



**EDMONTON FEDERATION OF COMMUNITY LEAGUES**

**BOARD OF DIRECTORS**

**REGULAR MEETING PACKAGE**

**DATE: Thursday, May 09, 2019**

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

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

# **EFCL Board Planning Calendar May, June, July, 2019**

## **May**

**2019**

- 09 EFCL Board Meeting
- 11 Introduction To Community Walking
- 15 Hall Safety/Crime Prevention Week Event
- 23 EFCL Annual General Meeting—Leefield Community League
- 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

## **July**

**2019**

- 11 EFCL Board Meeting
- 14 Let's Talk About Governance Workshop
- 31 EFCL Planning & Development Committee Meeting

**Edmonton Federation of Community Leagues**

**Board of Directors Regular Meeting**

**EFCL Office: 7103—105 Street**

**Thursday, May 09, 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 (pg. 3) (10 minutes)**

3.1 Motion To Approve Agenda

**4.0 Approval of April 11, 2019 Board Meeting Minutes (pgs. 4-14) (3 minutes)**

**5.0 News From The City Of Edmonton**

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

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

6.1 Conflict Of Interest Best Practice Document (pgs. 18-19)

6.2 January to March—First Quarter Financials (pgs. 20-23)

6.3 HR Policy Committee To Reconvene (pg. 24)

6.4 Diversity And Inclusion Board Representative Required (pgs. 25-27)

6.5 EFCL Growth Strategy Update And Next Steps (pg. 28)

**7.0 District And Working Group Updates**

7.1 Tripartite License Agreement Working Group Terms Of Reference (pgs. 29-30)

7.2 Diversity And Inclusion Terms Of Reference (pgs. 31-33)

**8.0 District Updates**

**9.0 Exemptions (30 minutes)**

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

**10.0 Video Guest Presentation**

Cormac Russell About ABCD In Neighbourhoods

<https://www.youtube.com/watch?v=y6EkaMpAgdE&feature=share>

**11.0 Discussion Items**

11.1 Website Needs Of The Board (pg. 34)

11.2 Update From Meeting With Area Councils, Including Minutes (pgs. 35-39)

11.3 Annual General Meeting Agenda Review & Identify Roles/Opportunities (pg. 40)

**12.0 Reports**

12.1 Executive Director's Report, Including Winter Walkways Agenda (pgs. 41-43)

12.2 Planning Committee Report (pg. 44-47)

12.3 100th Anniversary Project Report—Handout At Meeting

**13.0 Work In Progress (pgs. 48-50)**

**14.0 Next Meeting/Announcements**

14.1 EFCL Board of Directors' Meeting, at EFCL Office— June 13, 2019

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

## 4.0 Approval of Minutes

**MEETING DATE :** May 09, 2019  
**AGENDA ITEM # :** 4.1 – April 11, 2019 Draft Board Meeting Minutes  
**PREPARED BY:** Dana Mauer, Board Secretary

**Item 4.1**

### EFCL BOARD OF DIRECTORS REGULAR MEETING

#### **DRAFT Minutes**

**Thursday, April 11, 2019 @ 6:00 p.m.**  
**EFCL Offices, 7103 - 105 Street, Edmonton**

**Attendance:**

Masood Makarechian, Dist. K	Jesse Watson, Dist. A	Michelle Gosselin, Dist. L
Liz John-West, Dist. G	Anita Lunden, Dist. J	Ryan Barber, Dist. H
Rocky Feroe, Dist. F	Leanne Rosinski, Dist. B	

**Regrets:**

Fraser Porter, Dist. E	Martin Narsing, Dist. C	Trevor Elliott, Dist. D
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**EFCL Staff:**

L. Cunningham-Shpeley

**Guests:**

Curtis Friesen, Metrix Group	Chantile Shannon, CoE	Dallas Bartel, Ritchie League
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**Minutes:**

Dana Mauer

**1.0 Call to Order**

EFCL VP Internal L. Rosinski called the April EFCL Board meeting to order at approximately 6:01pm. Board President F. Porter was unable to attend the meeting. A Board quorum was present.

**2.0 Welcome and Introductions**

**3.0 Agenda Review**

**3.1 Motion to Approve Agenda**

**19-04-11-01 MOVED:** "That the EFCL Board approve the April 11, 2019 Board meeting agenda with the following changes:

**Add Item 7.2 - Private Matter discussion**

**By: R. Barber / J. Watson**

**CARRIED**

#### 4.0 Approval of Board Meeting Minutes

##### 4.1 March 14, 2019 Board Meeting Minutes

**19-04-11-02 MOVED:** That the March 14, 2019 EFCL Board meeting draft minutes be approved noting the following changes:

- L. Rosinski was in attendance (name missing from attendance list)
- L. John-West corrected to Dist. G (not A) in Item 7.0 District Updates
- R. Barber clarified regarding the District H update, that information regarding the proposed affordable housing project was not distributed, only shared verbally.

By: L. John-West / M. Gosselin

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 15 -19 of the agenda packages, C. Shannon verbally reported on these additional items:

- She distributed a brochure about the Men's Shed program (not a City of Edmonton program). M. Makarechian asked if a list of community leagues participating in (and other/similar) programs was available, as league statistics are beneficial/useful for the EFCL.
- C. Shannon advised that for City programs/events that occur on a regular cyclical basis (i.e. City Operating grants, CLIP grants, community league lead construction projects), the City is working on improving their ability to provide that kind of community league statistical information quarterly. She provided a handout with several links from the CoE website to a list of existing construction projects, as well as to a list of City Project Plans.
- **Update on the status of Community Lead Construction Projects Improvement Initiative:** The City was hearing from citizens who felt that the community-lead construction projects process was onerous and cumbersome for volunteers. It was the same amount of work no matter the budget or size of the project. The City's Integrated Infrastructure Services Dept. initiated a Process Improvements Project, and the City Auditor released a report validating citizen complaints. IIS paused their project and did an RFP to hire an external consultant for the Improvement Project. They didn't receive any bids, so the project was reduced in scope. The project has now been assigned to Neighborhood Services, with 2 temporary FTEs budgeted

for the Project. Meetings are under way with leagues and other stakeholders who had challenging experiences to identify specifically what is needed to streamline the process. The Working Group is currently in the 'solution phase' and will be bringing a report with recommendations back to the City Auditor before year end. C. Shannon commented that the process seems to have been productive and gone well. Discussion ensued about when the new process will start. Board members with specific concerns should speak with C. Shannon.

- L. Rosinski inquired about the email circulated by an NRC regarding turf damage to rinks caused by the plastic placed on rinks.

**Action Item: L. Rosinski to forward to L. Cunningham-Shpeley to send to the Board the email about avoiding turf damage on rinks.**

**Action Item: C. Shannon to request if the EFCL Board can be c.c.'d on all general NRC's emails to leagues.**

**19-04-11-03 MOVED:** That C. Shannon's verbal report be accepted for information.

**By: M. Makarechian / J. Watson**

**CARRIED**

## **6.0 Decision Items**

### **6.1 Draft 2018 EFCL Audit Review and Motion to Present at AGM**

Curtis Friesen from Metrix Group Accountants reviewed highlights of the EFCL's 2018 Revenues and Expenses in detail. The overall financial health of the organization was good with total receivables down. He also reviewed highlights of the Assets and Liabilities, as well as the 100 Anniversary Project financials. He responded to Board member questions.

M. Makarechian inquired about the \$47K from the EFCL's 2018 Unrestricted surplus funds that the EFCL Membership approved for use toward the 100<sup>th</sup> Anniversary Project budget. C. Friesen advised that this could be noted and requested that the Motion including the exact amount in question be forwarded to him, along with the GL account. The necessary adjustments will be made to the two categories on page 1 of the statements, but Total Net Assets will remain the same.

**Action Item: L. Cunningham-Shpeley/J. Allen to provide C. Friesen with the information needed to make the amendments.**

L. Rosinski inquired about the \$7,834 receivable amount from Londonderry Community League that is still owing.

**Action Item: L. Cunningham-Shpeley to discuss the Londonderry receivable amount with L. Rosinski / J. Allen.**

**Action Item: L. Cunningham-Shpeley, C. Shannon, and the EFCL Finance Committee to have a conversation regarding the unused \$72,673 of City funds that is still on the EFCL books which was designated for community league Rink Roof pilot project.**

In closing, C. Friesen advised that the Draft letter to the Board confirms the all was in good order for the 2018 EFCL audit, with good records being well-supported.

**Action Item: L. Cunningham-Shpeley to speak with the J. Allen / EFCL Finance Committee regarding a clear date/initial approval process for emailed invoices.**

**19-04-11-04 MOVED:** That the EFCL Board accept the Metrix Group's 2018 Draft Audit as presented and discussed, and that the updated audit document be included in the May AGM package.

**By: M. Makarechian / M. Gosselin**

**CARRIED**

## **6.2 Conflict of Interest Best Practice**

L. Cunningham-Shpeley reviewed the recommendation put forward by C. Johnson regarding league boards managing conflict of interest when Board members are also being paid by the league for work performed i.e. rink or hall management etc. It is important for leagues to be transparent and manage any perception that Board members may be being paid inappropriately.

