



**EDMONTON FEDERATION OF COMMUNITY LEAGUES**

**BOARD OF DIRECTORS**

**REGULAR MEETING PACKAGE**

**DATE: Thursday, April 11, 2019**

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

**LOCATION: EFCL Office, 7103—105 Street**

# **EFCL Board Planning Calendar**

## **April, May, June, 2019**

### **April**

**2019**

- 11 EFCL Board Meeting
- 14 Let's Talk About Governance Workshop
- 24 EFCL Planning & Development Committee Meeting
- 27 Great Neighbour Race
- 29 Area Council And EFCL Meeting (Allendale Community League)

### **May**

**2019**

- 09 EFCL Board Meeting
- 11 Introduction To Community Walking
- 23 EFCL Annual General Meeting
- 25 Cormac Russell Workshop For Leagues And Small Non-Profits (Londonderry Community League)
- 29 EFCL Planning & Development Committee Meeting

### **June**

**2019**

- 09 Let's Talk About Governance Workshop
- 13 EFCL Board Meeting
- 26 EFCL Planning & Development Committee Meeting

**Edmonton Federation of Community Leagues**

**Board of Directors Regular Meeting**

**EFCL Office: 7103—105 Street**

**Thursday, April 11, 2019, Dinner 5:00 PM / Meeting 6:00 PM**

**AGENDA**

**Item 2.0**

**1.0 Call To Order**

**2.0 Welcome And Introductions (2 minutes) - Warm Up Activity**

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

3.1 Motion To Approve Agenda

**4.0 Approval of March 14, 2019 Board Meeting Minutes (pgs. 5-14) (3 minutes)**

**5.0 News From The City Of Edmonton**

5.1 News From The City Of Edmonton (pgs. 15-19)

**6.0 Decision Items (6:45 PM)**

6.1 Audit Review And Motion To Present At AGM (pg. 20)

Curtis Friesen, Metrix Group Accountants

6.2 Conflict Of Interest Best Practice (pg. 21)

6.3 Resignation Of District I Director (pg. 22)

6.4 Policy On Sponsorship Practices For EFCL For AGM (pgs. 23-27)

6.5 Tamarack Conference—ABCD—Healthy Neighbourhoods Healthy Cities Conference

Motion For Attendance (pgs. 28-29)

6.6 Electronic Motions: Motion For Board Member To Attend Park People Conference (pg. 30)

**7.0 District And Working Group Updates**

7.1 Tripartite License Agreement Working Group Terms Of Reference (pgs. 31-32)

**8.0 Exemptions (30 minutes)**

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

**9.0 Guest Presentation**

9.1 ABCD In Neighbourhoods

Cormac Russell

**10.0 Discussion Items (8:05 PM)**

10.1 WGM Survey Monkey Results—Verbal Report

10.2 Annual General Meeting—Feedback For Next General Meeting—Verbal Report

Layout

Importance Of Small-Group Discussion

Technology Improvements

Space

10.3 Board Turn Over Survey Results (pg. 33)

10.4 Membership Development - Contract Work Being Done (pg. 34)

10.5 Reaching Diverse Populations—SCIP Student (pg. 35)

10.6 Community League Visioning Tool Kit—Copy of Report Available To Review At Meeting

10.7 Cyber Insurance (pgs. 36-37)

**11.0 Reports**

- 11.1 Executive Director's Report (pgs. 38-42)  
Staff Engagement Statistics  
General Meeting Attendance By District
- 11.2 100th Anniversary Project Report (pgs. 43-44)

**12.0 Work In Progress (pgs. 45-47)**

**13.0 Next Meeting/Announcements**

- 13.1 EFCL Board of Directors' Meeting, at EFCL Office— May 09, 2019

**14.0 Adjournment (9:00 PM)**

## 4.0 Approval of Minutes

**MEETING DATE :** April 11, 2019  
**AGENDA ITEM # :** 4.1 – March 14, 2019 Draft Board Meeting Minutes  
**PREPARED BY:** Dana Mauer, Board Secretary

**Item 4.1**

### EFCL BOARD OF DIRECTORS REGULAR MEETING

### DRAFT Minutes

Thursday, March 14, 2019 @ 6:00 p.m.

EFCL Offices, 7103 - 105 Street, Edmonton

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

#### 1.0 Call to Order

EFCL President F. Porter called the meeting to order at approximately 6:00pm. A Board quorum was present.

#### 2.0 Welcome and Introductions

F. Porter congratulated the EFCL Staff, Board and the members of the EFCL's 100<sup>th</sup> Anniversary Project Committee on the award of \$1,000,000 to the EFCL from the Ministry of Culture, Province of Alberta, toward the construction of the Community League Plaza in Hawrelak Park. The official celebration will take place at the EFCL's Great Neighbour Race in Hawrelak Park on Saturday, April 27<sup>th</sup>. Board members and their families, all community leagues and community league members, are encouraged to enter, or volunteer for, this fun outdoor Family Walk/Run event. Enter online at [efcl.org](http://efcl.org) or [runningroom.com](http://runningroom.com). Those interested in volunteering can sign up at or call the EFCL office.

#### 3.0 Agenda Review

##### 3.1 Motion to Approve Agenda

**19-03-14-01 MOVED:** "That the EFCL Board approve the March 14, 2019 Board meeting agenda with the following changes:

**Add Item 8.5 - Walking Program**  
**Add Item 7.1 - 100<sup>th</sup> Anniversary Update**  
**Add Item 6.3 - Parks for People**  
**Add Item 13.2 - AGM Date**  
**Add Item 13.3 - Fall General Meeting Date**

**By: M. Gosselin / L. Rosinski**

**CARRIED**

#### **4.0 Approval of Board Meeting Minutes**

##### **4.1 January 31, 2019 Board Meeting Minutes**

**19-03-14-02 MOVED:** That the January 31, 2019 EFCL Board meeting draft minutes be approved as presented.

**By: T. Elliot / M. Narsing**

**CARRIED**

#### **5.0 News from the City of Edmonton**

##### **5.1 News from The City of Edmonton**

In addition to her detailed written report presented on pages 12 -14 of the agenda package, C. Shannon highlighted that as part of the possible unveiling of the **Smart Cities Challenge:Healthy Cities**, Neighbourhood Services will use an internationally recognized survey tool called the "Sense of Community Index". The survey is being undertaken by Bannister Research this spring, allowing the City to provide a "Sense of Community Index" for each neighbourhood in Edmonton. These can be used as a base-line indicator for the community league and neighbourhoods. This data will be available online at Open Data as well.

Updates on upcoming City Council reports were provided as follows:

- An extension was requested for the City-Wide Public Washroom Strategy report deadline.
- The City reports have been posted on edmonotn.ca for both the EFCL 100<sup>th</sup> Anniversary Project, and the EFCL Service Package which are going forward to the Council Committee on Wednesday, March 20<sup>th</sup> (hard copies were available). Individuals may register to speak to these or any of City Council meetings by contacting the Office of the City Clerk following the instructions on Edmonton.ca.
- The Community Projects Working Group is a group of City staff and community members recruited through the EFCL and NRCs, who are

reviewing recommendations to improve the process of the NPDP program for community lead construction. The next meeting is Tuesday, March 19<sup>th</sup> and a consultant has been engaged to assist with the meetings. Meetings will continue until the end of June after which a report with recommended solution will be drafted. This working group was struck as a result of both internal challenges with the process, as well as concerned citizens to both simplify and scale the process. The NPDP program was also reviewed by the City auditor.

The report on the rehabilitation of Hawrelak Park will be going before City Council soon. M. Makarechian advised that he spoke to the City and requested that the EFCL be invited to participate in this consultation.

L. Cunningham-Shpeley inquired about the process for March 20 City Council Committee meeting, about the EFCL speaking to the report. What does the Committee then do? C. Shannon advised that typically, Committee will then make a recommendation, which will likely be heard by City Council in mid-April.

