



**EDMONTON FEDERATION OF COMMUNITY LEAGUES**

**BOARD OF DIRECTORS**

**REGULAR MEETING PACKAGE**

**DATE: Thursday, November 07, 2019**

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

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

# **EFCL Board Planning Calendar November, December, 2019 And January, 2020**

## **November**

**2019**

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

## **December**

**2019**

- 12 EFCL Christmas Board Meeting
- 25-02 EFCL Office Closed

## **January**

**2020**

- 02 EFCL Office Reopens
- 09 EFCL Board Meeting
- 29 EFCL Planning & Development Committee Meeting

**Edmonton Federation of Community Leagues**

**Board of Directors Regular Meeting**

**EFCL Offices, 7103—105 Street, NW**

**Thursday, November 07, 2019, Dinner 5:00 PM / Meeting 6:00 PM**

**AGENDA**

**Item 2.0**

**1.0 Call To Order**

**2.0 Welcome And Introductions**

**3.0 Agenda Review (pg. 3)**

3.1 Motion To Approve Agenda

**4.0 Approval of Board Minutes**

4.1 Approval of October 10, 2019 Board Meeting Minutes (pgs. 4-8) (3 minutes)

**5.0 Decision Items**

- 5.1 Motion: Historic Funding From EFCL To 100th Anniversary Project (15) (pg. 9)
- 5.2 Motion: To Accept Financial Statements From January To September 31st(15) (pgs. 10-13)
- 5.3 Motion: To Accept Membership Working Group Terms Of Reference (5) (pgs. 14-15)
- 5.4 Motion: To Accept The Recommended HR Policy Changes (15) (pgs. 16-25)
- 5.5 Motion: To Accept Community Sport And Recreation Panels (10) (pg. 26)

**6.0 Discussion Items**

- 6.1 Review General Meeting, Hawrelak Park Soiree, Leagues Alive (pg. 27)
- 6.2 Strategic Board Planning & Strategic Plan—Scope And Set The Review Date (pg. 28)
- 6.3 HR Committee Call For Leadership And Members (pg. 29)
- 6.4 Budget Considerations For 2020 Based On Financial Statements Presented

————— **Break 8:00 PM to 8:15 PM** —————

**7.0 District Updates**

**8.0 Exemptions**

**9.0 News From The City of Edmonton (pgs. 30-35)**

**10.0 Reports**

- 10.1 Executive Director's Report (pgs. 36-37)
- 10.2 Service Package Document For Distribution (pgs. 38-39)
- 10.3 Membership Working Group Report (pg. 40)
- 10.4 Website Update Report (pgs. 41-51)
- 10.5 Councilor Meeting Notes (pg. 52)
- 10.6 Tripartite Agreement Meeting Notes From October (pgs. 53-54)
- 10.7 100th Anniversary Project Update (pgs. 55-59)
- 10.8 Planning And Development Committee Update (pgs. 60-61)

**11.0 Work In Progress (pgs. 62-64)**

**12.0 Next Meeting/Announcements**

12.1 EFCL Board of Directors' Christmas Meeting, December 12, 2019, Location TBA

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

## 4.0 Approval of Minutes

**MEETING DATE :** November 07, 2019  
**AGENDA ITEM # :** 4.1 – October 10, 2019 Draft Board Meeting Minutes  
**PREPARED BY:** Beth Harding, Board Secretary

Item 4.1

### Draft Board of Directors' Monthly Meeting October 10, 2019

#### October 2019 Agenda

##### 1.0 Welcome and introductions

Attendance:

R. Barber; G. General; R. Feroe; M. Makarechian; D. Bartel; A. Lunden; L. Rosinski

Regrets: Martin Narsing, Liz John-West

EFCL Staff: Colin Johnson; Laura Cunningham-Shpeley

Minute-taker: Beth Harding

Call to Order 6:07 pm R. Barber, Acting President. Welcome and introductions. Quorum is present.

##### 2.0 Review of Agenda

Discussion around exemptions and when discussion items should happen in the agenda.

##### 191010 2.0 Motion: M. Makarechian moves to accept.

G. General seconds.

Motion carries.

##### 3.0 Review of Minutes

M. Makarechian requests minutes be provided as a Word document versus an image. Future meetings will take this into account.

##### 4.0 Elections

Colin Johnson informs. As per EFCL bylaws, a COE rep must chair the election. Stephanie Howlett, Manager/Supervisor of Neighbourhood Services, of COE is able to do so. Chantile is out of town, so Stephanie has stepped in to represent the COE. Stephanie asks Colin Johnson to administer on her behalf as she isn't able to be present. Stephanie is here via phone.

Jesse Watson stepped down after last meeting. M. Makarechian clarifies Jesse fulfilled his two-year term and did not resign early.

Michelle Gosselin has stepped down from District L.

M. Makarechian recommends board receives Michelle Gosselin's resignation so the position is actually vacant before election for Treasurer occurs. Generally resignations are provided to the board in the package.

##### 191010 4.0A Motion: M. Makarechian moves to receive Michelle Gosselin's resignation.

L. Rosinski seconds.

Motion passes.

L. Rosinski states she is stepping down from her VP Internal position.

##### 191010 4.0B Motion G. General moves to accept L. Rosinski's resignation.

A. Lunden seconds. Motion passes.

Colin shares the process for the elections.

1. Show and explain the role.
2. Call for nominations (3 times).
3. Close nominations.
4. Accept nomination.

President up for election. Colin reviews the responsibilities of President. L. Rosinski nominates R. Barber. R. Barber accepts the nomination and is acclaimed.

Treasurer up for election. Colin reviews the responsibilities of Treasurer. L. Rosinski notes there are staff supports to assist with the Treasurer's responsibilities. M. Makarechian agrees and notes same. M. Makarechian nominates A. Lunden. R. Barber nominates D. Bartel. M. Makarechian nominates G. General. R. Barber nominates Masood. Gisele declines her nomination. M. Makarechian declines his nomination. D. Bartel declines his nomination. A. Lunden accepts her nomination. A. Lunden declared acclaimed.

Vice-President Internal is up for election. Colin reviews the responsibilities. R. Barber nominates A. Lunden. M. Makarechian nominates R. Feroe. R. Feroe declines her nomination. A. Lunden declines her nomination. Position remains vacant until another election is held.

Vice-President External is up for election. Colin reviews the responsibilities. Colin notes this role works a great deal with staff. G. General asks for time commitment be explained. R. Barber notes the position is great for a newer board member. R. Barber notes the time commitment is fluid and unquantifiable but manageable and a great opportunity to learn about EFCL further. Laura notes the fluidity of need for VP External. Possible requirement to be present for media, COE, etc. G. General asks about learning curve and how to manage that. R. Barber notes he had one year of experience before becoming VP External. R. Barber notes that she is being nominated because of the questions she asks. L. Rosinski notes she has only known G. General for a short time and is impressed with how she represents herself and the EFCL. R. Barber nominates G. General. G. General accepts her nomination and is acclaimed.

Stephanie Howlett closes the election at 6:40 pm.

## **5.0 Review of Community League Day Success**

Laura discusses past media event for CLD. Became clear last year that the effort put in versus the media coverage was high. Hired The Publicity Room to manage media this year. Staff still did social media. The firm was able to get them good interviews and coverage. Ryan Jespersen and Global. Laura notes it was a success from EFCL's perspective.

M. Makarechian asks about the cost. Laura notes \$3500. They started in early July. CBC joined Laura at Hairsine and Parkdale/Cromdale and got good coverage.

R. Feroe notes to add Taproot to EFCL's list of media. May be a fee of \$100 to participate. G. General notes ethnic community newspapers could be solicited. Rat Creek Press and others. Laura notes publicity budget will need to be increased. Laura notes influencers are important. R. Barber suggests reviewing our communications strategy. Laura notes the firm may be hired to help with 100th anniversary media. M. Makarechian notes the price is a bargain for the value.

Laura notes the communications person at EFCL, Jasmin Joe, has left her position. Laura notes the scope will be expanded to be a Communications Advisor position. Position is posted and applications are coming in. R. Barber notes part of the growth strategy was to have a comm's person.

## **6.0 Decision Items**

**6.1 Great Neighbour Race decision:** M. Makarechian thinks EFCL shouldn't abandon the event; momentum is happening; feels EFCL does nothing for leagues that doesn't include work; celebrate the movement of CL's with this race - no learning, just fun. He suggests a celebration on the same day. Suggests a slow evolution from the race to a celebration. Discussion around cost and human resources required to hold the event. Discussion around the value of this event being taken into account as part of larger communications strategy. Comm's strategy to be brought to the December board meeting.