She reviewed the wording of the recommendation. Detailed discussion ensued, especially around rink maintenance and hall management roles, and how conflict of interest can be managed by community league boards (i.e. league Board Members should recuse themselves from Board discussions about payment). Discussion ensued about a general EFCL Conflict of Interest Policy, and around the scope of EFCL Best Practice recommendations to community leagues.



There was discussion around the wording "take the position that". The EFCL can only make recommendations, not mandate that leagues have or follow a certain conflict of interest policy.

C. Shannon read the City's draft guidance recommendations regarding conflict of interest for community-based groups, which suggest that "...if it's a Parkland project, that they follow the prescribed Parkland change process, and ensure that the process is transparent,... put a documented formal tendering procedure in place, where an invitation is open to multiple providers, and responses are considered equally against clear documented evaluation criteria. Best practice is to have three bidders or more. It is especially important that any individuals with an identified conflict of interest recuse themselves from the decision to award the project. If through a fair and open tendering process, a vendor with an identified conflict of interest is awarded the contract, then the person should recuse themselves from all decision and discussions related to the project, all discussions where the project committee or subcommittee reports back to the league, or any league evaluation of the process..."

**Action Item: C. Johnson to develop and a draft a one-page guidance/best practice document outlining best practices that can be posted on the EFCL website, to be presented to the Board for review in the May agenda package. A. Lunden and C. Shannon to email to C. Johnson related draft policy text.**

### **6.3 Resignation of District I Director**

**19-04-11-05 MOVED:** That the EFCL Board acknowledge the resignation of District I Director, Leanne Kohn effective April 1st.

**By: M. Gosselin / M. Makarechian CARRIED**

The suggestion was made to create a best practice policy regarding Board resignation and/or a form letter to facilitate a smooth transition for representation for the District and the organization of District meetings. There was discussion but no motion/action.

### **6.4 Policy on Sponsorship Practices for EFCL for AGM**

L. Cunningham-Shpeley advised that this version of the policy replaces the first draft and attempts to address the feedback/concerns discussed by the Membership at a previous general meeting. She asked that all Board members read the draft policy in detail to send her their feedback, especially regarding the



sponsorship decision process. Regarding the scope of the Policy, it was clarified that this is strictly an internal policy for the EFCL, and discussion ensued.

**Action Item: L. Cunningham-Shpeley requested that all Board members review the draft policy in detail and send her any feed back by end of April. A meeting may be called for further discussion at the E.D.'s discretion.**

**19-04-11-06 MOVED:** That the EFCL Board accept the draft Policy on Sponsorship Practices for presentation to the EFCL Membership at the May Annual General Meeting for information.

**By: R. Barber / L. John-West**

**CARRIED**

#### **6.5 Tamarack Conference**

L. Cunningham-Shpeley reviewed that there is a \$2000 annual budget for Board Member training and that it would be beneficial for a Board member(s) to attend the upcoming Tamarack Conference. Discussion ensued. It was agreed that as the annual Board training budget is \$2000 (less \$750 for M. Makarechian approved attendance at the Park People conference), that approval for up to 2 Board Members would be appropriate. M. Gosselin expressed interest in attending. The Board member(s) that attend are to submit a brief written report for inclusion in the Board meeting package. It was suggested that Board members also put forward suggestions for Board members training opportunities that bring value to the EFCL on an ongoing basis.

**19-04-11-07 MOVED:** That the EFCL Board cover the costs of up to 2 EFCL Board members to attend the Tamarack Conference and encourage any EFCL staff to attend as meets their learning goals.

**By: R. Feroe / J. Watson**

**CARRIED**

**Action Item: L. Cunningham-Shpeley to check with all Board members for interest in the Tamarack Conference.**

#### **6.6 Electronic Motions: Motion for Board Member to Attend Park People**

**19-04-11-08 MOVED:** That the following electronic motion passed by the Board on March 21, 2019, be ratified for recording in the minutes:

**"To approve unbudgeted expenses for a Board member to present with the Executive Director at Park People National conference in Montreal, June 12-14th 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. ...My recommendation would be Masood to join me."**

**Moved by Leanne Kohn, Seconded by Ryan Barber**

**Voted "For" by: Rocky, Fraser, Martin, Anita, Liz and Michelle.**

**By: M. Gosselin / R. Feroe**

**CARRIED**

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

### **7.1 Tripartite License Agreement Working Group Terms of Reference**

L. Rosinski prepared a draft Terms of Reference (presented on pgs. 31-32 of the agenda package) for the Tripartite License Agreement Committee (other Committee members include EFCL Board members J. Watson and M. Gosselin). She asked that the Board review it and provide suggestions and feedback as to how to proceed. Discussion ensued. It was clarified that the Tripartite agreement is between the EFCL, community leagues (on licensed land), and the City. The following suggestions were made:

- Area Councils should be engaged/consulted during the process, even though they are not signatories.
- It was suggested that the wording be changed from "negotiation process" to "engagement and negotiation process".
- How can a snapshot be provided to community leagues, so they are aware of the process? The Committee may need to prepare a communications role out for leagues.
- The Committee size has to be manageable i.e. 10 people.
- There may need to be phases i.e. engagement phase, and negotiation phase.
- A Statement of Interest and Qualifications could be submitted by interested individuals to sit on the Committee.

**Action Item: The Tripartite Committee Chair L. Rosinski will contact members of the previous (2009) EFCL Tripartite Committee (C. Bremner, D. Dodge, and A. Bolstad) to request a meeting/discussion regarding the previous process. Committee to bring back a revised draft of the Terms of Reference based on their discussion.**

**Action Item: Board members to review the draft Terms of Reference and send any feedback to L. Rosinski.**

**7.2 Private Matter**

**19-04-11-09 MOVED:** To recruit up to six community leagues interested in participating in a pilot with First Data for wireless credit card transaction processing. The results of the pilot are to be presented for review at the September Board meeting.

**By: M. Makarechian / M. Gosselin CARRIED**

**8.0 Exemptions**

**19-04-11-10 MOVED:** That agenda Items 10.2 , 10.6 , 11.1 and 12.0 be exempted for discussion, and that all other agenda items between Item 9.0 and Item 13.0 be accepted for information.

**By: M. Makarechian / M. Gosselin CARRIED**

Regarding the status of City Council deliberations on the EFCL's request to the City for its Growth Strategy and Work Plan funding, C. Shannon advised to check the City's website at Edmonton.ca for the April 16/17 City Council meeting agenda and details on the Service Packages being considered. There will be no opportunity to speak at this City Council meeting; it is City Council deliberation only. L. Cunningham-Shpeley directed the Board's attention to the Motion (posted on the wall) that may be put forward to Council and advised that C. Johnson took notes on the questions asked by Councillors. She encouraged Board members to reach out to the City Councilor(s) in their Districts prior to the April 16/17 meeting.

**9.0 Guest Presentation**

**9.1 ABCD (Asset Based Community Development) in Neighbourhoods - Special Session for Community Leagues with Speaker Cormac Russell**  
L. Cunningham-Shpeley advised that Mr. Cormac Russell, a Keynote speaker at the upcoming Tamarack Conference, would be doing a special session for community leagues on Asset Based Community Development. The session will be presented in partnership with the Edmonton Chamber of Voluntary Organizations (ECVO). His fee is to be covered under the budget line for the EFCL Showcase Speaker Series. The all-day session will be on Saturday, May

25<sup>th</sup> with advertising starting soon, location TBA. The EFCL may charge a nominal fee to cover catering for participating community league members.

**Action Item: L. Cunningham-Shpeley sending Board members links to information and videos for Cormac Russel**

## **10.0 Discussion Items**

**10.1 WGM Survey Monkey Results** – No board members completed the survey indicating that debriefs of General meetings should occur in other ways.

### **10.2 Annual General Meeting**

L. Cunningham-Shpeley asked for feedback regarding the last general meeting regarding aspects such as the agenda, physical layout, use of the space, use of technology, small group discussions, in order to improve and prepare for the Spring General Meeting. J. Watson summarized his suggestions for improvements. It was suggested that a feedback form be created for Members with a 1-10 "usefulness" rating in the margin. Generational differences in communication and presentation styles, and meeting expectations were highlighted. It was suggested that interested Board members meet with L. Cunningham-Shpeley to further discuss how to make General Meetings more interesting and relevant to community leagues.

**Action Item: L. Cunningham-Shpeley to send a Doodle Poll to Board members for a meeting date to discuss the May General Meeting agenda and format.**

**10.3 Board Turn Over Survey Results** - Accepted for information.

**10.4 Membership Development - Contract Work** - Accepted for information.

**10.5 Reaching Diverse Population - SCIP Student** - Accepted for information.

### **10.6 Community League Visioning Tool Kit**

L. Cunningham-Shpeley presented the newly completed draft Community Vision Field Guide, a visioning booklet for community leagues created by Chelsey Jersak (Facilitator) and Bev Zubot (former EFCL Planning Advisor). It is a step-by-step toolkit community league boards can use to assist in preparing a Visioning plan. Limited hard copies available through the EFCL office. A. Lunden advised that C. Jersak is also open to meeting with league boards to facilitate the visioning process.