**19-03-14-03 MOVED:** That the City of Edmonton verbal report be accepted as presented and discussed.

By: J. Watson / M. Narsing

CARRIED

## 6.0 Decision Items

### 6.1 Neighbourhood Revitalization Amended Proposal to City Administration

F. Porter provided an update on the EFCL's Neighborhood Revitalization Proposal to City Administration, an item that was discussed at some length at the January Board meeting. The following motion was passed at the Jan. 31, 2018 Board meeting:

**19-01-31-07 MOVED:** That the EFCL Board approve the Executive Director sending the document entitled "*EFCL and Neighbourhood Revitalization 2.0 for Jasper Place and Alberta Avenue*" to City Administration for review and consideration, in the report going to Committee on March 20th.

By: L. Kohn / T. Elliott

CARRIED

Noted: R. Barber, L. John-West, and M. Makarechian were opposed

The EFCL Executive Director and President joined in on City consultation events with the stakeholders of Revitalization in the Alberta Avenue and West Jasper Place Revitalization Zones, in order to obtain feedback on the EFCL proposal to have part of the Revitalization funding to provide direct support to Leagues in these areas. There was some resistance and concerns expressed by leagues to the proposal. In depth discussion ensued about league participation in revitalization. L. Cunningham-Shpeley advised that overall, the consensus from leagues was that they are supportive of the EFCL's proposed Community Activator roles, but not at the risk of losing their current relationships and representation to the City in the Revitalization process. Feedback was that there is an element of specific knowledge and expertise required to deal with the various City departments involved. League representatives expressed interested in the Community Activator positions as a more grassroots facilitator role, especially with regard to facilitating indigenous and other underrepresented citizens becoming more involved in community leagues.

**Action Item: F. Porter (District ) and L. John-West (District) with the support of EFCL staff, to request community league support from the West Jasper Place and Alberta Avenue leagues at the upcoming March 20th Hearing, regarding the value of securing funding for the Community Activator positions.**

**19-03-14-04 MOVED: That the EFCL Board ratify the decision to withdraw its Neighbourhood Revitalization proposal.**

**By: M. Makarechian / M. Narsing**

**CARRIED**

**6.2 100th Anniversary Sponsor Appreciation**

F. Porter summarized that the intent of the recommendation was to approve an unbudgeted dollar amount for a 100<sup>th</sup> Anniversary Sponsor Appreciation event. It was suggested that because the amount is well under the dollar amount that requires Board approval, a motion was not required. Board discussion ensued and there was no motion.

**6.3 Parks for People National Conference (agenda addition)**

A hard copy of a proposed budget for this agenda item was circulated. L. Cunningham-Shpeley advised that she was invited to present on behalf of the EFCL at the Parks for People National Conference June 12-14 in Montreal. She will speak about the funding and stakeholder engagement model of the EFCL, and about how Edmonton's community leagues help to activate public park



spaces. She suggested it would be beneficial if an EFCL Board Member was to accompany her and speak as well. Discussion followed.

**19-03-14-05 MOVED:** That the EFCL Board approve up to \$1000 for expenses for the Executive Director to present the Park for People conference in Montreal.

**By:** M. Narsing / R. Barber

**CARRIED**

**Action Item:** L. Cunningham-Shpeley to inquire if funds may be available for an additional delegate (an EFCL Board member) to accompany her at the conference. She will send an email motion recommendation to Board members in this regard as necessary.

## **7.0 District and Working Group Updates**

### **7.1 District Updates**

**District B** – L. Rosinski reported that four community leagues attended their recent District B meeting on February 22 and that it went very well. She commented it was an EFCL specific meeting, vs. an Area Council meeting with a District meeting following it. The next District meeting will be a dinner event.

**District C** – M. Narsing is in the process of contacting community leagues regarding a date and location to hold a District C meeting.

**District L** - M. Gosselin reported that several politicians from various levels of government attended their recent District meeting. They echoed how important the work of the EFCL and community leagues is. She has a meeting with the City Councillor and MLA for the District to discuss grant funding for two playgrounds in the District L. Under the rules, funding is permitted for only one \$250,000 NPDP grant for the area, which cannot be split between the two playgrounds, which is problematic.

**Action Item:** C. Shannon asked if someone from the City NPDP working group could also contact her in this regard.

**District A** – J. Watson reported that discussion around the Yellowhead continues to be the "hot topic" of community discussion in District A. Also, boundary changes for the Provincial election division are an issue.

**District K** – M. Makarechian suggested that a group discussion topic for a future General Meeting could be about “optimal community league size”, and the value and purpose of having EFCL Districts different from the Area Councils. Would it be beneficial at this time to consider changing them to match the City’s Wards? L. Rosinski suggested that casino gaming funds among Area Councils also needs to be examined.

**District H** – R. Barber reported that the redesign of Terwillegar Drive received some Provincial funding recently. Terwillegar has been approached by the affordable housing agency “Right at Home”. They would like to build affordable housing specifically for families, newcomers, seniors, on the former Anglican church land. They are doing a public consultation on April 20 and information has been distributed in the community.

**Action Item: L. Cunningham-Shpeley requested that Board members resend to their leagues the email from S. Kovach regarding the Edmonton Social Planning Council focus group, out to their District leagues.**

**District A** – L. John-West advised that about 6-7 community leagues regularly attend District A meetings. There is no Area Council for this District. She would like to do a strategic plan for the District, in order to have a Vision and some direction for their District that addresses such things as community league responses i.e. to traumatic events. They are also creating a group Facebook page to facilitate communication.

**District E** - F. Porter reported that rezoning of some parkland has been approved in North Glenora for a 4-storey mixed residential commercial project. There is a lot of concern around the LRT in the District. The Canora community is supporting the construction of an affordable housing unit in their community in the hope to bring young families back in to their community. Holding a ‘Housing Conference’ was suggested. It was suggested that the EFCL take part in the upcoming Homeward Trust housing conference. Discussion ensued about ways to engage leagues in conversation about subsidized housing.

## **8.0 Discussion Items**

### **8.1 Council Meeting March 20th and April Supplemental Budget Meetings**

C. Shannon advised that individuals must register to speak at Council meetings with the Office of the Clerk, and that groups may request it be time-specific.

F. Porter advised she would text Board members with the EFCL’s agenda item time as soon as it its confirmed. L. Cunningham-Shpeley, L. Rosinski, M. Makarechian, R. Barber, M. Gosselin, and F. Porter confirmed they should be registered to attend and speak at the meeting. It was discussed and agreed that there would be three structured speakers.

**Action Item: L. Cunningham-Shpeley will strategize to create a narrative document for the March 20<sup>th</sup> City Council Hearing regarding the supplemental budget.**

**19-03-14-06 MOVED:** That the noted EFCL Board members be registered to speak at the upcoming March 20<sup>th</sup> Council meeting.

**By: M. Narsing / M. Gosselin**

**CARRIED**

**8.2 Winter General Meeting Survey**

Board members were asked to complete the Survey Monkey link they were sent by March 31.

**Action Item: Board members to contact L. Cunningham-Shpeley directly with any specific feedback regarding the Feb. 28<sup>th</sup> Spring General Meeting. J. Watson will speak with L. Cunningham-Shpeley regarding modernizing key elements of the format and presentation of general meetings.**

**8.3 Board Team for Great Neighbour Race**

F. Porter asked all Board members to sign up for the Great Neighbour Race. She will send an invitation to join the Board Member Team.

**Action Item: L. Cunningham-Shpeley to send the electronic Race ad to Board members to share with their District leagues.**

Volunteers are required as well. Unless out of town, all Board members are asked to either register with their families to participate the event, or to volunteer at the event.

**8.4 Tripartite License Agreement Negotiations**

A Board committee was struck to work on the Tripartite License Agreement negotiation process. The core committee will be formed by EFCL Board Members J. Watson, L. Rosinski, F. Porter (ex-officio), M. Gosselin. Other Board members may choose to participate as well. A Chair is to be elected at the TPA Committee's first meeting (date TBA), and Terms of Reference for the Committee will be drafted.

