



**EDMONTON FEDERATION OF COMMUNITY LEAGUES**

**BOARD OF DIRECTORS**

**REGULAR MEETING PACKAGE**

**DATE: Thursday, June 06, 2019**

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

**LOCATION: Parkdale/Cromdale Community League,  
11335—85 Street, NW**

# **EFCL Board Planning Calendar June, July/August, September, 2019**

## **June**

**2019**

- 09 Let's Talk About Governance Workshop
- 06 EFCL Board Meeting
- 22 Presidents' Brunch—Location TBA
- 26 EFCL Planning & Development Committee Meeting

## **July/August**

**2019**

- July 11 EFCL Board Meeting
- July 14 Let's Talk About Governance Workshop
- July 30 to Aug.02 Servus Heritage Days Festival

## **September**

**2019**

- 12 EFCL Board Meeting
- 14 Introduction To Community Walking
- 18 Community League Day Event Launch (Tentative)
- 21 Community League Day
- 25 EFCL Planning & Development Committee Meeting

**Edmonton Federation of Community Leagues**  
**Board of Directors Regular Meeting**  
**Parkdale/Cromdale Community League: 11335—85 Street, NW**  
**Thursday, June 06, 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 May 11, 2019 Board Meeting Minutes (pgs. 5-15) (3 minutes)**

**5.0 Presentation**

- 5.1 100th Anniversary Debrief From June 4th Decision At Council And Update On Project Next Steps  
Scott Varga, Project Manager & Allan Bolstad (20 minutes)
- 5.2 Presentation Of Results From The AGM And Next Steps For Service Package (pgs. 16-41)  
Phil Cameron & Laura Cunningham-Shpeley (30 minutes)

**6.0 Decision Items (7:30 PM) (10 minutes)**

- 6.1 Planning And Development Committee Election (pg. 42)
- 6.2 Construction Issues Committee (pg. 43)
- 6.3 Street Speeds Working Group (pg. 44)
- 6.4 New League Support For 100th Anniversary Project (pg. 45)

**7.0 News From The City Of Edmonton (7:40 PM)**

- 7.1 News From The City Of Edmonton (pgs. 46-49)

**8.0 Elections Of The Board (8:00 PM) (20 minutes)**

**9.0 Exemptions (30 minutes)**

————— **Break 8:15 PM to 8:30 PM** —————

**10.0 Discussion Items**

- 10.1 Website Needs Of The Board (pgs. 50-55)
- 10.2 Annual General Meeting Debrief Overall And Plan For Fall (pgs. 56-57)
- 10.3 Cormac Russell Workshop And Tamarack Conference Debrief
- 10.4 EFCL Office Space—New Lease
- 10.5 Tripartite License Working Group Next Steps (pg. 40)

**11.0 District Updates**

**12.0 Reports**

- 12.1 Executive Director's Report (pgs. 58-59)
- 12.2 Publicity Room Media Report (pg. 60-64)

**13.0 Correspondence**

- 13.1 Tripartite Engagement—Rob Smythe (pg. 65)
- 13.2 AMA Letter (pg. 66)

**14.0 Work In Progress (pgs. 67-70)**

**15.0 Next Meeting/Announcements**

15.1 EFCL Board of Directors' Meeting, at EFCL Office— July 11, 2019

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

## 4.0 Approval of Minutes

**MEETING DATE :** June 06, 2019  
**AGENDA ITEM # :** 4.1 – May 09, 2019 Draft Board Meeting Minutes  
**PREPARED BY:** Dana Mauer, Board Secretary

**Item 4.1**

### EFCL BOARD OF DIRECTORS REGULAR MEETING

### DRAFT Minutes

Thursday, May 9, 2019 @ 6:00 p.m.

EFCL Offices, 7103 - 105 Street, Edmonton

<b>Attendance:</b>		
Masood Makarechian, Dist. K Liz John-West, Dist. G Rocky Feroe, Dist. F	Anita Lunden, Dist. J Trevor Elliott, Dist. D Dallas Bartel, Dist. I	Michelle Gosselin, Dist. L Ryan Barber, Dist. H Fraser Porter, Dist. E
<b>Regrets:</b>		
Martin Narsing, Dist. C	Leanne Rosinski, Dist. B	Jesse Watson, Dist. A
<b>EFCL Staff:</b>		
L. Cunningham-Shpeley Hope Jubenvill, Student	Colin Johnson Jenny Gurnett, Student	Danielle O'Connor, Student
<b>Guests:</b>		
Chantile Shannon, CoE		

#### 1.0 Call to Order

EFCL President Fraser Porter called the May EFCL Board meeting to order at approximately 6:01pm. A Board quorum was present. Round table introductions were made. Three of the four EFCL summer students were present, as well as D. Bartel, newly elected Director for EFCL's District I. L. Cunningham-Shpeley welcomed the students to the EFCL staff.

#### 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 May 9, 2019 Board meeting agenda with the following changes:

**Add Item 12.4 – Correspondence, Letter to Premier's Office**

**Add Item 6.6 – Housing for Health**

**Add Item 11.4 – CITYzen Connect**

**By: T. Elliott / M. Gosselin**

**CARRIED**

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

##### **4.1 April 11, 2019 Board Meeting Minutes**

**19-04-11-02 MOVED:** That the April 11, 2019 EFCL Board meeting draft minutes be approved as presented.

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

**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 -17 of the agenda packages, C. Shannon verbally reported on these additional items:

Staff from at least eight different City programs and departments will attend the upcoming EFCL AGM meeting, representing Capital City Clean up, Green Shacks, Bylaw, Integrated Infrastructure (construction processes), and other programs/areas. They will have table space with display materials and engage with Members from the community leagues in attendance. A list will be submitted to the EFCL office in advance of the meeting.

**Tripartite Agreement renegotiations update** – Manager of City Recreation Services, R. Smyth, will send a letter to the EFCL shortly to initiate the Tripartite Agreement review process. The letter will discuss the review process and inquire what issues the EFCL would like to address during the Tripartite discussion negotiations. Because the Tripartite Agreement is primarily a land use agreement, in addition, the EFCL's Partnering Agreement with the City should also be reviewed (also expires in 2021). The current agreement can be extended if needed. As the two are related, it is efficient to review them in tandem.

**Action Time: C. Shannon to report back on the expiry date of both Agreements.**

The last Tripartite renegotiation process took an extended period of time, one of the reasons being that some community leagues feared they would be losing some autonomy. Hopefully the process won't take as long this time. Chair L. Rosinsky has engaged with former EFCL Board members C. Bremmer and D. Dodge who worked on the previous EFCL Tripartite Committee. Plain language was one of their primary recommendations. The EFCL Tripartite Renegotiation Committee is currently finalizing its Terms of Reference. The City's Partnership Centre will be facilitating the Tripartite negotiation sessions.

**Community Projects Working group update** – The Working Group had a very good meeting the week before last. The community leagues participating were very thoughtful regarding the information they provided. There another meeting coming up.

**19-04-11-03 MOVED:** To accept C. Shannon’s supplemental verbal report for information.

**By:** T. Elliott / A. Lunden

**CARRIED**

## **6.0 Decision Items**

### **6.1 Conflict of Interest Best Practice**

L. Cunningham-Shpeley reviewed the recommendation put forward by C. Johnson regarding community league management of conflict of interest, especially in situations where league board members are also being paid by the for work performed (i.e. rink and hall management). The draft Conflict of Interest Tip Sheet created for Community Leagues appeared on page 19 of the agenda package for Board review. It was clarified that the Tip Sheet is not Policy or prescriptive to leagues. Discussion and questions ensued.

**Action Item:** L. Cunningham-Shpeley to check if the EFCL itself has a Conflict of Interest Policy in its Policy Manual.

**Action Item:** F. Porter requested that if Board members have Policy resources, please forward any helpful policy guidelines or recommendations to EFCL staff (ongoing).

**Action Item:** Any EFCL Policy updates, tip sheets, etc. should be shared to C. Shannon and NRCs, so that City staff are aware and can be consistent with messaging to leagues (ongoing).

The finalized Tip Sheet will be distributed to Board members for distribution to their leagues, as well as available on the EFCL website. It is a "living document" and additional issues can be addressed as they come up.

**Action Item:** Note to Colin to additionally address domestic partners sitting on Community League Boards in a future update.

**19-04-11-05 MOVED:** That the EFCL Board approve the attached draft Conflict of Interest tip sheet, including the appropriate EFCL contact information.

**By: A. Lunden / D. Bartel**

**CARRIED**

**6.2 First Quarter Financials**

L. Cunningham-Shpeley provided a brief overview of the EFCL's quarterly financials. She flagged the Green League funding commenting that grant monies are received at various times throughout the year. She noted that Online Membership Sales are slightly lower year-over-year. R. Barber inquired if there were any new corporate donations from EFCL sponsors to the 100<sup>th</sup> Anniversary Project.

**Action Item: L. Cunningham-Shpeley to report back on new corporate donations to the 100<sup>th</sup> Anniversary Project.**

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

**CARRIED**

**6.3 HR Policy Committee Terms of Reference**

The EFCL draft HR policy was projected on the screen for the Board to review the draft HR Committee Terms of Reference. Discussion ensued.

The Board went in camera at 6:45pm and came out of camera at 7pm.

**19-04-11-06 MOVED: That the HR Committee review the latest draft policy and present back at the July EFCL Board meeting.**

**By: M. Makarechian / T. Elliott**

**CARRIED**

The Committee is comprised of L. John-West, R. Barber and there was a nomination for M. Narsing.

**Action Item: F. Porter to check with M. Narsing regarding his interest in sitting on the HR Committee.**

**6.4 Diversity and Inclusion Board Representative**

The Community Inclusion Committee (formerly known as the Diversity and Inclusion Committee), requires an EFCL Board Member to help steer the Committee at monthly meetings, and report to the EFCL Board on the Committee's activities. They are planning a Community Inclusion event at the end of August and applying for grants to put on a speaker series.

L. John-West, who started the Committee, will be stepping down as Committee Chair due to other commitments. R. Patel from the EFCL office takes minutes at



meetings. EFCL summer students Hope and Jenny will be joining the Committee. Liz shared that they are casual meetings with food held at someone's home, with discussion focused on how to continue to make community leagues open and accessible to everybody in communities. The Committee has a younger demographic. They use Google docs for communication. The draft Terms of Reference appeared in the meeting package. The meetings are generally held the last Monday evening of the month. M. Makarechian expressed interest in being the new Board Liaison, taking over from L. John-West. Discussion ensued regarding the overreaching goal of the Committee, which is to assist in finding ways to assist leagues in promoting greater diversity in all aspects of community league membership.

**19-04-11-07 MOVED: That M. Makarechian assume the role of Board Liaison for the Community Inclusion Committee.**

**By: T. Elliott / M. Gosselin**

**CARRIED**

#### **6.5 EFCL Growth Strategy Update and Next Steps**

L. Cunningham-Shpeley reported that the Service package the EFCL submitted to the City of Edmonton regarding the EFCL's Growth Strategy remains "unfunded" (it was not motioned by any Councillors to move the package forward). Thus, the package can be reconsidered at the Fall Budget session. The opportunity exists to make changes to the Growth Strategy Budget Request. L. Cunningham-Shpeley provided her rationale for reviewing the Growth Package request. She suggested going back to the EFCL Membership for feedback and input as to what changes to the request should be made. Mid-September is the deadline for any changes. EFCL staff have been documenting all league engagements in order to provide specific statistics regarding the work of the EFCL (p. 28 agenda package). Discussion ensued about the best way to facilitate league discussion and feedback on how specifically leagues want the EFCL to support them into the future. Conversation vs. a survey was recommended. The Community Activator positions appears to be of great interest to many leagues. How does the EFCL align with City needs/vision, and show the City that the Community Activator role is very different than City NRC roles. Discussion ensued at length about the proposed EFCL Community Activator role, and how to target leagues that may have more barriers, and need more assistance with community engagement. C. Shannon suggested additionally providing an alternate way for less engaged leagues to provide their feedback i.e. an email survey. She offered to assist in this regard and consult with City resources.

R. Feroe inquired about the City's NRCs training and how they are instructed/trained to interact with the EFCL. Is it possible that the EFCL and the

City could work together to discuss the EFCL's proposed Community Activator role to ensure it would be complimentary to the NRC role, and not duplicate the role of NRCs? It was suggested that leagues should be consulted first regarding their priorities.

**19-04-11-08 MOVED:** That the EFCL Board approve the planning of a community league "President's Brunch/Luncheon" weekend event for early summer, where league board representatives can engage, discuss, and provide specific feedback regarding how they would like to see the EFCL's services expanded to better support their league operations. The feedback obtained will used to refine the EFCL Service package.

By: M. Gosselin / A. Lunden

CARRIED

**Action Item:** Sticky note survey exercise at the May AGM, and compile the results to present at a Community League President's Brunch/Luncheon event.

There was brief discussion about the EFCL District Director On-Boarding process and Orientation for new Board Members.

