommendation for Motion:

That EFCL begin the process of setting up an accounting/bookkeeping pilot project as an initial step to building a financial services support division at EFCL.

Rationale:

- Effective financial management is a key responsibility of our member community leagues that impacts their success, health and sustainability.
- Professional services and accredited volunteers are difficult for non-profits to attract and retain cost effectively.
- Financial services are an identified and desired need for leagues, a gap area in current service provision from EFCL, and an area recommended as having potential for viable EFCL organizational growth. (noted: a large component of work for FCC in Calgary – is financial services, audits and bookkeeping)
- Aligns with EFCL Strategic Directions

Background:

A group of accredited accounting professionals in Edmonton, that are currently working at the City of Edmonton and have experience in non-profit organizations and community leagues, have started a non-profit organization called Nonprofit Matters. <http://npsalberta.ca/about-us/>

They currently serve 30+ non-profits with solutions in accounting, IT and administrative services. A principal, Winston Zheng, has met with EFCL staff (Treasurer, Executive Director, Finance) to discuss an offer to provide free bookkeeping to a sampling of community leagues as part of a pilot project and potentially on a longer-term, on-going basis. Their organization has identified a need in community leagues and want to donate their expertise and volunteer time as well as benefit from the goodwill and networking promotion that increasing the number of happy clients, who are well served, tends to generate.

Program Draft Outline – In Progress

Overview:

Nonprofit Matters, in partnership with EFCL staff, will facilitate free bookkeeping services for 6 community leagues for a minimum period of one to two years (TBD)

Participants:

- Selected leagues will be invited to participate in the pilot program – Max of 6 spots available.
- EFCL Staff and Board will identify the leagues to offer this opportunity to, by considering size of league, complexity of bookkeeping needs, need for capacity support and those which could effectively contribute to the pilot program needs.
- Leagues invited, if interested, would put in an application to participate

Application Would Involve:

- Demonstrating board approval to participate
- Commitments of:
 - Timeframe: one or two years (TBD) in pilot for full accounting cycle
 - Volunteer time: Treasurer time to onboard the EFCL and bookkeeping team
 - Reporting and evaluation – midterm and end of year.
- Inclusion of Community League information:
 - One year financial statements
 - Current financial policies (if any)
 - Community League year end
 - Estimated number of hours currently being done for bookkeeping

Program Resource Needs:

- EFCL staff to facilitate program setup, monitoring, reporting and evaluation.
- Community Leagues to utilize standardized accounting systems
- Coordination agreements between, Community Leagues, EFCL and Nonprofit Matters.
- Finance committee to govern pilot program budget approval

Potential Costs:

- Accounting programs – desktop QuickBooks program (purchased via TechSoup)
- Accounting hosting costs – Sage next hosting – to facilitate access to EFCL, Nonprofit Matters and Community Leagues

Partner Commitments And Responsibilities:

Nonprofit Matters

- Assist with developing pilot project for EFCL
- Deliver bookkeeping services for participant leagues as outlined in agreements for a minimum of one or two years.
- Provide resource for leagues – bookkeeping succession plan
- Reporting and evaluation

EFCL

- Complete due diligence for program participants and design
- Develop pilot project program plan
- Secure accounting program system resources and hosting
- Coordinate and facilitate reporting and evaluation
- Coordinate and facilitate pilot implementation and delivery

Summary:

If EFCL board approves motion to start an accounting/bookkeeping pilot project as an initial step to building a financial services division at EFCL, then staff will proceed to develop this pilot program plan.

Next Steps:

Due diligence – Nonprofit Matters background, credentials, explored, verified

Program design:

- Bookkeeping services and agreements defined (see outline & draft chart of accounts)
- Program budget drafted
- Application developed
- Reports and evaluation metrics created

Timeline: Program timeline and implementation schedule
 Process and Funding requirements identified

MEETING DATE : January 31, 2019

Item 6.7

AGENDA ITEM # : 6.7 – Approval of Winter General Meeting Draft Agenda—Motion

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

**Edmonton Federation of Community Leagues
Winter General Meeting, February 28, 2019
Dinner 5-6pm
Meeting 6pm-9:30pm
Location: Royal Gardens Community League**

- 1.0 **Call to Order**
 - 1.1 Welcome Guests, Land Acknowledgement and Recognition of Corporate Sponsors
 - 1.2 Opening Comments from the President- Fraser Porter
 - 1.3 Remarks from our meeting sponsor- Telus

- 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 100th Anniversary Update
 - 5.4 Website and App Survey Results
 - 5.5 Great Neighbour Race Announcement

- 6.0 **Board and Planning Committee Elections (7:45 PM)**
 - 6.1 Board Elections
 - 6.2 Planning Committee Elections

- COFFEE BREAK (8:00 PM)**

- 7.0 **Door Prize (8:20 PM)**

- 9.0 **Discussion Items (8:30 PM)**
 - 9.1 Tabled-Notice of Motion to Increase Membership Fees
This Notice of Motion has been delayed for presentation at the Annual General Meeting due to the EFCL Service package to COE being under review with administration until the spring supplemental budget.
 - 9.2 Motion to approve 2019 Budget
 - 9.4 Notice of Motion- To write to COE Mayor and Council requesting the appointment of a Councillor to the EFCL Board of Directors in an Advisory capacity as per Section 7.8 in EFCL By-Laws. Notice to be waived in order to expedite process.

- 10.0 **Executive Director's Report (By Exemption) (9:15 PM)**
 - Update on Growth Strategy Plan and work with City Administration
 - 2018 EFCL Annual Report

- 11.0 **Open Mic—Community League Dialogue (9:20 PM)**

- 12.0 **Next General Meeting—May 30th or June 6th**

- 14.0 **Adjournment (9:30 PM)**

- 15.0 **Hall Clean Up**

MEETING DATE : January 31, 2019

Item 6.8

AGENDA ITEM # : 6.8 – Resignation of District J Director, Gavin Martinson

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Recommendation:

To accept the resignation of District J Director, Gavin Martinson effective January 31, 2019.

Rationale:

Gavin's term is done effective June 2019, however at a recent Area Council meeting he was able to find a successor who is interested in taking on the role immediately.

9.0 DISCUSSION ITEMS

MEETING DATE : January 31, 2019

Item 9.2

AGENDA ITEM # : 9.2– Policy on Sponsorship Practices for EFCL For AGM

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.

10.0 REPORTS

MEETING DATE : January 31, 2019
AGENDA ITEM # : 10.1 – Executive Director’s Report
PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Item 10.1

New Opportunities and Initiatives

Bird/Li:Me- E-Scooters. I have met with both companies over the past month to discuss their product and interest in Edmonton. They are interested in how Community League facilities may be part of the network as natural hubs for e-scooters and e-bikes. We will remain in contact with them as they move forward through the process with the Alberta government for final approval. We are continuing conversations with how this could start in Edmonton this summer. We have connected with Paths For People and they are very supportive of multi-modal transportation options for Edmontonians.