**Action Item: L. Cunningham-Shpeley to send the electronic version of the Community Vision Field booklet to all Board members which can be shared with leagues.**

**10.7 Cyber Insurance** - Accepted for information.

## **11.0 Reports**

### **11.1 Executive Director's Report**

L. Cunningham-Shpeley highlighted the upcoming Winter Walkways Workshop at Queen Alex hall. The EFCL Planning Committee is very focused on ensuring community league and EFCL engagement in the City Zoning Bylaw update process. The Committee is interested in educating Civics Directors and community league boards about the critical importance of being aware of and engaged in the City's two-year Zoning Bylaw Renewal process. The City has a lot of community stakeholder engagement planned, and the Committee is waiting for the details of the City's community league engagement plan.

The theme for this year's Community League Day is "Get to Know Your Neighbours". District Directors are asked to encourage the leagues in their Districts to organize a Community League Day event that brings all "neighbours" in the league together. The EFCL will be hosting a party and media event and inviting all of its Neighbours including Scona High, the residents in the neighborhood, and local businesses.

### **11.1 Staff Engagement Statistics**

L. Cunningham-Shpeley advised that General Meeting engagement statistics are being tracked. She referred to pages 41 and 42 of April the agenda package listing the community leagues by District showing the attendance of leagues at EFCL General Meetings since May 2016. She encouraged District Directors to reach out to leagues in their Districts who have not attended an EFCL General Meeting in some time to inquire why not and extend a personal invitation to attend. It was suggested that the locations of the General Meetings should also be tracked and moved from District to District.

**11.2 100th Anniversary Project Report** – Accepted for information.

## **12.0 Work in Progress**

There was a brief review of the Work in Progress list.



**Action Item: L. Cunningham-Shpeley, EFCL staff/Board members to provide a status update (or remove) on items they are named in on the Works in Progress list.**

**Action Item: C. Shannon to review and email L. Cunningham-Shpeley status updates for the City-related items.**

**13.0 Next Meeting/Announcements**

**13.1 EFCL Board meeting – The next EFCL Board of Directors meeting is Thursday, May 9, 2019, at the EFCL Offices.**

**14.0 Adjournment - The April 11, 2019 EFCL Board meeting adjourned at approximately 10pm.**

## 5.0 NEWS FROM THE CITY OF EDMONTON

**MEETING DATE :** May 09, 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, May 9, 2019



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

Healthy Neighbourhoods, Healthy Cities MAY 28-30 - Chateau Lacombe

Tamarack Institute is a charitable organization that develops and supports collaborative strategies that engage citizens and institutions to solve major community issues across Canada and beyond.

Inspired by the City of Edmonton's asset-based community development approach and the leadership of our Senior Administration and City Council in advancing initiatives like Abundant Community Edmonton, Tamarack is partnering with the City to bring community leaders from across Canada, the US, UK and Australia to Edmonton for this conference. If you haven't yet seen this opportunity, please check out the link below and consider attending and meeting thought leaders and activators like you who are committed to making our neighbourhoods, cities and world a better place. The conference will include tours of Revitalization and other community development projects, opportunities to participate in a Block Party and Play Street, and showcase Edmonton's unique community league system and its hundred year history of bringing citizens together to make their neighbourhoods stronger, healthier and more active.

<http://events.tamarackcommunity.ca/abcd>

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

### Neighbourhood Play Street

Play Streets bring neighbours together and enable them to use a local street as a safe and inviting place for all ages to play, engage and celebrate community life.

The City of Edmonton facilitates Play Streets by working with citizens to close off residential streets to vehicular traffic for a specified period of time. City staff also supports Play Streets by assisting with planning, obtaining permits and accessing seed funding to enhance neighbourhood engagement.



## Benefits of a Neighbourhood Play Street

- Promotes social interaction between neighbours of all ages
- Encourages the use of closed neighbourhood streets for safe, active play in all seasons
- Provides additional public spaces in areas where parks or private yards are limited
- Encourages activities suited to road spaces such as bike riding, street hockey, chalk art, and scootering
- Promotes diverse use of quiet roadways
- Increases sense of belonging to the community
- Encourages neighbours to look after each other and the neighbourhood
- Entices children to play outside year-round
- Promotes safety and help prevent crime by knowing your neighbours and recognizing faces
- Have fun!

For more information or to download the Play Street Guide [Click Here](#)

## Missing Middle Infill Design Competition

Edmonton's appreciation for quality infill design is growing and we want you to be a part of it.

Five City of Edmonton-owned parcels of land at the northeast corner of 112 Avenue and 106 Street in the Spruce Avenue neighbourhood are up for redevelopment.

The City is soliciting proposals from multidisciplinary teams of architects and builders/developers from across Canada and abroad to design a mid-density, multi-unit housing development on these lots.

Your voice matters! Vote until May 29 on [Missing Middle Infill Design Competition](#)

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

CALLING ALL CITY-BUILDERS

(THAT'S YOU)!

Building Edmonton is a collective project that requires many voices, interests and ideas to come together to make things happen. As our home, and the incubator for cultural and economic innovation, Edmonton is the kind of place that offers an open invitation to all residents to co-develop our future and to participate in shaping the spaces and places we call home.

The five City Moves are an invitation to work together to build our future city, as a community. They define bold, transformative priorities that will create a different set of opportunities for Edmonton by advancing City Council's Strategic vision, principles and goals through The City Plan.

For more information visit [The City Plan - Big City Moves](#) page.

**CLIMATE RESILIENCE:** *Edmonton is a city transitioning to a low-carbon future, has clean air and water and is adapting to a changing climate.*

**Get involved in community weeding events:**

Help to preserve our beautiful, natural environment by joining the City’s volunteer weed pull program to prevent the spread of invasive weeds and to preserve biodiversity in the river valley. These two hour events consist of education about invasive plants, hands on experience with weed pulling, and free refreshments! All ages welcome.

Mill Creek Ravine weed pulls: May 11 & 25

Find [more information](#) and learn how to [sign up](#).

**Upcoming Meetings, Events and Activities**

May 8	Community and Public Services Committee. River Valley Room City Hall 9:30 am <ul style="list-style-type: none"><li>• Interim Housing</li><li>• Leasing Status of The Orange Hub</li></ul>
May 11	ACE Community of Practice, 9:30 am - 12:00 pm at Commonwealth Community Recreation Centre, (11000 Stadium Road)
May 14	City Council - Council Chambers City Hall 9:30 am <ul style="list-style-type: none"><li>• Update on EFCL 100th Anniversary Project and Hawrelak Park Rehabilitation</li></ul>
May 22	ACE Community of Practice, 5:00 pm at the Valley Zoo, Otter Room (13315 Buena Vista Road)
May 28-30	Healthy Neighbourhoods, Healthy Cities Conference - Chateau Lacombe

- [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 :** May 09, 2019  
**AGENDA ITEM # :** 6.1 – Conflict Of Interest Best Practice Document  
**PREPARED BY:** Colin Johnson, Governance & Programs Senior Director

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**Item 6.1**

### Background

For the April board meeting, we provided the below item for decision and were requested to create a 1-pager around Conflict of Interest for board approval. The document is attached on the following page.

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 board approve the attached Conflict of Interest tip sheet.

## **What is a conflict of interest?**

The principal conflict of interest of Community Leagues is when a board member has a pecuniary (financial) interest in an issue before the League. Simply put, this is when a director or a member of the director's family can make money through a vote of the board.

A conflict of interest is easiest to identify when it involves a payment or financial gain for the board member, but any personal gain due to the decision-making power a board member holds can lead to a conflict of interest.

## **What to do when a conflict arises**

When this situation creates an ongoing conflict, such as a director taking a paid staff position, it is best if the director resigns from the board. It is very difficult to wear two hats on a continuing basis and any attempt to do so invariably leads to friction on the board.

A director should identify their conflict, excuse themselves from the room when the issue is being discussed and not participate in the vote on the matter.

It is important to show in the minutes what policies were followed, and that no favoritism was applied in any situation involving a board member.

It also needs to be noted that a conflict of interest situation on the board of directors can void the liability insurance the league has taken out to protect its directors.

## **Examples**

Joe, a hypothetical board member, is kind enough to help out once in fixing a plumbing problem at the community hall. Joe is willing to do this sort of work in future and is called upon more and more frequently. His fellow board members appreciate his skills and availability and offer him a small salary for his work. Now Joe has a decision to make. If he chooses to accept the salary, it's time to resign from the board. He accepts the salary.

Dina, whose husband is on the board of the Community League, has applied to be the bookkeeper for the League. Stan, her husband, leaves the meeting when hiring for the position is being discussed and does not take any part in the hiring process. Stan will also not take part in the supervision of Dina.

Dinesh runs a local paper products supplier and would like to supply paper products for the Community League. He should not be a part of any discussions about this and the board should follow all tendering policies for suppliers that it would normally follow.

**MEETING DATE :** May 09, 2019

**Item 6.2**

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

**PREPARED BY:** Jennifer Allen, Financial Consultant

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**Recommendation:**

To accept the First Quarter Financial Statement report as presented.