#### **6.6 Housing for Health**

Information packages were distributed. Dr. Karen Lee, who is running the Housing for Health Stakeholder Workshops, has asked that the EFCL participate as a key community stakeholder, and in engagement events around "what health means". It is an opportunity for the EFCL to participate in a large-scale Stakeholder consultation project. L. Cunningham-Shpeley requested the Board's endorsement for EFCL staff participation in the project.

**19-04-11-08 MOVED:** That the L. Cunningham-Shpeley liaise with Dr. Karen Lee regarding the EFCL participation as a Community Stakeholder in the Housing for Health initiative.

By: A. Lunden / M. Makarechian

CARRIED

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

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

F. Porter advised that L. Rosinski, as Chair of the EFCL's Tripartite Working Group, had revised the Committee's proposed Terms of Reference (on p. 29-30 of the agenda package).

**19-04-11-08 MOVED:** That the EFCL Board approve the Tripartite License Agreement Working Group's draft Terms of Reference, noting the following change under #6. Chair (bullet point four) to read as follows (changes in italics):

- **Is the lead negotiator on behalf of the EFCL *Board* with respect to the new Tripartite License Agreement, *in conjunction with the EFCL Executive Director.***

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

**CARRIED**

It was noted that the EFCL is awaiting the letter from R. Smyth, Manager Community Facilities Services, initiating the negotiation process meetings. The Tripartite Agreement negotiation process will be announced to the Membership at the AGM meeting, and a call for interested community league engagement participants will be put out (separate from Working Group Committee members).

#### **7.2 Diversity and Working Group Updates**

There was brief discussion about the first draft of the Community Inclusion Committee Terms of Reference (p. 31-33 of agenda package). Newly appointed Committee Chair, M. Makarechian will review the draft.

**Action Item: Committee Chair M. Makarechian to review the draft Terms of Reference, and report back to the Board at the June Board meeting.**

#### **8.0 District Updates**

**District J** – A. Lunden reported that many District leagues are holding their AGMs. The Bonnie Doon league Board President recently stepped down. There is a lot of discussion about the new proposed Core Zone Speed Limit proposal. Redevelopment, LRT construction, and the closing/moving of schools, are the primary ongoing league/community concern. The Hardisty Coalition is still very active.

**District K** – M. Makarechian reported that the last SWAC meeting was cancelled (thus no District K meeting). L. Cunningham-Shpeley asked if a separate District K meeting was held after the SWAC meetings. M. Makarechian advised they include the District K

meeting as an item on the agenda. M. Gosselin advised that District L also holds its District meetings at Area Council meetings in this way.

**District L** – M. Gosselin reported feedback from a District L league that the EFCL should sell league memberships (not the leagues) and that Memberships should be for a calendar year. She reported that as an EFCL District Rep, she has been working with City officials concerning Dogs in Open Spaces and spoke recently at a City Council meeting in support of a dog park in District L. Two recommendations are being reviewed on June 10<sup>th</sup>, and one in the fall.

**District H** - Ryan B. reported on the recent President's meeting for District H leagues. A league that put on a political candidates' forum for recent Provincial election in a church venue received feedback from the LGBTQ community regarding directives appearing in the church regarding marriage. This is something that should be on the radar for community leagues. There is support in the District for addressing the poor condition of some privately-owned fences that appear along arterial roads, such as Terwillegar Drive. This may be a City-wide issue. These are not City-owned fences; thus 311 may cannot field concerns for Bylaw complaints. Noted as a future Board/GM meeting discussion item.

**Action Item: R. Barber to forward C. Shannon information regarding the poor condition of arterial fences.**

There was no consensus among Leagues in the District on the speed limit survey questions which made it difficult to complete. There was a league recommendation to review the EFCL's insurance broker every few years (F. Porter noted that the EFCL's current insurance broker takes the EFCL's policy to market for periodic review). There is no formal "advocacy wing" in District H, and work is still underway on this. The Riverbend league's tennis courts are in desperate need of repair. R. Barber has prepared an RFP for a city-wide Community League Asset Infrastructure Database which should be sent out in June. EPCOR has sent a letter to community leagues regarding the 30-day deadline for the installation of backflow valves. There is no rebate for community leagues.

**Action Item: R. Barber to ensure J. Booth receives the EPCOR backflow valve information in order that EPCOR can be contacted regarding an extension on the installation of backflow valves in league facilities.**

L. Cunningham-Shpeley commented that S. Kovach recently sent out a survey regarding speed on residential roads to all community leagues to obtain league feedback in regarding speed limits to present to City Council. She is preparing graphs with the data provided.

**District D** – T. Elliott reported that planning of the new LRT line is a major issue in the District with mixed feelings. There is some frustration regarding the design, engagement, and speed of the proposed LRT line. People are very pleased that the City's plan for a new West End Rec Centre seem to be proceeding. As it was T. Elliott's last EFCL Board meeting before he retires after six years on the EFCL Board. M. Makarechian and R. Barber thanked T. Elliott for his six years of service to the EFCL, both on the Executive as Treasurer, and as District Director D. T. Elliott advised he had not recruited a replacement. He commented that he would strongly recommend the EFCL consider splitting District D into two Districts (east and west) as they have such diverse concerns and needs. The west leagues are very new, and the east leagues are more mature leagues. R. Barber also took a few minutes to verbally recognize T. Elliott's contributions on the EFCL Board, as well as many other community groups.

**District G** – L. John-West reported that of 13 leagues, about eight leagues meet casually once a month and are very excited about meeting to discuss how the EFCL can support their league efforts. The Revitalization Team on Alberta Ave received its funding for one year, and she is in the process of writing grants to fund the writing of a Strategic Plan for the District. It was suggested that the NRC may also be able to assist with the Strategic Plan.

**District I** – D. Bartel was recently elected at a District meeting as the new District I Rep. He noted that focusing on civics issues has worn down some community league volunteers in the District, vs. being able to focus on the fun aspects of their community leagues. He seconded the idea of reviewing the composition and priorities of Districts.

**District F** – R. Feroe reported that a District F meeting was originally scheduled for April 29 and will be rescheduled.

**District E** – F. Porter reported that a District E meeting would be organized to take place in the next two months. They have no Area Council to 'piggyback' District meetings onto.

**Action Item:** L. Cunningham-Shpeley reminded all Board members that a minimum of one set of District meeting minutes is required per calendar year, per the EFCL Bylaws. EFCL staff can assist with minutes. Each District has a budget of \$300 per year for District meeting(s).

## 9.0 Exemptions

**19-04-11-10 MOVED:** That agenda Items 11.1, 11.3, 12.1 and 12.4 be exempted for discussion, and that all other agenda items between Item 9.0 and Item 13.0 be accepted for information.

By: T. Elliott / M. Makarechian

CARRIED

**10.0 Video Guest Presentation** – Due to technical difficulties and time constraints, the video was not viewed. The link will be emailed.

## 11.0 Discussion Items

### 11.1 Website Requirements – EFCL Board

Data received from the Membership survey is being used to develop an RFP for a website update vendor. It was noted that there was also Board feedback captured in the minutes, and from a sticky note exercise, at previous Board meetings.

**Action Item: J. Booth to reference minutes from early 2019 (Feb. or March) for Board feedback/discussion regarding the website redesign. Board members should also forward any additional feedback/suggestions regarding the EFCL website to J. Booth asap.**

**11.2 Update from Meeting with Area Councils** – Accepted as presented.

**11.3 Annual General Meeting Agenda Review & Identify Roles/Opportunities** - Exempted for post-adjournment discussion.

**11.4 City-zen Connect (agenda addition)** – Was not discussed.

## 12.0 Reports

### 12.1 Executive Director's Report

L. Cunningham-Shpeley highlighted the facilitated 100<sup>th</sup> Anniversary Project discussion held on April 29<sup>th</sup>. She asked that all Board members review this item (page 42 agenda package). It goes back to Council on June 4<sup>th</sup> at the spring supplemental budget discussions. There won't be a formal 100<sup>th</sup> Anniversary Project presentation at the AGM; they will be there with a tabletop display. A new Project Manager is being hired for which 3 proposals were received.

Regarding the Green Shack program, registrations are low this year with a lot of competition in the market for summer camps. It is important for leagues to promote and encourage registration in City summer camps (Move Learn Play). Information is being forwarded that leagues can use to advertise them. The City is re-examining the use of Green Shacks, and there will be a focus group to discuss Pop Up vs, or full time or part time Green Shacks, and if leagues can use the Green Shacks year-round, eliminating the cost of moving them every year. It was suggested the question of Green Shack use be a table talk discussion at the upcoming AGM meeting.

**19-04-11-06 MOVED: That the EFCL Board support discussion regarding year-round use of Green Shacks use City Parkland by community leagues.**

**By: M. Makarechian / A. Lunden**

**CARRIED**

**12.2 Planning Committee Report** – Accepted as presented.

**12.3 100<sup>th</sup> Anniversary Project Report** – Accepted as presented.

**12.4 Correspondence - Letter to the Premier's Office**

F. Porter referenced the letter distributed inviting a representative from the Premier's office to attend the upcoming May EFCL AGM meeting. A typo was noted (was corrected).

**13.0 Work in Progress** – Accepted as presented.

**14.0 Next Meeting/Announcements**

**14.1 EFCL Board meeting** – The next EFCL Board of Directors meeting is Thursday, June 6, at the EFCL Offices (changed from June 13).

**15.0 Adjournment** - The May 9, 2019 EFCL Board meeting adjourned at approximately 9:00pm. Informal post-adjournment discussion about the AGM agenda and meeting format followed.

## 5.0 PRESENTATIONS

**MEETING DATE :** June 06, 2019

**Item 5.2**

**AGENDA ITEM # :** 5.2 – Results From The AGM And Next Steps For Service Package

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



Organizational Effectiveness Consulting For Nonprofits

### Summary Report: EFCL AGM Strategy Prioritization and Blue Sky Exercise

For:

**Edmonton Federation of Community Leagues (EFCL)**

Delivered on:

27-May-2019

Submitted by:

Propelled Purpose Consulting

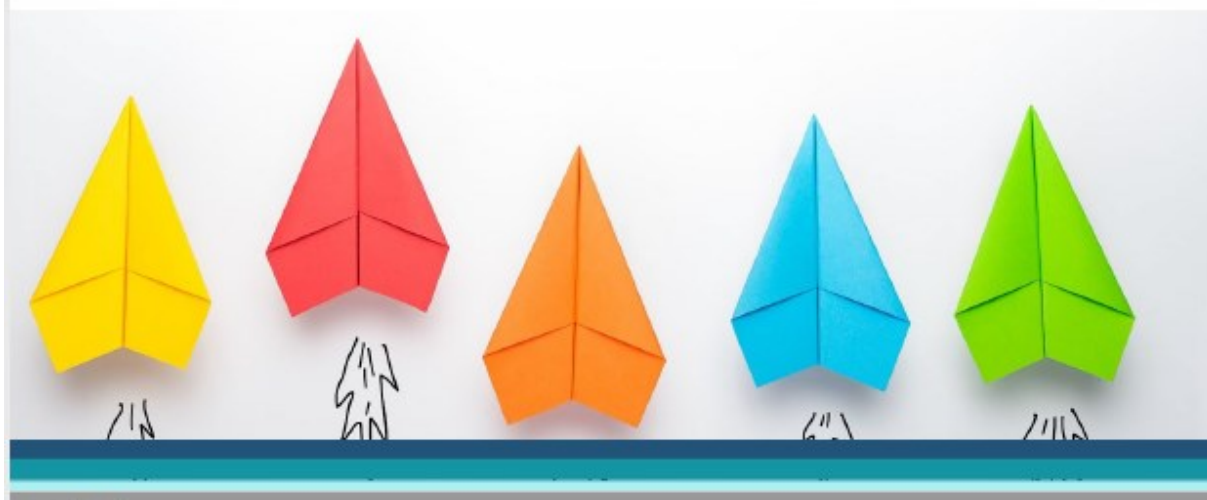




Table of Contents

<b>Executive Summary</b>	<b>3</b>
<b>Background</b>	<b>4</b>
<b>Exercise 1: Dot-Mocracy</b>	<b>5</b>
Setup	5
Results	6
<b>Exercise 2: Blue Sky Table Discussion</b>	<b>7</b>
Setup	7
Results	7
<b>Appendix A: EFCL Strategic Statements Document</b>	<b>9</b>
<b>Appendix B: Blue Sky Raw Responses (By Theme)</b>	<b>10</b>
<b>Appendix C: Blue Sky Raw Responses (By District)</b>	<b>19</b>

## Executive Summary

After asking attendees at the 2019 EFCL AGM about their strategic priorities for EFCL moving forward, the answers were many and varied, but ultimately clear.

For the updated Growth service package (to be presented to City Council in Fall 2019), participants were clearly looking for additional resources to support the **Advocacy and Engagement and Supporting League Leadership and Capacity** strategic directions for EFCL.