**Action Item: F. Porter to draft the Terms of Reference for the EFCL Tripartite License Agreement Committee for presentation at the first committee meeting. Note: The ToR should address the participation of**

non-EFCL Board members, i.e. community league and Area Council members.

**19-03-14-07 MOVED:** That an EFCL Tripartite License Agreement Committee of Board members be formed of EFCL Board members and that a Terms of Reference be drafted.

By: M. Narsing / M. Gosselin CARRIED

That the EFCL TLA Committee create a draft Workplan addressing engagement with the Area Councils, community leagues, and other stakeholders, for the May board meeting.

By: M. Makarechian / M. Narsing CARRIED

C. Shannon advised that the current Agreement can be extended if more negotiation time is necessary. The renegotiation process for the last agreement took two years. Rob Smyth, Manager of Community and Recreation Facilities, will be sending an invitation out shortly to invite stakeholders to participate in the renegotiation process. A historical and environmental scan is being completed by the City's Integrated Strategic Development area of the Citizen's Services Dept. to provide background and context for the renegotiation process for stakeholders. The City will provide a high level workplan for the renegotiation process.

### **8.5 Walking Program**

F. Porter advised that a \$16,000 Federal grant was received specifically for a Seniors Walking Program. The grant stipulates that a person of a senior demographic should be hired for a term position leading the Seniors Walking Program. F. Porter commended the EFCL for successfully stewarding Active Recreation in Edmonton through the Community League Walking Program initiative.

### **9.0 Exemptions**

**19-03-14-08 MOVED:** That agenda Items 10.1, 10.2, 13.2, and 13.3 be exempted for discussion, and that all other agenda items between Item 9.0 and Item 13.0 be accepted for information.

By: L. Rosinski / M. Gosselin CARRIED

## 10.0 Reports

### 10.1 Executive Director's Report

L. Cunningham-Shpeley thanked the EFCL Board, especially F. Porter and M. Makarechian and all the EFCL staff for their recent support. Referring to the written report on pages 25-26 of the agenda package, she highlighted the positive momentum building from the City's Live Active Strategy. Many amateur sports organizations have been referred to the EFCL to engage with community leagues, including the Athletics Alberta's Mini Legends physical literacy school program. The hope is that community leagues can be the community-delivery partner for the program. Several other sports groups have contacted the EFCL, regarding working together as well. There were 35 community leagues interested in participating in the new YMCA Summer Camp Pilot Program, with only 8 spots available. It was noted that the meetings with City Councillors have been critical in creating effective community league pilot programs that meet a specific city-wide need.

F. Porter was very pleased to meet the new City Police Chief who is very community-oriented. They briefly discussed the role of police with Edmonton Community Leagues. There was also discussion about a successful "Community Lab" project that was undertaken in Saskatoon and could possibly be piloted in community leagues. There is interest in grassroot community policing initiatives.

F. Porter encouraged Board members to attend any community stakeholder meetings with the E.D. L. Cunningham-Shpeley asked to circulate a list of meetings that she attends.

**Action Item: There was consensus on distributing a list of monthly meetings including meetings at City Hall for Board members to attend with the E.D.**

**19-03-14-09 MOVED: That the Executive Director's report be accepted for information as presented and discussed.**

**By: Consensus**

**CARRIED**

### 10.2 100th Anniversary Project Report – Accepted for information.

**Action Item: F. Porter asked that all Board members read through Item 10.2 in the agenda package thoroughly and contact N. Begoray directly with any questions.**

**10.3 Change Management Report** – Accepted for information.

**10.4 Planning Committee Report** – Accepted for information.

**11.0 Work in Progress** - Accepted for information.

**12.0 Private Matters** - The Board went 'in camera' at to discuss Private Matters at approximately 8:30pm.

**13.0 Next Meeting/Announcements**

**13.1 EFCL Board meeting** – The next EFCL Board of Directors meeting is Thursday, April 11, 2019, at the EFCL Offices.

**13.2 The date of the Annual General Meeting will be Thursday, May 23 (decided by consensus).** There was a suggestion to re-examine the format of the meeting and having an engaging speaker.

**13.3 The date of the 2019 EFCL Fall General Meeting will be Wednesday, October 16 (decided by consensus).** It was noted that the date of the 2019 EFCL Leagues Alive event is Saturday, October 26, 2019.

**Action Item:** L. Cunningham-Shpeley to invite Edmonton's new Police Chief to speak about community safety at the EFCL's Spring AGM.

**12.0 Adjournment** - The March 14, 2019 EFCL Board meeting adjourned at approximately 9:30pm after the Board came out of camera for Private Matters.

## 5.0 NEWS FROM THE CITY OF EDMONTON

**MEETING DATE :** April 11, 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, April 11/2019



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

### **Building Community Through Recreation Spring Network Events.**

A huge thank you to the nearly 200 people representing over 75 groups who attended our Fall 2019 Recreation Network Events. Nearly 50% of the groups who attended were Community Leagues!

We are excited to announce two more events in each of the eight network areas during the Spring and Fall of 2019.

[Building Community Through Recreation](#) (BCTR) Networks encourage collaboration and sharing of resources to meet local recreation needs. Network events create a space for connections and relationships to happen. Recreation network events vary greatly across the city - some events included guest speakers and activities, while others focused on connecting people together to discuss issues related to recreation impacting their neighbourhoods and organizations.

You must RSVP to attend a network event. To RSVP, please visit: <https://www.eventbrite.ca/o/building-community-through-recreation-neighbourhood-services-city-of-edmonton-17920396782>  
[More information and Meeting Dates](#)

### **Nominate Your Traffic Safety Hero**

Nominate your traffic safety hero for a Community Traffic Safety Award. The nomination deadline is April 30, 2019. The criteria are as follows:

- Demonstrate personal commitment to traffic safety
- Support traffic safety initiatives to improve community quality of life
- Have a history of involvement and leadership in traffic safety for a minimum of three years
- Show their commitment to traffic safety in a non-paid or volunteer capacity.

Award winners will be recognized at City Hall. To find the nomination form, go to [edmonton.ca](http://edmonton.ca) and search "Community Traffic Safety Award."

## Neighbourhoods Services [Partnership Survey](#)

- The City of Edmonton values the opinions and experiences of residents, community groups, partners and individuals and would like to gather feedback from those who have engaged with our Neighbourhood Resource Coordinators (NRC) over the past year.
- We would like to hear your thoughts on the services we have provided your organization in order to assess our own performance as well as gain insight on how we might better meet your needs moving forward.

## Abundant Community Edmonton

Strategic Goals for ACE: Healthy Cities

The Abundant Community Edmonton (ACE) initiative supports Council's Strategic Goal, *Healthy Cities*, working to create a neighbourly city focused on community and personal wellness.

The City of Edmonton has partnered with the Tamarack Institute to host an asset-based community development (ABCD) conference from May 28-30, 2019. *ABCD: Healthy Neighbourhoods, Healthy Cities* will bring together seven of the world's top authors and practitioners to share their work on asset based community development and neighbourhood revitalization. For more information visit the conference website <http://events.tamarackcommunity.ca/abcd>

## ACE is offering complimentary registrations to two ACE Practitioners

As a conference partner, the City of Edmonton is pleased to support the registration fee for two participants, at no cost, to ACE Practitioners.

Selection Process:

Practitioners submit a [neighbourhood ACE story](#) with at least [one picture](#) that demonstrates one or more of the following ABCD principles:

1. The value of connecting on the block.
2. The value to the neighborhood of being a part of a local group.
3. How a Neighbourhood or Block Connector's work has generated neighbour connections.
4. How the database or Connector Card was used to create connections.

Neighbourhood Services is holding two spaces for Neighbourhood Connectors so please encourage Neighbourhood Connectors to submit their story, a picture, and list their ACE neighbourhood to [abundantcommunity@edmonton.ca](mailto:abundantcommunity@edmonton.ca) by Monday April 15 at [noon](#).