Rink Keepers - Councillor Walters has reached out to support Community League ice rink volunteers using a similar model to RiverKeepers. He would like to help acknowledge their work by partnering with other hockey and sports-related organizations to provide gifts and prizes that the EFCL can provide to leagues as a thank you. This could be the first step in the work to coordinate our Rink Revitalization Working Group and to elevate the importance of community winter recreation opportunities through the rinks. Over the next three years, Councillor Walters would like to be a part of a plan to continue to recognize Community League ice rinks and move to finding partners to invest in them, with the goal of having capital funding for them in the 2022-2025 COE budget.

Grants Office of The City of Edmonton- Nora and I met with the grants office staff who are responsible for the oversight of all Community Leagues- Judy Smith and James Thompson. We spoke about the changes this past year to the document that have included the EFCL in the FOIP statement directly, allowing the COE to share all of the Community League grant documentation with us. This has a significant impact on our organization in several ways:

1. we will now have information on all the league programs that have run in the past year
2. we will now have a more accurate count of volunteer hours that leagues are contributing to the fabric of Edmonton
3. we will know how many memberships were sold each year by the league

Concerns that were identified with the current operating grant model. As financial statements are currently attached to each application, they have become aware that many leagues are not using all of their operating grant dollars. At this point, there has not been a request for any formal auditing or restructuring of how the operating grant is distributed, however they are concerned due to the financial constraints on the City that they will be asked to review this model in more detail. How can we support leagues to be mindful of using their City operating grant in full each year?

Connection With Elections Office- City of Edmonton- Ward Boundary Review– Phone call with Ian Maclean, Director of Elections and Census for the COE. Due to the annexation and other issues that have been flagged about the current wards, they will begin the process of doing a boundary review of the wards. They would like to consider the current EFCL district boundaries as well as school board boundaries and try to find ways to ensure greater alignment. They will be hosting a major Public Consultation strategy starting in April and a Commission will be created to help with the consultation. Ian will be at the winter general meeting to provide information about this and the upcoming census starting in April.

Neighbourhood Revitalization 2.0- EFCL

YMCA-EFCL Camp Pilot Project- 7 weeks in 7 different Leagues. In order to bring other options for recreation and seasonal programming to leagues, the EFCL is partnering with the YMCA and the COE to bring YMCA camp programs to 7 different leagues this summer. The intent is to work collaboratively with both groups to ensure there is no duplication, and that areas of the City that are not currently well served by summer recreational programming (beyond Green Shacks) will work with the YMCA to host a week-long camp geared to kids living in their neighbourhood. The YMCA has agreed to hire staff specific for this pilot. The camp fees will go directly to the YMCA as they will be managing the registration and coordination. The sites are being determined over the next two weeks.

ESPC and EFCL- How affordable housing options can be a win/win for Developers and Communities. Please see document following this report.

CITYzen Connect App Update- REACH was not approved for funding for this service package. They feel that they will bring it forward again in the fall and in the meantime, they are convening a group from REACH, EEDC, COE and EFCL to identify next steps for the administration report. The intent of the App is to connect neighbours to resources, services, opportunities and events in their chosen locations across the city, beyond 311. As well it would be an opportunity for leagues to push out notifications and surveys to people who have identified interest in that neighbourhood.

Online Pop Up Workshops– All staff will be doing topic-based, 3-5 minute workshops over the next 3 months. These will be stored on our website and our Youtube channel for leagues to access at any time.

Community League Facility Safety Meeting Follow Up: Joanne met with the Edmonton Police Services, Foster Park Brokers, and Community League hall coordinators to debrief the workshops held in December and to review and comment on the common templates that are being developed for leagues. Common templates that have specific requirements will reduce the chances that leagues will encounter renters that are using the halls for after-hours, travelling nightclubs that often have strong gang affiliations. This has become a big issue for many leagues, and by working together we are hoping to prevent these groups from using hall spaces.

MSW Student Opportunity- Jennie Gurnett- to start May 1st-mid August- 500 hours. Jennie is interested in doing work to understand how EFCL supports community development work. She had connected with Liz John West around any potential opportunities. Liz will remain involved as Jennie's work will focus on creating a framework of how district directors can engage their leagues and connect them closer to the EFCL, and around how to create a template of engagement for district leaders.

Community League Day– Thoughts on the themes for 2019? Joanne and Jasmin have been tasked with coming up with this year's theme, based on social media comments/ interests and feedback from staff and board members. Please feel free to send your ideas to Joanne so that the theme can be announced this year at the winter general meeting.

Meetings and Collaboration:

- January 10th- Met with Gary St.Amand (CEO of Bissell Centre) to discuss opportunities to collaborate on United Church spaces that may come available in the city
- January 14th- Staff met to think how the Board priorities for the year could be included into all of our workplans for this coming year. Staff had great ideas and have already implemented several of them. All staff now have workplans for this coming year.
- January 15th- Met with Martin Green- BIRD, City Council approved to go forward with E-Scooters and E-Bikes. The piece that they are waiting on is that the provincial government- Minister of Transportation- Brian Mason, is required to do a regulation change for municipalities that identify they are interested.

- January 17th- Met with David Aitken- Manager of Community Standards and Neighbourhoods Branch to discuss the service package positions that were identified by EFCL that were submitted on January 22nd, as well as discuss the opportunities for EFCL to be involved in Neighbourhood Revitalization in some way.
- January 18th- Met with NRC Rocky Pilisko to sign Londonderry's new Tripartite agreement. Very similar to other Tripartites however language such as CRC was changed to NRC, and names of managers were updated.
- January 19th- Attended the Pride Centre Gala with Fraser.
- January 22nd- Winter Life Working group- discussed Victoria Oval bus route initiative for Family Day weekend, EFCL Ice Rink Survey was presented and follow up with Susan Holdsworth (Administration lead on Winter City) will be done to see what support they can provide to league rinks.
- January 23rd- meeting with Judy Smith and James Thompson regarding CLOG and CLIP grants
- January 23rd- attended ECVO Leadership series- Wine and wisdom
- January 25th- Meeting with Councillor Walters to discuss Rink Keeper idea, along with winter Sidewalk symposium idea. EFCL to host the event with Councillor Walters' office to invite different representatives.
- January 25th- Meeting with Rob Agostinis about setting the roles of everyone along with the priorities for 2019.
- January 26th- Conducted interviews with Colin Johnson for the Active Recreation Officer
- January 28th- Meeting with Councillor Knack to discuss neighbourhood revitalization and spring supplemental.
- January 28th- Grant Thornton Shaping Vibrant Communities event
- January 28th- Meeting with Eoghan Curran- COE, Gary Shelton- Sport Council and Rob Agostinis, about EFCL Live Active Priorities for 2019