When asked "*What specific services and supports does your Community League need from the EFCL in order to thrive as the city continues to grow?*", participants responded with a great level of detail. Of the 25 themes provided, all but three related to operational aspects of EFCL. This is reflective of the participant's beliefs that EFCL needs to excel at both supporting and advocating for individual Leagues.

The top three themes includes **Board Development/Governance Support, Additional or Improved/Enhanced Training Opportunities, and Enhanced Membership Processes and Support**. As a result, there are multiple "quick-wins" that can make significant progress in moving both the EFCL and individual Leagues forward. These include:

### **1-3 Months:**

- Revisit document template libraries, enhancing and adding new resources as required
- Develop a preferred vendor list, while soliciting new vendors to add to available resources
- Develop or enhance standardized (digital) training materials for common board and governance resources (board roles and responsibilities, how to run effective meetings, how to develop bylaws and policies, how to support good board governance)

### **6-12 Months:**

- Review League membership processes, enhancing efficiency where possible
- Undertake development of EFCL-wide review of IT systems and functions, with the intent of integrating processes and data into connected systems (i.e. eLearning, Membership Management, Advocacy, Communication, knowledge management, vendor relationship management)

## Background

Propelled Purpose Consulting was engaged to assist Edmonton Federation of Community Leagues (EFCL) in reviewing and re-writing their Growth service package for submission to Edmonton City Council in Fall 2019. This work started with a review of:

- The Growth service package submitted to City Council for the 2019-2022 operating budget,
- The subsequent Council Report (Review of Edmonton Federation of Community Leagues' Service Packages, CR\_6780) prepared by the City of Edmonton Administration in response to Council's request,
- Speaking notes and key messages documents prepared by EFCL in preparation for the budget deliberations in Fall 2018

This background information was supported by discussions with Laura Cunningham-Shpeley, EFCL Executive Director. During these discussions, it was determined that the next course of action was to engage the EFCL membership during the Annual General Meeting on Thursday, May 23, 2019.

During this meeting, participants were presented with some background information about the previously-submitted service package, the response from City Administration, and what the process moving forward looks like. Participants were advised that their feedback was required to construct an updated Growth service package for the Fall 2019 Supplemental Operating Budget Adjustment (SOBA) process.

Participants were asked to complete two exercises in 20 minutes: a dot-mocracy (ranked voting) exercise to help determine the strategic priorities the Growth package should focus on, as well as a Blue Sky table discussion exercise, where they were asked to develop responses to a posed question. The details of both exercises follow.

## Exercise 1: Dot-Mocracy

### Setup

Participants were provided with 3 coloured dots upon their arrival and table assignment (during registration) at the AGM. Participants were seated within their Districts (12 districts, numbered A-L). At each table was a 11" x 17" version of the EFCL Vision/Mission/Key Strategic Directions document - developed as part of the EFCL 2014-2018 strategic plan (smaller version below; for the full-sized version, please See Appendix A).

**WHERE NEIGHBOURS MEET and GREAT THINGS HAPPEN**  
**EFCL**  
 COMMUNITY LEAGUES OF TORONTO

**EFCL Vision Statement**  
 Edmonton is a place where community is understood and valued, and where Leagues are seen as the mechanism for citizens to build great neighbourhoods and advocate for the city they want.

**EFCL Mission Statement**  
 We connect, represent and enable Leagues to preserve and promote the Community League way of life.

**EFCL's 5 Key Strategic Directions**

<p><b>Advocacy and Engagement</b></p> <p>The EFCL Board advocates for positive change by engaging leagues and equipping them to engage their communities and advocate for neighbourhood issues, and advocating itself on behalf of all leagues when the issue is city-wide.</p>	<p><b>Broadening Our Reach and Diversity</b></p> <p>The EFCL works with leagues to create better opportunities for social inclusion in their membership and programs.</p>	<p><b>Supporting League Leadership and Capacity</b></p> <p>The EFCL focuses on building leadership and capacity in Leagues.</p>	<p><b>Building an Efficient Operations Model</b></p> <p>As a member agency, EFCL provides effective, efficient business supports to all Leagues, and regularly assesses its effectiveness and benefits.</p>	<p><b>Championing Leagues</b></p> <p>EFCL actively and intentionally raises the profile of community leagues and recognizes their contributions and accomplishments.</p>
---	---	---	---	--

During the strategic planning portion of the AGM, participants were provided instructions that they were to select the Key Strategic Direction(s) that they believed were the greatest importance (or: the Strategic Directions(s) that should be considered when writing the updated Growth service package). The instructions also indicated they could place their dots on any of the 5 Key Strategic Directions, in any combination. Participants were given 5 minutes to complete this exercise.

## Results

The results of the exercise are presented in the following tables:

### Overall responses, by District:

District	Advocacy and Engagement	Broadening Our Reach and Diversity	Supporting League Leadership and Capacity	Building an Efficient Operations Model	Championing Leagues	Totals
A	1	1	3	2	2	9
B	10	8	4	4	2	28
C	4	3	3	2	3	15
D	7	1	4	6	3	21
E	7	2	5	0	7	21
F	6	8	7	5	1	27
G	4	5	1	0	3	13
H	2	0	4	2	1	9
I	5	0	0	5	5	15
J	1	2	3	0	1	7
K	1	1	2	2	0	6
L	6	2	10	5	10	33
<b>Totals</b>	<b>54</b>	<b>33</b>	<b>46</b>	<b>33</b>	<b>38</b>	

### Key Strategic Directions, by Rank:

Priority Ranking	Priority	# of votes	% of total votes
1	Advocacy and Engagement	54	26%
2	Supporting League Leadership and Capacity	46	23%
3	Championing Leagues	38	19%
4	Broadening Our Reach and Diversity	33	16%
5	Building an Efficient Operations Model	33	16%

The majority of responses supported focusing on the strategic priorities of **Advocacy and Engagement** and **Supporting League Leadership and Capacity**.

## Exercise 2: Blue Sky Table Discussion

### Setup

Once the Dot-Mocracy exercise was completed, participants were moved on the second component of the session: the Blue Sky Table Discussion. Participants were presented with a slide containing the question *"What specific services and supports does your Community League need from the EFCL in order to thrive as the city continues to grow?"*

Participants were then asked to discuss the question within their table groups, and develop answers. Answers were written on a Post-It note, and stuck to a flip chart page for each table. District Directors (seated at each table) provided moderation support to the table during the discussion period. A total of 15 minutes was allotted to this exercise. Once completed, participants brought the Post-It filled flipcharts to the front of the room to be posted on the wall.

### Results

A total of 255 responses were developed overall. The breakdown of responses is as follows:

#### Blue Sky responses, by District:

District	A	B	C	D	E	F	G	H	I	J	K	L	Totals
Responses	20	33	24	13	25	24	27	7	23	9	13	37	255

#### Blue Sky responses, by Theme:

Theme	Count of Responses
Board Development/Governance Support	23
Additional or Improved/Enhanced Training Opportunities	23
Enhanced Membership Processes and Support	22
Advocacy - Improving City of Edmonton Processes and Relationships	21
Enhanced Templates/Documentation Resources	15
Act as a Central Source of Information	14
Advocacy - Raising the Profile of Community Leagues & Common Issues/Causes	14



Preferred Suppliers/Vendor Support for Leagues	13
Funding/Obtaining Grants/Obtaining Other Funding Sources	12
Enhanced EFCL Operations Support	12
Enhanced Website/Membership Systems	10
Improved knowledge transfer within/between boards and districts	9
Enhanced Support for Rinks/Sports Programming	9
Additional Training/Support for Diversity and Inclusion	7
Facility Management support	7
EFCL Attend Individual League Meetings	7
Support for Volunteer Management	5
Enhanced Programming for Specific Citizen Groups	4
Discounted services/vendors for Leagues	4
Changes to Tripartite Agreement	2
Role Clarity/Enhanced Role for of City of Edmonton NRC Staff	2
Improved Relationship with Area Councils	2
Benefit Programs for Community League Paid Staff	2
Discounted services/vendors for League Members	1
No Context/Unreadable Responses	17

The blue sky responses tended toward operations and efficiency aspects of EFCL, with the top three responses relating to operational support of leagues: **Board Development/Governance Support, Additional or Improved/Enhanced Training Opportunities, and Enhanced Membership Processes and Support.**

## Appendix A: EFCL Strategic Statements Document



### EFCL Vision Statement

Edmonton is a place where community is understood and valued, and where Leagues are seen as the mechanism for citizens to build great neighbourhoods and advocate for the city they want.

### EFCL Mission Statement

We connect, represent and enable Leagues to preserve and promote the Community League way of life.

### EFCL's 5 Key Strategic Directions

<p><b>Advocacy and Engagement</b></p> <p>The EFCL Board advocates for positive change by engaging leagues and equipping them to engage their communities and advocate for neighbourhood issues, and advocating itself on behalf of all leagues when the issue is city-wide.</p>	<p><b>Broadening Our Reach and Diversity</b></p> <p>The EFCL works with Leagues to create better opportunities for social inclusion in their membership and programs.</p>	<p><b>Supporting League Leadership and Capacity</b></p> <p>The EFCL focuses on building leadership and capacity in Leagues.</p>	<p><b>Building an Efficient Operations Model</b></p> <p>As a member agency, EFCL provides effective, efficient business supports to all Leagues, and regularly assesses its effectiveness and benefits.</p>	<p><b>Championing Leagues</b></p> <p>EFCL actively and intentionally raises the profile of community leagues and recognizes their contributions and accomplishments.</p>
---	---	---	---	--





## Appendix B: Blue Sky Raw Responses (By Theme)

### Board Development/Governance Support

- Facilitated Board development/governance training
- Proactive oversight board health assessment
- Board health assessment
- dealing with difficult and mean board members
- "New board bootcamp" - introductions, etc, training - more than the leagues  
<unreadable> - one day only option difficult to attend
- Governance - bylaws, policies, best practices, etc
- Audit functional board
- help with bylaws (organizational)
- Help train board members; help leagues be effective in board meetings
- Help with developing committee terms of reference
- Governance training
- Board conflict support/mediation
- Board governance training
- Ongoing training for board members - monthly?
- Governance sessions at the conference, especially support for new league members, Robert's Rules, etc.
- Governance
- More of Colin Johnson! Great resources for bylaw templates, hall rental template, etc. Privacy Policy Etc. Make it easy for leagues to get structures in place! [Thank you!]
- Helping to develop policy and bylaws
- Board roles and development
- Partner with ECVO + Volunteer AB etc to provide board development + strategic planning
- Director position descriptions - not easy to find, eg. what does a civics director do?
- Board recruitment
- Provide board specific (position) guidance - i.e. what does the president actually do?

### Additional or Improved/Enhanced Training Opportunities

- New orientation
- Continued "Professional" volunteer development like Leagues Alive, saturday seminars
- More workshops - in evening, weekend - need how to understand grants
- When offering courses, offer them more than one date, lots of notice
- When offering courses, offer them more than one date, lots of notice
- Courses aimed at writing bylaws beyond one date
- How to write policy and procedure



*Summary Report: EFCL AGM Strategy Prioritization and Blue Sky Exercise*

- Tutorials on booking/accounting NFP
- Capacity building - teach us how to develop effective community
- Create policies and instructions for using social media
- Document clearinghouse - bylaws, policies, agreements, forms
- Training re: IT, contract development, accounting practices, assistance with legislation
- Note Taking training
- Help with understanding the Tripartite agreement as CL boards change. That way communities aren't scared to run programs or whatever because confident in rules. Visit league meetings with presentation?
- Working with HOAs
- Communication courses - monthly webinar - web/social
- Door knocking - guide leagues on how its done properly
- Training for leagues
- Provide courses to new community leaders re: City Council operations + policies
- Provide courses so communities can reach members by social media
- Sample bookkeeping entries for beginners
- Appropriate Bookkeeping procedures
- Finance advice and support

**Enhanced Membership Processes and Support**

- Memberships - support building this up
- Membership plans - how to increase membership
- Help community leagues with membership drive
- Market the benefits of community leagues to the whole population, not just for families for sports
- Membership benefits for everyone - no one wants to buy memberships because the items we offer don't benefit them (families without children, seniors, etc)
- Memberships should run for a calendar year as opposed to Sept to August
- Get membership to follow calendar years as now you presell them in May for September
- Membership effective date Sept 1, but we're selling for 19-20 in September
- Membership should follow calendar year as programming is year-round
- Support for membership drives
- Support membership drives
- Provide more assistance programs, info and the like to bring value to CL memberships (what is the benefit to having a CL membership)
- How to increase paid membership; explain what we offer
- help mature leagues recruit new members and new volunteers (young families)
- Better handling of memberships

27-May-2019

Page 11 of 27



*Summary Report: EFCL AGM Strategy Prioritization and Blue Sky Exercise*

- Find a way to increase membership sales or renegotiate membership need
- Membership administration (Belgravia)
- Membership
- EFCL to take all membership sales, tell league who/contact info + distribute fees collected back to league. Individual leagues could also distribute specific promos to their members but basic membership sales done by EFCL
- Memberships
- Better built membership card with different year ends
- Better membership benefits