### **191010 6.1 Motion M. Makarechian moves to collaborate with new comm's person bring back a recommendation to Dec board meeting for board consideration.**

L. Rosinski seconds.

Carries. (R. Feroe opposed.)

## **6.2 Historic Funding from EFCL to 100th Anniversary Project**

Allan Bolstad has provided an email update. Laura reviews the email. EFCL committed \$300,000 for this project. Laura suggests tabling this until A. Lunden can get up to speed. M. Makarechian notes there is a bookkeeping question about how expenses have been allocated. R. Barber notes Michelle Gosselin will be open to questions for new treasurer. A. Lunden suggests she is comfortable with going ahead with this. D. Bartel agrees with A. Lunden. Laura needs to find the motion for \$100,000 as noted in Allan's email. L. Rosinski asks if the \$300,000 was motioned. M. Makarechian confirms that leagues gave \$2500 to the project and received that request in a report. Laura notes that an audit was done to review all the expenses for this project. \$220,000 to date spent by EFCL. Almost half of Laura's time. Almost all of Nora's time. M. Makarechian notes there are 2 different \$20K numbers at issue. A. Lunden notes that this project is one of many that is on the go. A. Lunden needs clarity. Bookkeeping systems changed during the time that this project has been on the go.

R. Feroe is actioning to table this until next month so Laura get clarity.

Break at 7:25 pm

## **8.0 Exemptions**

M. Makarechian asks Laura to determine discussion items. Laura recommends 10.1, 10.3 and 10.5 and 12.0. M. Makarechian exempts 13.1

## **191010 8.0 Motion: M. Makarechian moves to have 9.0, 10.2, 10.4, 13.2 received as information.**

Seconded by A. Lunden.  
Carries.

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

### **10.0 Discussion items**

**10.1 Discussion between Staff, online and with GSuite docs** - Laura notes the EFCL board member responsibilities. Any time EFCL board members engage with leagues, they need to be such. Almost impossible to separate from being a board member versus a league member. If board members have an ask of the staff, they need to ask via Laura and cc R. Barber. Discussion around training of board members on G Suite.

**10.3 General Meeting discussion of roles/speakers:** Laura asks if rotating of chair at general meetings is useful and if board wants to do it again. Discussion around what works and doesn't. Consider rotating speakers for AGM.

Laura notes 5.1 on the next meeting's agenda and the need to go to membership with a vote to spend the money for the 100th anniversary project

Agenda reviewed to see who will speak to what. M. Makarechian happy to speak to any agenda item.

A. Lunden will introduce keynote.

Open space conversation allows for Q&A's and such.

Will have a social at end of meeting with beer and wine.

Affordable housing document: Edmonton Social Planning Council will attend. Put on agenda as 4.5 R. Barber wants to have them present versus just have an info booth. R. Barber will introduce.

Sit with district? Board likes this idea overall. Laura will make districts identifiable at the meeting.

**Winter General Meeting** first week of February. M. Makarechian notes it should be 22 days after January board meeting. **Thursday, Feb 6** chosen. Perhaps on the West end or central.

**191010 10.3 Motion:** M. Makarechian motions to approve agenda for general meeting, with noted edits.

D. Bartel seconds.  
Carries.

**10.5 HR committee call for leadership and members:** this committee has no members right now. R. Barber notes this is an important committee for HR policy, issues that may arise, etc. Function is very important to EFCL. TOR will be shared with board.

New policies only made as a recommendation, not moved. Policies updated in 2018 but not moved. M. Makarechian notes late 2017 there was a motion to move HR policies out of board's hands and into the executive director's hands. R. Barber understands the HR committee's role was to advise on HR issues beyond ED's ability to control. Some confusion around role of the HR committee. R. Barber asks for the TOR to be sent to board. M. Makarechian notes some board seats are vacant and the board is busy already. R. Barber notes Liz (who is absent tonight) may want to chair the committee. A. Lunden is interested in being on the committee. L. Rosinski asks if board is governance or operational in nature. R. Barber notes HR committee is hands off unless required. M. Makarechian notes operational versus governance was discussed at length and the board is a hybrid of both. L. Rosinski notes the distinction should be clear. R. Barber notes new board members will be on-boarded by president and ED. M. Makarechian suggests discussion around this bi-annually.

### **11.0 Private matters**

### **12.0 District Updates:**

District D: G. General has visited 8 leagues in person since starting her role. She plans to do a visit with each league in her district annually. Concerns identified by her leagues: lack of board members, rink management, desire to have EFCL present from time to time at league meetings. Wants help on how to disseminate info to her leagues. Laura asks Beth for a summary so rep's can hand out to leagues. Councilor Knack asked her to attend a town hall. Need clarity around Big Lake and which district it falls under.

District F: R. Feroe has no report. Question about reserve funds for leagues. Suggestions made to have a reserve fund of 3 months operations. Laura suggests R. Feroe asks Colin or Joanne.

District K: M. Makarechian reports casino happened recently. Only 2 leagues held celebrations on CLD but others held events on other days. Yellowbird was in the news re housing and opposing the new development on surplus school lands - the league hasn't taken a position. Laura notes more follow up has been done with Yellowbird with an interfaith group.

District I: D. Bartel struggling to connect with a number of his leagues. He would love data on the leagues. He attended 2.5 events on CLD. Queen Alexandria Housing for Health project - push for Rollie Miles to be involved. D. Bartel feels he requires more support from EFCL to support his leagues. Housing for Health looking for advocacy from D. Bartel. He isn't sure how to proceed.

District B: L. Rosinski notes criminal charges against a treasurer from one of her leagues. Charges filed and convicted and that league is not in good shape. EMSA issues for her leagues.

District J: A. Lunden shows the publication SECLA puts out 10 times/year. SECLA board meets monthly so she is going to work with them and contact other leagues separately.

District H: R. Barber: another round of public meetings about Terwilligar Freeway. Art in the Park on CLD went well. Asset Infrastructure database had first information gathering meeting. In pilot phase so far. Great input so far. Sent to like-minded councils as well. Looking to gather traditional and non-traditional assets. Survey due back Oct 16. Requests board members remind leagues to complete survey. Will bring survey back to the board post-pilot. Sent survey to all leagues.

M. Makarechian asks for clarification about social media posts. Laura confirms - ask EFCL first, then go to public.

### **13.0 Reports**

**13.1 Executive Director report:** Laura notes TOR for Tripartite Agreement Renewal Project Team. Asks board to review. E-motion forthcoming.

L. Rosinski and Laura to draft E-motion.

Funds for Green Transition from COE going to \$80K.

EFCL involved in winter city sidewalk symposium. Some funds set aside for leagues to have funds to do their own snow removal. Equipment may be available next year. Ongoing.

**191010 13.1 Motion: L. Rosinski moves to go in camera.**

Second Gisselle.

Carries.

**13.2 Service Package document for distribution** (document from Phil)

Document was reviewed and

**14.0 Work in Progress-** did not review

**15.0 Next Meeting/Announcements- November 14th, 2019**

**16.0 Adjournment - 9:50pm**



## 5.0 DECISION ITEMS

**MEETING DATE :** November 07, 2019

**Item 5.1**

**AGENDA ITEM # :** 5.1 – Motion: Historic Funding From EFCL To 100th Anniversary Project

**PRESENTED BY:** Anita Lunden, EFCL Treasurer & Director South East District J

### Recommendation:

That EFCL approve \$20,000 towards construction hard costs in order to align with the commitment made for the EFCL to provide \$100,000 worth of funding towards the project construction.

### Background

When the project was initially launched, EFCL approved a funding strategy that would include their commitment of \$300,000 over the life of the project, being allocated to the 100<sup>th</sup> Anniversary Project to match community leagues and other orders of government funding. This amount was not approved in a motion at an AGM nor was there any concrete or notional allocation between how the funding would be assigned to project costs. I.e. costs associated with planning, meetings, consultants, or promotion, etc. (soft costs) and actual construction costs (hard costs.) Nor was there any allocation of funds by budget year. There was only a formal approval of the initial \$100,000 to start the EFCL contributions.