	<p>Association Services YMCA of Northern Alberta 10211 105 Street Edmonton, AB T5J 1E3 Tel: 780 429-YMCA (9622) Fax: 780 425-9380 northernalberta.ymca.ca</p>
	<p>Edmonton Federation of Community Leagues 7103 – 105 Street Edmonton, AB T6E 4G8</p>

Partnership Agreement

This Agreement dated the _____ day of _____, 2019

BETWEEN:

Edmonton Federation of Community Leagues (EFCL)
-And-
YMCA of Northern Alberta (YNAB)

Context:

The YMCA of Northern Alberta and The Edmonton Federation of Community Leagues share common Vision, Mission and Goals:

- The Edmonton Federation of Community Leagues visions “Edmonton as a place where community is understood and valued, and where Leagues are seen as the mechanism for citizen to build great neighbourhoods and advocate for the city they want”. In addition, the EFCL works to “facilitate health and safe communities by promoting participation in affordable recreation, sports and social activities at the community level”. (EFCL – Webpage “Vision”, “Mission”, “Goals”)
- The YMCA of Northern Alberta vision for the community is “Strong kids, healthy families and thriving communities.” The YNAB hopes to foster a community “where everyone experiences better health, individuals and families thrive and experience a sense of belonging, child and youth are active and healthy, everyone has the opportunity to reach their potential, people respect diversity and work together to strengthen the foundations of community.” (YMCA of Northern Alberta Strategic Plan 2016 – 2021)

The YMCA of Northern Alberta and The Edmonton Federation of Community Leagues envision building Stronger and Healthier Communities and recognize to reach this vision we will need to partner and collaborate with likeminded organizations. The YMCA and the EFCL wish to partner to support Community Leagues in providing an active summer recreational experience, for children, in our community.

Building healthy communities



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Scope of Partnership:

While the scope of this partnership may evolve over time, the immediate focus will be supporting Edmonton Area Community Leagues in offering high quality summer day camp experiences for the members of their respective community through a 7 week pilot project. Improving physical literacy skills and sport fundamentals with a partnership program through the YMCA. The YMCA of Northern Alberta, South Pointe Community Centre and the SPORTBALL will work together to provide Sportball and YMCA Summer Camps both at the South Pointe Community Centre.



Responsibilities of the parties:

a) Jointly (YMCA and EFCL)

- To jointly collect and share feedback through documented program visits, participant connections, and other venues like social media
- Promote the programs to our respective memberships and community contacts

b) The Responsibilities of the EFCL are:

- To build support with Community Leagues for this initiative and to identify appropriate Community League sites for summer day camp pilots this summer
- To facilitate the negotiation of terms and conditions between the respective Community Leagues and the YMCA (dates, times, facility storage, facility rules and conditions, rental terms)
- To mediate between the Community Leagues and the YMCA if required and respond with urgency to any feedback from Community Leagues or the YMCA.

c) The Responsibilities of the YMCA are:

- To provide proof of insurance coverage
- To process all registrations and program fees from day camp participants
- To ensure that no participant is turned away from the partnership program due to an inability to pay the full fee. The YMCA will use Opportunity Fund process to manage these circumstances.

Building healthy communities





Association Services | YMCA of Northern Alberta

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

Edmonton Federation of Community Leagues
7103 – 105 Street
Edmonton, AB
T6E 4G8

- To ensure all Community League facility rules & cleaning expectations are followed (see Appendix A)
 - To provide each Community League and the EFCL with statistical information outlining the number of day camp participants registered and any parent or participant feedback
 - To promote Community League summer day camps on the YMCA website, social media and print media and to provide Community Leagues with promotional materials
 - To offer high quality, safe summer day camp programming with appropriately trained staff consistently following YNAB day camp standards and directives
 - To respond with urgency to any feedback from Community Leagues or the EFCL
 - To provide all required equipment and day camp supplies
- c) The Responsibilities of Participating Community Leagues are:**
- To provide space as outlined by the YMCA to deliver the agreed summer day camp program
 - To ensure the space provided is clean, safe and well maintained
 - To promote the summer day camp program with their respective membership base
 - To provide the YMCA staff with keys to access the facility and storage space or ensure staff are on hand to do so during camp operations
 - To forward any program feedback from parents or participants to the YMCA
 - To act with urgency regarding any issues or concerns identified by the YMCA regarding the facility
 - Provide the YMCA with a Certificate of Insurance.

Terms of Agreement:

- a) The parties will be guided in their relationship by the Agreement; which may be amended from time to time
- b) The term of this Agreement shall be from January 1, 2019 to January 1, 2020 and then reviewed annually unless notice of termination is served on either part by the other as set below
- c) The Agreement shall be amended only with the consent and authorized signature of both parties

Building healthy
communities





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

Edmonton Federation of Community Leagues
7103 – 105 Street
Edmonton, AB
T6E 4G8

Sharing of Information Provisions:

- a) Subject to the other provisions in this Agreement, EFCL shall only disclose information to the YMCA where consent is provided by the individual to whom the information relates.
- b) Any and all information provided by the EFCL and the YMCA and/or by the YMCA to the EFCL shall be supplied as part of the parties working relationship.
- c) All information received by a party to this Agreement from the other party to this Agreement shall be treated as confidential and shall not be shared with any third party without the consent of the party who originally provided the information.

Conflict Resolution:

In the event the EFCL or the Community League receives customer complaints regarding the YMCA Day Camp program, these will be directed to YMCA management within 48 hours of their receipt. It is expected that YMCA management will provide a written response plan to the EFCL or the Community League within 72 hours. The same standard is expected should YMCA staff receive a complaint directly from participants.

Should conflict develop between the YMCA and the EFCL or a Community League, the VP of Health Fitness and Aquatics is to be notified and will meet with EFCL management to resolve the outstanding issue.

Indemnity

EFCL and the respective Community Leagues shall indemnify and save harmless the YMCA of Northern Alberta, its agents, and employees from and against all claims, demands, costs, damages, actions, suits, or losses (including legal fees) whatsoever and howsoever caused with respect to bodily injury or death or property damage, including loss of use, arising out of or in consequence of performance of this Agreement (excluding only acts of negligence or willful misconduct by the YMCA of Northern Alberta, its agents or employees). This Indemnification shall survive the termination of this Agreement.