**Enhanced Templates/Documentation Resources**

- Succession planning guide
- Best practices for the leagues
- Templates - policies, forms
- Access to templates
- Update league resource guide
- Document clearinghouse - bylaws, policies, agreements, forms
- Adaptable materials designed by professionals, SOPs, marketing materials, business cards, etc
- Turnover toolkits - onboarding and offboarding
- Sample contracts for Hall Manager (paid position)
- Sample Privacy Policy
- Support with writing and developing strategic plans + business plans
- Assistance with drafting bylaws
- Assistance with drafting/reviewing policies. I think it would be helpful to create "boilerplate" policies for key areas that can be customized by community leagues
- Communication frameworks and templates - templates for websites, payment system
- Bigger tool library

**Advocacy - Improving City of Edmonton Processes and Relationships**

- Request to the city slow down the request for permits for everything
- Educate the city on what is involved to run a community league
- Help with the league communicate our issues with the city or other agencies
- Cut through red tape leagues go through for parks and playgrounds
- Be an advocate with city hall relating to issues the leagues may have
- Better cooperation and less paperwork between AGLC and COE; it's often duplicate paperwork for events; why can't it be a one stop shop
- Advocacy for what happens in our neighbourhood
- More notice for programs and services
- More city notice, further notice boundaries, more engagement
- How do we reinvent ourselves if the COE restrictions are so tight and narrow

27-May-2019

Page 12 of 27



- City LRT into Millwoods create a parking issue at MW Town Centre
- community needs to have a say in planning changes (zoning)
- More resources in advocacy and development with COE
- Civic support on redevelopment plan and working with City of Edmonton
- Advocate for more Green Shack!
- Advocacy to decrease the amount of red tape and hoops the city puts in place
- Advocate to the city on traffic flow
- advocate for LRT park and ride
- advocate to city on adequate parking for new developments
- Advocate to the city on useful LRT expansion
- Advocate to the city on sufficient LRT park and ride

#### Improved knowledge transfer within/between boards and districts

- Transfer of knowledge
- communicate and share ideas that work and ideas that don't
- Facilitate discussion BETWEEN community leagues - Edmonton Police Service, Facility Bookings (like swim + rec centre)
- Events that are targeting network between leagues, but only ones in our district
- Report from other board and districts
- Course and networking opportunity aimed at specific roles i.e. all treasurers meet up and talk about challenges
- Create database so CLs in same district understand pooled resources
- Mentoring via inter league director communication network e.g. create a list of district treasures so they can share information, ask questions, advice
- Facilitate better communication between community leagues

#### Act as a Central Source of Information

- provide information to communities about proposed policy changes that will affect community i.e. roads, transit routes, LRT, etc.
- Knowledge and research support with advocacy to the COE
- Presence at important public hearings and decision times
- Identifying issues that could be city-wide and providing support and education
- Coordinate responses to common issues ie. Civics
- Research and planning support to deal with onslaught of changing bylaws as the city reinvents itself for the 21st century. Dealing with all the planning issues feels like a full-time job from our ground-level perspective
- Additional support to ensure city documents get to leagues on time i.e. Property developments
- Relationship building - leveraging existing relationships with corporations and organizations to help individual community leagues access different resources and opportunities



- Identifying similar issues in communities and taking steps to voice widespread issues
- Information regarding process for new developments
- Advocacy with regarding development + civics issues. Steph needs another civics person
- Advice and assistance on how to work the City and developers, especially in mature neighbourhoods
- Why are league members not partners?
- a conduit for bringing neighbourhood concerns to city planning/city council

#### Preferred Suppliers/Vendor Support for Leagues

- Bookkeeping
- Preferred suppliers
- Able to get legal advice and resources - applicable to more than one league and share info
- Generate list of accountants and bookkeepers who are familiar with community league business
- Support to create professional and aligned online presence
- Partnerships with major vendors for basic functions - accounting, property management, online pay systems
- Professional expertise ie accounting, legal, IT
- Resource package: Venues, vendors, access to discount services
- Communications - access to consultants for web design; help with sharing resources of social media
- How to add a company to the preferred vendor list?
- List of accounting firms that do financial statements for non-profit organizations
- list of businesses used by community leagues
- Need more options for meetings i.e. Foster Brooks needed more options for times

#### Advocacy - Raising the Profile of Community Leagues & Common Issues/Causes

- Assist with promoting the community league functions
- Raising the profile of CL
- Broadening our profile of CL
- Provide more information as to what your community league does
- Assistance with development of community feedback tools to ensure appropriate representation of resident's interests
- Increased awareness to newcomers in the city about community leagues
- Promote community leagues to New Canadians, partnering with COE
- Advocate for better funding for community playgrounds (should not be totally up to community members to fundraise)



- Make leagues feel there is less "burden" to be the only community connection - it burns out volunteers
- Sharing information with public about role, importance, benefits of community leagues
- Raise the profile of CL with the typical resident "what are the benefits of being a CL member?" Sports were once the main benefit/driver
- Memberships? Alternative to door knocking?
- Acknowledgement of leagues as most important component of growing a community to sustain a viable society
- To unite the voices of communities to ensure the city hears and values Edmonton's community opinions, desires and demands

#### Enhanced Website/Membership Systems

- Online Membership; mandatory fields, plus be able to maximize the membership info
- Membership online listen to what leagues want
- Better functioning website, especially for membership
- App
- Create web page templates CLs can copy and use to promote membership and align messages
- Modernized membership signup system
- Better database
- Update website to make it easier to connect with other leagues + resources
- New website
- Can everyone get on the email list for EFCL??

#### Funding/Obtaining Grants/Obtaining Other Funding Sources

- Renegotiate bingo profit share
- Grant writing support
- Grant writing
- Sample grant applications
- Other fundraising opportunities aside from casinos and grants
- Grant templates
- Providing or supporting more public/private fundings or grants
- Maintain a library or database of grant writings and applications
- Support with grant applications
- More operational \$!
- 50-50 draw
- Lower yearly fees

#### Additional Training/Support for Diversity and Inclusion

- Assist with how to engage the ethnic cultures within the communities
- Inclusion



- Need support in reaching out to the underserved residents in our community
- Connecting with diverse groups
- Diversity - how to connect with cultural groups
- Support in reaching/engaging minorities
- Direction on how to provide safe inclusive spaces

#### Enhanced Support for Rinks/Sports Programming

- Skate programs for rinks
- Funding for the ice rinks
- Guidance around sports programs
- Support outdoor rinks!
- More programming
- EFCL does soccer registration for leagues! This is a hard job.
- Developing programs to assist with soccer
- More support with Soccer!
- Rinks! Rink \$, Rink efficiency

#### Facility Management support

- Facility Management
- Help leagues with hall rental policies - safety and security
- Project management for renovation and other infrastructure projects
- More support for upgrades to buildings - NOT ONLY solar programs
- More support for energy efficiency renovations
- Building upgrades - assist with realistic planning
- Tips and tricks on property/facility management

#### EFCL Attend Individual League Meetings

- EFCL meetings with executive within area to <unreadable>
- Meet with community leagues to find out first hand what they need support with
- As an emerging league we probably need more support. Having EFCL members attend meeting and provide guidance has been helpful
- Visit the league meetings and functions
- Visit community league meetings
- Come to our meetings more often
- EFCL needs to be present at our meetings for guidance

#### Support for Volunteer Management

- Volunteer organization help
- Volunteer recruitment ideas and assistance
- Help leagues develop and nurture volunteers
- Volunteer support - volunteer mobilization, volunteer appreciation, volunteer retention, volunteer pool



- Volunteer coordination between leagues

#### Enhanced EFCL Operations Support

- Continue hiring summer students for special projects
- EFCL works outside 9-5
- HR support for summer students
- Admin support - i.e. onboarding of board members, board development
- Administration support - welcome package for new residents, policy & procedures
- Administrative assistance
- Contract management for staff and contractors
- Program planning to meet community needs and interests
- EFCL Marketing - list of current services, how to use them
- Splitting large leagues
- Communication
- Bookkeeping

#### Enhanced Programming for Specific Citizen Groups

- Initiatives for 25-40 year old age group
- Encourage initiatives that promote involvement by seniors
- Supporting more diverse programs, not the "usual" ones
- Bring back senior liaison initiative

#### Discounted services/vendors for Leagues

- Discounted
- Food events discounted
- Group discounts - insurance, utilities
- Membership/league group discounts (also included in "Discounted services/vendors for League Members")

#### Changes to Tripartite Agreement

- Advocate for looser restrictions on hall use - e.g. renting to private companies
- Less red tape in Tripartite agreement

#### Role Clarity/Enhanced Role for of City of Edmonton NRC Staff

- NRC fills role of liaison to city
- More communication between NRCs and EFCL; sometimes we go to you, sometimes to NRC, what about a one stop shop/resource list that tells us specifically where to go

#### Improved Relationship with Area Councils

- Listen and include Area Councils
- Place for area councils at the table





Benefit Programs for Community League Paid Staff

- Benefit package for league employees
- Benefits for employees of community leagues

Discounted services/vendors for League Members

- Membership/league group discounts (also included in "Discounted services/vendors for Leagues")

No Context/Unreadable Responses

- Amazing response when calling!
- Advocacy for technology
- Are we members R&R
- Am I doing it right?
- Filing right time right places?
- Checklist must do to exist
- Calendar when to do certain <unreadable>
- Incentivize major community events
- Have <unreadable> meetings
- Strategic sustainability planning facilitation "art of <unreadable>" facilitation
- Survey monkey, zoom or other meeting <unreadable>
- Delete Duplication
- Your hall location
- Forget the pavilion
- More people at meetings
- More cash door prizes
- Nicer weathering



## Appendix C: Blue Sky Raw Responses (By District)

### District A

- Advocate for looser restrictions on hall use - e.g. renting to private companies
- Facility Management
- Facilitated Board development/governance training
- New orientation
- Transfer of knowledge
- Succession planning guide
- Are we members R&R
- NERC fills role of liaison to city
- Proactive oversight board health assessment
- Board health assessment
- Bookkeeping
- Am I doing it right?
- Filing right time right places?
- Checklist must do to exist
- Calendar when to do certain <unreadable>
- Preferred suppliers
- Discounted
- Food events discounted
- Amazing response when calling!
- Advocacy for technology

### District B

- Assist with how to engage the ethnic cultures within the communities
- Inclusion
- Need support in reaching out to the underserved residents in our community
- Connecting with diverse groups
- Diversity - how to connect with cultural groups
- Support in reaching/engaging minorities
- Assist with promoting the community league functions
- Raising the profile of CL
- Broadening our profile of CL
- EFCL meetings with executive within area to <unreadable>
- dealing with difficult and mean board members
- communicate and share ideas that work and ideas that don't
- "New board bootcamp" - introductions, etc, training - more than the leagues <unreadable> - one day only option difficult to attend
- Governance - bylaws, policies, best practices, etc
- Best practices for the leagues
- Templates - policies, forms
- Access to templates

27-May-2019

Page 19 of 27



*Summary Report: EFCL AGM Strategy Prioritization and Blue Sky Exercise*

- Request to the city slow down the request for permits for everything
- Educate the city on what is involved to run a community league
- Help with the league communicate our issues with the city or other agencies
- Cut through red tape leagues go through for parks and playgrounds
- Be an advocate with city hall relating to issues the leagues may have
- Facilitate discussion BETWEEN community leagues - Edmonton Police Service, Facility Bookings (like swim + rec centre)
- Listen and include Area Councils
- Continue hiring summer students for special projects
- Able to get legal advice and resources - applicable to more than one league and share info
- Generate list of accountants and bookkeepers who are familiar with community league business
- Group discounts - insurance, utilities
- Memberships - support building this up
- Membership plans - how to increase membership
- Membership/league group discounts
- Continued "Professional" volunteer development like Leagues Alive, saturday seminars
- More workshops - in evening, weekend - need how to understand grants

District C

- Better cooperation and less paperwork between AGLC and COE; it's often duplicate paperwork for events; why can't it be a one stop shop
- Place for area councils at the table
- Help community leagues with membership drive
- Advocacy for what happens in our neighbourhood
- Meet with community leagues to find out first hand what they need support with
- More notice for programs and services
- EFCL works outside 9-5
- When offering courses, offer them more than one date, lots of notice
- When offering courses, offer them more than one date, lots of notice
- More city notice, further notice boundaries, more engagement
- Volunteer organization help
- Events that are targeting network between leagues, but only ones in our district
- Report from other board and districts
- More communication between NRCs and EFCL; sometimes we go to you, sometimes to NRC, what about a one stop shop/resource list that tells us specifically where to go
- Courses aimed at writing bylaws beyond one date
- How to write policy and procedure