**EDMONTON FEDERATION OF COMMUNITY LEAGUES**  
**FINANCIAL REPORT SUMMARY**  
Balance Sheet @ March 2019

	Mar 31, 2019
<b>ASSETS</b>	
<b>Current Assets</b>	
Petty Cash	\$ 55
Servus - Operating Bank	\$ 1,308,986
Servus - Casino Bank	\$ 127,931
Servus - Savings Bank	\$ 1,920
Servus - GIC (100th Anniversary)	\$ 506,275
Servus - GIC (Capital Power)	\$ 60,000
Servus - Common Shares	\$ 2
<b>Total Cash</b>	<b>\$ 2,005,169</b>
<b>Other Current Assets</b>	
Accounts Receivable	\$ 5,770
Accrued Receivables	\$ 2,000
Accrued Interest (100th)	\$ 11,555
Londonderry Hall Receivable	\$ 7,835
GST Receivable	\$ 6,787
Prepays	\$ 15,333
<b>Total Other Current Assets</b>	<b>\$ 49,280</b>
<b>Total Current Assets</b>	<b>\$ 2,054,449</b>
<b>Fixed Assets</b>	
Office Equipment	\$ 127,473
Leasehold Improvements	\$ 216,645
Website Design	\$ 187,908
Computer Hardware	\$ 62,775
Computer Software	\$ 32,936
<b>Total Assets</b>	<b>\$ 627,736</b>
<b>Accum. Amort. Fixed Assets</b>	
Office Equipment - A/A	-\$ 118,580
Leasehold Improvements - A/A	-\$ 174,989
Website Design - A/A	-\$ 184,438
Computer Hardware - A/A	-\$ 54,774
Computer Software - A/A	-\$ 32,478
<b>Total Accum. Amort. Fixed Assets</b>	<b>-\$ 565,260</b>
<b>Total Fixed Assets</b>	<b>\$ 62,477</b>
<b>TOTAL ASSETS</b>	<b>\$ 2,116,925</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	\$ 69,151
Accrued Liabilities	\$ 2,104
League Memberships Payable - SCU	\$ 8,332
Vacation & Wages Payable	\$ 35,375
League Grant Payable	\$ 8,739
Credit Card Payable	\$ 7,198
<b>Total Current Liabilities</b>	<b>\$ 130,899</b>
<b>Deferred Liabilities</b>	
Deferred - City of Edmonton	\$ 435,339
Deferred - Property	\$ 1,873
Deferred - Great Neighbour Race	\$ 85
Deferred - Memberships	\$ 40,679
Deferred - Infrastructure	\$ 72,674
Deferred - Casino	\$ 127,931
Deferred - 100th Anniversary - General	\$ 552,890
Deferred - 100th Anniversary - Capital Power #1	\$ 60,000
Deferred - 100th Anniversary - Canadian Heritage	\$ 87,875
Deferred - 100th Anniversary - Corporate Donation	\$ 20,000
Deferred - 100th - Heritage Council	\$ 20,000
Deferred - Green Leagues	\$ 121,114
<b>Total Other Current Liabilities</b>	<b>\$ 1,540,460</b>
<b>Total Liabilities</b>	<b>\$ 1,671,359</b>
<b>Equity</b>	
Retained Earnings	\$ 156,593
Tangible Capital Assets	\$ 60,603
Financial Stabilization Reserve Fund	\$ 100,000
100th Anniversary Project Bridge Financing	\$ 100,000
100th Anniversary Project Reserve	\$ 25,751
Net Income	\$ 2,618
<b>Total Equity</b>	<b>\$ 445,566</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 2,116,925</b>

# EDMONTON FEDERATION OF COMMUNITY LEAGUES FINANCIAL REPORT SUMMARY

January - Mar 2019

REVENUE		(Jan - Mar)	(Jan - Mar)	
	2019 Budget	2019 Actual	2018 Actual	2018 Actual
Grant - Municipal - C of E	583,717	148,378	142,519	583,717
Grant - Casino	70,000	4,941	9,933	30,316
Grant - Green Leagues	90,000	30,433	16,679	73,504
Grant - Prov/Fed - STEP/CSJ	22,200	-	-	11,835
Grant - Other	-	-	8,061	31,581
Amortization - Deferred Contribution	-	-	-	6,796
100th Anniversary Project	200,000	5,125	3,138	70,991
<b>Total Grant Revenue</b>	<b>965,917</b>	<b>188,878</b>	<b>180,330</b>	<b>808,740</b>
Online Sales and Fees	70,000	20,695	24,430	66,173
Membership Dues	98,000	24,407	24,407	97,630
League Supplies	27,000	796	131	25,402
Bulk Purchase Pases - CofE	20,000	-	-	19,683
Re:Sound Fees	9,700	150	-	9,700
Facility Rental	1,000	50	-	1,705
Donations	-	-	-	1,879
Partnerships	30,000	-	-	25,000
Sponsorships	15,000	1,500	1,000	3,500
Programs/Workshops	11,000	55	-	10,407
<b>Total Operational Revenue</b>	<b>281,700</b>	<b>47,354</b>	<b>49,968</b>	<b>261,077</b>
<b>TOTAL REVENUE</b>	<b>1,247,617</b>	<b>236,231</b>	<b>230,298</b>	<b>1,069,817</b>
<b>COST OF GOODS SOLD</b>				
League Supplies	25,000	678	-	24,375
Bulk Purchase - CofE Passes	18,000	-	-	18,298
Re:Sound Fee	7,000	-	-	6,878
Merchant Fees	12,000	4,353	4,676	12,538
<b>TOTAL COST OF GOODS SOLD</b>	<b>62,000</b>	<b>5,031</b>	<b>4,676</b>	<b>62,089</b>
<b>EXPENSES</b>				
Advertising	10,000	1,266	-	2,826
Bank Charges	400	39	1	224
Bad Debts	-	-	-	11,431
Consulting Fees	40,000	2,253	20,498	89,995
Contracted Salaries	41,417	10,173	-	-
Email & IT Support	12,000	4,942	2,769	11,819
Facility Expenses	43,000	24,087	11,058	20,349
Goodwill/Recognition	2,000	24	225	2,577
Governance	24,000	6,485	6,385	20,449
Membership Dues & Subscriptions	1,000	275	136	1,126
Office Expenses	19,500	3,685	3,546	16,922
Parking	1,000	367	211	796
Professional Fees	19,000	-	-	14,048
Programs & Evaluation (Pg2)	66,000	17,162	8,593	77,260
Recruitment	1,000	-	-	1,599
Wages & Benefits	640,800	158,924	160,172	611,217
Website	50,000	-	-	3,818
<b>TOTAL OPERATIONAL EXPENSES</b>	<b>971,117</b>	<b>229,682</b>	<b>213,593</b>	<b>886,457</b>
<b>EBITA</b>	<b>214,500</b>	<b>1,518</b>	<b>12,029</b>	<b>121,271</b>
<b>ADD:</b>				
Interest Revenue	20,000	10,159	4,526	27,202
<b>DEDUCT:</b>				
100th Anniversary Project	200,000	5,254	3,138	69,990
EFCL - Contribution to 100th Anniversary	26,000	667	12,491	21,147
Marketing Plan (\$25,000)	11,182	3,138	0	14,163
Strategic Plan Expense (2019-2022)	7,000	0	0	19,899
Amortization Expense	25,000	0	0	31,399
<b>NET INCOME</b>	<b>- 34,682</b>	<b>2,618</b>	<b>926</b>	<b>- 8,124</b>



Account Descriptions:		2019 Budget	Jan-Mar 2019 Actual	Jan-Mar 2018 Actual	Jan-Dec 2018 Actual
<b>Expenses</b>					
	Showcase	\$ 8,000	\$ -	\$ -	\$ -
	Leagues Alive Workshop	\$ 13,000	\$ -	\$ -	\$ 16,673
	Heritage Days	\$ 5,000	\$ -	\$ -	\$ 5,371
	Community League Day	\$ 8,000	\$ -	\$ -	\$ 7,715
	Promotional Items	\$ 5,000	\$ 2,978	\$ 1,628	\$ 3,865
	Volunteer Appreciation	\$ 2,000	\$ -	\$ 75	\$ 2,448
	Corporate Sponsorship Appreciation	\$ 1,000	\$ -	\$ -	\$ -
	Community Development Workshops	\$ 500	\$ -	\$ -	\$ -
	Rink Contest Party	\$ 1,000	\$ 1,059	\$ 1,021	\$ 1,021
	Other Programs & Evaluation	\$ 8,000	\$ 553	\$ 5,279	\$ 20,770
	Membership Drive	\$ 500	\$ -	\$ -	\$ 506
	Diversity & Inclusion	\$ 1,000	\$ -	\$ -	\$ 3,854
	Walking Program (Urban Poling)	\$ -	\$ 1,890	\$ -	\$ 1,873
	Great Neighbour Race	\$ 6,000	\$ 121	\$ -	\$ 6,466
	Green Leagues	\$ 7,000	\$ 10,561	\$ 590	\$ 6,697
<b>Total Community League Services</b>		<b>\$ 66,000</b>	<b>\$ 17,162</b>	<b>\$ 8,593</b>	<b>\$ 77,260</b>

**MEETING DATE :** May 09, 2019

**Item 6.3**

**AGENDA ITEM # :** 6.3 – HR Policy Committee To Reconvene

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

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**Background:**

The HR Committee of the EFCL Board worked over the past couple years to update the HR policies of the EFCL.