**URBAN PLACES:** *Edmonton neighbourhoods are more vibrant as density increases, where people and businesses thrive and where housing and mobility options are plentiful.*

## TLC for LRT

Starting April 6, 2019, ETS will be commencing some major maintenance projects that will help keep our LRT system running safely and smoothly moving forward.

TLC for LRT was created to help customers effectively plan their commutes this spring and summer. TLC for LRT projects include upgrades to LRT stations, infrastructure and track, as well as revitalization work on the Capital Line that will require the suspension of LRT service to NAIT Station.



We appreciate the patience and cooperation from our customers during this time. Up to date information about service impacts can be found on this page, social media and on-site notices at LRT stations.

Some of the projects include:

- Central Station Improvements
- 66 Street Tunnel Renewal/NAIT Station Closure
- Platform Warning Tile Improvements

For a [full list of projects and details click here](#)

## Sign Review

Signs play a role in supporting businesses and community organizations, and impact the look and feel of our city. The City is reviewing sign regulations to ensure these rules are clear and meet the needs of Edmontonians.

Sign rules in the Zoning Bylaw manage the type, size, location, and other features of signs for specific land use zones. Rules in the Zoning Bylaw apply to signs on private property, including City-owned property.

The City of Edmonton is committed to citizen engagement, and will provide opportunities for members of the public and stakeholders from the sign industry to provide input to Edmonton's sign policy and regulations. For more information visit the [Sign Review Project Page](#).

[Sign up for our newsletter](#) to learn about how you can be involved, or check this website for information about future engagement events and surveys.

**REGIONAL PROSPERITY:** *Edmonton grows prosperity for our Metro Region by driving innovation, competitiveness and relevance for our businesses at the local and global level.*

## City Census 2019

PIN codes are being mailed to all households starting April 1 — use your code to access the census. Only one adult (18+) per household needs to complete the census.

Census information is used to assess existing growth and service targets as well as long-term requirements for capital development and operational planning. In short, it's essential for municipal budget cycles.

The City uses census data to plan for public services and infrastructure such as schools, roads, recreational facilities, fire and police services, and libraries. Basing planning decisions on recently updated demographics results in more appropriate use of revenue and resources.

Census workers will be going door-to-door starting April 22 to collect information from households that did not complete the census online.

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

### **Let's Keep Talking Future of Waste**

The countdown is on with just over 10 days left for Edmontonians to share their thoughts on potential changes to waste services and programs! Attend one of our three remaining public [drop-in sessions](#) to share your views and shape recommendations being made to City Council. Residents can also complete the [online survey](#) until April 15.

Public engagement is all about creating opportunities for Edmontonians to contribute to decision making by City Council and Administration. Join us at one of our last sessions! [edmonton.ca/futureofwaste](http://edmonton.ca/futureofwaste)

## Upcoming Meetings, Events and Activities

April 1-22	City of Edmonton Census - <a href="#">Fill out online</a>
Various Dates - April - May	Building Community Through Recreation Networks: <a href="#">More information &amp; Meeting Dates</a> <ul style="list-style-type: none"> <li>To RSVP, please visit: <a href="https://www.eventbrite.ca/o/building-community-through-recreation-neighbourhood-services-city-of-edmonton-17920396782">https://www.eventbrite.ca/o/building-community-through-recreation-neighbourhood-services-city-of-edmonton-17920396782</a></li> </ul>
April 7 - 13	National Volunteer Week (April 7-13, 2019) with Edmonton's largest volunteer fair! This year's National Volunteer Week theme is <i>The Volunteer Factor: Lifting Communities</i> .
April 10	Community and Public Services Committee (9:30 AM River Valley Room, City Hall) Items on the Agenda : <ul style="list-style-type: none"> <li>Vehicle Noise Mitigation</li> <li>Edmonton Safe Cities</li> <li>EFCL Services Package</li> <li>EFCL 100th Anniversary Project Annual</li> <li>Annual Update on Central McDougall/Queen Mary Park Revitalization</li> <li>Edmonton Safe Cities</li> </ul>
April 13	ACE Community of Practice, 9:30 am - 12:00 pm at Commonwealth Community Recreation Centre, (11000 Stadium Road)
April 13	In celebration of National Volunteer Week, the Edmonton Chamber of Volunteer Organizations is hosting an <a href="#">Edmonton Volunteer Fair</a> - West Edmonton Mall 10 AM - 3 PM
April 23	Urban Planning Committee (9:30 AM River Valley Room, City Hall) <ul style="list-style-type: none"> <li>Cycling Facilities and Cycling Connections:109 Street</li> </ul>
April 24	Community & Public Services Committee (9:30 AM River Valley Room, City Hall) <ul style="list-style-type: none"> <li>City-Wide Public Washroom Strategy</li> <li>Draft Framework and Bylaw Amendments – Local Residential Roads Speed Limits</li> </ul>
April 24	ACE Community of Practice Wednesday, April 24, 5:00 pm at the Valley Zoo, Otter Room (13315 Buena Vista Road)
April 29	<a href="#">Grant Writing Workshop</a> at Edmonton Public Library Strathcona Branch 7:00 PM
May 3-5	<a href="#">Jane's Walk: May 3-5</a> - Jane's Walks are free, locally organized walking tours in which people explore, talk about and celebrate their neighbourhoods. To see the list of <a href="#">Jane's Walk 2019 click here</a>
May 6	Executive Committee of Council (9:30 AM River Valley Room, City Hall) <ul style="list-style-type: none"> <li>Zoning of Affordable and Supportive Housing</li> </ul>
May 28-30	Healthy Neighbourhoods, Healthy Cities - Tamarack Institute Conference Chateau Lacombe 9AM - 7 PM May 28 & 29, 9 AM - 4:30 PM May 30 <a href="#">Register Here</a>

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

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## 6.0 DECISION ITEMS

**MEETING DATE :** April 11, 2019  
**AGENDA ITEM # :** 6.1 – Audit Review And Motion To Present At AGM  
**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

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**Item 6.1**

### **Background:**

The audit was conducted on March 19<sup>th</sup> by Curtis Friesen of Metrix Group Chartered Professional Accountants.

Curtis will provide a presentation to the Board on the audit itself and the findings.

### **Recommendation:**

That the EFCL Board move to accept the audit as presented and that this audit be included in the AGM package.

**MEETING DATE :** April 11, 2019

**Item 6.2**

**AGENDA ITEM # :** 6.2 – Conflict Of Interest Best Practice

**PREPARED BY:** Colin Johnson, Governance & Programs, Senior Director

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**Background:**

On a somewhat regular basis, the EFCL staff provide advice to Community Leagues around conflict of interest. This often arises when a board member is:

1. Paid for contract work for the League, or
2. Acting as a paid employee of the League

In the situation of a contract (for project or other short-term work), the conflict can be managed by having the board member in question recuse themselves from discussions and decisions related to the contract that they have been awarded.

When the board member is a paid employee/contractor on an ongoing basis, it often becomes far more complex and difficult to manage the conflict.

**Recommendation:**

Resolved that, the EFCL take the position that the best practice is that board members not be eligible for employment and/or on-going contract work for a League where they serve as a board member.

**MEETING DATE :** April 11, 2019

**Item 6.3**

**AGENDA ITEM # :** 6.3 – Resignation Of District I Director

**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

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**Background:**

Leanne has stepped down from her role as District I Director effective April 1<sup>st</sup>. The EFCL is coordinating a District I meeting in the coming month in order that an election can be held to find a replacement for Leanne.

We thank Leanne for her work with the EFCL board.

**Recommendation:**

To accept the resignation of District I Director, Leanne Kohn effective April 1<sup>st</sup>.