27-May-2019

Page 20 of 27



*Summary Report: EFCL AGM Strategy Prioritization and Blue Sky Exercise*

- Audit functional board
- Update league resource guide
- Tutorials on booking/accounting NFP
- Course and networking opportunity aimed at specific roles i.e. all treasurers meet up and talk about challenges
- Initiatives for 25-40 year old age group
- Market the benefits of community leagues to the whole population, not just for families for sports
- How do we reinvent ourselves if the COE restrictions are so tight and narrow
- Membership benefits for everyone - no one wants to buy memberships because the items we offer don't benefit them (families without children, seniors, etc)

District D

- Online Membership; mandatory fields, plus be able to maximize the membership info
- Membership online listen to what leagues want
- As an emerging league we probably need more support. Having EFCL members attend meeting and provide guidance has been helpful
- Capacity building - teach us how to develop effective community
- Better functioning website, especially for membership
- Get membership to follow calendar years as now you presell them in May for September
- Membership effective date Sept 1, but we're selling for 19-20 in September
- Skate programs for rinks
- Funding for the ice rinks
- Memberships should run for a calendar year as opposed to Sept to August
- Guidance around sports programs
- Volunteer recruitment ideas and assistance
- Membership should follow calendar year as programming is year-round

District E

- L+E: provide information to communities about proposed policy changes that will affect community i.e. roads, transit routes, LRT, etc.
- L+E: help with bylaws (organizational)
- L+E: App
- L+E: City LRT into Millwoods create a parking issue at MW Town Centre
- L+E: community needs to have a say in planning changes (zoning)
- L+E: a conduit for bringing neighbourhood concerns to city planning/city council
- Support to create professional and aligned online presence
- Help leagues develop and nurture volunteers
- Renegotiate bingo profit share

27-May-2019

Page 21 of 27



- Help leagues with hall rental policies - safety and security
- Support for membership drives
- Support membership drives
- Visit the league meetings and functions
- Incentivize major community events
- Create web page templates CLs can copy and use to promote membership and align messages
- How to increase paid membership; explain what we offer
- Support outdoor rinks!
- Provide more information as to what your community league does
- Have <unreadable> meetings
- Create policies and instructions for using social media
- Visit community league meetings
- help mature leagues recruit new members and new volunteers (young families)
- Help train board members; help leagues be effective in board meetings
- Provide more assistance programs, info and the like to bring value to CL memberships (what is the benefit to having a CL membership)
- Create database so CLs in same district understand pooled resources

#### District F

- Help with developing committee terms of reference
- Grant writing support
- Document clearinghouse - bylaws, policies, agreements, forms
- Assistance with development of community feedback tools to ensure appropriate representation of resident's interests
- Modernized membership signup system
- Partnerships with major vendors for basic functions - accounting, property management, online pay systems
- Increased awareness to newcomers in the city about community leagues
- More resources in advocacy and development with COE
- Governance training
- Research and planning support to deal with onslaught of changing bylaws as the city reinvents itself for the 21st century. Dealing with all the Planning issues feels like a full-time job from our ground-level perspective
- Knowledge and research support with advocacy to the COE
- Presence at important public hearings and decision times
- Better handling of memberships
- Identifying issues that could be city-wide and providing support and education
- Adaptable materials designed by professionals, SOPs, marketing materials, business cards, etc
- Board conflict support/mediation

27-May-2019

Page 22 of 27



- Coordinate responses to common issues ie. Civics
- Professional expertise ie accounting, legal, IT
- Strategic sustainability planning facilitation "art of <unreadable>" facilitation
- Survey monkey, zoom or other meeting <unreadable>
- Come to our meetings more often
- Turnover toolkits - onboarding and offboarding
- Promote community leagues to New Canadians, partnering with COE
- Training re: IT, contract development, accounting practices, assistance with legislation

#### District G

- More programming
- Administrative assistance
- Grant writing
- Board governance training
- Civic support on redevelopment plan and working with City of Edmonton
- Resource package: Venues, vendors, access to discount services
- Sample grant applications
- Administration support - welcome package for new residents, policy & procedures
- Relationship building - leveraging existing relationships with corporations and organizations to help individual community leagues access different resources and opportunities
- Other fundraising opportunities aside from casinos and grants
- HR support for summer students
- Bring back senior liaison initiative
- Admin support - i.e. onboarding of board members, board development
- Note Taking training
- Volunteer support - volunteer mobilization, volunteer appreciation, volunteer retention, volunteer pool
- Advocate for better funding for community playgrounds (should not be totally up to community members to fundraise)
- Direction on how to provide safe inclusive spaces
- More support for upgrades to buildings - NOT ONLY solar programs
- Additional support to ensure city documents get to leagues on time i.e. Property developments
- Ongoing training for board members - monthly?
- Less red tape in Tripartite agreement
- Project management for renovation and other infrastructure projects
- Encourage initiatives that promote involvement by seniors
- Supporting more diverse programs, not the "usual" ones
- Make leagues feel there is less "burden" to be the only community connection - it burns out volunteers

27-May-2019

Page 23 of 27



- Contract management for staff and contractors
- Grant templates

#### District H

- Providing or supporting more public/private fundings or grants
- Identifying similar issues in communities and taking steps to voice widespread issues
- Maintain a library or database of grant writings and applications
- Sharing information with public about role, importance, benefits of community leagues
- Raise the profile of CL with the typical resident "what are the benefits of being a CL member?" Sports were once the main benefit/driver
- Find a way to increase membership sales or renegotiate membership need
- Governance sessions at the conference, especially support for new league members, Robert's Rules, etc.

#### District I

- Delete Duplication
- EFCL needs to be present at our meetings for guidance
- Sample Privacy Policy
- Advocate for more Green Shack!
- Memberships
- EFCL to take all membership sales, tell league who/contact info + distribute fees collected back to league. Individual leagues could also distribute specific promos to their members but basic membership sales done by EFCL
- Membership administration (Belgravia)
- Membership
- Governance
- More of Colin Johnson! Great resources for bylaw templates, hall rental template, etc. Privacy Policy Etc. Make it easy for leagues to get structures in place! [Thank you!]
- Helping to develop policy and bylaws
- Support with writing and developing strategic plans + business plans
- Advocacy to decrease the amount of red tape and hoops the city puts in place
- Information regarding process for new developments
- Help with understanding the Tripartite agreement as CL boards change. That way communities aren't scared to run programs or whatever because confident in rules. Visit league meetings with presentation?
- Support with grant applications
- Better database
- Update website to make it easier to connect with other leagues + resources
- Sample contracts for Hall Manager (paid position)



*Summary Report: EFCL AGM Strategy Prioritization and Blue Sky Exercise*

- Advocacy with regarding development + civics issues. Steph needs another civics person
- EFCL does soccer registration for leagues! This is a hard job.
- Developing programs to assist with soccer
- More support with Soccer!

District J

- Assistance with drafting bylaws
- Assistance with drafting/reviewing policies. I think it would be helpful to create "boilerplate" policies for key areas that can be customized by community leagues
- More support for energy efficiency renovations
- Communications - access to consultants for web design; help with sharing resources of social media
- Board roles and development
- Advice and assistance on how to work the City and developers, especially in mature neighbourhoods
- Program planning to meet community needs and interests
- Communication frameworks and templates - templates for websites, payment system
- Partner with ECVO + Volunteer AB etc to provide board development + strategic planning

District K

- Mentoring via inter league director communication network e.g. create a list of district treasures so they can share information, ask questions, advice
- Splitting large leagues
- Working with HOAs
- Building upgrades - assist with realistic planning
- More operational \$!
- EFCL Marketing - list of current services, how to use them
- Memberships? Alternative to door knocking?
- Director position descriptions - not easy to find, eg. what does a civics director do?
- Communication courses - monthly webinar - web/social
- Rinks! Rink \$, Rink efficiency
- Board recruitment
- Door knocking - guide leagues on how its done properly
- How to add a company to the preferred vendor list?

District L

- Appropriate Bookkeeping procedures
- Benefit package for league employees

27-May-2019

Page 25 of 27





- Benefits for employees of community leagues
- Your hall location
- Tips and tricks on property/facility management
- Forget the pavillion
- Communication
- Facilitate better communication between community leagues
- Bookkeeping
- Sample bookkeeping entries for beginners
- List of accounting firms that do financial statements for non-profit organizations
- list of businesses used by community leagues
- Finance advice and support
- Volunteer coordination between leagues
- Provide board specific (position) guidance - i.e. what does the president actually do?
- Bigger tool library
- More people at meetings
- Lower yearly fees
- To unite the voices of communities to ensure the city hears and values Edmonton's community opinions, desires and demands
- Why are league members not partners?
- Acknowledgement of leagues as most important component of growing a community to sustain a viable society
- Nicer weathering
- New website
- Better built membership card with different year ends
- Better membership benef
- its
- Can everyone get on the email list for EFCL??
- 50-50 draw
- More cash door prizes
- Advocate to the city on traffic flow
- advocate for LRT park and ride
- advocate to city on adequate parking for new developments
- Advocate to the city on useful LRT expansion
- Advocate to the city on sufficient LRT park and ride
- Need more options for meetings i.e. Foster Brooks needed more options for times
- Training for leagues
- Provide courses to new community leaders re: City Council operations + policies
- Provide courses so communities can reach members by social media

## 6.0 DECISION ITEMS

**MEETING DATE :** June 06, 2019

**Item 6.1**

**AGENDA ITEM # :** 6.1 – Planning And Development Committee Election

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

---

### **Background**

In April, Ann Parker stepped down as the Planning and Development Committee Chair. At the PD committee meeting later that month, the committee then moved to elect Jesse Watson (District A) as the new Chair.

### **Recommendation**

The EFCL Board of Representatives approve Jesse Watson as the Planning and Development Committee Chair.

**MEETING DATE :** June 06, 2019

**Item 6.2**

**AGENDA ITEM # :** 6.2 – Construction Issues Committee Report

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

---

### **.Background**

For many years, the EFCL's Construction Issues Committee worked alongside the City to address concerns documented in the EFCL Construction Issues Report. While much progress was made, a primary concern of this sub-committee had been the protection of neighbours from property damage due to excavations on or over the property line, which still has not been addressed by City policy. At present, if damage occurs to private property as a result of infill construction, homeowners are advised it is a civil matter and to contact a lawyer.

According to experts, the 1.2m side yards allowed by the Zoning Bylaw have created situations whereby excavation of basements must be done to the property line. Without 'shoring' of the vertical dirt walls, the ground of the neighbour's property naturally 'slumps,' sometimes causing damage to the neighbours fence, sidewalk, landscaping, and foundations.

On April 23<sup>rd</sup>, Community League members presented at City Council's Urban Planning Committee and Administration was directed to explore their asks.

Bev Zubot and Stephen Poole (District D rep on PDC) have requested that this sub-committee be revived so that the issue of excavation can be dealt with.

### **Recommendation**

The EFCL Board of Representatives approve the revival of this sub-committee.

**MEETING DATE :** June 06, 2019

**Item 6.3**

**AGENDA ITEM # :** 6.3 – Street Speeds Working Group

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

---

## **Background**

On May 14, 2019, Council moved to direct administration to draft a Bylaw that would achieve the following:

1. That Administration return to Committee for a Non-Statutory Public Hearing with draft bylaws to capture the following:
  - A citywide default speed limit of 40 km/hr on both local and collector residential roadways.
  - A default speed limit of 30 km/hr on both local and collector residential roadways as generally outlined in the #YEGCoreZone.
  - That, as part of the preparation of the draft bylaws, Administration first undertake a review of collector roads and include any appropriate exceptions in Parts A and B above for collectors that function more appropriately at higher speeds.
2. That Administration provide a report, concurrent with the draft bylaws, on the resources required to accomplish roadway safety goals, including traffic calming measures, speed reduction and enforcement, safe roadway crossings, and the results of research being done by Calgary Police Service and University of Calgary and our Vision Zero strategy.
3. That Administration provide high-level information on causal factors on the 711 pedestrian related collisions.

Elaine Solez, an observer at the Planning and Development Committee, has requested that we strike a working group to develop engagement materials to help League's discuss the changes. In particular, City Administration is looking for community help in identifying which roads in their neighbourhoods should be exempt from the changes to collector road street speeds.

## **Recommendation**

The EFCL Board of Representatives approve the development of this working group.

**MEETING DATE :** June 06, 2019

**Item 6.4**

**AGENDA ITEM # :** 6.4 – New League Support For 100th Anniversary Project

**PREPARED BY:** Nora Begoray, Director of Business Development

---

#### Background

The 100<sup>th</sup> Anniversary Committee met on Monday May 27<sup>th</sup>. A motion was passed at this meeting by Rob Agostinis and Lindsay Smith that:

“All leagues should pay the \$2000 towards the EFCL Community League Plaza Project. And that new Leagues should be asked to pay \$400 for 5 years once they have received their Operating Grant funding from the City.”