These have not yet been finalized, and remain in draft form.

**Recommendation:**

For the HR Committee to review latest draft policy and present back at the June Board meeting.

**MEETING DATE :** May 09, 2019

**Item 6.4**

**AGENDA ITEM # :** 6.4 – Diversity And Inclusion Board Representative Required

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

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**Background:**

Liz John West spearheaded the Diversity and Inclusion Committee, later named the Community Inclusion Committee. They have been meeting regularly and are a large group of dedicated Community League volunteers who have aspirations to host a workshop in August. Please see latest minutes from their meeting last week.

Liz is no longer able to commit the time that this group requires. They currently meet monthly, with the next meeting on May 27<sup>th</sup>. This committee does report to the Board, and therefore it's important that a Board member be a part of the meetings to provide guidance and ensure that the Committee is in alignment with the Board.

**Recommendation:**

That \_\_\_\_\_ steps in to be the Board liaison for the Community Inclusion committee.

# Community Inclusion Committee

## Meeting Minutes

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6:30pm Monday, April 29, 10153 117 Street NW

### Participants:

Jade Arnaout, Oliver Community League  
Cecilia Oteiza Ayres, Ritchie Community League  
Ronak Patel, EFCL Staff, Bonnie Doon Community League  
Sheena Maher, Inglewood Community League  
Angelika Matson, Oliver Community League  
Nazia Naqvi, Southwood Community League

### Regrets:

Amanda Goitan, Beacon Heights Community League  
Sharon Pasula, Boyle Street Community League

### Discussion:

- Community Inclusion Event Planning
  - End of august? Weekday?  
**Thursday, Aug 22**  
**6:30 – 8:30 ?**
  - Inclusion specific experts to facilitate a discussion for how leagues can be:
    - Adrian Pan, CBC reporter as a moderator **Cecilia**
    - LGBTQ+ Project Lead could find a relevant speaker – **Ronak to engage Hope and connect with Angelika**
    - Youth Engagement Project Lead could find a relevant speaker - **Ronak**
    - Cultural Competence - Leagues Alive workshop Diverse and Inclusion topic as a speaker? Ellie? -**Jade**
    - Indigenous perspective – **Sharon**
    - Disability inclusion – **Sheena**
    - Eric – ED for EMNC
    - Bissell Centre
    - C5 Bent Arrow, ~~Norewood~~, Terra
    - Mark Workman, Oliver Resident – **Jade**
  - Catalogue other groups / ideas for leagues to use – WHAT IS MEANINGFUL ENGAGEMENT?
  - Return on Social Investment
    - Format

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Diversity and Inclusion Committee  
Edmonton Federation of Community Leagues



- Introduction to speakers
    - Panel style questions
    - Audience questions afterword
  - Save the Date – Ronak to connect with Jasmin
    - Send soon?
  - Location? – Amanda?
    - Beacon Heights? Issues in the size and layout of shape
    - Grace Luther United Church (Oliver)?
    - Ritchie?
  - Federal Grant – Anti Racism and Inclusion Grant – MP. Randy Bouisant (sps) connect with Jade. Aid's name – Justin – Jade
  - MLA Sarah Hoffman – Active in Inglewood, Sheena
  - Connect with City Councilors
  - David Shephard, MLA
  - "CHAT - Communities, Homes, and Talk. "Let chat about \_\_\_\_\_"
  - Event goals – getting a new perspective on broad inclusion issues. What are the biggest challenges / contribution? How can community leagues be better?
- **Important to confirm Date, Time, Location, before engaging speakers?**
  - Jasmin, EFCL communications officer, could help flag inclusion events?
  - McLeod Community League – Meet your Muslim community event.
  - Giselle connected with Jade, happy to share some info / connections
  - League Engagement / Resource / Action Ideas
    - Engage with other groups – network building
  - Summer students could work to help develop resources
  - Connect with NRCs ?
  - How to have strong EFCL support?
    - Use EFCL summer students -Ronak
    - New Board Rep? Liz is updating a board this week, hopefully have a new rep on this committee.
    - Finances? - Ronak
    - Finding sponsorship / resources? - Ronak
  - Community League Day (Sept 21<sup>st</sup>) This year's theme is "Get to Know Your Neighbour."
  - Community GSA? Other support groups
  - Leagues Alive – chance to the present on board findings of a potential pilot project?
    - Mid Oct
  - Terms of Reference finished
  - **Ronak to send Meeting Invite for next meeting – May 27 – Jade hosting**

*Did I miss something? Please feel free to add notes of your own! - Ronak*

Diversity and Inclusion Committee  
Edmonton Federation of Community Leagues



**MEETING DATE :** May 09, 2019

**Item 6.5**

**AGENDA ITEM # :** 6.5 – EFCL Growth Strategy Update And Next Steps

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

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**Background:**

April 16<sup>th</sup>, Council discussed the unfunded service packages from the fall budget. They determined that if a package remained unfunded during the spring supplemental that they would move it forward to the following year budget.

Our service package was not discussed or moved forward. Feedback from Councillors revolved mainly around the high price tag of the package, along with sentiments they had heard from Leagues in their Wards that it didn't reflect their needs.

Therefore we now have the opportunity to make amendments/changes to it prior to the 2019 fall budget deliberations. The new package would need to be ready for mid-September again as was last year.

Over the past few months, the EFCL staff have been documenting all League engagements, either with memberships, planning and development, governance and so on. This information can help inform the Board as part of moving forward.

**Recommendation:**

For the Board and ED to provide an opportunity at the AGM to hear from League Presidents how they would like to see the EFCL services expanded to better support their League operations. This would lead to a refined EFCL service package for the fall budget deliberations.

**EFCL Staff Engagement Statistics Year to date (February – April)**

Green Leagues/Sustainability:	23
Planning:	222
Governance:	51
Active Recreation:	67
Communications:	12
Membership:	856
Finance:	8
Events:	12
Facility Operations:	29
Staffing:	4
Building:	1
Operations (other):	100

## 7.0 DISTRICT/WORKING GROUP UPDATES

**MEETING DATE :** May 09, 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

**EFCL Tripartite License Working Group  
Terms of Reference  
May 1, 2019 DRAFT**

**1. Role**

The overall role of the working group is to establish and operationalize an engagement process in which to solicit feedback from community leagues on the current Tripartite License which expires on September 20, 2021.

**2. Responsibilities**

Specific responsibilities of the working group include but are not limited to:

- Establish timelines with respect to its work,
- Develop a plan to solicit feedback from community leagues that will include the use of electronic surveys and round tables/meetings, and
- Review all feedback received and develop a list of priorities for the EFCL Board as they commence negotiations with the City of Edmonton on the new Tripartite License.

**3. Membership**

The working group will consist of three EFCL Board members/District Representatives, up to 12 community league board members (one from each EFCL district), one Area Council representative, the EFCL President (*ex officio*), and the EFCL Executive Director (*non-voting*).

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

A member who does not conduct the work or misses 3 meetings without a reasonable explanation will be asked by the Chair to resign from the working group. If the member refuses to resign, a vote shall be taken on the removal of the member from the working group. The working group shall secure a replacement member as soon as possible.

**4. Meetings**

The working group will meet once monthly or as required.

**5. Term**

April 1, 2019-September 20, 2021.

**6. Chair**

The Chair is an EFCL Board member/District Representative as selected by the EFCL Board of Directors.

The Chair shall:

- Call and chair meetings of the working group;
- Designate another working group member to chair the working group in the Chair's absence;
- Report to the EFCL Board on the progress of the working group; and
- Is the lead negotiator on behalf of the EFCL with respect to the new Tripartite License.



7. Quorum

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

8. Decision-making

The working group shall strive for consensus when making decisions. If consensus cannot be achieved, the working group 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 EFCL Board.

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

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

9. Minutes

The staff supporting the working group shall take minutes at the working group 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 working group is accountable to the EFCL Board through the Chair of the working group.

12. Amendments to Terms of Reference

The Terms of Reference may be revised by the working group and are subject to the approval of the EFCL Board.

13. Reference

Robert's Rules of Order.

Approved by the EFCL Board: DATE

**MEETING DATE :** May 09, 2019

**Item 7.2**

**AGENDA ITEM # :** 7.2 – Community Inclusion Committee Terms of Reference

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

# EFCL **Community Inclusion** Committee Terms of Reference

## DRAFT 1

### Definitions

"EFCL" = Edmonton Federation of Community Leagues

"Board" = Board of the Edmonton Federation of Community Leagues

"DNI" = Diversity and Inclusion

### Mandate

The purpose of the \_\_\_\_\_ Committee (the "Community Inclusion Committee") is to review, report and make recommendations to the Board on matters of increasing acceptance, belonging, inclusivity in Community Leagues.

The CIC Committee is responsible for informing and educating Community League Members on inclusion topics while supporting Community League systems where all people are valued. Our mission is to help community leagues provide an environment that fosters inclusion and welcomes all free of prejudice and discrimination. Our purpose is to generate the awareness, dialogue and action for people to recognize diversity as an asset and not an obstacle.

### Scope

The Committee will operate independently of the Board, and its actions are subject to recommendations and input from the Executive Director, President, Board members, or, external advisers and other individuals as required.