**MEETING DATE :** April 11, 2019

**Item 6.4**

**AGENDA ITEM # :** 6.4 – Policy On Sponsorship Practices For EFCL For AGM

**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

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## **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 and non-profit 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**

- 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 small 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. Complete recognition levels for operational sponsors can be found in Appendix I

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 President of the EFCL, and co-signed by the sponsor's representative. For sponsorships that do not meet this threshold, the agreement will be signed by senior EFCL staff or the committee chair.

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

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

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

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

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

### **Update Process**

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

**MEETING DATE :** April 11, 2019

**Item 6.5**

**AGENDA ITEM # :** 6.5 – Tamarack Conference—ABCD—Healthy Neighbourhoods  
Healthy Cities Conference—Motion For Attendance

**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

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The Tamarack Institute will be hosting an ABCD (Asset Based Community Development) conference here in Edmonton May 28-30. Currently, there is \$2000 in the Board training budget. Last year this budget was not fully used. Staff have \$500 each for training throughout the year. Many staff have already identified their training needs. Laura will be attending this event and will be presenting on a panel with past executive director Bernice Neufeld and City of Edmonton ACE staff.

Due to the high cost of this conference and the valuable nature of the content, the EFCL has connected with Cormac Russell who identified an interest in coming early to do other workshops in Edmonton. We have joined with the Edmonton Chamber of Voluntary Organizations to coordinate an event on May 25<sup>th</sup> for small, voluntary non- profit community organizations to come together to learn from Cormac Russell.

#### Learning Agenda

We will be gathering at the Chateau Lacombe located in the heart of downtown Edmonton. Chateau Lacombe Hotel is an iconic landmark hotel offering spectacular panoramic views of the North Saskatchewan River valley and is walking distance Shaw Conference Centre, Arts District, shopping and nightlife.

Each morning we will hear from two world renowned keynote speakers and panels. These panels will dive deeper into the work that residents are doing to build community. The City of Edmonton is hosting the event and Tamarack will be the learning agenda host and will bring a deep understanding of co-generative learning to the space. This will include small and large group conversations and creative design features that include a learning wall, active twitter feeds, a neighbour market and much more.

Lunch and three breaks are included in your conference fee and there will be plenty of time for walks or just sitting in a garden during breaks.

Each afternoon after our inspiring keynotes and panels, we will break out into workshops. You will have the choice of getting onto buses for the afternoon and going on an experiential learning excursion where we will combine tours and lectures from speakers who actually do the work of ABCD daily. Or you can stay at the hotel each day and join one of our 20 workshops that will be led by Thought Leaders and your peers.

#### Masterclasses:

Participants will also have the opportunity to take part in a four part Masterclass led by faculty from around the world - each with a certificate provided by the Tamarack Institute.

#### **Masterclass – Asset-Based Community Development (ABCD)**

This four-class series will provide you first the fundamentals of ABCD to ensure your work is deeply grounded in the core principles. Next you will be able to explore key themes for the application of ABCD in your daily work and some of the techniques like asset mapping. A special feature of this masterclass will be a focus on neighbourhood building and revitalization.

## Masterclass – Neighbourhood Revitalization

This four-class series will provide you with some of the latest thinking and advanced techniques used to revitalize neighbourhoods. We will consider ways to grow social capital, revitalize economic well being, strengthening citizenship and caring. An asset approach will provide a unique lens for change-makers and you will learn some of the practical skills and techniques that will strengthen your leadership and ability to revitalize neighbourhoods.

Tamarack is holding a special rate for the EFCL to attend at the rate of \$500 per participant.

### Recommendation:

**That the EFCL Board cover the costs of up to 4 board members to attend this event and encourage any EFCL staff to attend as meets their learning goals.**

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The Eight Touchstones to ABCD work that Cormac referred to are:

- 1. Finding a community building team:** Who are the unsung heroes in the community? Who are the individuals that are good at discovering what people care about and where their assets can be used? How can this group be engaged?
- 2. Recruiting a Community Animator:** Not someone who sets the agenda but someone who helps people get organized. A champion in the community who is a natural community builder and willing to try new things.
- 3. Hosting Community Conversations:** There is a lot of value in the simplicity of a conversation. Host a series of conversations in your community and think about shifting the focus of the conversation to discoverables not deliverables. The basis of the conversations should not be about what is wrong, but about what is strong!
- 4. Engaging Community Groups and Organizations:** The great capacity building that exists in communities can often be found in local clubs, associations and informal groups. These are places where people come together and support each other.
- 5. Building Connections and Social interactions:** Connector and Animator roles should focus on creating interactions - not just planning events and hoping the community will come - but creating spaces that are welcoming and create shareable moments.
- 6. Visioning and Planning:** Once a strong connection is built with the community, it's time to look to the future and envision what it could look like in ten years. Start by asking these three questions: What can we do? What do we need outside help with? And, what do we need outside agencies to do for us?
- 7. Implementing change:** Take action and begin to do what you believe needs to happen. This allows people to reconnect and take back the function of the community.
- 8. Fostering CELEBRATION:** Throughout the process, celebrate every effort. Believe in everyone's gifts!

**MEETING DATE :** April 11, 2019

**Item 6.6**

**AGENDA ITEM # :** 6.6 – Electronic Motions: Motion For Board Member To Attend Park People Conference

**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

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March 21, 2019, Executive Director, Laura Cunningham-Shpeley, sent an email with the following motion recommendation:

“My recommendation is:

To approve unbudgeted expenses for a board member to present with the Executive Director at Park People National conference in Montreal, June 12-14<sup>th</sup> up to \$1000. This invitation to speak from the conference organizers includes a discounted registration rate of \$160.15 as well as a potential bursary of up to \$750.

I will need to have a name of a board member soon- my recommendation would be Masood to join me due to his high commitment to this organization over many years.”

Moved by Leanne Kohn, Seconded by Ryan Barber  
Voted by: Rocky, Fraser, Martin, Anita, Liz and Michelle

## 7.0 DISCUSSION ITEMS

**MEETING DATE :** April 11, 2019

**Item 7.1**

**AGENDA ITEM # :** 7.1 –Tripartite License Agreement Working Group Terms Of Reference

**PREPARED BY:** Leanne Rosinski, EFCL VP Internal/District B Director

### DRAFT

#### 1. Role

The overall role of the committee is to work on the negotiation process in advance of the current Tripartite License Agreement which expires on September 20, 2021.

#### 2. Responsibilities

Specific responsibilities of the committee include but are not limited to:

- Establishing timelines with respect to its work;
- Developing a plan to solicit feedback from stakeholders (Community Leagues, Area Councils) that will include the use of electronic surveys and round tables/meetings;
- Reviewing all feedback received with a goal to develop a mandate for negotiations subject to board approval;
- Updating Community Leagues on progress; and
- Negotiating directly with the City of Edmonton on behalf of the EFCL board.

#### 3. Membership

The committee will consist of up to 5 board members, the President (*ex officio*) and the Executive Director (*ex officio*) and 2 members-at-large who shall be from Community League boards.

All members are expected to participate in meetings and conduct the work of the committee.

A committee member who does not uphold their responsibilities or misses 3 meetings without a reasonable explanation will be asked by the chair to resign from the committee. If the member refuses to resign, a vote shall be taken on the removal of the member from the committee. The committee shall secure a replacement member as soon as possible.

#### 4. Meetings

The committee will meet once monthly in-person or as required.

#### 5. Term

April 1, 2019 until the provision of the final license agreement for signature.

#### 6. Chair

The chair will be a board member determined by the committee.

The chair shall:

- Call meetings of the committee.
- Chair meetings of the committee.
- Designate another board member who is a committee member to chair the committee in the chair's absence.
- Report to the board on the work of the committee.
- Is the lead negotiator and committee spokesperson at meetings with the City of Edmonton.

7. Quorum

Quorum shall be simple majority of the voting committee members present at a meeting which shall include the Chair.

8. Decision Making

The committee shall strive for consensus when making decisions. If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion, table the issue to another meeting or take the issue to the board.