All Leagues, including those that have been incorporated this year, will be named in the Community League Day Plaza. The \$2000 was an amount that was agreed upon by the membership several years ago. It has remained as a consistent amount, in order to ensure that all Leagues are recognized in the same way at the Plaza.

#### Recommendation:

That the Board accept the motion as presented by the 100<sup>th</sup> Anniversary Committee and provide communication to the new leagues about the project and the financial support from all Community Leagues.

## 7.0 NEWS FROM THE CITY

**MEETING DATE :** June 06, 2019  
**AGENDA ITEM # :** 7.1 – News From The City of Edmonton  
**PRESENTED BY:** Chantile Shannon, Citizen Services

**Item 7.1**

News from the City of Edmonton  
EFCL Board Meeting  
June 6, 2019



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

### **Abundant Community Edmonton**

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.

#### Upcoming Community of Practice

Twice per month Abundant Community Edmonton hosts Community of Practice gatherings to provide Block and Neighbourhood Connectors with the opportunity to share their stories, challenges, and experiences with other Connectors, as well as learn about new program resources. This is an excellent opportunity for Community League members to find out more about how City staff can support Leagues to help neighbours ***Get Neighbouring*** and to access resources that are available for Block Parties, Play Streets and other community events. ***Get Neighbouring*** is the new Abundant Community Edmonton call to action for citizens to be active in making their block part of a vibrant and inclusive neighbourhood.

Upcoming dates and times for the Community of Practice are listed below. If you have any questions about starting an ACE initiative in your community, please contact your Neighbourhood Resource Coordinator or Revitalization Coordinator. You can also connect with your ACE Coordinator by emailing [abundantcommunity@edmonton.ca](mailto:abundantcommunity@edmonton.ca).

For more information about Block Parties visit:

[https://www.edmonton.ca/residential\\_neighbourhoods/neighbourhoods/block-parties.aspx](https://www.edmonton.ca/residential_neighbourhoods/neighbourhoods/block-parties.aspx)

#### **\*New\* How-to Guide for Organizing a Successful Play Street Now Available**

*Do you remember playing road hockey and shouting "CAR!?"* With the Neighbourhood Play Streets initiative the same fun can be had without the vehicular interruption.

A Neighbourhood Play Street allows neighbours to play together in residential streets closed off to vehicle traffic. A step-by-step manual with ideas for hosting a play street is now available in hardcopy and online. For more information about Play Streets visit: [https://www.edmonton.ca/residential\\_neighbourhoods/neighbourhoods/play-streets.aspx](https://www.edmonton.ca/residential_neighbourhoods/neighbourhoods/play-streets.aspx)

## **Building Community Through Recreation**

### **Spring Network Events Success**

Building Community Through Recreation (BCTR) Networks encourage collaboration and sharing of resources to meet local recreation needs. 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. We have wrapped up our Spring Network Events. We have again had strong attendance from community leagues. Although networks are organized geographically, organizations are welcome to attend one (or more!) events throughout the city. See Upcoming Meetings section below for information about our remaining Spring event. Network Events will be back this Fall 2019! Watch this space for more information and dates for Fall Events: [https://www.edmonton.ca/programs\\_services/for\\_communities/community-recreation-networks.aspx](https://www.edmonton.ca/programs_services/for_communities/community-recreation-networks.aspx)

### **Safety is the Point**

Let's face it: no one likes to see needles on the ground. But do you always know what to do should you find one? It depends!

If you see a needle in a public space (park, alley, sidewalk), call 3-1-1 or report it using the 311 App. City staff aim to collect and dispose of the needle(s) within 2 hours of the call between 8am and 4pm, 7 days a week.

"Calling 311 or using the 311 App helps us to track the number of calls for needle collection, along with the number of needles collected," says Don Belanger, Program Manager, Capital City Clean Up. "This data helps us to make good decisions about where to best focus our efforts, and staff and citizens play a valuable role in this process."

But what if I find a needle on my property? There are step-by-step instructions to help you safely collect the needle.

The needle is safely secured. Now what? Needles can be disposed of at Eco Stations and at any one of 24 newly redesigned needle boxes located throughout the city. See our needle disposal maps for locations. "Ultimately, the aim of the campaign is to help educate and empower citizens, businesses, community partners and front line staff on safe needle collection and disposal in Edmonton," says Don. "In the longer term, we hope to dispel some of the fear and stigma around needles and needle use."

For more information, visit the [Safe Needle Disposal](#) webpage.

### **Cannabis in Edmonton. Be Safe. Be Responsible. Know the Rules.**

As the weather grows warmer, Edmontonians spend more time outdoors using both City facilities and attending large events and festivals. Since several months have now elapsed since recreational cannabis was legalized, providing residents, businesses and visitors with a reminder of etiquette and the [City's public consumption rules for cannabis](#) will minimize conflict and provide clarity during Edmonton's busy outdoor season.

For Public Events and Festivals, each event organizer may set whether or where you may can smoke. Make sure you check each event's specific information prior to attending.

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

### **Edmonton moving forward after Smart Cities Challenge**

The Smart Cities Challenge is a Federal initiative that empowers communities to adopt a smart cities approach to improve the lives of their residents through innovation, data and connected technology. The City of Edmonton was named a finalist for the \$50 million grant. Infrastructure Canada recently announced the City of Montréal as the recipient of the top prize in the Smart Cities Challenge. Although the City of Edmonton was not selected for the top prize, the City remains a global leader in digital innovation and Smart City initiatives.

"I congratulate Montréal on their successful bid. We want to thank Infrastructure Canada for hosting this competition and raising awareness of the incredible work taking place across the country in municipal-led data and technology projects and programs," said Mayor Don Iveson. "We look forward to continuing our collaboration with Edmonton's thriving community of innovators to create smart, sustainable solutions that increase our quality of life in Edmonton and build a healthier, more connected city."

The City of Edmonton's commitment to accelerating Smart City and health-related initiatives by using data and technology has already paid off in other ways. In April, Edmonton was named one of five winners in the North American Smart Cities Readiness Challenge, hosted by the Smart Cities Council. Edmonton is the first Canadian city to be recognized through the program

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

### **Big Bin Events**

Big Bin Events allow residents to dispose of household items too large for regular collection at no charge. Over the spring and summer there are a number of these city wide events. Household materials that are too large for curbside pickup, such as furniture and appliances can be brought to the Big Bin Events. All events run from 9 am to 5 pm. June's events include Castle Downs, Callingwood, Woodcroft and Ellerslie. For a full list of Big Bin events and more information, visit the [Big Bin website](#).

### **FRONT YARDS in Bloom**

MAY 20 – JUNE 30 Recognizing beautiful front yards!  
TO NOMINATE A FRONT YARD SUBMIT THE ADDRESS TO:  
[FRONTYARDSINBLOOM.CA](http://FRONTYARDSINBLOOM.CA)

Award categories include:  
» General » Edible » Natural » Public Spaces Tiny Yards » Balconies in Bloom  
Participants will be recognized at the Edmonton In Bloom awards on September 11.



## Upcoming Meetings, Reports of interest to City Council, Events and Activities

June 4	City Council : Council Chambers 9:30 am <ul style="list-style-type: none"> <li>• Further Information - Edmonton Federation of Community Leagues 100th Anniversary project and Hawrelak Park Rehabilitation</li> </ul>
June 8	ACE Community of Practice, 9:30 am - 12:00 pm at Commonwealth Community Recreation Centre, (11000 Stadium Road)
June 5-18	<b>City Plan and Zoning Bylaw Renewal Workshops</b> June 5 <b>Workshop</b> - Mill Woods Senior and MultiCultural Centre June 10 - <b>Public Engagement</b> - Abbotsfield Recreation Centre June 12 - <b>Public Engagement</b> - Pride Centre of Edmonton June 14 - <b>Public Engagement</b> - Jasper Place Public Library June 18 - <b>Public Engagement</b> - Chappelle Gardens Residents Association
June 10	Executive Committee : River Valley Room City Hall 9:30 am <ul style="list-style-type: none"> <li>• Non Market Housing Pause - Addressing Concentration of Poverty and Neighbourhood Revitalization</li> </ul>
June 11	Urban Planning Committee : River Valley Room City Hall 9:30 am <ul style="list-style-type: none"> <li>• Lewis Farms Community Recreation Centre and Library</li> <li>• Gondola Feasibility - Preliminary Economic and Technical Assessment</li> </ul>
June 26	Community and Public Services Committee : River Valley Room City Hall 9:30 am <ul style="list-style-type: none"> <li>• Leasing Status of the Orange Hub</li> <li>• Future Cannabis Lounge Regulations</li> <li>• Snow and Ice Complaints Process</li> </ul>
June 26	ACE Community of Practice, 5:00 pm at the Valley Zoo, Otter Room (13315 Buena Vista Road)

For more information and other reports

- [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!](#)

## 10.0 DISCUSSION ITEMS

**MEETING DATE :** June 06, 2019

**Item 10.1**

**AGENDA ITEM # :** 10.1 – Website Needs Of The Board

**PREPARED BY:** Joanne Booth, Membership & Operations, Sr. Director

---

Below is the next step to our RFP for an EFCL website rebuild. This information was compiled from known needs and deficiencies in our existing website, and from the extensive survey completed by Community Leagues around their needs from our website.

The EFCL maintains a website with Community League resources, information and online membership sales, which is approaching a necessary rebuild to meet current technology standards and to better serve the needs of Community Leagues and their members.

Website Rebuild will need to incorporate three distinct components of our current needs/uses. I have colour coded the priority of each ask. Red for high priority; green for important and to be included if budget allows; blue for future plans or to be included if current budget allows:

<https://leagues.efcl.org> Site:

Database:

Community League Contacts and Information.

Current website has a League listing of 159 current community leagues, the league contact information, board member contact information and the ability to note that on our website if member gives permission for us to share their information.

Facility Information is also contained here. When amenities or other information changes, we update here. i.e., hall capacity and content information, as well as amenities such as spray parks, tennis courts, rinks, etc. This information also populates a map of the City showing which leagues have these amenities. Map defaults to community league halls, but a drop-down menu allows that to be changed to show rinks or community gardens, etc.

Current sorting of information and exporting to excel spreadsheet is good. Current display of league "static" information is good. Sorting the board's various roles in the league, not so good, but is this something we want to record?

Current way to add a new league is good.

Information that gets entered in this area, connects to our public site, and information we have permission to share is viewed there by anyone.

**Enter information in one folder instead of the three now required. We have to change two areas for the Facilities information and then also change another for the Leagues information.**

Board contact information is not noted in any particular order, making finding a particular board position challenging as we must scroll down through the list to find positions. Would prefer set portfolios and their placement in a prescribed order. President, Vice President, Secretary, Treasurer, Membership Director, Civics Director, and then after those position, doesn't really matter for an order.

Would also like these board positions as part of the drop-down selection menu.

#### Communications Database

Allows staff to record contact with community leagues, and sort that by the type of contact, i.e. Hall Operations, Membership, etc. We can sort this by District, or topic, or league. Just recently set up, so meets our needs.

Would like another folder like this, for our District Directors. This would allow them to record their contact with their leagues, and have that information available for future District Directors.

#### Vendors Database

This is where we record all other contacts and their information. We can add additional categories as required. Can generate a report easily and then use that to create lists of various categories, i.e. City of Edmonton, Volunteers, etc. So, working well.

Would like the Comments section changed. This is where we record information that might be relevant. I.e. for volunteers, we note here special skills or areas of interest. When we export the information into an excel spreadsheet, we then search for the key words (i.e. speaks French). Is there a way to add a box that says Volunteer Interests/Skills?

#### Administration Site

League Supplies and Store Merchandise are working well. Store merchandise is where we enter items leagues can purchase through the EFCL. EFCL collects orders and uses combined purchasing to get bulk pricing discounts. Adding and deleting from this area is simple. League supplies is where leagues place their orders from what is available. Still working well.

Occasionally, I hear from leagues that they would like to pay by credit card. Might want to flag this for future.

#### Users

This is where permission to access our back-end site is noted. Still working well, and I especially like how easy it is to change forgotten passwords.

#### Website

This is the area that allows us to manage our website. Our current site is CMS, and does not allow much of the simpler changes/edits to be done inhouse. However, our page, it's content, and other changes are not supported, and require the web developer to make those changes for us, if possible.

Looking to use something like WordPress so that our landing page and visuals can change easily to reflect changes in priority throughout the year, changes to our key messaging, and any branding changes made in the future. We want a site we can change in-house, simply, and more often than once every 5 years.

## Home

Home records all community league membership sales information. Website administrator sees all league sales information, but the leagues sees only theirs. Producing reports is simple, and downloaded in excel so leagues can use their information. Still working well for this.

Would like to expand the ability for the website administrator to produce Membership reports. Currently, I can set a range of dates, and click for a report. But then get all the leagues. Means, when a league membership director needs me to produce a report for them, I have to sort and delete the league information I don't want. Can we add another tab, so I can sort a range of dates for a particular league? I.e. All Avonmore's membership sales information for the last 6 months, instead of all 159 leagues' sales information for the last 6 months.