The Committee will have access to EFCL resources including community league information, facility use, policy and procedure manuals, and any other relevant documentations as needed.

The Committee will review the following:

1. Current Policy and Procedures and make recommendations for changes to the EFCL board.
2. Internal reports and ensure that all policy and procedures have are being followed.

The Committee's Terms of Reference will be reviewed annually and the Chair, following such review, will make recommendations to the Board in relation to the Committee's membership,

responsibilities and functions or otherwise (and any amendments deemed desirable to the Terms of Reference).

After its review each year, this Terms of Reference will be distributed by the Chair to all Committee and Board members, the President, Executive Director, and all staff.

## Authority

The Committee may make written recommendations or suggestions to the board at regular board meetings as needed.

## Membership

At the very least, the Committee shall consist of a treasurer and an EFCL board member.

All members are expected to participate in all Committee meetings. A member will not miss 3 meetings in a row, or 6 in a year.

## Meeting arrangements

The Committee will meet within four weeks of regular scheduled board meetings as needed. Need will be determined by the committee and/or the chair. Meetings are typically hosted on the fourth Monday of the month, unless that Monday falls on a holiday. In this case, the meeting can be pushed to the next week or cancelled until the next meeting.

Meetings are typically hosted at a committee members home, but may be hosted at the EFCL office, or Community League Halls.

The regulation of meetings and proceedings of the Committee is governed by the EFCL Bylaws and Policy manuals. Meeting of the Committee must be called within 10 days when requested by a majority of members.

## Agenda

The Chair will review the agenda for each meeting prior to its issue. Any Board or Committee member may add business to the agenda, provided the Chair has been given prior notice of that business. The agenda and supporting documentation for each Committee meeting will be issued to Committee members within a reasonable time prior to that meeting. Agenda items may be brought forward by any Committee or board member at the outset of any meeting and

may be approved as an immediate agenda item by the majority of Committee members in attendance.

Minutes of meetings of the Committee will be produced before the next meeting of the Committee and be signed by the Chair. If a Committee member or an attendee has a material personal interest in a matter that is being considered at a Committee meeting, that person must not be present for consideration of, or take any part in decision-making on that matter. Any board member may be present at Committee meetings and may participate in the formulation of recommendations to the Board, and Committee members can vote.

## **Reporting**

The Chair will report to the President and Board

The Chair will be available to answer questions after reporting Committee activities.

## **Resources and budget**

The Committee is authorized to spend \$50/meeting for food and beverages any other expenditures must be approved by the board at the regular scheduled board meetings.

## 11.0 DISCUSSION ITEMS

**MEETING DATE :** May 09, 2019

**Item 11.1**

**AGENDA ITEM # :** 11.1 –Website Needs Of The Board

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

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A time for us to discuss website needs of the Board as Joanne is beginning to prepare the RFP for this work.

**MEETING DATE :** May 09, 2019

**Item 11.2**

**AGENDA ITEM # :** 11.2 – Update From Meeting With Area Councils, Including Minutes

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

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Monday, April 29<sup>th</sup>, the EFCL and representatives from 7 Area Councils met. This was an opportunity to build relationships with the Area Councils that provide a great deal of support to their respective Community Leagues.

Please see attached agenda and minutes of the meeting. Along with a map that outlines the existing Area Council Boundaries.

## Meeting Minutes- Area Council/EFCL Meeting Monday April 29, 2019

### Attendance:

David Dodge – 100th Anniversary Committee	Jens Woller – VP Area Council 1 / Calder CL
Anita Lunden- SECLA – District J/EFCL Board /Avonmore President	Lynette Thompson-Castledowns Recreation Society /Area Council 6
Stephen Dobson- CACCL (Central Area Council of Community Leagues)	Leanne Rosinski – VP Area Council 17/ District B- EFCL Board
Masood Makarechian – District K /EFCL Board	Dwayne Robertson – Area Council Edmonton Society
Allan Bolstad – Chair- 100th Anniversary Committee	Jeff Muiselaar– Area Council 17 Chair
Lindsay Smith – Grandview Hts CL / 100th Anniversary Project	Laura Cunningham-Shpeley – EFCL Executive Director
	Fraser Porter – EFCL Board President /District E
	Barb Stang- EFCL-Recorder

### 1. Introductions and general updates

- Stephen noted that it was challenging to find current contacts and would like to develop a better contact list to have a platform to discuss events, ideas, and information, including City Planning and Development issues. |
- Leanne Rosinski from Area Council 17 is interested in seeing Area Councils develop strategies to increase multicultural diversity among Community Leagues.

### 2. Key Projects

- Discussion on community based programming
- Edmonton Minor Soccer Association – reports from Leagues that they are now required to have both an indoor and outdoor soccer program. Some Leagues have identified that this is too much for them to coordinate and are unclear as to why this has become mandatory. Questions about whether EFCL can meet with EMSA to understand the reason for this new change.
- SECLA – Leagues can apply for special project funds
- Conversation around AGLC funds and the importance that these play for many Area Councils in the support they provide to Leagues.
- It was noted that AGLC policies change quickly and terms should align with their mandate.
- Due to the provincial election, there was a stall on the AGLC Gaming Review.



- Another City issue is the closure of 66th street north of the Yellowhead- at Council May 9<sup>th</sup>. This closure has a great impact on the Leagues in the area, and accessibility will be significantly impacted.

### **3. 100th Anniversary Project**

- Allan Bolstad updated the project information to date.
- With the \$1 mil from the Province we have \$3 of the \$4.5 Mil
- Plaza is divided into 3 components: Plaza itself, bridge and rehab of stream, history of the EFCL along the path with art nodes explaining the League history
- Art Nodes – do Area Councils want to come together to organize a node?
- Develop a sub-committee to create a piece of art that tells to tell the story of Area Councils- a list was circulated
- There are still some issues that the City has in the park but should not affect the Plaza – City may not start rehab until 2023
- A two page primer on the history of the project will be placed on the website and sent out with the minutes]

### **4. Discussing Opportunities for Collaboration**

- Review of the Memorandum of Understanding – EFCL will send it electronically to the Area Councils to review and discuss. If the Area Council is in agreement with the MOU, it can be signed and sent back to EFCL for our records.

### **5. Discussion on the Tri-partite Agreement coming in 2021**












- Concerns were raised around what the City will want to put forward in this new agreement
- Leanne Rosinski from the EFCL Board will be leading the engagement process with Leagues and Area Councils in anticipation of the negotiations. Currently drafting a TOR for the group which will go back to the EFCL board in May.
- Discussion on the City's Neighbourhood Resource Coordinators, sentiment that a lot of additional work has been put on CL's since the transition to the new role from CRC.
- All agreed that the negotiation process needs to be facilitated by a professional, non-biased person
- Important to use plain language in the agreement as much as possible – it must be understandable to Leagues
- Make sure all leagues are in agreement – need to educate the League presidents
- The sooner we can begin engagement with Leagues and Area Councils on their requests for the new Tri-Partite the better

- Messaging and Communication to new League presidents and boards will be very important as there can be high turnover, and many leagues do not know the history of the last round of negotiations.
- Is it time to look at increases to CLIP? (this grant was created out of the last Tri-Partite agreement- is it time to look at the funding levels considering many leagues are looking at Hall re-builds and could use some additional funding support)
- During the last TriPartite negotiations, the CL Operating Grant was increased by 60%
- Need proactive ideas from the leagues and improve relationship with the City
- One important item is to ensure that it is clear in the agreement that the leagues own the building that is built on the City property – this is critical to AGLC funding