Termination

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Edmonton, AB T5J 1E3
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Fax: 780 425-9380
northernalberta.ymca.ca



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

Edmonton Federation of Community Leagues
7103 – 105 Street
Edmonton, AB
T6E 4G8

The YMCA of Northern Alberta may terminate this Agreement for any reason upon 30 days of written notice. Also, in addition, EFCL may terminate this Agreement for any reason upon 30 days' written notice.

Edmonton Federation of Community Leagues:

7103 – 105 Street, Alberta, T6E 4G8
Attention: Laura Cunningham-Shpeley, Executive Director

YMCA of Northern Alberta:

10211 105 Street, Edmonton, Alberta, T5J 1E3
Attention: Kent Bittorf, Vice President, Health/Fitness/Recreation

The YMCA of Northern Alberta

Per: _____
Kent Bittorf, VP Health, Fitness & Aquatics

Edmonton Federation of Community Leagues

Per: _____
Laura Cunningham-Shpeley, Executive Director

Date: _____ 2019

Date: _____ 2019

Building healthy
communities



Edmonton Federation of Community Leagues

Overview

The Edmonton Federation of Community Leagues, connects, represents and enables Leagues to preserve and promote the Community League way of life. Residents within communities look to their community leagues as a means to engage them in conversations that impact quality of life. The City of Edmonton Policy C601, The City-Wide Affordable Housing Framework has established an aspirational target of 16% affordable housing in every neighborhood throughout Edmonton. The Edmonton Federation of Community Leagues would like to maintain and build support within their individual communities for this aspirational target through engaging community league members as well as housing providers, developers and the City of Edmonton Staff and others in focused discussions and research and data analysis.

Scope of Service

The Edmonton Social Planning Council will undertake to conduct community participatory research on behalf of the Federation of Community Leagues to understand the barriers and concerns that some community members feel related to the development of affordable housing in their neighborhoods. Using focus groups made up of neighborhood residents, developers, housing managers, and City of Edmonton staff, the Edmonton Social Planning Council will facilitate a number of focus groups to engage participants in the discussion.

Our proposed approach will be as follows:

- Literature review and scan of promising practice in other jurisdictions.
- Facilitation of focus groups with representation from the various individuals involved in the housing field as well as neighborhood residents. (approximately 15 group sessions in total)
- Provide a written brief in May 2019 to inform EFCL staff of knowledge and findings to date.
- Preparation of a written report of promising practice as well as the findings from the focused discussions.
- Submission of a draft report and incorporate feedback from the Edmonton Federation of Community Leagues.
- Revision and submission of a final report

Deliverable

The Edmonton Social Planning Council will provide the Edmonton Federation of Community Leagues with both a hard copy and an electronic copy of the report.

Responsibilities of Edmonton Federation of Community Leagues

- Assign one person as the primary contact for this project.
- Provide assistance where possible with identifying relevant research sources.
- Respond to request for input and feedback as appropriate in order to achieve success in this project.
- Provide full payment at the completion of the project once an invoice has been received.

Responsibilities of the Edmonton Social Planning Council

- Provide the Edmonton Federation of Communities the name of the primary contact at the Edmonton Social Planning Council to direct questions and provide updates.

December 14, 2018

Edmonton Federation of Community Leagues

- Respond to request for input and feedback as appropriate in order to achieve success in this project.
- Provide the Edmonton Federation of Community Leagues with regular project status updates to determine any necessary additional resourcing that may be required.
- Ensure the deliverable is completed and delivered by the deadline date.
- Provide the Edmonton Federation of Community League with an invoice at the completion of the project for payment in full.

Confidentiality

All financial and other terms of this agreement are to be kept confidential unless otherwise agreed to in writing by both the Edmonton Federation of Community League and the Edmonton Social Planning Council.

Amendments

All amendments to this Agreement must be committed in writing and signed by the authorized representative of both parties.

Copyright

The Edmonton Federation of Community League will continue to own the copyright to the report. The Edmonton Federation of Community League retains an exclusive unrestricted license to use, reproduce, adapt and distribute the report(s) and its contents in any manner it sees fit.

Project Completion Date: August 1, 2019

The deadline date may be altered upon mutual agreement by both parties in writing in the event of unforeseen circumstances including any unforeseen delay in communication regarding input, feedback or responses to questions by either party.

Cost for the Service

Enclosed is our proposed fee structure for the various tasks involved in completing this project. This cost outlines below are based on some assistance by Edmonton Federation of Community League staff to identify some relevant resources for the analysis phase.

Deliverable Summary				
		Hours	Total	
1.00	PROJECT DESIGN	23.0	\$	1,192.00
2.00	DATA GATHERING	161.0	\$	7,532.00
3.00	DATA ANALYSIS	40.0		\$
			1,897.00	
4.00	REPORT	67.0		\$
			3,096.00	
	Total Hours	291.0		\$
			13,717.00	
	Discount		\$	4,115.10
Grand Total			\$	9,601.90

December 14, 2018

Payment Schedule

The Edmonton Federation of Community Leagues agrees to pay the Edmonton Social Planning Council a total of \$9,601.90 upon completion and delivery of the deliverable as outlined above and upon receipt of the invoice.

The Edmonton Social Planning Council

The Edmonton Social Planning Council is an independent, non-profit, charitable organization focused on social research with an emphasis on low income and poverty issues. The Edmonton Social Planning Council's work includes research into the nature and magnitude of social issues; public awareness and understanding of current social issues; encouraging public participation in the development of social policies; supporting the implementation of programs and being an independent voice in the community.

If the above provides an accurate account of the proposal as previously discussed, then please sign and return the proposal as per the instructions listed below. A copy of this signed agreement will be provided to you once executed by the Edmonton Social Planning Council.

Proposal Accepted By: _____

Name of Person Signing: Laura Cunningham-Shpeley

Title of Person Signing: Executive Director - EFCL

Date: Jan 15 / 2019 Signature: [Signature]

Please fax or scan and email this as soon as possible to susanm@edmontonsocialplanning.ca or fax to 780 425-6244

Susan Morrissey, Executive Director
Edmonton Social Planning Council

Date: _____

December 14, 2018

MEETING DATE : January 31, 2019
AGENDA ITEM # : 10.2 – Active Recreation Consultant 2018 Report
PREPARED BY: Chantelle Zimmer, Live Active Consultant

Item 10.2



LIVE ACTIVE 2018 FINAL REPORT

EDMONTON FEDERATION OF
COMMUNITY LEAGUES



OVERVIEW

The Edmonton Federation of Community Leagues (EFCL) is a stakeholder in the Live Active Strategy. Our federation's main strategic action is to *advance ways in which Edmontonians can live active within their local communities*. The Community Active Recreation Consultant was responsible for developing and implementing initiatives that align with this action.