**Soft costs:** A recent review of funds spent on soft costs up to now shows that \$115,288 of EFCL funds have been committed to this area. These included costs of steering committee meetings, mileage expenses, and consultant costs etc. In previous years these amounts were not always assigned to the 100<sup>th</sup> Anniversary Project when expenses were incurred. A review of the "books" for the last 8 years was conducted to arrive at the figure of soft costs given above. Soft costs will continue to be incurred until the project is complete. These soft cost figures do not include allocation of staff time to the project.

**Hard costs:** Construction has now commenced and EFCL needs to determine how much of the remaining EFCL funding (\$300,000 less 'hard costs and soft costs' already incurred) it wishes to allocate to hard/ construction costs and how much it wishes to allocate to soft costs.

### EFCL 100th Anniversary Project Allocation

Goal: \$300,000

	Soft Costs	Hard Costs	Total
Target Goal to 2021			300,000
Already incurred to date	\$ 92,126	80,000	172,126
Already approved	23,162*	20,000**	43,162
EFCL contribution to date	115,288	100,000	215,288
Remaining to approve in 2020/2021	31,712	53,000	84,712

\*\$23,162 is remaining (and in the current budget) of the \$47, 487 approved in 2018

\*\* if the \$20,000 current motion is approved to increase hard costs to 100k as previously reported and understood.

NOTE: \$100k contingency funds are currently allocated to the project to mitigate fundraising risk and contractual obligation of EFCL ( 150k in endowment fund by end of 2021- current balance is: )

**MEETING DATE :** November 07, 2019

**Item 5.2**

**AGENDA ITEM # :** 5.2 –Motion: To Accept Financial Statements From January To September 31st

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

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**Recommendation:**

To accept the financial statements from January 2019- October 2019 as presented.

1:04 PM

10/23/19

Accrual Basis

**Edmonton Federation of Community Leagues**  
**Profit & Loss Budget vs. Actual**  
 January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>REVENUE - GRANTS</b>				
4010 - Casino Grant	46,147.59	70,000.00	-23,852.41	65.9%
4015 - Green Leagues				
4016 - Green Leagues - 2016 Pool	0.00	0.00	0.00	0.0%
4017 - Green Leagues - 2017 Pool	0.00	0.00	0.00	0.0%
4018 - Green Leagues - 2018 Pool	0.00	0.00	0.00	0.0%
4015 - Green Leagues - Other	67,830.16	90,000.00	-22,169.84	75.4%
<b>Total 4015 - Green Leagues</b>	<b>67,830.16</b>	<b>90,000.00</b>	<b>-22,169.84</b>	<b>75.4%</b>
4040 - City of Edmonton	454,991.88	583,717.00	-128,725.12	77.9%
4045 - STEP/CSJ	8,400.00	22,200.00	-13,800.00	37.8%
4050 - Walking Program	4,621.57	0.00	4,621.57	100.0%
4055 - Leadership - Status of Women	0.00	0.00	0.00	0.0%
4065 - Edmonton Sports Council	0.00	0.00	0.00	0.0%
4075 - 100th Anniversary	136,442.60	200,000.00	-63,557.40	68.2%
4080 - Amortization deferred contrib	0.00	0.00	0.00	0.0%
4090 - Grants - Other	12,676.51	0.00	12,676.51	100.0%
<b>Total REVENUE - GRANTS</b>	<b>731,110.31</b>	<b>965,917.00</b>	<b>-234,806.69</b>	<b>75.7%</b>
<b>REVENUE - OPERATIONS</b>				
4100 - Online Sales and Fees	55,235.00	70,000.00	-14,765.00	78.9%
4110 - Membership Dues	65,086.48	98,000.00	-32,913.52	66.4%
4120 - ReSound Fees	-150.00	9,700.00	-9,850.00	-1.5%
4130 - League Supplies	23,011.70	27,000.00	-3,988.30	85.2%
4140 - Board Room Rental	100.00	1,000.00	-900.00	10.0%
4150 - Membership Drive - Pilot	0.00	0.00	0.00	0.0%
4160 - Donations - 100th Anniversary	0.00	0.00	0.00	0.0%
4170 - Bulk Purchase Passes	33,577.35	20,000.00	13,577.35	167.9%
4180 - Urban Poles	2,686.89	0.00	2,686.89	100.0%
<b>Total REVENUE - OPERATIONS</b>	<b>179,547.42</b>	<b>225,700.00</b>	<b>-46,152.58</b>	<b>79.6%</b>
<b>REVENUE - OTHER</b>				
4200 - Partnerships	0.00	30,000.00	-30,000.00	0.0%
4205 - Sponsorships	2,000.00	15,000.00	-13,000.00	13.3%
4210 - Workshops/Training	2,887.70	3,000.00	-112.30	96.3%
4215 - Great Neighbour Race	6,189.69	8,000.00	-1,810.31	77.4%
<b>Total REVENUE - OTHER</b>	<b>11,077.39</b>	<b>56,000.00</b>	<b>-44,922.61</b>	<b>19.8%</b>
<b>Total Income</b>	<b>921,735.12</b>	<b>1,247,617.00</b>	<b>-325,881.88</b>	<b>73.9%</b>
<b>Cost of Goods Sold</b>				
<b>COST OF GOODS SOLD</b>				
5010 - ReSound Fees	0.00	7,000.00	-7,000.00	0.0%
5020 - Bulk Purchase Passes	32,257.18	18,000.00	14,257.18	179.2%
5030 - League Supplies	23,321.17	25,000.00	-1,678.83	93.3%
5040 - Merchant Fees	11,155.26	12,000.00	-844.74	93.0%
5050 - Urban Poles	2,169.24	0.00	2,169.24	100.0%
<b>Total COST OF GOODS SOLD</b>	<b>68,902.85</b>	<b>62,000.00</b>	<b>6,902.85</b>	<b>111.1%</b>
<b>Total COGS</b>	<b>68,902.85</b>	<b>62,000.00</b>	<b>6,902.85</b>	<b>111.1%</b>
<b>Gross Profit</b>	<b>852,832.27</b>	<b>1,185,617.00</b>	<b>-332,784.73</b>	<b>71.9%</b>
<b>Expense</b>				
<b>FACILITY EXPENSES</b>				
5100 - Janitorial Expenses	1,959.87	4,000.00	-2,040.13	49.0%
5105 - Repairs and Maintenance	28,286.22	9,000.00	19,286.22	314.3%
5110 - Callout Repairs	0.00	500.00	-500.00	0.0%
5120 - Utilities	8,046.93	18,000.00	-9,953.07	44.7%
5130 - Security	250.59	500.00	-249.41	50.1%
5140 - Telephone & Internet	3,623.53	5,000.00	-1,376.47	72.5%
5145 - Staff Cell Phones	2,320.00	4,000.00	-1,680.00	58.0%
5150 - Insurance	2,576.53	2,000.00	576.53	128.8%
<b>Total FACILITY EXPENSES</b>	<b>47,063.67</b>	<b>43,000.00</b>	<b>4,063.67</b>	<b>109.5%</b>
<b>GENERAL EXPENSES</b>				
5200 - Advertising	5,143.65	10,000.00	-4,856.35	51.4%
5210 - Bank Charges	93.06	400.00	-306.94	23.3%
5215 - Non-Deductible Interest Expense	0.00	0.00	0.00	0.0%