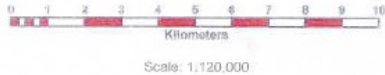
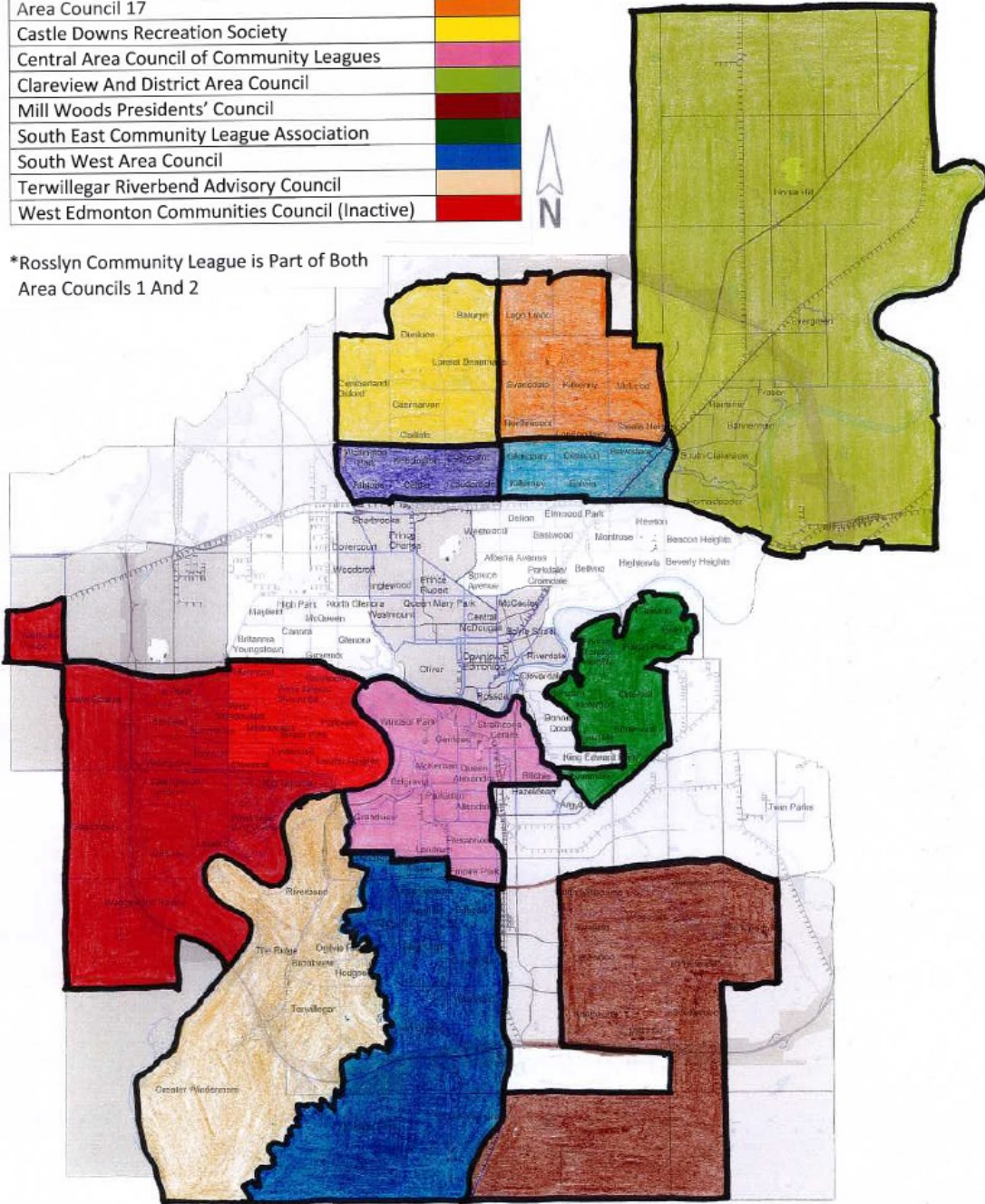
Meeting adjourned at 8 pm.

DRAFT

# Map 2. Area Council Boundaries

Area Council 1*	
Area Council 2*	
Area Council 17	
Castle Downs Recreation Society	
Central Area Council of Community Leagues	
Clareview And District Area Council	
Mill Woods Presidents' Council	
South East Community League Association	
South West Area Council	
Terwillegar Riverbend Advisory Council	
West Edmonton Communities Council (Inactive)	

\*Rosslyn Community League is Part of Both Area Councils 1 And 2



-  Arterial Roads
-  Railways
-  Community League Boundaries
-  Transportation Utility Corridor
-  Hydrographical Features

**MEETING DATE :** May 09, 2019

**Item 11.3**

**AGENDA ITEM # :** 11.3 –Annual General Meeting Agenda Review & Roles/Opportunities

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

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## **"A Time To Reconnect" EFCL Annual General Meeting Draft Agenda**

**Dinner: 5:00 PM to 6:30 PM  
Meeting 6:30 PM to 8:30 PM  
Social & Refreshments: 8:30 PM to 9:30 PM**

**Thursday, May 23, 2019  
Leefield Community League  
7910 – 36 Avenue**

- 1.0 Welcome And Recognition**
- 2.0 Approval of Agenda**
- 3.0 Approval of Draft Minutes Of February 28, 2019 Winter General Meeting**
- 4.0 Presentation of 2018 Audited Financial Statements**
- 5.0 EFCL Growth? – The EFCL In 2019/2020**
- 6.0 Rescind – Notice Of Motion To Increase Membership Fees**
- 7.0 Board Elections – Districts D and I**
- 8.0 Community League Story**
- 9.0 Keynote Speaker – Dr. Karen Lee "Urban Spaces And Our Health – The Role Of Community Leagues"**
- 10.0 Next General Meeting Date – Thursday, October 16, 2019**
- 11.0 Adjournment – 8:30 PM**

**Please Stay For Social Time And Table Top Discussions From 8:30 PM to 9:30 PM**

**Table Top Discussions Include**

- 1. Board Governance Q And A With Colin Johnson**
- 2. Zoning Bylaw Renewal Q And A With Stephanie Kovach**
- 3. Meeting The New Project Manger For The 100<sup>th</sup> Anniversary Project**
- 4. Live Active In Your League Q And A With Erin Northey And Rob Agostinis**
- 5. ?**

## 12.0 REPORTS

**MEETING DATE :** May 09, 2019  
**AGENDA ITEM # :** 12.1 – Executive Director’s Report  
**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

**Item 12.1**

### **Winter Sidewalks Symposium- April 13th**

The EFCL and the COE worked together to create a morning of learning about accessibility in the winter, with a panel of presenters. Please see attached agenda for a list of the presenters. This initiative came out of a conversation with Councillor Walters before Christmas, who felt that Leagues had a strong role in guiding the city in the winter sidewalk conversation. Gord Cebryk (Deputy City Manager, City Operations) took the lead from Administration.

### **Staff Professional Development Day-April 18<sup>th</sup>**

April 18th, the EFCL held a professional development day for staff. Our topic was intergenerational communication and working with change. This training was done with ROBCAN, and Brenda Robinson was our facilitator for the day. It was held over at Belgravia Community League and was a productive day for all staff. There have been several opportunities for staff to de-brief the training, and we will be having a follow-up, day-long training on May 31<sup>st</sup>.

### **Great Neighbour Race**

It seems that this is the year for snowy EFCL events!!

But despite the weather, we were happy to see so many people come out and participate! Erin Northey did a great job to set us up for success, despite the conditions and many last minute changes that needed to be made the day of the race.

A big thank you to Martin Narsing and Fraser Porter who represented the EFCL board. We had an array of City Councillors attend (Councillor Walters, McKeen, Knack and Banga), MP Kerry Diotte and MP Linda Duncan and MLA-elect Chris Nielson.

Over 75 people showed up to run and walk, most of whom were Community League people. We had a team from Edmonton Police, as well as several Community League teams. Elmwood Community League won the prize for the biggest entry. A full report on the Great Neighbour Race is being compiled by Active Recreation officer Erin Northey.

### **New Faces At EFCL For The Summer!**

Hope Jubenvill- Summer LGBTQ Engagement Project Lead  
Ryan Jacques- Youth Engagement Project Lead  
Jennie Gurnette- MSW Student  
Danielle O’Connor- U of A Sustainability Scholar working with Green Leagues

## **Area Council Meeting, April 29<sup>th</sup>**

The EFCL and 6 leaders from Area Councils joined together for a conversation about challenges, concerns and initiatives that they are involved with. I want to thank Masood Makarechian, Fraser Porter, Anita Lunden and Leanne Rosinski for attending, in some ways wearing two or more hats!

This was an initial conversation, which touched on the MOU as well as the Tri-Partite negotiations that are upcoming. It was agreed that the meeting was productive and that it should be, at minimum, a yearly occurrence.

## **100th Anniversary Facilitated Discussion**

On April 29<sup>th</sup>, Allan Bolstad, Chair of the 100<sup>th</sup> Anniversary Committee, Keith Fransson of Urban Systems and I attended a facilitated discussion between the COE staff, 5 representatives from the Festival and Events Groups (Heritage Festival, Shakespeare in the Park, Silver Skate, Blues Festival) to discuss potential options for the EFCL Community League plaza going forward.

This discussion revolved around 3 options that came up during conversations with all of the Festival and Events groups. These 3 options were discussed, with pros and cons identified for each. The group tried to reach consensus on an option to present to Council, however this wasn't possible at the time.

The one option that we all had agreement on was that the Community League Plaza needed better access through, as well as some design modifications to meet the needs of the Festival and Events groups. This was identified as being beyond the scope of budget for EFCL, and will be presented as such to Council. It was also agreed that many of the concerns revolved around operational management of the facility.

This had been planned to go before Council on May 14<sup>th</sup>, however it has now been postponed until June 4<sup>th</sup>- which will be the Spring Supplemental Budget discussion. We will request to speak at this Council meeting.

## **Housing for Health Grant Initiative- Dr. Karen Lee**

The University of Alberta's Housing for Health Project brings together multiple sector partners from over 20 organizations in Alberta, working together to improve housing developments that better support the health and well being of our communities' aging populations. Southwoods is one of two pilot projects provided by Christenson Developments to be used for improving site planning and building design for health and wellbeing.