The role of the Community Active Recreation Consultant was to (1) raise awareness and educate community league members about the Live Active Strategy to change their attitudes around physical activity; (2) form partnerships and develop packaged programs and resources to increase the quality and quantity of opportunities for community league members to be active; and (3) support community leagues with delivering active programs in their local communities.

The Community Active Recreation Consultant facilitated the following programs and projects over the past year on a part-time basis.

1. Community League Walking Program
2. Children's Physical Literacy Pilot Project
3. Winter Facilities and Recreation
4. Healthy Physical and Social Spaces



Community League Walking Program

Walking is one of the most common types of physical activity people engage in and is accessible for almost everyone. The Community League Walking Program encourages members to walk as a group to foster holistic community wellness by:

- Improving physical and psychological health;
- Bringing neighbours together;
- Familiarizing members with the resources and amenities in their local communities;
- Appreciating vitamin “N”ature; and
- Reducing crime by members being visible on the street.

Members who participate in the program can choose to walk with or without urban poles. Urban poling requires specially designed poles that enable people to improve their fitness or increase their strength, balance, and stability. It is a total body workout that combines an upper body technique similar to cross-country skiing with the lower body technique of regular walking. Because it engages more of the body, it has greater health benefits than regular walking.

The EFCL held 3 trainings this past year: two instructor certification courses and one refresher training. A total of 29 members attended one of these trainings.

Members belonged to the following community leagues:

- | | |
|---------------------------|-----------------------|
| 1. Belgravia | 8. McLeod |
| 2. Cameron Heights | 9. Newton |
| 3. Dovercourt | 10. Parkdale-Cromdale |
| 4. Forest/Terrace Heights | 11. Strathcona |
| 5. Glenora | 12. Summerside |
| 6. Highlands | 13. Windsor Park |
| 7. Lansdowne | |



NOTABLE ACCOMPLISHMENTS

- The EFCL developed a manual and resource guide for program implementation and sustainability.
- A motion template was created for walking ambassadors to submit to their community league Board of Directors for the purchase of urban poling equipment.
- Urban pole rentals started through the EFCL office.
- The EFCL has received increasing requests to support program delivery in local communities.

MEMBER TESTIMONIALS

“ The benefits of the program are many. I have heard from our walkers that they look forward to the walk as time to socialize, an opportunity to get to know their neighbours, to feel less isolated and of course, be able to improve their physicality. We have a married octogenarian couple who joined our program last year and are back again this year for the twice weekly walks. ”

“ Many community leagues use the walking program to ‘grow and enhance’ their community. The program includes a social component either before the walk or after where participants will gather to visit and enjoy refreshments and conversations in the hall. ”



One of the values of the Live Active Strategy is to foster physical literacy, which is the motivation, confidence, physical competence, knowledge, and understanding to value and take responsibility for engagement in physical activities for life.

The EFCL administered a survey to community leagues in September 2017 to determine the type and number of direct and indirect programs offered for children and youth during out of school time. A pilot project was developed shortly after. The purpose of the project was to increase quality active play, active recreation, and sport opportunities for children birth to 12 in local communities. This age range was chosen because it is the prioritized demographic in the Strategy.

Ten community leagues with no or limited children's programming were approached by the EFCL to participate and another 10 community leagues expressed interest through an open call. Five community leagues committed to the pilot, but only 1 community league completed the entire process with 2 more nearing completion.

Pilot process:

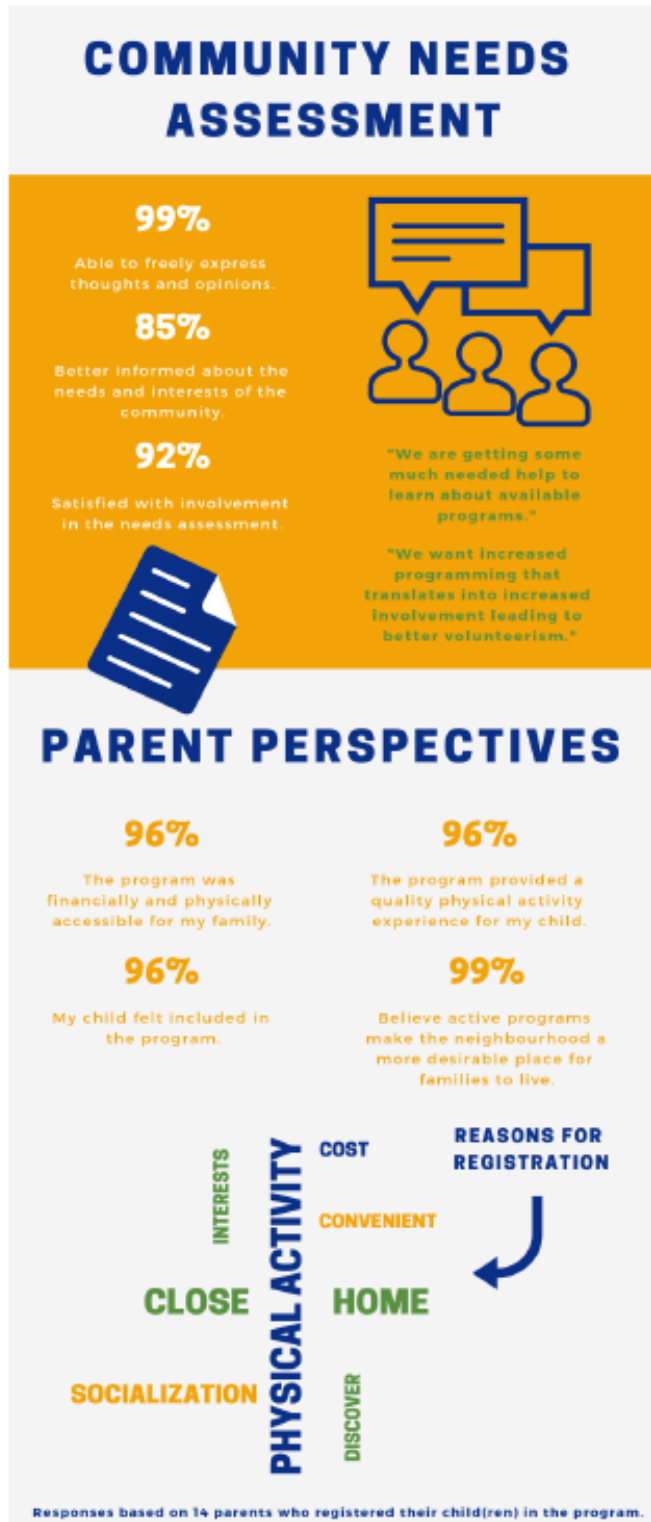
1. The EFCL conducted a community needs assessment with the community league.
2. The EFCL organized an information session for the community league to learn about individually sourced programs and resources.
3. The community league was responsible for developing an agreement with the organizations/agencies they chose to deliver programs.
4. The community league and organizations/agencies planned the program together.
5. The EFCL conducted a post program evaluation to understand parents' perspectives of the personal and social benefits of the program for their children.