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1:04 PM

10/23/19

Accrual Basis

**Edmonton Federation of Community Leagues**  
**Profit & Loss Budget vs. Actual**  
 January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
<b>5220 - Office Expenses</b>				
5222 - Office Supplies	4,739.92	7,000.00	-2,260.08	67.7%
5224 - Photocopy Postage	5,258.74	6,000.00	-741.26	87.6%
5226 - Courier	182.05	500.00	-317.95	36.4%
<b>Total 5220 - Office Expenses</b>	<b>10,180.71</b>	<b>13,500.00</b>	<b>-3,319.29</b>	<b>75.4%</b>
<b>5240 - Computer &amp; Website Support</b>				
5242 - Office Equipment & Maintenance	5,027.36	6,000.00	-972.64	83.8%
5244 - Service Agreements	0.00	0.00	0.00	0.0%
5246 - Technical Support	9,266.44	12,000.00	-2,733.56	77.2%
5248 - Website	4,660.12	50,000.00	-45,339.88	9.3%
<b>Total 5240 - Computer &amp; Website Support</b>	<b>18,953.92</b>	<b>68,000.00</b>	<b>-49,046.08</b>	<b>27.9%</b>
5250 - Parking	1,155.67	1,000.00	155.67	115.6%
5255 - Subscriptions	0.00	120.00	-120.00	0.0%
5260 - Membership Dues	847.82	860.00	-32.18	96.3%
5265 - EFCL Ops - Grant Contingency	0.00			
5270 - Recognition	147.36	2,000.00	-1,852.64	7.4%
5275 - Recruitment	0.00	1,000.00	-1,000.00	0.0%
<b>Total GENERAL EXPENSES</b>	<b>36,522.19</b>	<b>96,900.00</b>	<b>-60,377.81</b>	<b>37.7%</b>
<b>GOVERNANCE</b>				
5600 - Committee Meetings	3,761.34	5,000.00	-1,238.66	75.2%
5610 - Board Meetings	2,632.08	3,000.00	-367.92	87.7%
5620 - District Meetings	759.65	3,000.00	-2,240.35	25.3%
5630 - General Meetings	9,390.53	7,000.00	2,390.53	134.2%
5640 - Board Training	665.32	2,000.00	-1,334.68	33.3%
5650 - Board Secretary	2,765.00	4,000.00	-1,235.00	69.1%
<b>Total GOVERNANCE</b>	<b>19,973.92</b>	<b>24,000.00</b>	<b>-4,026.08</b>	<b>83.2%</b>
<b>PROFESSIONAL FEES</b>				
5700 - Audit Fees	7,687.50	10,000.00	-2,312.50	76.9%
5710 - Legal Fees	849.33	5,000.00	-4,150.67	17.0%
5720 - Capital Project - Prof Fees	0.00	0.00	0.00	0.0%
5730 - Writing/Design/Comms	230.62	4,000.00	-3,769.38	5.8%
5740 - Professional Fees - Other	0.00	0.00	0.00	0.0%
5750 - Professional Fees-Annual Rep	0.00	0.00	0.00	0.0%
<b>Total PROFESSIONAL FEES</b>	<b>8,767.45</b>	<b>19,000.00</b>	<b>-10,232.55</b>	<b>46.1%</b>
<b>PROGRAMS &amp; EVALUATION</b>				
5800 - Green Leagues				
5801 - Green Leagues - 2016	0.00	0.00	0.00	0.0%
5802 - Green Leagues 2017	0.00	0.00	0.00	0.0%
5803 - Green Leagues	11,060.11	7,000.00	4,060.11	158.0%
<b>Total 5800 - Green Leagues</b>	<b>11,060.11</b>	<b>7,000.00</b>	<b>4,060.11</b>	<b>158.0%</b>
5810 - Leagues Alive/Training	0.00	13,000.00	-13,000.00	0.0%
5815 - Great Neighbour Race	5,529.94	6,000.00	-470.06	92.2%
5820 - Heritage Days	0.00	5,000.00	-5,000.00	0.0%
5825 - Promotional Items	3,728.30	5,000.00	-1,271.70	74.6%
5830 - Community League Day	5,847.06	8,000.00	-2,152.94	73.1%
5835 - Volunteer Appreciation	2,158.96	2,000.00	158.96	107.9%
5840 - Sponsorship Appreciation	0.00	1,000.00	-1,000.00	0.0%
5845 - Rink Contest Party	1,059.36	1,000.00	59.36	105.9%
5850 - Talent Show/Showcase	5,080.53	8,000.00	-2,919.47	63.5%
5855 - Community Development Workshops	0.00	500.00	-500.00	0.0%
5860 - Workshops	2,455.39	6,000.00	-3,544.61	40.9%
5865 - Other Programs & Evaluation	107.50	2,000.00	-1,892.50	5.4%
5870 - Membership Drive Pilot	245.00	500.00	-255.00	49.0%
5875 - Walking Program	6,952.40	0.00	6,952.40	100.0%
5880 - Volunteer Rock Event	0.00	0.00	0.00	0.0%
5885 - Diversity & Inclusion	556.84	1,000.00	-443.16	55.7%
5890 - 100th Anniversary	177,859.55	200,000.00	-22,140.45	88.9%
5895 - EFCL Contribution to 100th Ann.	3,208.20	26,000.00	-22,791.80	12.3%
5898 - CSMAR - TP	2,668.84			
<b>Total PROGRAMS &amp; EVALUATION</b>	<b>228,517.98</b>	<b>292,000.00</b>	<b>-63,482.02</b>	<b>78.3%</b>

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10/23/19

Accrual Basis

**Edmonton Federation of Community Leagues**  
**Profit & Loss Budget vs. Actual**  
 January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Wages &amp; Benefits</b>				
5900 - Salaries	429,846.20	537,000.00	-107,153.80	80.0%
5903 - Contracted Salaries	32,625.81	41,417.00	-8,791.19	78.8%
5905 - STEP/CSJ	22,621.74	31,200.00	-8,578.26	72.5%
5910 - Consulting Fees	16,556.47	40,000.00	-23,443.53	41.4%
5915 - Benefits - RRSP	10,575.00	12,600.00	-2,025.00	83.9%
5920 - Benefits - Medical & Dental	11,164.17	10,000.00	1,164.17	111.6%
5925 - CPP Expense	21,117.35	25,000.00	-3,882.65	84.5%
5930 - EI Expense	9,785.53	13,000.00	-3,214.47	75.3%
5940 - Training/Courses	7,116.39	4,800.00	2,316.39	148.3%
5945 - Mileage	4,191.15	6,000.00	-1,808.85	69.9%
5950 - Employee Benefits - Other	2,221.25	1,200.00	1,021.25	185.1%
<b>Total Wages &amp; Benefits</b>	<b>567,821.06</b>	<b>722,217.00</b>	<b>-154,395.94</b>	<b>78.6%</b>
5997 - Bad Debts	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>908,666.27</b>	<b>1,197,117.00</b>	<b>-288,450.73</b>	<b>75.9%</b>
<b>Net Ordinary Income</b>	<b>-55,834.00</b>	<b>-11,500.00</b>	<b>-44,334.00</b>	<b>485.5%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Interest Revenue</b>				
4300 - Interest Earned - Operations	17,172.91	9,600.00	7,572.91	178.9%
4310 - Interest Earned on GIC's	10,490.41	9,800.00	690.41	107.0%
4320 - Interest Earned - Casino Acct	1,703.46	600.00	1,103.46	283.9%
4330 - Interest Earned - Savings	4.15	0.00	4.15	100.0%
4340 - Interest Earned - Phase 2	9,870.12			
<b>Total Interest Revenue</b>	<b>39,241.05</b>	<b>20,000.00</b>	<b>19,241.05</b>	<b>196.2%</b>
<b>Total Other Income</b>	<b>39,241.05</b>	<b>20,000.00</b>	<b>19,241.05</b>	<b>196.2%</b>
<b>Other Expense</b>				
5990 - Amortization	0.00	25,000.00	-25,000.00	0.0%
5993 - Strategic Planning/Growth Strat	0.00	7,000.00	-7,000.00	0.0%
5995 - Marketing Plan (\$25,000)	6,785.74	11,182.00	-4,396.26	60.7%
<b>Total Other Expense</b>	<b>6,785.74</b>	<b>43,182.00</b>	<b>-36,396.26</b>	<b>15.7%</b>
<b>Net Other Income</b>	<b>32,455.31</b>	<b>-23,182.00</b>	<b>55,637.31</b>	<b>-140.0%</b>
<b>Net Income</b>	<b>-23,378.69</b>	<b>-34,682.00</b>	<b>11,303.31</b>	<b>67.4%</b>

**MEETING DATE :** November 07, 2019

**Item 5.3**

**AGENDA ITEM # :** 5.3 -Motion To Accept Membership Working Group Terms of Reference

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

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**Recommendation:**

That the EFCL Board approve the Terms of Reference for the EFCL Membership Working Group.

**DRAFT EFCL Membership Working Group  
Terms of Reference  
2019**

**Purpose:**

The Edmonton Federation of Community Leagues (EFCL) has done extensive surveying over the last 18 months to gauge priorities for Community Leagues. From this, the EFCL knows that Community Leagues place a high priority on membership services and benefits. We also know that Community Leagues are looking for ways to increase their membership numbers and are looking for enhanced membership services.

For this reason, the EFCL is striking a Membership Working Group (MWG) to look for ways to enhance membership services, and how the EFCL can support increasing Community League memberships overall.

**Membership:**

The MWG will be comprised of representatives from Community Leagues, and EFCL staff.