When voting, majority rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

The committee cannot commit the use of EFCL's financial and staff resources without prior approval from the Executive Director. In the absence of the Executive Director, approval may be sought from the President.

9. Minutes

The staff supporting the committee shall take minutes at the committee meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with EFCL's policies and procedures.

10. Guests

The chair may invite guests to attend meetings as a resource as required.

11. Accountability

The committee is accountable to the board through the chair of the committee.

12. Amendments to Terms of Reference

The terms of reference may be revised by the committee and are subject to the approval of the board.

13. Reference

Robert's Rules of Order.

Approved by the EFCL Board: DATE



## 10.0 DISCUSSION ITEMS

**MEETING DATE :** April 11, 2019

**Item 10.3**

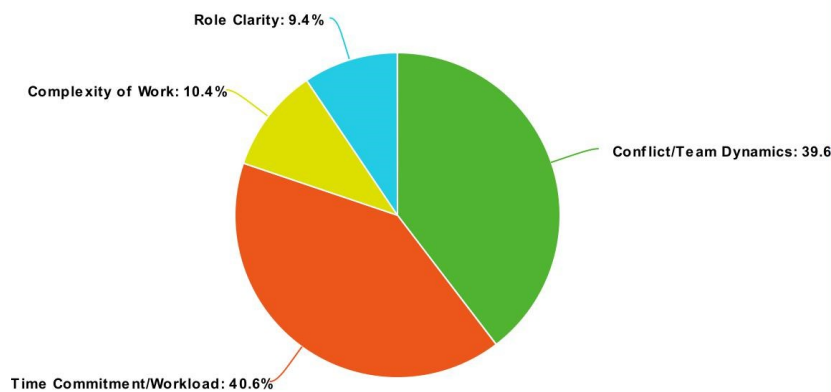
**AGENDA ITEM # :** 10.3 –Board Turn Over Survey Results

**PREPARED BY:** Colin Johnson, Governance & Programs, Senior Director

Through the month of March, we surveyed people who have been involved with their Community League to better understand the barriers to participation in Community Leagues. In the survey we asked that members identify if they were still involved with their League, how they were involved with their League, and what they found challenging. We received 350 responses, with two-thirds of those from people who are no longer involved with the League.

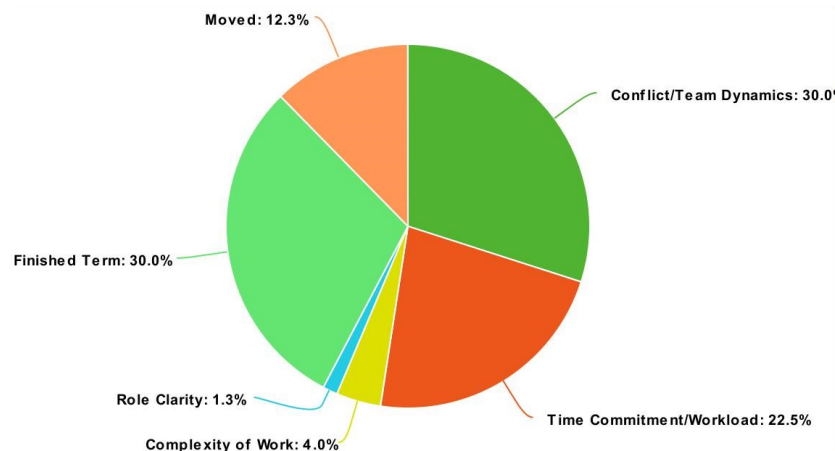
### Currently Involved

When we looked at those who are currently involved with the League, most respondents (65%) are currently members of the Board. Generally, the work is clear and not overly complex. Respondents' key challenges are around time commitment/workload followed by conflict/team dynamics.



### Formerly Involved

Similarly to those currently involved, most respondents (63%) had been board members. As we would hope, finishing the maximum amount of terms or moving away from the community accounted for nearly half of the responses collected. The remainder of the responses indicated that conflict/team dynamics is the leading reason for people leaving, closely followed by time commitment/workload.



**MEETING DATE :** April 11, 2019

**Item 10.4**

**AGENDA ITEM # :** 10.4 – Membership Development—Contract Work Being Done

**PREPARED BY:** Colin Johnson, Governance & Programs, Senior Director

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**Background:**

In September of last year, the EFCL was asked to attend a meeting with Central McDougall Community League, REACH Edmonton, the Edmonton Police and Councillor McKeen’s office. The meeting was about challenges in the Central McDougall neighbourhood. One area that Central McDougall requested help with was membership development in their League.

To help them identify ways to work to build engagement and membership in the neighbourhood, we contracted All-In Changemaker Consulting (a consulting group that is tailoring their work to help Community Leagues) to help determine some next steps for the League.

All-In worked with a group of board members, League members, and area residents to recommend actions that the Community League could take to encourage stronger engagement and membership. The report to their board is attached.

**MEETING DATE :** April 11, 2019

**Item 10.5**

**AGENDA ITEM # :** 10.5 – Reaching Diverse Populations—SCiP Student

**PREPARED BY:** Colin Johnson, Governance & Programs, Senior Director

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### **Background**

During our work with Central McDougall Community League, All-In Changemaker Consulting met with people from diverse cultural backgrounds, including a social work student. Part of their feedback to us was that there would be a benefit in having a resource for Community Leagues to make the League and League spaces more welcoming to people from diverse cultural backgrounds. A few years ago, the EFCL had a Community Development Officer (Shahriyar Khan) who wrote a report called “Cultural Outreach Report” for the EFCL. This report will help to inform new potential work in this area.

We have successfully applied for a SCiP internship to have a student create a resource for Community Leagues. Specifically, the deliverables of the project are:

1. To meet with Community Leagues to understand how they connect with their neighbours.
2. Identify what barriers exist to participation in the League by newcomers and multicultural groups
3. Create a resource of easily adopted processes (or tips) that the Community Leagues could use to make their League more welcoming to people from diverse cultural backgrounds

An honorarium is paid to the student from Volunteer Alberta on completion of the project and the project work is supervised by the EFCL.

**MEETING DATE :** April 11, 2019

**Item 10.7**

**AGENDA ITEM # :** 10.7 – Cyber Insurance

**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

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**Background:**

There have been concerns raised in one district about the significant increase in costs to their insurance through Foster Park since the addition of the Cyber insurance.

Here is a short history of what was presented at the Fall General Meeting in 2017 and following at the February 2018 board meeting.

At the October 2017 RGM, the following is in the minutes.

**4.2 Cyber Insurance -Foster Park Brokers - verbal report**

Wanita Quaia, the EFCL's liaison from Foster Park Broker Insurance, gave a detailed power point presentation about the growing importance for all types of organizations to consider having cyber insurance coverage. Financial losses, and loss of access to your organizations confidential data, due to various forms of 'cyber-crime' being perpetrated are a very real threat and affecting businesses and individuals on a daily basis.

She advised that she was in the process of negotiating coverage for leagues through the community league insurance program for approximately \$50-\$100 annually for extensive coverage. She added that would also be incorporating risk management information and discussion in her talk at the upcoming Leagues Alive Conference session.

D. Jakubec advised that there was a Notice of Motion regard Cyber Insurance in Item 9.1 later on the agenda.

**9.1 Cyber Insurance**

D. Jakubec referred to A. Quaia's earlier presentation on cyber security insurance, and requested that community league boards put this item on an upcoming board meeting agenda for discussion. She advised that additional information would be sent out to leagues as soon as possible.

**Q:** Will the additional information include the cost, risks, and what the coverage will specifically include, and when will it be available?

**A:** A. Quaia mentioned that the cost of cyber insurance coverage was likely to be an additional \$50-\$100 per year for leagues. D. Jakubec suggested that community league boards have a "risk" conversation even before the cost is available. She will forward all of the specifics from Foster Park Basket Insurance as she receives them.

**Action Item:** There was a comment/request from the floor that the EFCL seek out an independent IT professional's perspective on the importance of cyber security insurance to provide to community leagues for a balanced perspective.