NOTABLE ACCOMPLISHMENTS

- The community league that completed the full process has offered the program multiple times for their members.
- All parents thought the program positively benefited their child.
- The Program Director expressed the pilot project surpassed the community league’s expectations.
- The EFCL developed an active programming resource guide to address challenges Program Directors typically experience.

CHANGE OF DIRECTION

- Throughout the process it became evident that community leagues wanted to be given a “menu” of programs to choose from at the start instead of working through the needs assessment process. The EFCL plans to increase direct and indirect program options for community leagues to choose from.
- The EFCL has officially partnered with the YMCA and will pilot summer camps in select community leagues in 2019.
- The EFCL offered the Move and Play through Physical Literacy certification at our Leagues Alive conference. More physical literacy training will be made available to members in 2019.
- The EFCL has become part of the City’s gym users committee to help community leagues without halls gain access to regular, consistent times in school gymnasiums.





The EFCL conducted a survey in September 2018 to learn more about community league ice skating amenities and operations as it plays a central role in winter programming. Community leagues with a board rink, snowbank rink, or iceway were asked to participate. The EFCL learned that the top challenges community leagues face in having efficient operations are:

- Finding reliable and knowledgeable people;
- Recruiting more volunteers to lessen the workload of current volunteers;
- Maintaining operations; and
- Repairing or purchasing new infrastructure and equipment.

In response to community league interest, the EFCL organized a workshop with RinkWater to address concerns around aging and inadequate equipment. RinkWater demonstrated their rink flooding product for community leagues that makes ice quicker and easier than traditional methods, which is eligible for Community League Infrastructure Program funding. The EFCL approached Epcor to sponsor additional initiatives, but they were unable to provide funding for the current season.

Fortunately, community league ice skating amenities and our [survey results](#) received some attention in the Edmonton Journal. The EFCL is considering implementation of a Rink Keeper program to alleviate the main challenges community leagues experience in opening and maintaining their ice skating amenities.

Elise Stolte: 'I was exhausted today.' Ice rink makers unsung heroes at community leagues

ELISE STOLTE Updated January 4, 2019





The goal of the EFCL is to enhance the quality of life in Edmonton by supporting the community league movement. Community leagues play an integral role in shaping citizen's well-being through advocacy around physical neighbourhoods and coordination of social programs. However in recent years, there has been increasing concerns about the lack of connected and walkable communities, rates of physical inactivity, and prevalence of overweight and obese individuals in Edmonton. The EFCL has spent the last several months planning a workshop for 2019 to bring greater awareness and education to these issues and provide opportunities for community leagues to come together and brainstorm short- and long-term solutions that can be implemented in their neighbourhoods.

Dr. Karen Lee, an associate professor in public health and preventive medicine, will be joining us to help deliver this workshop. Dr. Lee will be talking about how built environments and social programs can address the epidemic of non-communicable diseases as well as urban isolation and mental health issues.

Following the workshop, community leagues will have an opportunity to participate in a government funded project Dr. Lee is the principal investigator on that focuses on healthy housing developments. The EFCL is considered a community sector stakeholder on the project. Additional projects the EFCL can collaborate with Dr. Lee on are being explored.

FUTURE DIRECTIONS

The EFCL conducted a survey with community leagues at the end of 2018 to determine future directions for our Live Active initiatives. A total of 46 of 157 community leagues responded. The following were key results of the survey:

- 28 community leagues expressed that they did not know of volunteers in their community who could commit 3 hours a week to leading a program.
- Of the 37 community leagues that currently offer active programs for children and adults, 25 rely on a combination of volunteers, paid staff of the league, and organizations or instructors outside the league to deliver their programs. Seven community leagues have volunteers, 1 has paid staff of the league, and 5 have organizations or instructors outside the league solely deliver their programs.
- Nearly all community leagues believe that active recreation and sport programs should be offered by a combination of volunteers and service providers. There was a preference for the EFCL to partner with non-profit organizations over for-profit agencies.

Community leagues continually indicate to our federation that there are not enough volunteers to deliver programs and programs are too much work for volunteers. One member said that “while it sounds fine on paper, it is often difficult to get volunteers to commit to long-term programming.”

2019 PRIORITIES

The new Active Recreation Officer will be tasked with supporting community leagues to increase their reach in neighbourhoods resulting in higher membership. Broadening our reach and diversity may translate to more volunteers and program support. Possible ways to achieve this action include: greater promotion of community league programs to the public, increased communication of programs across community leagues, and coordination of programs in a District to reduce duplication and increase the diversity of programs available to members. Our hope is that this will increase member satisfaction with programs as well.

The staff person will also aim to spend 25 to 50% of their time meeting with community league representatives. This may involve more drop-in visits to learn about different community league programs, challenges experienced by Program Directors and volunteers, and ways for EFCL to provide various supports. More direct support in the training of volunteers and delivery of community league programs will be provided.

MEETING DATE : January 31, 2019

Item 10.4

AGENDA ITEM # : 10.4 – Document of Service Package Positions Sent to City of Edmonton January 21, 2019

PREPARED BY: Laura Cunningham-Shpeley, Executive Director

Edmonton Federation of Community Leagues
Service package request 2019 - 2022

Position Description	# of FTEs	Core Functions	Outputs	Outcomes	Performance Indicators, targets, measures
Community Activator	4	<p>To build relationships between the Community League and the neighbourhood residents resources using an Asset Based Community Development Framework.</p> <p>Facilitate League leadership to become champions of Community Development and engagement in their neighbourhoods.</p> <p>To facilitate mentorship opportunities between leagues to build collaboration and share best practices.</p>	<p>An increase to the number of coordination of activities and programs between neighbourhood groups.</p> <p>An increase to the number of engagement events hosted by the Community League.</p> <p>Increased number of events hosted by the Community League tailored to the variety of neighbourhood needs.</p> <p>Increased attendance at League events/programs</p> <p>Online workshops posted to EFCL website and social media and in person workshops explaining Asset Based Community Development as well as community engagement strategies.</p>	<p>Leagues have increased support with neighbourhood engagement strategies and their programs.</p> <p>Leagues have increased connection to, understanding of and usage of EFCL services.</p> <p>Community Leagues have increased connection to their neighbourhood and have the skills to be responsive.</p>	<p>Number of engagement sessions hosted by the League</p> <p>Number of events/programs hosted by the Community League</p> <p>Attendance at League events/programs increases by 15% in areas supported by Community Activator</p> <p>Membership for Community Leagues increases by 15% over 4 years.</p> <p>All Leagues participating in Revitalization will receive training in Neighbourhood engagement and community development strategies.</p> <p>Number of Leagues that connect with</p>