The MWG will have Membership Directors or other Board Executives, from a minimum of 4 to a maximum of 6 Community Leagues. League representation shall be varied to ensure a mix of Community Leagues,

- Urban
- Suburban
- New Neighbourhoods
- Mature Neighbourhoods
- High membership numbers
- Low membership numbers

A minimum of three EFCL Districts will be represented, and no more than two Community Leagues from any one District shall be part of the MWG. It is important that the MWG represents a healthy mix of Community Leagues and demographics, in order to ensure a variety of opinions and needs are heard.

The MWG will include a minimum of one EFCL staff member.

**General Purpose:**

The MWG will provide their expertise, advice and guidance to the EFCL on ways of enhancing membership services, and increasing membership numbers for Community Leagues.

**Responsibilities:**

- To create and approve a working group Terms of Reference
- To create a list of recommended enhancements to membership services
- To create a list of recommendations to increase Community League memberships
- Assist in identifying emerging opportunities and trends
- Present report to EFCL Board of Directors and Membership.
- Provide feedback and support to Board of Directors and EFCL membership around recommendations

## **Working Methods**

- The MWG will share documents and information through e-mail or file sharing.
- The MWG will meet at key points in order to review and provide feedback, when required to discuss progress and review recommendations.
- The meeting will be chaired by EFCL staff, unless MWG elects a chair.

**MEETING DATE :** November 07, 2019

**Item 5.4**

**AGENDA ITEM # :** 5.4-Motion To Accept the Recommended HR Policy Changes

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

**Recommendation:**

Resolved that the board of directors approve the below changes (1-20) to the EFCL Policy and Procedures manual.

That the board have a preliminary discussion on the question of police information checks. Specifically, are they needed? If so, for whom?

**Background:**

The last full review of the EFCL Policy and Procedures manual was made in 2011. There have been minor updates since that time, but no major overhaul.

In 2017, several changes were made to Legislation around human resources and occupational health and safety.

Throughout this time, best practices in the human resources field have also changed.

This review is intended to bring our current HR policies and procedures in line with legislation and best practices.

Change Number	Current Section	Rationale for Change	New Section
1	5.1.3 Orientation  Employee orientation will be conducted by the Executive Director or Designate and will include familiarization with Policy Manual and the Community League Resources Guide.	The guide that is referenced is no longer current.	5.1.3 Orientation  Employee orientation will be conducted by the Executive Director or Designate and will include familiarization with Policy Manual and the EFCLs current Community League resources.
2	5.1.6 Employee Records  Employee records are to remain confidential and will contain their job description, resume, references and police security clearance, disciplinary notices and performance reviews and any other documents relevant to their tenure with the EFCL.	Proposed change to criminal record checks	5.1.6 Employee Records  Employee records are to remain confidential and will contain their job description, resume, references police security clearance (if required), disciplinary notices, performance reviews, and any other documents relevant to their tenure with the EFCL.



Change Number	Current Section	Rationale for Change	New Section
3	<p><b>5.1.7 Use of Computers</b></p> <p>All office computers and laptops are the property of the EFCL and as such nothing personal stored on this equipment is considered private unless designated by the Executive Director. With the proliferation of virus and hoax infestations employees will adhere to strict protocols on computer use. Programs and software will not be downloaded from the Internet unless they are authorized upgrades to existing programs. There is zero tolerance on pornography.</p>	<p>Pornography is not the only offensive material that could be accessed</p>	<p><b>5.1.7 Use of Technology</b></p> <p>All office computers and laptops are the property of the EFCL and as such nothing personal stored on this equipment is considered private unless designated by the Executive Director. Employees will adhere to strict protocols on computer use. Programs and software will not be downloaded from the Internet unless they are authorized. While personal incidental use of programs is understandable from time to time, employees are bound by all EFCL harassment and abuse policies when using EFCL technology. Viewing or sending items that could be deemed offensive, obscene, defamatory, abusive or otherwise unlawful is not allowed.</p>
4	<p><b>5.1.8 Smoking Policy</b></p> <p>The EFCL will adhere to the current City Bylaw or any superseding legislation enacted by the Province or Federal Government. Notwithstanding the above there will be no smoking in the office during normal working hours or at meetings.</p>	<p>Clean up of language, addition of vaping and cannabis</p>	<p><b>5.1.8 Smoking Policy</b></p> <p>The EFCL is a non- smoking office. Smoking or vaping of tobacco, cannabis, or any other products is not permitted inside the office or on any parkland that the office is built on.</p>
5	<p><b>5.2.1 Job Descriptions</b></p> <p>The EFCL will provide each employee with a job description, which will be read and initialed at the time of commencement in their position. These job descriptions will be reviewed annually and revised accordingly.</p>	<p>No current practice to initial, as often they are distributed electronically</p>	<p><b>5.2.1 Job Descriptions</b></p> <p>The EFCL will provide each employee with a job description, which will be read at the time of commencement in their position. These job descriptions will be reviewed annually and revised accordingly.</p>
6	<p>At all times employees will be attired to show a proper image for the EFCL. They will be clean, neat and look professional. Normal office attire is business casual (no jeans). The Executive Director may at his/her discretion institute a casual Friday.</p>	<p>Updated to current practice</p>	<p>At all times employees dress for the appropriate audience and the work they are engaged in. They will be clean, neat and look professional. Normal office attire is business casual.</p>

Change Number	Current Section	Rationale for Change	New Section
7	<p>5.2.6 Copies of Policies</p> <p>Employees are required to be familiar with the policy manual. A copy of all policies will be filed in the library.</p>	Move to paperless where possible	<p>5.2.6 Copies of Policies</p> <p>Employees are required to be familiar with the policy manual. A copy of all policies will be available to employees in an accessible format.</p>
8	<p>5.3.1 Breaks and Meals</p> <p>Employees are entitled to two 15-minute coffee breaks, one in the morning and one in the afternoon and a 30-minute lunch hour, subject to any contractual variations. Flexibility is permitted subject to the permission of the Executive Director or Designate.</p>	Current practice	<p>5.3.1 Breaks and Meals</p> <p>Employees are entitled to two 15-minute paid breaks and a 30-minute lunch break, subject to any contractual variations. Flexibility is permitted subject to the permission of the Executive Director or Designate.</p>
9	<p>5.4.2 Confidentiality</p> <p>The EFCL will apply the confidentiality legislation passed by the Federal Government known as PIPEDA. In all cases where a matter is confidential it will not be discussed or circulated outside of the proscribed circulation. This applies to personnel and legal matters in particular.</p>	Legislative Change	<p>5.4.2 Confidentiality</p> <p>The EFCL will apply the confidentiality legislation passed by the government bodies known as PIPEDA, PIPA (Alberta), the Digital Privacy Act, and Canadian Anti-Spam Legislation. In all cases where a matter is confidential it will not be discussed or circulated outside of the proscribed circulation. This applies to personnel and legal matters in particular.</p>
10	<p>5.4.3 Alcohol and Drug Abuse</p> <p>The EFCL has a zero tolerance for employees being under the influence of alcohol or drugs during the performance of their duties.</p>	Alignment to the fiduciary responsibility of the employer	<p>The EFCL encourages a safe workplace. The misuse of illegal drugs, recreational drugs and/or alcohol is inconsistent with the behavior expected of employees, as this may subject employees and visitors to unacceptable safety risks that undermine the Organization's ability to operate safely, effectively and efficiently .</p> <p>The distribution or sale of controlled substances such as drugs or <u>alcohol</u> and being under the influence of such substances without medical authorization is prohibited.</p>

Change Number	Current Section	Rationale for Change	New Section
11	<p>5.4.7 Complaints</p> <p>Any complaint about an employee must be filed in writing with either the Executive Director in the event it is an employee or the President if it is to a volunteer or the Executive Director.</p>	Clarity	<p>5.4.7 Complaints</p> <p>Any complaint about an employee or service volunteer must be filed in writing with the Executive Director. Any complaint about the Executive Director or a Board Member must be filed in writing with the President.</p>
12	<p>5.5.1 Pay Periods</p> <p>The EFCL issues pay cheques every two weeks on a prescribed schedule.</p>	Allow for non-cheque payments	<p>5.5.1 Pay Periods</p> <p>The EFCL issues payment every two weeks on a prescribed schedule.</p>
13	<p>5.5.5 Benefits</p> <p>The benefits program includes those benefits and source deductions required by legislation (EI and CPP). Additional health benefits are provided through Alberta Health Care and the Chambers of Commerce Group Insurance Plan. Health benefit plan details can be obtained from the Executive Director. Health benefit premiums are paid 50% by the employer and 50% by the employee.</p>	To allow benefit provider selection	<p>5.5.5 Benefits</p> <p>The benefits program includes those benefits and source deductions required by legislation (EI and CPP). Additional health benefits are provided through Alberta Health Care and a Group Insurance Plan. Health benefit plan details can be obtained from the Executive Director. Health benefit premiums are paid 50% by the employer and 50% by the employee.</p>
14	<p>5.5.6 Safety</p> <p>The EFCL will ensure adequate WCB coverage is in place for employees. Employees will undergo safety training appropriate to their positions.</p>	Legislative Change	<p>5.5.6 Safety</p> <p>The EFCL will ensure adequate WCB coverage is in place for employees. Employees will undergo safety training appropriate to their positions. The EFCL will adhere to all WCB and OHS regulations.</p>