## Public Site efcl.org

### Search Tool

Current search tool is for a Google search. Does not help people find resources on our site.

Search tool needs to search the information/documents on the efcl.org site. That way, if a league member is looking for information on a board member's job description, they can type that in and it will highlight the documents available on our site, as opposed to navigating our current library, which most people don't even see because it is at the bottom of the landing page.

### Membership Benefits

Currently, the additional membership benefits page is working well. It lists the benefits available and links through to provider's site.

However, as the number of benefits that are available to members increases, we will need to incorporate some sort of sorting option for those benefits. i.e. Home & Garden or Sport & Activity. As we don't know yet how that will look in the future, it needs to be something we can set up and edit in-house.

### Events Calendar

Current site shows EFCL events and events leagues have submitted to our site. This is good information. Leagues currently submit their events and the EFCL staff approve it, and it is posted to our calendar. This requires a few steps from leagues, and from EFCL staff in order for league events to appear on the website calendar.

Would be great if Leagues were able to upload their events to our website calendar of events. A click on the event could also show the event poster that the league has created, if the league has uploaded that as well.

### About Us/Events & Projects/Sports

Areas are working well, but any major changes to these pages is challenging with our current CMS system. It is hoped that a system similar to WordPress will make it easier for the EFCL to incorporate future needs/changes.

Bottom of Landing Page Also contains tabs for links, similar to above, but a bit more tabs available. But having this at the bottom of the landing page means people do not see those links. Same with the Libraries section.

Too many tabs in too many different areas of our landing page. Hopefully a webpage that is simpler to edit/add/delete sections will allow us to display information in a more intuitive manner.

### League Membership Purchase

Our online store allows people to visit our site and purchase a membership for their Community League. It is set to offer the different membership categories the league offers, and the different prices the leagues have for their various memberships. The information is entered on our site, and then payment is processed at a payment site.

Membership rates and categories are entered by EFCL staff through the admin site. Each year, we produce a list of current membership rates and categories for all the leagues.

Is there a way to generate a report with the current categories and rates so we have don't have to type this out ourselves?

Set to enable people to purchase a membership to their community league. It is working fine. The biggest complaint we get is from people who do not read the information.

Is there another way to funnel them through to their league information? Currently, they enter a postal code or select their league. We find that some people have purchased multiple memberships in order to access specific programming, i.e. community league swim times. They use their address, but a postal code for the league they want.

### Resend card

Currently, when people cannot find their card or have lost it, they contact us to send them another copy of their card. We look up their name on our system, and then search for our copy of that card.

Is there a way to embed a "Resend Card" tab so when we find their name on our system, we click, and it resends the card?

### Automatic Renewal of Memberships

When people purchase their memberships, the memberships expire August 31<sup>st</sup> of each year. They then need to go back in to our site, enter all their information again, and pay again.

Would like memberships to be automatically renewed each September 1<sup>st</sup>. This would require some sort of "opt in" from the purchaser to allow this. Would also need some work done at the payment site, to ensure that credit information is retained securely. Maybe about a month before the expiry date, an automatic e-mail went out to the member, indicating click here to renew your membership, click here to not. Need to understand how this would be impacted by expired credit cards.

In some cases, the same postal code covers more than one community league. This is confusing for people who are unsure which is their league.

Is there a way to "split" the postal code area into the correct league boundary? Site before this one, did allow that.

## Find A Facility/League

This section is confusing. The map function has been tied to the Facility Amenities and it defaults to halls. People think the map is a map of all the community leagues, and it is not. It is helpful to have a tool that allows searching for things like halls, or skating rinks, or community gardens, but I'm not sure this is where people would look for that information, so confusion exists.

Mapping tool defaults to mailing address, not facility address and this also creates confusion, as the icon is not placed where the hall or other amenity actual is.

Might need to split Amenity Search from league search. I do like the idea of the map as it helps people looking for halls or skating rinks to find others near them, but it makes just finding your league and contact info for your league confusing.

Also hoping to bring back some sort of hall look up tool for anyone searching for a hall. Could enter specific parameters, i.e. size, kitchen, dance floor, area of the city and search tool would produce list of halls that fit.

## Event/Program Sign Up Tool

Similar to Eventbrite, a way to use the website to take registrations ourselves. Immediate use would be for our seminars and workshops, but would like to ensure that future use could include sports/program registrations for league activities. Or, ensure compatibility with existing sports registration softwares.

Survey/Research Needs Not already noted above.

## Smart-Phone Friendly

Whatever system we end up with, we need to ensure we are Smart-Phone friendly. More and more people are using their smart phones to access/view information through our site. Our current site makes that challenging when people are searching for information or buying a membership.

We have a search tool to look-up amenities such as spray parks, community gardens, basketball courts, etc. but as this was flagged as a need, it is clear that our current site is not clear. As mentioned above, we should split this search tool from the Find your Community League site.

Leagues have requested a similar tool for events and programming at the leagues so if someone wanted dance lessons, they would be able to find which league offered those lessons. Maybe combine this with the amenities tool and have a programs/amenity look up tool.

It is hoped that future use could incorporate the ability for leagues to also post space they had in various programs. Would be especially helpful for sport registrations where there was space on a team for parents looking. Or room in a dance class, or karate.

And maybe a more descriptive word than amenities such as facility services or features????

A digital membership card available to use through a smartphone app. This was requested, but it is already provided when the card is purchased online through our website. The digital card is sent by e-mail and member stores it in their e-mail or in a folder on their phone. We ask that people print it off, but many people just save the image instead.

Leagues are looking for ways to connect with their members: One of those ways would be through some sort of an app for their smartphones. If current budget does not allow this, we need to ensure that there is the potential to incorporate this in the near future. Although not a high demand from leagues currently, they have indicated they want an app to include

- volunteer management, especially as it relates to the volunteer commitment through youth sport
- Push out league messages and event information to their members
- Purchasing their membership card through the app instead of going to the website
- Gathering feedback for public engagement and member surveys
- Calls for volunteers or other messaging that leagues would develop and want to share with their members
- Share news in real time
- Ad revenue
- Event management with ticket sales and generate lists of attendees
- Calendar of upcoming events
- App analytics
- Emerging trends?

Other

We are also coming to the end of our server's life span. When the time comes, we will likely be moving to Cloud

How can we incorporate league membership purchases with ours, so that leagues can produce one list of membership information for their league? Upload their info to our site and we store securely? Embed the EFCL store into their website so members stay on their page, but all the information is held in one spot?

Would like a league website template/tool similar to other templates we offer. Leagues would enter basic information, and the site would update. Something simple so league volunteers can focus on other things. This might then allow our site to be automatically updated to match the information leagues have posted. Right now, we will show league events if the league enters that information on our site calendar. Is there a way to tie in so that the information is entered just the once?

Site analytics

Integrating mail chimp to our site, which we currently use for our e-news distribution

Ability to embed YouTube videos or pictures to our site.

Tie our Volunteer application to our database so that the vendor database is automatically updated with new volunteer contact information. Right now, we print the form and enter manually.

**MEETING DATE :** June 06, 2019

**Item 10.2**

**AGENDA ITEM # :** 10.2 – Annual General Meeting Debrief Overall And Plan For Fall

**PREPARED BY:** Hope Jubenvill, LGTBQ+ Lead

---

EFCL AGM Spring 2019 Survey Summary:

**Question 1: I enjoyed the format with multiple Board Directors chairing the meeting**

Responses:

- Agree Responses: 38 - 76.0%
- Neutral Response: 11- 22.0%
- Disagree Responses: 1 - 2.0%
- No Response (N/A): 0 - 0%

**Question 2: I feel that the method of engagement we used for the EFCL Growth Strategy was an effective way of obtaining feedback**

Responses:

- Agree Responses: 36 - 72.0%
- Neutral Response: 11 - 22.0%
- Disagree Responses: 3 - 6.0%
- No Response (N/A): 0 - 0%

**Question 3 I feel that my voice was heard through the engagement process**

Responses:

- Agree Responses: 26 - 52.0%
- Neutral Response: 23 - 46.0%
- Disagree Responses: 1 - 2.0%
- No Response (N/A): 0 - 0%

**Question 4: I feel that the Keynote speaker was relevant to the work that Community Leagues can be involved in**

Responses:

- Agree Responses: 40 - 80.0%
- Neutral Response: 8 - 16.0%
- Disagree Responses: 2 - 4.0%
- No Response (N/A): 0 - 0%

**Question 5: I feel that the Table top discussions provided an opportunity for me to learn**

Responses:

- Agree Responses: 26 - 52.0%
- Neutral Response: 18 - 36.0%
- Disagree Response: 0 - 0%
- No Response (N/A): 6 - 12.0%



Questions 6 **I feel the Table top discussion topics were relevant to the work of my Community League**

Responses:

- Agree Responses: 24 - 48.0%
- Neutral Response: 20 - 40.0%
- No Response (N/A): 6 - 12.0%
- Disagree Response: 0 - 0%

**Please provide any comments on your experience tonight- what worked, what didn't, what you would like to see for future meetings**

Number of Comments:

- No Comments: 34 - 68.0%
- Yes Comments: 16 - 32.0%

Comments:

1. "I would like the opportunity to comment on what should not be a priority for EFCL growth. E.g. I believe that indigenous affairs does not merit a EFCL staffer. It needs to happen at the grass roots"
2. "Likes the short, more organized meeting."
3. Comment 1 (About Q5): "usually a good idea. I just happened to sit at a table with everyone on their phones instead of talkative" - Comment 2: "was ok to sit by district, but sometimes ok to sit at other tables to meet leagues from other parts of the city and meet new people"
4. "Please don't waste by having balloons, confetti, etc."
5. "Have Dinner and Meeting overlap - 6:00 Diner and 6:30 Meeting start"
6. "Balloons no good in wind tunnel"
7. "Good Duration"
8. "Required more explanation of meaning of strategic directions" - This is directed at question 2
9. "Thanks for the time management. Appreciate it!"
10. "Hard to hear the speakers - no win anyway"
11. "Echo Chamber! Difficult to hear"
12. "Dancing = not good!"
13. "But more time and maybe hear other answers" - In reference to question 2
14. "#twistandshout! thumbs up"
15. "Re #3: I'll know that my voice was heard after the engagement process has run its course"
16. "First time attending I thoroughly enjoyed it!"

## 12.0 REPORTS

**MEETING DATE :** June 06, 2019  
**AGENDA ITEM # :** 12.1 –Executive Director’s Report  
**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

**Item 12.1**

### Staffing

In May we brought on 4 new Summer students. This has been an incredible addition to our organization and the enthusiasm and energy they bring to their work with Community Leagues and the EFCL has been great to see.

### 100<sup>th</sup> Anniversary

Nora, Allan and I interviewed 3 potential Project Managers to take over for Josh St.Cyr who had to step away from the position due to increased job responsibilities and his inability to provide support at meetings as was required. Through this process we have chosen to work with Scott Varga and Brian Stephenson from Avison-Young. Scott has worked at the City of Edmonton and has a tremendous amount of Project Management experience across the City. He is also part of his Community League of Pleasantview. Brian has many years of experience in the private sector running major projects and is very excited to be involved with this Project as he has lived in Edmonton all his life and has deep connections with Community Leagues. We are thrilled to have them on our team with the 100<sup>th</sup> Anniversary project.

### Media

There was a lot of positive media attention this month thanks to our work with Publicity Room. Please see attached report.

### Mayors State of the City Address-May 8<sup>th</sup>

Fraser and I attended the Mayors state of the City Address and were invited to attend by our City of Edmonton partners- Rob Smythe.

### Housing for Health Launch

The project officially launched on May 14<sup>th</sup>, and EFCL was invited to speak at City Hall as part of the panel from the Community perspective.

### AGM

A lot of energy went in to this year’s AGM to make it a more festive time of gathering with our Leagues. We had a keynote speaker (Dr.Karen Lee- Housing for Health Project), as well as a revolving chair where many board members participated in running the meeting. We finished the meeting at 8:30 pm, and had provided drink tickets for everyone for after the meeting and encouraged conversation and dialogue.

Many League representatives stayed for almost an hour after the meeting, socializing and getting to know each other.

## **Tamarack Conference**

We had 10 spots available for a discounted rate, and had representatives from Dovercourt, McCauley, Westmount and Beverly Heights Community Leagues. From EFCL we had myself, Joanne, Colin and Michelle Gosselin from the Board attend. The speakers were inspiring and we hosted a short conversation with League representatives on Thursday morning to discuss how ABCD can be brought into Leagues. I feel that this is a conversation that needs to continue and all those who attended were very interested.

**MEETING DATE :** June 06, 2019

**Item 12.2**

**AGENDA ITEM # :** 12.2 – Publicity Room Media Report

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

---



EFCL x Publicity Room Contract Summary  
August 1 - August 31, 2019 & March 1 - April 30, 2019



## Community League Day Influencer Campaign Concept

### Goal

- o Raise awareness and encourage participation in Edmonton Community League Day on September 15, 2018.