**NOTICE OF MOTION: It was requested that community league boards discuss the addition of cyber insurance to their community league insurance policy, in preparation for a Membership vote on this at the Winter General Meeting in February of 2018.**

The item was not put to the membership at the 2018 WGM, so it was never approved.

At the February 2018 Board meeting, Wanita presented to the board, the minutes of this discussion are below.

#### **4.1 Foster Park Brokers**

G. Martinson introduced Anita Quaia from Foster Park Brokers Insurance and quick round table introductions followed. She distributed to Board Members copies of the two separate EFCL insurance policies, the Commercial Package insurance Policy, and the Directors and Officers Liability Insurance Policy. She reviewed the primary differences and parameters of the two separate insurance policies. She clarified that each league as well as the Federation, has its own customized private and confidential policy, but that the policies follow the same basic template. She went on to review the specifics of the Federation's two policies, comprised of the two documents she distributed, the Commercial package covering the Federation itself, and the other covering its Directors and Officers. She advised it is important to know that the general liability has a clause that insurances all Federation Board members, volunteers, staff, etc. to protect against third party claims. Accident insurance is coverage for Board members, staff, community league members, volunteers, etc. in the event someone gets hurt ("third payer coverage" or good faith policy). Copies of insurance certificates are available upon request if required at events held on City property etc. She gave some specific examples illustrating why it is very important for community halls to insist upon proof of renter's insurance for events. She advised the bulk of community league claims are for theft vandalism. She then reviewed the specific coverages and exposures under the Directors and Officers policy. There is not a 'retroactive date' on this policy therefore there is continuous coverage including in to the past, up to the per occurrence amt. She strongly advised anyone sitting on any Board of Directors to ensure they are covered by Directors and Officers insurance. She advised they periodically take the policy "to market" to ensure coverage and rates remain competitive. That process is underway so they can bring updates or present any changes as necessary to the Federation and leagues before the October renewal date. A modest increase to property coverage rates is to be expected based on market trends. All leagues have both the Directors and Officers and EFCL Commercial Package with limits etc. customized for the needs of each leagues. She invited any calls with further questions anytime and provided her business cards.

## 11.0 REPORTS

**MEETING DATE :** April 11, 2019  
**AGENDA ITEM # :** 11.1 – Executive Director’s Report  
**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

**Item 11.1**

Following the last board meeting, a significant amount of time was spent preparing for the 100th Anniversary presentation to Community and Public Services Committee. There was good representation from the committee and the Capital Campaign committee and they did an excellent job at articulating the intent and the work that had been done so far. Please see the 100th Anniversary Report for further details.

After meeting with our Project Manager, Josh St.Cyr, we agreed to re-engage with Urban Systems to provide guidance in understanding the options we had for the concerns being raised by festival and events groups.

With the spring weather, there has continued to be great interest in recreation! Our meeting with Alberta Basketball brought to light the potential collaboration that could exist considering the number of basketball courts that Leagues have built in their community. Our conversations with them will continue.

Ronak and I have been actively involved in planning the Winter Walkways Symposium that will be taking place on Saturday, April 13th from 9-1:30pm at Queen Alexandra Hall. Due to the weather conditions this past winter, that at times caused significant icy sidewalks across the city, a lot of discussion occurred about who should be responsible for this. The intent of the Symposium is to bring together speakers of various backgrounds and professions to discuss options and ideas to consider for next winter.

The Planning and Development Committee is facing the City-wide bylaw zoning changes. This will be a huge undertaking for the City of Edmonton and will likely take close to 4 years. The PDC is concerned about the level of engagement by Community Leagues and are strategizing ways to make this information accessible to all Leagues who may not be aware of the implication of the changes. Stephanie will begin by creating easy to read handouts. She will be setting up a booth at EFCL events to discuss with Leagues. Ann Parker resigned from her position as Chair last week. The Committee will be looking for a new Chair.

United Sport and Cycle (new name) has been a long-time supporter of the EFCL and Community Leagues. They have experienced a couple of difficult years and we have not done anything together in a while. They have a new approach, a new business model, and have opened a new store on the west end that they are calling a community store. They will be a part of our Community League Day media launch.

Community League Day theme is “Get to know your Neighbours”. Plans are in the works to do a large media launch here at the EFCL office and park. The initial thought is a large neighbourhood block party of sorts, including all the high school students, the rink, the businesses and the Community Leagues in the area. These are our neighbours, and we are excited to host an event where we can get to know them better.

Cormac Russel, Managing Director of Nurture Development, Director of ABCD Europe and faculty member of the ABCD Institute of Northwestern University of Chicago has agreed to be the first speaker in our Showcase Speaker Series this year. He will speak on May 25th at Londonderry Hall. This is targeted to Community Leagues and we are partnering with ECVO who will invite small, voluntary non-profit groups only. Information about the presentation will be going out shortly.

## Meetings

March 18th- Phone call with Councillor McKeen and Fraser  
March 18th- Meeting with ESPC and COE to discuss Affordable Housing White Paper  
March 19th- Phone call with Councillor Knack  
March 21st- CITYzen Connect meeting with REACH, Crys Vanier and Carolyn Patton- working together to plan REACH Lunch and Learn with City Councillors May 14th- topic is CITYzen Connect  
March 21st-Live Active meeting with Alberta Basketball- discussed how to include basketball in Green Shack programs, and will meet with Alberta Basketball to discuss potential collaboration  
March 25th- Phone call with Rhonda Norman- Civic Events Office to coordinate facilitation  
March 26th- Meeting with Josh St.Cyr-PM and Allan Bolstad  
March 27th- Laura and Sandra Ngo (ESPC) present to Shovel Ready Affordable Housing Working Group  
March 27th- Met with MacEwan students to hear their Project Presentations for EFCL growth  
March 27th- Planning and Development Committee Meeting  
April 1st- U of A Engagement mtg- will be hosting 2 sessions in May or June  
April 1st- Meeting with Jaime Calayo- REACH- to discuss coordinating support and resources for League  
April 1st- Meeting with Urban Systems- to discuss options for changes to accommodate Festival groups concerns with access through Plaza  
April 1st- Meeting with Ian Howatt and Karey Steil- Internal Mgmt Consultants for Neighbourhood Services for 100th Anniversary Project  
April 2nd- Met with Sanjay Shahani ED for Edmonton Arts Council-next mtg early May  
April 3rd- Met with Gary St.Amand- ED Bissell Centre  
April 3rd- Was interviewed by Councillor Nickel's Podcast to discuss EFCL and the 100th Anniversary Project  
April 4th- Mtg with Russ Dahms- ED Edmonton Chamber of Voluntary Organizations (ECVO)  
April 4th- mtg with Debra Jakubec and Bernice to discuss Tamarack Conference Panel discussion  
April 4th- mtg with Dr. Karen Lee regarding Housing for Health Federal grant  
April 5th- mtg with Kelly Hodgson and Zach from United Sport and Cycle-Erin to take Lead  
April 6th- Attended Board Leadership Conference at MacEwan  
April 8th- Conversations on Collective Action Gathering- Multicultural Relations/CoE  
April 9th-mtg with Chantile Shannon  
April 9th- mtg with Eoghan Curran and Gary Shelton for Live Active Strategy update  
April 10th- Presentation to Community and Public Services Committee regarding Growth Strategy

## Staff Engagement Statistics

The Edmonton Federation of Community Leagues has been tracking staff/league engagement for two months now: February and March.

	February	March
Sustainability	14	11
Civics & Planning	55	63
Governance	21	22
Active Recreation	12	41
Communications	5	7
Membership	342	175
Finance	3	2
Events	4	2
Facility Operations	4	22
Staffing	0	1
Building & Funding Pro- jects	0	1
Operations (other)	28	39
<b>Total Interactions</b>	<b>488</b>	<b>386</b>







**MEETING DATE :** April 11, 2019

**Item 11.2**

**AGENDA ITEM # :** 11.2 – 100th Anniversary Project Report

**PREPARED BY:** Allan Bolstad, Steering Committee Chair

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The steering committee is pleased to report that the \$1 million grant from the Province of Alberta has been received and is in the bank.