Change Number	Current Section	Rationale for Change	New Section
15	<p><b>5.5.7 Use of Vehicle</b></p> <p>There are occasions when in the performance of their duties an employee will be required to use their personal vehicle. In those instances the employee will be compensated for the mileage, which is to be recorded from the EFCL to the assigned venue. EFCL will ensure that its policy covers the employee in the event of an accident while performing work related duties, which have previously been cleared by the Executive Director.</p>	<p>To prevent staff from driving unnecessarily to the EFCL office.</p>	<p><b>5.5.7 Use of Vehicle</b></p> <p>There are occasions when in the performance of their duties an employee will be required to use their personal vehicle. In those instances the employee will be compensated for the mileage, from the EFCL or their point of departure to the assigned venue. EFCL will ensure that its policy covers the employee in the event of an accident while performing work related duties, which have previously been cleared by the Executive Director.</p>
16	<p><b>5.5.8 Conference Expense Reimbursement</b></p> <p>The EFCL has found it beneficial to have board, planning committee members and staff attend conferences that are related to the work that we do. In order to ensure that this opportunity remains available to as many representatives as possible, it is important that we limit the individual subsidy available.</p> <p>The EFCL will reimburse conference-related expenses to a maximum of \$750.00 for board, planning committee members and staff who wish to attend a conference that is related to their work at the EFCL.</p>	<p>Current practice</p>	<p><b>5.5.8 Conference Expense Reimbursement</b></p> <p>The EFCL has found it beneficial to have board, planning committee members and staff attend conferences that are related to the work that we do. In order to ensure that this opportunity remains available to as many representatives as possible, it is important that we limit the individual subsidy available.</p> <p>The EFCL will reimburse conference-related expenses as appropriate and prudent for board, planning committee members and staff who wish to attend a conference that is related to their work at the EFCL.</p>

Change Number	Current Section	Rationale for Change	New Section
17	<p><b>5.7.1 Short Term Leave</b></p> <p>Paid leave is provided following probation and is applied to circumstances including.</p> <ul style="list-style-type: none"> <li>• Personal illness or short-term health condition.</li> <li>• Providing short term care for a sick child or family member.</li> </ul> <p>Arrangements for leave must be discussed with the Executive Director prior to leave being taken. In the event of an emergent circumstance, the Executive Director is to be informed by phone at the earliest possible opportunity.</p> <p>In the event of short term leave beyond three days, a note from the attending medical doctor is required to substantiate the term of leave required.</p> <p>Employees receive an annual leave "bank" at the commencement of each calendar year. Full time staff receives a "bank" of 12 days (90 hours). Part time staff receives a pro-rated "bank" according to their standard hours worked weekly. New employees will receive a pro-rated "bank" calculated at the conclusion of probation.</p> <p>Time taken as short-term leave is to be documented on the employee time sheet.</p> <p>If during the calendar year, the "bank" is exhausted, accumulated overtime or vacation time can be taken to sustain paid short-term leave. Alternatively, the Executive Director must be consulted about structuring leave without pay.</p> <p>At the conclusion of each calendar year, remaining leave hours will be divided by 3 and added to the employee's vacation bank.</p>	<p>Adjustment for legislated leave. Care of a family member is now legislated leave</p> <p>Removal of roll-over of sick time into vacation. Rolling sick time into vacation discourages the use of sick time when an employee is ill, potentially impacting other staff members.</p>	<p><b>5.7.1 Short Term Leave</b></p> <p>Paid leave is provided following probation and is applied to circumstances including.</p> <ul style="list-style-type: none"> <li>• Personal illness or short-term health condition.</li> </ul> <p>Arrangements for leave must be discussed with the Executive Director prior to leave being taken. In the event of an emergent circumstance, the Executive Director is to be informed by phone at the earliest possible opportunity.</p> <p>In the event of short term leave beyond three days, a note from an attending medical doctor is required to substantiate the term of leave required.</p> <p>Employees receive an annual leave "bank" at the commencement of each calendar year. Full time staff receives a "bank" of 12 days (90 hours). Part time staff receives a pro-rated "bank" according to their standard hours worked weekly. New employees will receive a pro-rated "bank" calculated at the conclusion of probation.</p> <p>Time taken as short-term leave is to be documented on the employee time sheet.</p> <p>Short term disability coverage is provided within the benefits plan to help cover the risk of an extended absence.</p> <p>If during the calendar year, the "bank" is exhausted, accumulated overtime or vacation time can be taken to sustain paid short-term leave. Alternatively, the Executive Director may approve a leave without pay.</p>

Change Number	Current Section	Rationale for Change	New Section
18	<p>5.7.2 Personal and Family Responsibility Leave Employment standards guarantees unpaid leave of up to 5 days of job protection per year for personal sickness or short-term care of an immediate family member. Includes attending to personal emergencies and caregiving responsibilities related to education of a child.</p> <p>5.7.3 Domestic Violence Leave Employment standards guarantees unpaid leave of up to 10 days of job protection per year for employees addressing a situation of domestic violence.</p> <p>5.7.4 Citizenship Ceremony Leave Employment standards guarantees unpaid leave of up to a half-day of job protection for employees attending a citizenship ceremony.</p> <p>5.7.5 Critical Illness of a Child Employment standards guarantees unpaid leave of up to 36 weeks of job protection for parents of critically ill or injured children.</p> <p>5.7.6 Death or Disappearance of a Child Employment standards guarantees unpaid leave of up to 52 weeks of job protection for employees whose child disappeared as a result of a crime, or up to 104 weeks if a child died as a result of a crime.</p> <p>5.7.7 Bereavement Leave Paid leave for funerals will be 3 days for an immediate family member, which may be extended to five days if significant travel is involved. A half-day of paid leave is available for the funeral of those other than immediate family.</p> <p>Attending a funeral on behalf of the organization will be paid for.</p>	Legislative Changes & Clarity. These sections were out of date with existing legislation.	<p>5.7.2 Short Term Compassionate Leave</p> <p>Compassionate Leave is defined as bereavement or family emergency leave and will be granted based on the following terms.</p> <p>Paid leave for funerals will be 3 days for an immediate family member, which may be extended to five days if significant travel is involved and a half-day for the funeral of others.</p> <p>Attending a funeral on behalf of the organization will be paid for.</p> <p>Family emergency or illness leave will be covered at the discretion of the Executive Director.</p> <p>Extended leave will be provided for employees qualifying for Employment Insurance benefits. Leave provisions will be in accordance with Federal and Provincial legislation.</p> <p>Human Resources and Skills Development Canada leave terms are as follows.</p> <p>Extended Illness – 15 weeks.</p> <p>Maternity Leave - 17 weeks</p> <p>Parental Leave – 35 weeks.</p> <p>Compassionate Leave – 6 weeks.</p> <p>During the term of approved extended leave, qualifying employees will receive 40% of regular income to supplement EI benefits (55% of regular income).</p>