### Concept

- o 4-5 influencers from various community leagues around Edmonton are chosen to help spread the word on social media about CL Day. Each influencer is asked to visually share something they love about their community and how it helps make their community a better place. Influencers would also share what's happening in their neighbourhoods for CL Day and encourage their followers to find out what's happening in theirs on Saturday, September 15 using #yegclday18.
- o Suggested Influencers:
 

Marielle Terhert (Downtown)	Claire Theaker-Brown (Ritchie)
Shereen Zink (Oliver)	Hannah Hamilton (Malmo Plains)
Colombian Coffee (Westmount)	Maker's Keep (Windermere)
Andrew Parker (TBC)	Ahmed Knowmadic (TBC)

### Timeline

Concept created for CL Influencer Campaign	August 20
Key messaging developed for influencers to share about CL Day	August 21
EFCL to provide details of events happening in influencer's CL's for the day	August 22
EFCL to provide each influencer with 5 CL memberships	August 22
Initial ask sent to influencers for participation	August 27
Influencers posts	September 1 -12
Influencers send screenshots of engagement metrics	September 14

### Exchange

- o EFCL would provide each influencer 5 community league memberships to invite their neighbours to get active in their communities.
- o How it will work: Each influencer emails Publicity Room their five winners including their full name, email address and mailing address. Publicity Room then sends this information to Faaiza for EFCL to coordinate with the winners.

## Influencer Campaign Summary

### Influencer Posts:

#### 1. Hannah Hamilton

Post: <https://www.instagram.com/p/BnryC26DG7f/?taken-by=themomoirs>

- Also appeared in her Stories
- 3,000 followers
- 27 entries in giveaway
- 233 likes on post

#### 2. The Makers Keep

Post here: <https://www.instagram.com/p/Bnr4tQVihTi/?taken-by=themarkerskeep>

- Also appeared in her Stories
- 15,000 followers
- 57 likes on post
- Ran giveaway via e-newsletter

#### 3. Shereen Zink

Post: <https://www.instagram.com/p/BnpYfGqjJIY/?taken-by=shereenzink>

- Also appeared in her Stories
- 6 entries in giveaway
- 73 likes on post
- 870 followers

#### 4. Claire Theaker-Brown

<https://www.instagram.com/clairetb/>

Post was only on Instagram Stories. Link not available.

Claire decided not to participate in the giveaway.

- 500 followers

Approx. Potential Reach = 19, 500

\*A total of 15 complimentary passes were mailed out to winners by EFCL.



Media Summary: EFCL Spring 2019

Media Outlet	Date	Potential Reach	Link
CBC Online	May 7, 2019	1,700,000 unique weekly visitors from across the province	<a href="https://www.cbc.ca/news/canada/edmonton/community-leagues-connection-neighbours-advocacy-1.5125043">https://www.cbc.ca/news/canada/edmonton/community-leagues-connection-neighbours-advocacy-1.5125043</a>
CBC Television	May 7, 11, 12 & 13, 2019	Reach number unavailable	<a href="https://www.cbc.ca/player/play/1518762563534">https://www.cbc.ca/player/play/1518762563534</a> (starts at 10:38)
CBC Radio   Alberta at Noon	May 9, 2019	1,000,000 daily listeners	<a href="https://www.cbc.ca/listen/live-radio/1-1-alberta-at-noon/clip/15697845-may-9-2019building-community">https://www.cbc.ca/listen/live-radio/1-1-alberta-at-noon/clip/15697845-may-9-2019building-community</a>
Global Morning	May 13, 2019	394,000 viewers (including syndication)	<a href="https://globalnews.ca/video/5270628/the-importance-of-community-leagues-in-edmonton">https://globalnews.ca/video/5270628/the-importance-of-community-leagues-in-edmonton</a>
Alberta Venture Online	May 24, 2019	Reach number unavailable	<a href="https://www.albertaventure.com/more-than-parks-and-bake-sales-how-community-leagues-help-foster-business/2/2845">https://www.albertaventure.com/more-than-parks-and-bake-sales-how-community-leagues-help-foster-business/2/2845</a>
CBC Online	TBC	1,700,000 unique weekly visitors from across the province	Story specific to Alberta Avenue still in development (link not yet available)
630 CHED	TBC	Reach number unavailable	Link not yet available

Total Placements = 7

Total Potential Reach = over 4,794,000 eyes on you!



In-Kind Advertising Summary: EFCL Spring 2019

Media Outlet	In-Kind Value	Details
Edmonton Journal	\$6,075	<ul style="list-style-type: none"><li>• 3 x 1/7 page ads (5.095" w x 5.857" h) in Edmonton Journal print edition</li><li>• 2 x Facebook and Twitter posts per month on Edmonton Journal social media channels</li></ul>
Avenue Magazine	\$605 discount (\$2,270 value for \$1,665 investment)	<ul style="list-style-type: none"><li>• 1/3 vertical in August - Best Neighbourhoods issue of Avenue Edmonton</li><li>• 20,000 Big Box impressions on AvenueEdmonton.com</li></ul>



## 13.0 CORRESPONDENCE

**MEETING DATE :** June 06, 2019  
**AGENDA ITEM # :** 13.1 Tripartite Engagement  
**PREPARED BY:** Rob Smyth, City of Edmonton

**Item 13.1**

Citizen Services | City of Edmonton

17th Floor, Edmonton Tower  
PO Box 2359  
Edmonton, AB T5J 2R7



RECEIVED MAY 28 2019

edmonton.ca

May 22, 2019

Laura Cunningham-Shpeley  
Executive Director, Edmonton Federation of Community Leagues  
7103 105 Street NW  
Edmonton, AB T6E 4G8

Dear Ms. Cunningham-Shpeley:

I am writing to inform you that the Tripartite Agreement between the City of Edmonton, the Edmonton Federation of Community Leagues, and the community leagues is expiring on December 31, 2021. The Partnering Agreement between the City of Edmonton and the Edmonton Federation of Community Leagues is also expiring on December 31, 2021.

We would like to schedule a meeting with you in June to discuss the scope and process of renewal of these agreements. Since the terms of the two agreements expire at the same time, we see value in reviewing and updating them together. We have a team within Citizen Services that is available to facilitate throughout the process and Ingrid Hoogenboom, Acting Director, Partnerships and Organizational Development, will be in touch with you shortly to schedule the meeting.

If you have any questions, please contact Ingrid Hoogenboom, Acting Director, Partnerships and Organizational Development by email at [ingrid.hoogenboom@edmonton.ca](mailto:ingrid.hoogenboom@edmonton.ca) or by phone at 780-508-9577 or Chantile Shannon, Director, Neighbourhood Services, by email at [chantile.shannon@edmonton.ca](mailto:chantile.shannon@edmonton.ca) or by phone at 780-496-4863.

I look forward to continuing our work together.

Sincerely,

A handwritten signature in black ink that reads "RSmyth".

Rob Smyth  
Deputy City Manager  
Citizen Services

- c. David Aitken, Branch Manager, Community Standards and Neighbourhoods  
Susan Coward, Acting Branch Manager, Integrated Strategic Development  
Chantile Shannon, Director, Neighbourhood Services  
Ingrid Hoogenboom, Acting Director, Partnerships and Organizational Development

**MEETING DATE :** June 06, 2019

**Item 13.2**

**AGENDA ITEM # :** 13.2 – Letter from Alberta Motor Association

**PREPARED BY:** David Rolf, Chair, Edmonton Regional Advisory Board



INSURANCE | DRIVER EDUCATION | TRAVEL | REGISTRIES | REWARDS | ROADSIDE ASSISTANCE

May 21, 2019

RECEIVED MAY 28 2019

Ms. Fraser Porter  
President  
Edmonton Federation of Community Leagues  
7103 - 105 Street NW  
Edmonton, AB T6E 4G8

Dear Ms. Porter:

The Alberta Motor Association (AMA) is a proud, Alberta-based organization of nearly one million members. Over 92 years ago, our Association got its start as a traffic safety and personal mobility advocate and this remains central to our mission today. We also deliver services for our members in a number of important areas, including, roadside assistance, insurance, travel, registries and driver education. In the Edmonton region alone, we are proud to have 409,830 members, representing a household penetration of 35.9%.

On behalf of the Edmonton Regional Advisory Board, I invite you to meet with our board to discuss our mutually shared priorities and determine areas for increased partnership going forward. In particular, we would like to discuss partnership opportunities with our organization and our member opinion and your initiatives regarding risky driving behaviours, such as, speed, distracted driving and impaired driving.

Our board would be honoured if you and your officials could meet on the following date:

**Friday, August 30, 2019  
12:00 p.m. Meeting  
Royal Mayfair Golf & Country Club (9450 Groat Rd NW)**

Please have your office RSVP to Jeff Kasbrick, Vice President of Government & Stakeholder Relations, by telephone at (780) 430-5733 or email at [jeff.kasbrick@ama.ab.ca](mailto:jeff.kasbrick@ama.ab.ca). We look forward to the opportunity to meet and support the important work of the Edmonton Federation of Community Leagues.

Sincerely,

David Rolf  
Chair, Edmonton Regional Advisory Board

c.c. Laura Cunningham-Shpeley  
Edmonton Federation of Community Leagues

**ALBERTA MOTOR ASSOCIATION**  
Alberta Motor Centre  
10310 G.A. McDougall (99A) Ave. NW, Edmonton, AB T6E 6R7  
780.424.5535  
ama.ab.ca

## 14.0 WORK IN PROGRESS

**Item 14.1**

**MEETING DATE :** June 06, 2019

**AGENDA ITEM # :** 14.1 – EFCL Work in Progress

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

MEETING DATE	REF.	ITEM	STATUS
2017/01/12	9.0	<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.)	In Progress
2017/09/14	11.0	<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.	In Progress
2018/06/14	6.4	<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.	In Progress May 21/19 Meeting
2018/06/14	6.5	<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.	In Progress
2018/06/14	7.0	<b>News From the City of Edmonton</b> C. Shannon suggested arranging a Community Hub presentation from City staff at the next board meeting.	In Progress
2018/06/14	10.1	<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.	In Progress
2018/09/13	6.0	<b>District Updates/Feedback, District K</b> M. Makarechian to forward the forthcoming report about outdoor rinks to L. Cunningham-Shpeley.	
2018/09/13	7.3	<b>Risk Management Advisory Committee</b> C. Shannon will look into a City contact or resource for Laura to refer league inquiries to.	

<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.	Done
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.	Done
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.	Done
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	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
2019/05/09	5.1	<b>News from the City of Edmonton—Tripartite Agreement Negotiations Update</b> C.Shannon to report back on the expiry date of both Agreements	Done

<b>MEETING DATE</b>	<b>REF.</b>	<b>ITEM</b>	<b>STATUS</b>
2019/05/09	6.1	<p><b>Conflict of Interest Best Practice</b></p> <ul style="list-style-type: none"> <li>• L. Cunningham-Shpeley to check if the EFCL itself has a Conflict of Interest Policy in its Policy Manual.</li> <li>• F. Porter requested that if Board members have Policy resources, please forward any helpful policy guidelines or recommendations to EFCL staff (ongoing).</li> <li>• Any EFCL Policy updates, tip sheets, etc. should be shared to C. Shannon and NRCs, so that City staff are aware and can be consistent with messaging to leagues (ongoing).</li> <li>• Note to Colin to additionally address domestic partners sitting on Community League Boards in a future update.</li> </ul>	In Progress
2019/05/09	6.2	<p><b>First Quarter Financials</b></p> <p>L. Cunningham-Shpeley to report back on new corporate donations to the 100<sup>th</sup> Anniversary Project.</p>	
2019/05/09	6.3	<p><b>HR Policy Terms of Reference</b></p> <p>That the HR Committee review the latest draft policy and present back at the July EFCL Board meeting.</p>	
2019/05/09	6.5	<p><b>EFCL Growth Strategy Update And Next Steps</b></p> <ul style="list-style-type: none"> <li>• That the EFCL Board approve the planning of a community league "President's Brunch/Luncheon" weekend event for early summer, where league board representatives can engage, discuss, and provide specific feedback regarding how they would like to see the EFCL's services expanded to better support their league operations. The feedback obtained will be used to refine the EFCL Service package.</li> <li>• Sticky note survey exercise at the May AGM, and compile the results to present at a Community League President's Brunch/Luncheon event.</li> </ul>	Done
2019/05/09	6.6	<p><b>Housing For Health</b></p> <p>That the L. Cunningham-Shpeley liaise with Dr. Karen Lee regarding the EFCL participation as a Community Stakeholder in the Housing for Health initiative.</p>	Done
2019/05/09	7.2	<p><b>Diversity And Working Group Updates</b></p> <p>Committee Chair M. Makarechian to review the draft Terms of Reference, and report back to the Board at the June Board meeting.</p>	In Progress