					EFCL for resources.
Position Description	# of FTEs	Core Functions	Outputs	Outcomes	Performance Indicators, targets, measures
Live Active Coordinator	1	To support active recreation activities and programs in Community Leagues.	<p>Increased coordination of Recreation service providers with CL will provide Community Leagues with greater options for recreational programming.</p> <p>More physical activity programming in Leagues spaces.</p> <p>Increased participation by Leagues in the Joint Use agreement.</p> <p>Greater neighbourhood access to recreation opportunities for residents.</p>	<p>Create an active City with a diversity of activities and experiences for residents available to them in their neighbourhood.</p> <p>Community Leagues have increased opportunities to bring recreation options to their neighbourhood throughout the year.</p>	<p>Community Leagues offer seasonal programming for residents and 15% more active recreation programs</p> <p>Community Leagues increase their usage of Joint Use Program space by 15%.</p>
Position Description	# of FTEs	Core Functions	Outputs	Outcomes	Performance Indicators, targets, measures
Women's Leadership Coordinator	1	<p>To create engagement strategies for women to feel welcome to move into leadership positions within their Community Leagues.</p> <p>Leagues are supported to use an Asset Based</p>	<p>Education sessions on gender sensitive processes for Community Leagues</p> <p>Online workshops on topics related to leadership, planning, asset based community development, change management and</p>	Develop vision and leadership approaches that are gender inclusive which lead to innovation and social change within Community League boards.	<p>Number of Community Leagues that take Gender Based Analysis training</p> <p>15% increase in the number of women who are on the executive</p>

		Development Framework (ABCD) to create space for women to build their leadership skills and learn to better position themselves to create social change in their neighbourhood	fostering creativity and engagement. Enhance knowledge of board governance and minute meeting technique Practical strategies for moving community development forward in Community League movement.		of Community League boards. Number of views for the online workshops Greater than 10 attendees at the education workshops.
Position Description	# of FTEs	Core Functions	Outputs	Outcomes	Performance Indicators, targets, measures
Child Friendly Coordinator	1	To support Community Leagues to be a place where Children and Youth feel welcomed, safe, have a place where they can influence change in their neighbourhood, build friendships and feel a connection with their neighbours.	Community Leagues are connected with existing local resources and networks. Greater connection between Community Leagues and non-profit service providers such as Boys and Girls Clubs - Big Brothers, Big Sisters (BCCBigs). Long term mentoring opportunities in the community. Resources about the safety of children in their neighbourhood. Program In a Box templates for Community Youth	Develop Community Leagues as a hub of information and programming for children and youth	Survey results showing more connection between Community Leagues and neighbourhood partners serving children and youth. Host quarterly meetings connecting non-profit service providers with Community Leagues 4 print and online resources about community safety for children and youth.

			<p>Groups and Preschool playgroups</p> <p>Parenting workshops that offer neighbourhood parents relevant classes and training.</p>		<p>4 Programs in a box about community safety for children and youth.</p> <p>Twice yearly workshops about community safety for children and youth</p>
Position Description	# of FTEs	Core Functions	Outputs	Outcomes	Performance Indicators, targets, measures
Seniors Coordinator	1	To support Community Leagues with engagement strategies to reduce gaps and barriers for Seniors that live in the neighbourhood.	<p>Connections between Community Leagues and the Seniors Coordinating Council of Edmonton.</p> <p>Greater availability of Community League services and resources supporting Seniors in Edmonton's neighbourhoods.</p> <p>Asset Based Community Development Framework - identifying how to discover the needs, interests and skills that Seniors in their neighbourhood can offer.</p>	Community Leagues will have an increased offering of programs, events, and services for Seniors living in their neighbourhood.	<p>Number of events and programs targeting senior's increases by 15%.</p> <p>Senior serving organizations will report an increase of connection with Community Leagues.</p> <p>15% of Community Leagues completing asset inventories</p>
Indigenous Peoples	1	To support a greater understanding of how Community	Workshops that increase engagement between Indigenous	Community Leagues are more engaged	Annually, Host 12 engagement workshops

Strategy Coordinator		Leagues can participate in Indigenous Reconciliation	residents, the Community League and League members. Resources that help Community League leadership educate their membership on Indigenous populations, needs and reconciliation.	and connected with Indigenous people in their neighbourhoods.	spread across the city. Annually, 12 Leagues will develop plans around how to bring reconciliation to their neighbourhood. Development of resource library specifically focused on Indigenous engagement.
Position Description	# of FTEs	Core Functions	Outputs	Outcomes	Performance Indicators, targets, measures
Urban isolation and mental health Coordinator	1	To support Community Leagues to develop strategies and resources in supporting their neighbourhood to understand the impact of isolation and mental health. To support Community Leagues to develop strategies for increased engagement and diversity of opportunities for neighbours to become involved in meaningful ways in their neighbourhood.	Community Leagues facilities acting as Hubs of activity open to all members and neighbours. League Strategies on how to engage with Neighbours at events and programs. Meaningful neighbourhood activities developed in collaboration with the Abundant Communities Program. Mental Health First Aid and Standard First aid training opportunities for Community League board members and residents.	Community Leagues will increase activities that promote social connection and inclusion of all neighbours.	Leagues report that they have increased the diversity and reach of programs and events that they offers. 10% of Leagues host Mental Health First Aid training for residents and Board members. Mental Health First Aid training is offered yearly to Community League board members. Standard First Aid training is

Position Description	# of FTEs	Core Functions	Outputs	Outcomes	Performance Indicators, targets, measures
Multicultural Coordinator	1	To work in tandem with the Community Activator to connect with cultural and faith organizations to support conversations and partnership opportunities that encourage neighbours of any background to engage with their Community League as a place of gathering, recreation and education in their neighbourhood.	<p>Opportunities for engagement and meaningful interaction between Community Leagues and cultural groups.</p> <p>Existing community resources aligned to a neighbourhood context.</p> <p>Resources on how to make League meetings, events and spaces open to people from other cultural backgrounds.</p> <p>Partnerships between Community Leagues and newcomer serving organizations.</p> <p>Opportunities to speak about Community Leagues and introduce newcomers to their Leagues.</p>	Strong relationships between Community Leagues and the diverse populations that make up League populations.	<p>offered yearly to Community League board members.</p> <p>Organizations serving newcomers have increased Community League resources and information to share.</p> <p>Organizations serving newcomers to Edmonton report an increase in participation in Community League activities.</p> <p>The number of gatherings between Community Leagues and neighbourhood cultural groups increases by 15%.</p>

MEETING DATE : January 31, 2019
AGENDA ITEM # : 10.5 – 100th Anniversary Project Report
PREPARED BY: Nora Begoray, Director of Business Development

Item 10.5

Brief update is as follows.