Change Number	Current Section	Rationale for Change	New Section
18	<p data-bbox="329 254 565 281"><b>5.7.8 Court Leave</b></p> <p data-bbox="329 317 781 527">The EFCL encourages and supports active citizenship and a duty of citizens is to attend at court for jury or witness duty. On those occasions the employee will still be paid their full salary less any remuneration they receive from the court.</p> <p data-bbox="329 596 748 653"><b>5.7.2 Short Term Compassionate Leave</b></p> <p data-bbox="329 688 756 810">Compassionate Leave is defined as bereavement or family emergency leave and will be granted based on the following terms.</p> <p data-bbox="329 814 781 993">Paid leave for funerals will be 3 days for an immediate family member, which may be extended to five days if significant travel is involved and a half-day for the funeral of others.</p> <p data-bbox="329 997 764 1054">Attending a funeral on behalf of the organization will be paid for.</p> <p data-bbox="329 1058 777 1146">Family emergency or illness leave will be covered at the discretion of the Executive Director.</p> <p data-bbox="329 1150 764 1207">Extended Illness, Maternity, Parental and Compassionate Leave.</p> <p data-bbox="329 1211 773 1390">Extended leave will be provided for employees qualifying for Employment Insurance benefits. Leave provisions will be in accordance with Federal and Provincial legislation.</p> <p data-bbox="329 1394 784 1482">Human Resources and Skills Development Canada leave terms are as follows.</p> <p data-bbox="418 1486 764 1514">Extended Illness – 15 weeks.</p> <p data-bbox="329 1518 789 1575">Maternity OR Parental Leave – 15 weeks.</p> <p data-bbox="329 1579 732 1635">Compassionate Leave – 6 weeks.</p> <p data-bbox="329 1640 781 1793">During the term of approved extended leave, qualifying employees will receive 40% of regular income to supplement EI benefits (55% of regular income).</p> <p data-bbox="329 1829 745 1856"><b>5.7.3 Long Term Disability Leave</b></p> <p data-bbox="329 1892 761 1948">The Chambers of Commerce Group Insurance Plan includes long term</p>		

Change Number	Current Section	Rationale for Change	New Section
18	<p>disability insurance which provides monthly income replacement from the 121st day of a disability for up to 2 years. Benefits are based on 66 and 2/3 percent of current monthly earnings .</p> <p>5.7.4 Court Leave</p> <p>The EFCL encourages and supports active citizenship and a duty of citizens is to attend at court for jury or witness duty. On those occasions the employee will still be paid their full salary less any remuneration they receive from the court .</p>		
19	<p>5.7.3 Long Term Disability Leave</p> <p>The Chambers of Commerce Group Insurance Plan includes long term disability insurance which provides monthly income replacement from the 121st day of a disability for up to 2 years. Benefits are based on 66 and 2/3 percent of current monthly earnings.</p>	<p>Current Practice and flexibility of plan</p>	<p>5.7.3 Long Term and Short Term, Disability Leave</p> <p>The EFCL Group Insurance Plan includes long term and short-term disability insurance. The details of the plan may be obtained from the Executive Director.</p>
20	<p>5.7.6 Doctor's Appointments</p> <p>The EFCL will not cover time off for a Doctor's appointment as such appointments can be arranged on scheduled days off in lieu of overtime. If the employee must have an appointment during regular working hours and does not have accumulated TOIL then they are expected to make up the time. Employees are encouraged to make their appointments either late in the day or early in the morning to mitigate the loss of time at work.</p>	<p>Discretion of supervisors should be used here.</p>	<p>Removed</p>



Change Number	Current Section	Rationale for Change	New Section
21	<p data-bbox="289 275 651 306"><b>5.9 Criminal Record Checks</b></p> <p data-bbox="289 373 760 470"><b>Employees:</b> Applicants will submit a Police Security Clearance with their application or prior to being hired.</p> <p data-bbox="289 506 781 831"><b>Volunteers:</b> Volunteers will submit to a Police Security Check prior to being accepted as an Executive on the Board of Directors. The Executive Director will facilitate the obtaining of these checks. Each volunteer will complete the form which will then be collected and forwarded under a cover letter to the Edmonton Police Services.</p>	<p data-bbox="808 275 1019 506">This policy is not in line with the process that the police uses for Police Information Checks (PIC).</p> <p data-bbox="808 541 1019 932">The question to the board is when a PIC should be required. Many organizations are only requiring this now when an individual works with vulnerable populations.</p>	TBD

**MEETING DATE :** November 07, 2019

**Item 5.5**

**AGENDA ITEM # :** 5.5—Motion To Accept Community Sport And Recreation Panels

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

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**Recommendation:**

That the EFCL host panels to discuss Community League Sport and Recreation.

**Background:**

Over the past couple of years, the opportunities for recreation have continued to expand for Community Leagues. Some Leagues have become more interested in hosting community-based recreation opportunities (developed by the League themselves) for their members. There have been a number of non-profit sport organizations that have reached out to the EFCL, through new relationships built from the Live Active Strategy team, and this has led to new sport and/or recreational opportunities for Community Leagues.

This issue is further complicated by statements in the EFCL Code of Ethics which describe that activities of the League should be about participation and enjoyment rather than winning. Sport is often a blend of participation, enjoyment and competitive spirit, so it is important for the EFCL to understand where the boundary between competitive and recreational sport is.

By hosting a panel of Community League leaders and leaders from sports organizations - past and present, to discuss this pillar of League life, the Board will have direction on how to manage new and existing partnerships that affect Community Leagues, their volunteers and the members that participate.

## 6.0 DISCUSSION ITEMS

**MEETING DATE :** November 07, 2019

**Item 6.1**

**AGENDA ITEM # :** 6.1 – Review General Meeting, Hawrelak Park Soiree, Leagues Alive

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

### Recommendation:

**The Fall General meeting** was held at Londonderry Hall and received quite a low attendance (please see Executive Director report for final numbers).

We are looking for feedback from the Board on the General Meeting and what could be done differently in February?

**Hawrelak Park Soiree-** event was held October 21st as an opportunity to recognize all of the hard work of volunteers to get us to this point of construction. Great speeches, 2 City Councilors attended, and tours were given of the construction site. There will continue to be opportunities to engage with the space and the contractors over the next few months

### Leagues Alive 2019

Leagues Alive had 98 attendees this year. We hosted 17 sessions on the following topics:

- Board building
- Heritage preservation
- Renewables project management
- League programs
- Building membership
- Fundraising
- The Tripartite
- Effective meetings
- Volunteer screening
- Engagement techniques
- Human resources
- Financial statements
- Social innovation
- Community ownership
- Working collectively
- Neighbourhood belonging
- Non-profit health

We've received some feedback from our participants, but the survey is still open. Some of the trends in the data so far include:

- This time of year is an appropriate time of year to hold the conference
- There were no issues of accessibility identified by participants
- We met the expectations of the majority of participants
- Participants have noted that their knowledge improved

**MEETING DATE :** November 07, 2019

**Item 6.2**

**AGENDA ITEM # :** 6.2—Strategic Planning—Board Planning

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

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EFCL's Strategic Plan ends in 2019. Initial conversations have identified that it's unlikely that a major overhaul is required, as the Strategic Directions continue to resonate with both staff and board members, along with Leagues.

There is interest in also having time to discuss more broad Board strategic planning, and that these two exercises can be done over the course of one day.

The Board needs to identify if they are in agreement with going forward with this type of process, along with choosing a date prior to our next meeting to host this.

**MEETING DATE :** November 07, 2019

**Item 6.3**

**AGENDA ITEM # :** 6.3—HR Committee Call For Leadership And Members

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

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The HR Committee requires additional persons to help review the recommended changes to the HR policy for the EFCL this fall.

Our HR policies are dated and aren't currently in line with new changes we have made to our benefits for staff, along with new legislative policies. They have been reviewed and recommendations have been made-. It requires an opportunity for another look, given the recommendations are close to 18 months old, and a new presentation back to the Board for approval.

## 9.0 NEWS FROM THE CITY

**MEETING DATE :** November 07, 2019  
**AGENDA ITEM # :** 9.1 – News From The City  
**PRESENTED BY:** Julia Watson, Neighbourhood Services

**Item 9.1**

News from the City of Edmonton  
EFCL Board Meeting, November 7, 2019



### City Manager Announces Retirement

*Public Service Announcement, October 22, 2019*

City Manager Linda Cochrane has announced her decision to retire on December 31, 2019.

After 38 years with the City of Edmonton, she has played a leading role in its evolution to becoming a modern municipal corporation.

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

### Join us at the Orange Hub!

Our doors are open and we're ready to connect with our community!

Sample some exciting programming and learn about the all new services and opportunities available now during this family-friendly community open house.

Date: Wednesday, November 13  
Time: 5 pm - 8:30 pm (come anytime)  
Location: The Orange Hub (10045 - 156 St NW)

Enjoy snacks, tours, demonstrations and more. [edmonton.ca/TheOrangeHub](http://edmonton.ca/TheOrangeHub)

### National Child Day Proclamation- November 20, 2019

On behalf of the Child Friendly Initiative, we would like to invite you to attend a public event to celebrate the Proclamation for National Child Day. Join us as we gather together to raise awareness of children's rights and proclaim National Child Day in Edmonton. The event will include children performances, messages from Mayor Iveson, Councilors Esslinger and Paquette, as well as the launch of a children's video. We hope you are able to join us on National Child Day.