This is a very significant milestone for the project, as it puts us over the funding threshold required to build the Community League Plaza. In fact, it would be our recommendation to do just that if we were unsuccessful in raising any other funds for this project.

Our next step is to determine whether or not the City of Edmonton is willing to contribute additional dollars to this project, over and above the \$600,000 they committed a number of years ago. Board members may recall that an EFCL delegation asked city council at last fall's budget hearing to provide an additional \$750,000, which would cover the cost of redesigning and rehabilitating the stream next to plaza, which is our second priority.

We hoped to receive a favorable response to this request when we appeared before council's community services committee on March 20. However, we unfortunately ran into some headwinds when representatives of four festival groups appeared at this meeting and raised some concerns about our project.

Their concerns were twofold. First of all, they were concerned about conflicts arising between events in our plaza and the performances they were holding in the nearby Heritage Amphitheatre. They didn't want the sound of a portable stereo or guitar in our plaza affecting their production in the amphitheatre and also noted that they sometimes use the spot where our plaza would sit for backstage promotions with sponsors and partner groups.

The second issue, which was raised by the Heritage Festival Association, had to do with the ability of pedestrians and staff on golf carts to move through our plaza to go from one portion of the park to another during their three-day event.

After hearing the presentations, council's community services committee asked the city administration to host some facilitated meetings with all of us, in order to seek some solutions.

Given that these discussions could result in some design changes to our project, we decided to re-engage our design team at Urban Systems. We did so at the recommendation of our project manager, who noted that the Urban Systems staff were most familiar with the project details and would be the logical group to talk to.

It should be noted that we are being very careful on this front, as we do not have any more money in our budget for additional design work. Any funds spent on this exercise will simply mean that we have less to work with when it comes to constructing the facility.

On April 1, EFCL executive director Laura Cunningham-Shpeley and I met with Urban Systems staff and determined that we could widen the walkway through the western portion of the plaza so that it could accommodate golf carts and address the access issue. It would mean reducing or possibly eliminating some landscaping that was planned for this space, as well as repositioning or trimming the size of the entrance signs on either side of the plaza. Our consultants felt these changes could be made quite easily, so we asked them to prepare a cost estimate.

After some discussion about the issue of conflicting performances, it was felt that this could best be handled by coming up with an understanding of how our facility would be used. We suggested that the festival groups might want to book our facility, on occasion, so that they could simply make it part of their event. We also suggested that a site management committee be struck so EFCL representatives could help prepare guidelines that would govern the use of our facility and meet the needs of all users.

We were also informed that the festival groups sometimes fence off the entire area where our plaza would sit, so that it is unavailable to other park users during their performances in the amphitheatre. We think this could still occur once our plaza is built, although we would not like to see this done very often as we want our facility, along with the entire park, to be available to the public.

Later that same day (April 1), Laura and I met with the city's facilitation team and communicated these points to them. We were told they would pass this information along to all of the groups using Hawrelak Park – not just the four that raised concerns – and report back to us with their findings in mid-April. It is their intention to hold a joint meeting between ourselves and the other users on April 29 or 30, so they can provide their recommendations in a report to city council by May 4.

It is our understanding that city council, or a committee of council, will revisit the issue, including our funding request, in mid-May.

In the meantime, we will pursue other fundraising opportunities, to help cover the cost of the bridges and information nodes on the pathway designed to crisscross the stream. This includes a crowd funding initiative, which we would like to launch this spring or summer, as well as another appeal to the federal government for assistance. We were told by Minister Amarjeet Sohi that there might be additional funds available when we were awarded a grant of \$215,000 a couple of years ago. We believe this would be a good time to pursue that opportunity with a fall election approaching.

Furthermore, we look forward to meeting with all of the area councils, once the EFCL is able to reschedule a meeting with council representatives. Area One Council has told us that they are willing to make a donation to help cover the cost of a display that would focus on the contributions of the city's area councils, so long as they could help design the display. It would be located on the pathway connecting our project to the stream and nearby amphitheatre. We would like to put together a committee of area council representatives who could oversee the design of this facility and determine how it could best be funded.

We also look forward to helping with this year's Great Neighbour Race, which is shaping up to be the most successful yet. Proceeds from this event will also be going toward the project.

The next meeting of our steering committee is set for 2:00 p.m., Monday, April 15 at the EFCL office. Board members are always welcome to attend.

## 12.0 WORK IN PROGRESS

**MEETING DATE :** April 11, 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><b>Sub-dividing Community Leagues</b> 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><b>Finance Committee Draft Terms of Reference</b> 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><b>District Updates/Feedback</b> 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><b>Londonderry Community League Receivable</b> 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><b>EFCL Office Space</b> 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><b>News From the City of Edmonton</b> 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><b>CLIP Program Update</b> C. Shannon advised she would follow-up with James to obtain more specifics on the statistics columns in the Stantec document.</p>	In Process

<b>MEETING DATE</b>	<b>REF.</b>	<b>ITEM</b>	<b>STATUS</b>
2018/07/05	7.0	<p><b>News From the City of Edmonton</b> 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><b>Communications Committee Terms of Reference</b> 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><b>Financial Update</b> 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><b>District Updates/Feedback, District K</b> M. Makarechian to forward the forthcoming report about outdoor rinks to L. Cunningham-Shpeley.</p>	
2018/09/13	6.0	<p><b>District Updates/Feedback, District E</b> District E meeting to be scheduled in the next 30 days.</p>	
2018/09/13	7.2	<p><b>EFCL Business Directory</b> 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><b>EFCL Business Directory</b> That the EFCL Board approve moving forward with the recommended Basic option as presented.</p>	
2018/09/13	7.3	<p><b>Risk Management Advisory Committee</b> C. Shannon will look into a City contact or resource for Laura to refer league inquiries to.</p>	
2018/10/11	10.1	<p><b>Website Survey</b> Forward examples and suggestions regarding website functionality to Laura.</p>	In Process

<b>MEETING DATE</b>	<b>REF.</b>	<b>ITEM</b>	<b>STATUS</b>
2018/10/11	11.6	<b>124 Street Market</b> F. Porter to forward the letter to Board members for information.	In Process
2018/12/13	6.1	<b>HR Committee Tasks/Terms of Reference</b> 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"	
2019/01/31	5.2	<b>On-Line Donations Process</b> S. Svendsen to forward the document outlining the new deposit procedures to L. Cunningham-Shpeley to forward to leagues.	
2019/01/31	6.5	<b>Letter to The Mayor and City Council Requesting Appointment of a Councillor to The EFCL Board of Directors in an Advisory Capacity</b> That L. Cunningham-Shpeley bring a revised Council outreach proposal forward at the March Board meeting.	In Progress
2019/01/31	6.6	<b>Bookkeeping Pilot Project</b> That the 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.	In Progress
2019/03/14	7.1	<b>District Updates—District L— Funding For two playgrounds in District L</b> C. Shannon asked if someone from the City NPDP working group could also contact her in this regard.	
2019/03/14	7.1	<b>District Updates—District H</b> L. Cunningham-Shpeley requested that Board members resend to their leagues the email from S. Kovach regarding the Edmonton Social Planning Council focus group, out to their District leagues.	In Progress
2019/03/14	8.4	<b>Tripartite License Agreement Negotiations</b> That an EFCL Tripartite License Agreement Committee of Board members be formed of EFCL Board members and that a Terms of Reference be drafted. And That the EFCL TLA Committee create a draft Workplan addressing engagement with the Area Councils, community leagues, and other stakeholders, for the May board meeting.	In Progress
2019/03/14	10.1	<b>Executive Director's Report</b> There was consensus on distributing a list of monthly meetings including meetings at City Hall for Board members to attend with the E.D.	In Progress