May 14<sup>th</sup> the **Housing for Health Launch Ceremony will be held at City Hall, 12:30 PM to 3:00 PM.** There will be a Panel Discussion at 1:30 PM. You can RSVP for the 1:30 PM Panel Discussion at Eventbrite: <https://www.eventbrite.com/e/housing-for-health-launch-event-ceremony-tickets-61320117121>

**There will also be a Southwoods Site Tour from 4:00 PM to 5:00 PM, at 9430—67 Ave NW, followed by an Edmonton Family Block Party from 5:00 PM to 7:30 PM at 9630 66 Ave NW.**

Come learn about this exciting initiative! Enjoy food and drinks from local merchants. Healthy fun activities and entertainment for all ages! RSVP at Eventbrite: <https://www.eventbrite.com/e/housing-for-health-family-block-party-tickets-61320750014>

The EFCL helped to bring together the Leagues around the Christenson Southwoods Development to begin to discuss the opportunities to be involved with this Initiative. Attendees from Hazeldean, Avonmore and Ritchie were interested in learning about what this could offer to neighbours around healthier urban spaces.





## Winter Walkways Symposium Agenda

Queen Alexandra Community Hall

April 13, 2019

9:00 am - 11:00 am

Time	Topic	Speaker(s)
8:50 am - 9:00 am	<b>Registration and Coffee</b>	N/A
9:00 am - 9:05 am	Welcome, Safety Moment and Housekeeping, Agenda Review	Nicole Fraser, <i>General Supervisor - Operations Planning and Monitoring, City of Edmonton</i>
9:05 am - 9:15 am	Introduction and Background	Gord Cebryk, <i>Deputy City Manager - City Operations, City of Edmonton</i>  Laura Cunningham-Shpeley, <i>Executive Director - EFCL</i>
9:15 am - 9:25 am	Presentation 1: WinterCity Context and Global Perspective for Winter Walkways	Susan Holdsworth, <i>WinterCity Manager - City of Edmonton</i>
9:25 am - 9:30 am	Presentation 2: Climate Change and its Impact on Snow and Ice	Chandra Tomaras, <i>Program Manager - Environmental Strategies, City of Edmonton</i>
9:30 am - 9:40 am	Presentation 3: City Operations & Enforcement for Winter Walkways	Andrew Grant, <i>General Supervisor - Infrastructure Field Operations, City of Edmonton</i>  Chantel Perizzolo, <i>A/Coordinator - General Enforcement, City of Edmonton</i>
9:40 am - 9:45 am	Presentation 4: Injury Prevention	Colleen Drul, <i>Injury Data Analyst - Injury Prevention Centre, University of Alberta</i>
9:45 am - 9:50 am	Presentation 5: Active Living	Nora Johnston, <i>Director - Centre for Active Living, University of Alberta</i>
9:50 am - 10:00 am	Introduction to the Residential Snow and Ice Control Survey  <b>Break</b>	Nicole Fraser, <i>General Supervisor - Operations Planning and Monitoring, City of Edmonton</i>
10:00 am - 10:55 am	World Cafe	Facilitated by Nicole Fraser and Susan Holdsworth
10:55 am - 11:00 am	Concluding Remarks	Brian Simpson, <i>Branch Manager - Parks and Roads Services, City of Edmonton</i>  Janet Tecklenborg, <i>Director - Infrastructure Operations, City of Edmonton</i>

**MEETING DATE :** May 09, 2019

**Item 12.2**

**AGENDA ITEM # :** 12.2 – Planning Committee Report

**PREPARED BY:** Stephanie Kovach, Community Planning Advisor

# APRIL 2019 MEETING SUMMARY

Based on your feedback and the desire for improved transparency and communication, we have decided to provide monthly updates to the membership on the activities of the EFCL Planning and Development Committee.

## WHAT DID WE DISCUSS?



Street Speeds



Zoning Bylaw Renewal



MGA Notices



## STREET SPEEDS

The City is contemplating reducing residential street speeds to 40 km/hr in all neighbourhoods throughout the City. The EFCL attended a Council Committee meeting on April 25/19 to advocate for this change. However, a group called Liveable Streets says this isn't good enough and wants further reductions in an area they are called the "YEG Core Zone." They joined us at our meeting to discuss their proposal.

### The Facts:

- Pedestrians struck by a vehicle at 30km/hr have a 90% survival rate compared with a 50% survival rate at 40 km/hr (WHO)
- In 2018, there were 251 collisions between motorists and pedestrians resulting in injury, with 6 of those collisions resulting in death
- Infrastructure upgrades and speed limit reductions through Vision Zero have helped reduce the number of vulnerable road user collisions by approximately 25% since 2015
- **Further investment and commitment from the City of Edmonton is needed to fully realize the vision of ZERO traffic fatalities and serious injury**

More information on this approach can be found by searching #YEGcorezone



### YEG Core Zone Approach:

- Residential roads would be reduced to 30km/hr and collectors would be reduced to 40km/hr in core city neighbourhoods
- To improve safety and reduce frustrations, adaptable infrastructure would be installed to communicate to motorists the appropriate speed to drive
- Commuter routes would not be impacted as arterial speeds would stay the same
- **Showing that these speed limit reductions are successful in the core may convince councillors they can be successful everywhere**

**\*\*The EFCL has not taken a position on this approach at this time\*\***

# APRIL 2019 MEETING SUMMARY

## ZONING BYLAW RENEWAL

The Zoning Bylaw Renewal will see the complete overhaul of the Zoning Bylaw in Edmonton and may result in different development outcomes in your neighbourhoods than you are currently accustomed to.

The PDC had a chance to provide feedback on "wants" identified by stakeholders from the development industry and pair them with "wants" identified by stakeholders in the broader community. Below are three examples of what we discussed, with a full list available on the planning section of the EFCL website.

### 1. INDUSTRY WANT: *COMPACT DEVELOPMENT*



Compact development should be paired with amenities within walking distance (e.g. adequate green space, grocery store, services) and should be well-connected to other communities through all modes of transport.

### 2. INDUSTRY WANT: *INCREASED SITE COVERAGE*

Increased site coverage may have drainage consequences. As such, we suggested requiring on site water management and appropriate soil depth for water absorption to mitigate any issues.



### 3. INDUSTRY WANT: *SMALLER SETBACKS*



Smaller setbacks may have visual impacts on the streetscape. To improve this, we suggested enhanced landscaping requirements may be required.

## MGA NOTICES

The City of Edmonton is working on a new Bylaw that prescribes **minimum requirements** for mandated public notifications under the Municipal Government Act (MGA) and they asked for our feedback on the recommendations they were proposing. Public Hearings and Land Development Notices must be publicized under the MGA. Our feedback is outlined below:



### **All notices** - posted on the Municipal Website

- Update the City website to feature a prominently located tab labeled "Notices" on the homepage

**Site-specific notices** - Posted on the municipal website and notification by mail to nearby property owners, BIA's, and Community Leagues

- Expand to include nearby rental units and include visuals, especially the site plan, in communication to community leagues.

**City-wide notices** - at least one of the following: mail, email, roadside signs, billboards, direct mail, local media, CoE social media, CoE notice board

- Treat social media as a 'given' and mandate two options be utilized for city-wide notices.

## 13.0 WORK IN PROGRESS

**Item 13.1**

**MEETING DATE :** May 09, 2019

**AGENDA ITEM # :** 13.1 – 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 Progress
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 Progress
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 Progress May 21/19 Meeting
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 Progress
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 Progress
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 Progress
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	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>	

<b>MEETING DATE</b>	<b>REF.</b>	<b>ITEM</b>	<b>STATUS</b>
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''	In Progress
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	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
2019/04/11	5.1	<b>News from The City of Edmonton</b> C. Shannon to request if the EFCL Board can be c.c.'d on all general NRC's emails to leagues.	

<b>MEETING DATE</b>	<b>REF.</b>	<b>ITEM</b>	<b>STATUS</b>
2019/04/11	6.1	<b>Draft 2018 EFCL Audit Review and Motion to Present at AGM</b> L. Cunningham-Shpeley, C.Shannon, and the EFCL Finance Committee to have a conversation regarding the unused \$72,673 of City funds that is still on the EFCL books which was designated for community league Rink Roof pilot project.	
2019/04/11	6.2	<b>Conflict of Interest Best Practice</b> C. Johnson to develop and a draft a one-page guidance/best practice document outlining best practices that can be posted on the EFCL website to be presented to the Board for review in the May agenda package. A. Lunden and C. Shannon to email to C. Johnson related draft policy text.	In Progress
2019/04/11	6.4	<b>Policy on Sponsorship Practices for EFCL for AGM</b> That the EFCL Board accept the draft Policy on Sponsorship Practices for presentation to the EFCL Membership at the May Annual General Meeting for information.	In Progress
2019/04/11	7.1	<b>Tripartite License Agreement Working Group Terms of Reference</b> The Tripartite Committee Chair L. Rosinski will contact members of the previous (2009) EFCL Tripartite Committee (C. Bremner, D. Dodge, and A. Bolstad) to request a meeting/discussion regarding the previous process. Committee to bring back a revised draft of the Terms of Reference based on their discussion.	In Progress
2019/04/11	7.2	<b>Private Matter</b> To recruit up to six community leagues interested in participating in a pilot with First Data for wireless credit card transaction processing. The results of the pilot are to be presented for review at the September Board meeting.	In Progress
2019/04/11	12.0	<b>Work in Progress</b> L. Cunningham-Shpeley, EFCL staff/Board members to provide a status update (or remove) on items they are named in on the Works in Progress list.	In Progress
2019/04/11	12.0	<b>Work in Progress</b> C. Shannon to review and email L. Cunningham-Shpeley status updates for the City-related items.	In Progress