City of Edmonton

EFCL has met with project managers of the W. Hawrelak Park Rehabilitation Project. There is considerable alignment in the goals and scope of work recommended to be completed in the next 3 – 5 years and the EFCL project scope of work. EFCL has requested co-ordination and a proposal for efficiencies and joint resource planning to accomplish joint goals.

Festivals And Event Groups

- Staff has a presentation to groups on January 30th
- Staff has met with some groups individually in person and via email.
- More discussion opportunities are offered in February.

Provincial Grant

1 million additional funding CFEP grant application request has been submitted and EFCL was advised we will be notified in early March, 2019.

Other Project News

Project Management

EFCL is meeting with City Councillors, Provincial and Federal representatives, Partner organizations to ensure questions are answered and there is good project knowledge – which will hopefully lead to supportive decisions for our funding requests.

Urban Systems – EFCL has obtained all project files, auto-cad drawings etc. and has signed final agreements and issued the final settlement payment.

Lafarge – still in process of arranging future discussions.

Heritage Festival Association – tentatively scheduled to meet board February 12th

11.0 CORRESPONDENCE

Item 11.1

MEETING DATE : January 31, 2018
AGENDA ITEM # : 11.1 – Letter From Edmonton Heritage Festival Assoc.
PREPARED BY: Jim Gibbon, EHFA



January 8th, 2019

Attn: Fraser Porter, President
Laura Cunningham-Shpeley, Executive Director
Edmonton Federation of Community Leagues (EFCL)

Cc: Narmin Hassam-Clark, President
Edmonton Heritage Festival Association (EHFA)

Re: EHFA Casino Funds

Dear Fraser and Laura:

Thank you for your letter dated December 6, 2018.

I want to take this opportunity to clarify any questions you may have about the time frame for the request for funds to be returned. Alan and I began to discuss EHFA's concerns with the project in a letter dated May 2016. Discussions have been ongoing since that time and culminated in a presentation EFCL made to the EHFA in February 2018. The EHFA Board of Directors noted a number of concerns and questions during that presentation. In a letter dated June 21, 2018, the EHFA requested a return of funds as noted below:

"...we asked your staff to present at our board planning meeting on March 17th, 2018. After the presentation we requested more information. We have not received it. We followed up regularly and, in advance of a June 12th 2018 Board of Directors meeting, requested, in writing, the same information. The requested information was not forwarded in time for our meeting nor, in fact, to date. Since our board still has not received the any answers, I have been directed to request the information immediately. If we do not receive answers to the questions listed below by June 29th, 2018 or, if we do receive it but do not find it satisfactory, we will be formally requesting a return of our funds."

The information received was found non-satisfactory and did not diminish the Board's concerns.

Following additional discussion, careful consideration, and a further review of information provided by the EFCL, the EHFA sent a follow-up letter dated November 20 to reiterate our request for the funds to be returned.

We value our partnership with the EFCL and because of the changes within both of our organizations, we would like to extend an invitation to you to attend the EHFA Executive Committee meeting on Tuesday, February 12 at 5:30 p.m. At that time, we would ask that provide updates on the following items that we've previously noted as concerns:

- Scope
- Design
- Budget

11230 – 119 Street NW
Edmonton, Alberta T5G 2X3
(780) 488-3378
heritagefest.ca



- Timeline

Please let me know if you can attend so I can send a formal invitation,

Regards,

Jim Gibbon

11230 – 119 Street NW
Edmonton, Alberta T5G 2X3
(780) 488-3378
heritagefest.ca



12.0 WORK IN PROGRESS

MEETING DATE : January 31, 2019

Item 12.1

AGENDA ITEM # : 12.1 – 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	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.	In Process
2018/12/13	6.6	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.	
2018/12/13	8.1	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.	In Process
2018/12/13	8.1	Executive Director's Report - Area Council Meeting January of 2019—Date TBA <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	Ice Rink Survey Review Discussion Questions For Consideration Board Members are to review the questions. This Item will be voted on in January	
2019/01/10	5.1	News from the City of Edmonton C. Shannon will request and report back regarding the availability of a summary of major community Infrastructure projects. C. Shannon to forward the Public Engagement Committee information to Laura to share with the Board and inquire about the status of the Infrastructure Project Portal.	
2019/01/10	5.2	Summary of CLIP Grants 2012-2017 C. Shannon to look into providing a comprehensive list of leagues that have applied/received grants for CLIP projects.	
2019/01/10	6.1	EFCL Priorities for 2019 Executive Director to create a brief high-level summary of EFCL Board meeting business for District Directors to share with their leagues, prior to the approved Board minutes being available publicly on the EFCL website.	

MEETING DATE	REF.	ITEM	STATUS
2019/01/10	6.3	<p>Updating Our Strategic Plan/Business Plan 2019-2022 Laura to bring back an outline and rationale to the February Board meeting as to the scope of the review. There is the option to vote by email on a review meeting date.</p>	
2019/01/10	6.4	<p>League Membership Dues Increase—Motion For Winter General Meeting Laura to check with C. Johnson regarding the proper governance around postponing a Notice of Motion. An explanation regarding the postponement will be included as an agenda item on the upcoming Winter General Meeting Agenda as an update.</p>	
2019/01/10	6.6	<p>Honorary City Councillor Seat on the EFCL Board Laura/EFCL staff to research and bring back additional information/guidance regarding the appropriate and required governance regarding City Councillors sitting on the EFCL Board.</p>	
2019/01/10	7.2	<p>District Updates Laura to research and obtain some statistical information on District populations etc. as a starting point. C. Shannon to research and report back on the EFCL District System history as well.</p>	
2019/01/10	9.2	<p>Ice Rink Survey Review That a Rink Revitalization Working Group be created of community league members and rink managers once the new Active Recreation Officer is hired.</p>	
2019/01/10	9.7	<p>Treasurer’s Budget Report Including a percentage variance column in the budget reports was discussed. M. Gosselin will inquire if this is possible or practical.</p> <p>M. Makarechian and M. Gosselin to set a Finance Committee meeting date and advised Laura to share with Board Members. All interested Board members are encouraged to participate in the Budget meeting.</p>	
2019/01/10	9.9	<p>AGLC Casino Workshop M. Makarechian to forward the Casino Working Group information to Laura</p>	
2019/01/10	10.1	<p>Executive Director’s Report Laura to send it out to Board members. (Area Council MOU)</p>	