Wednesday November 20 @ City Hall  
12:00 pm- 12:30 pm

If you have any questions or require more information, please do not hesitate to contact me at [ian.smith2@edmonton.ca](mailto:ian.smith2@edmonton.ca) or 780-442-7161

## **New Inclusive Playground Planned for Clareview Park**

*Public Service Announcement, October 29, 2019*

In partnership with Canadian Tire Jumpstart Charities, the City of Edmonton announced a plan today to build an inclusive playground in Clareview District Park. The playground structure will be a gift from Jumpstart to the City as part of the Charity's *Inclusive Play Project*, which focuses on removing accessibility barriers to sport and play.

"We encourage Edmontonians of all ages, abilities and interests to enjoy the benefits of physical activity, and play is one of the creative ways to do this," said Mayor Don Iveson. "I thank Jumpstart Charities for bringing their inclusive playground project to Edmonton, we look forward to celebrating this new play opportunity together."

Aligning with the City's Live Active Strategy, the new 16,000 square foot inclusive playground will be the largest of its kind in Edmonton, providing imaginative and accessible spaces where kids of all abilities can play together. A 3D rendering of the future playground can be seen [here](#).

"Jumpstart strives to give all kids the chance to reach their full potential through access to sport and recreation," said Scott Fraser, President, Canadian Tire Jumpstart Charities. "The City of Edmonton has been a steadfast supporter of our mandate, and we are thrilled that together, we can help countless more kids by building an inclusive space where kids of all abilities can play together."

[Clareview District Park](#), located in Northeast Edmonton and accessible by LRT, is a community hub bringing people together to enjoy sport, recreation, social and cultural activities. This inclusive playground will be an exciting addition to the multi-purpose recreation centre and sports fields. The playground structures will create developmentally appropriate spaces for kids of all ages and abilities, facilitating what is referred to as "parallel play." Features will include double-wide ramps, a roller slide, a bucket seat with harness swing, a quiet zone designed for children with spectrum disorders, and more.

Thanks to generous donations from Edmonton Canadian Tire Dealers to Jumpstart's *Inclusive Play Project*, this will be the second Jumpstart Playground built in Alberta, and the ninth built across Canada.

"Canadian Tire has a long history of giving back to our customers by supporting the communities where we live and work," said Doug Waldie, Edmonton Canadian Tire Dealer. "On behalf of the Edmonton Canadian Tire Dealers, I'm so proud that, through this Jumpstart Playground, we can make a lasting, positive impact on our city."

The Jumpstart Playground will also serve as a platform to develop new inclusive programming through *Promoting Inclusive Play in Alberta*. The three-year program, led by the University of Alberta's Steadward Centre for Personal and Physical Achievement, will focus on creating accessible, inclusive activity and play opportunities for families in communities across the province. The Jumpstart Playgrounds in Edmonton will serve as venues for developing this valuable programming.

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

## **Update: Transformation of Edmonton's Transit Service**

Increased service frequencies, more direct bus routes, and greater flexibility in how, when and where Edmontonians can travel are just some of the benefits of the proposed transformation of Edmonton's transit service.

Edmonton Transit Service (ETS) will be presenting four reports on November 18 and 19 with recommendations that will enable the City to deliver a safe, fast, convenient and reliable transit service. City Council will debate the proposed bus network redesign, alternative transit service (first kilometre/last kilometre solution), fare policy and ridership recovery strategies.

The proposals contained in these reports include feedback from the thousands of Edmontonians who participated in public workshops and online surveys. They are designed to modernize Edmonton's transit system while providing the city a solid base for sustainable growth. If approved, ETS will begin implementing these changes in 2020, which support the goal of vibrant neighbourhoods in [Connect Edmonton](#).

More information is available at:

[edmonton.ca/newbusroutes](http://edmonton.ca/newbusroutes)  
[edmonton.ca/firstlastkm](http://edmonton.ca/firstlastkm)  
[edmonton.ca/fares](http://edmonton.ca/fares)

### **Neighbourhood Revitalization Strategies: Inglewood and Balwin & Belvedere**

Neighbourhood Services is happy to advise that we have completed the strategies for each of the two new revitalization areas of [Inglewood and Balwin & Belvedere](#). Our next step is to present the strategies to the Community and Public Services Committee as an information item on November 20, 2019.

The strategies were developed in collaboration with the citizens of these neighbourhoods and reflect their knowledge of the neighbourhood and their aspirations for it. The strategies present the asset-based community development approach we used to work with the community to co-create the strategies, and provide some detail on the projects we will work with Inglewood and Balwin & Belvedere citizens on over the next two years.

### **Blatchford Lunch & Learn- Friday, November 15, 2019**

Can community design impact how happy and healthy its residents are? What are the key pillars of sustainable community design? How do you design a renewable energy system for a community of 30,000 people?

Find out these answers and more at the Blatchford lunch and learn on Friday November 15, 2019 from noon-1pm on the third floor of Edmonton Tower.

Join us at this lunch and learn hosted by David Dodge from Green Energy Futures, where Tom Lumsden, Development Manager, Christian Felske, Director - Renewable Energy Systems, and our first home builders share updates on the community's progress, sustainability initiatives and the homes now selling.

Bring your lunch and any questions you have about the project. Our home builders will be available until 1:30pm to answer any questions about their townhomes for sale.

"With homes now selling, people have the chance to buy a home and be a part of this community which will offer a new way to live in our city," said Blatchford's Development Manager, Tom Lumsden.

There is limited space available, so secure your spot by [registering](#) for a free ticket. We hope to see you there!

Visit [Blatchford Edmonton](#) to find out more about the community and our builders.

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

### **Influencers, Movers and Shakers: Apply Here!**

*Public Service Announcement, October 30, 2019*

Are you interested in how citizens influence decision making in a modern municipal government? Looking for a meaningful way to contribute to your community? The Guiding Coalition on Public Engagement might be just the opportunity you are looking for.

The Guiding Coalition for Public Engagement is looking to recruit City of Edmonton staff and community members to monitor the City's progress on delivering on its public engagement action plan, ensure administrative, public and Council perspectives remain forefront throughout implementation, and provide advice to City Administration as it plans and delivers public engagement processes and activities.



The Coalition hopes to attract a group of diverse people with a keen interest in the relationship between governance and public engagement, who are willing to help make Edmonton a city that is shaped by its citizens. Members must be:

- A resident of the City of Edmonton or a City of Edmonton employee
- A minimum of 15 years of age

Time commitment:

- A 2-year term that begins in November 2019
- A minimum of 4 volunteer hours a month
- Attend 9 regularly scheduled meetings of the Guiding Coalition during the year

If you are interested, or know someone who would be a good fit, please submit your **application** or share **the link** before the posting closes on Sunday November 10, 2019.

For additional information, visit [edmonton.ca/publicengagement](http://edmonton.ca/publicengagement)

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

## Council Approves a 25-Year Waste Strategy



On September 10, City Council approved the 25-year Waste Strategy and accompanying reports. The Strategy is the product of more than two years of research, internal assessments, over 30,000 points of input from public engagement, and feedback from 8,000 homes participating in the Edmonton Cart Rollout. The 25-year Waste Strategy uses a Zero Waste Framework, which focuses on principles of rethink, redesign, reduce, and reuse, and is aligned with the strategic goal of Climate Resilience. The Strategy and reports are available online at [edmonton.ca/futureofwaste](http://edmonton.ca/futureofwaste).

Beginning in 2020, a four-stream waste collection system will be rolled out to single-unit residences. Four-stream waste collection includes:

- A 120L green cart for organics (primarily kitchen scraps, topped up with yard waste);
- A black cart for residual garbage (residents will initially receive a 240L cart, with the option to exchange it later for a 120L cart at a reduced rate);
- Recyclables collection in blue bags;
- Seasonal yard waste collection in paper yard waste bags, twice in the spring and twice in the fall.

Planning and consultation to develop design programs for condos, apartments and the commercial sector will soon be underway. The Strategy calls for separation of recyclables and organic waste in multi-unit residences and the commercial sector by 2022.

Next steps also include developing rules to restrict some single-use plastic items, and supporting waste reduction-focused community programming.

For more information, visit [edmonton.ca/futureofwaste](http://edmonton.ca/futureofwaste) or call the Waste Hotline at 780-496-5678.

## Touch The Water Promenade

The river valley is one of Edmonton's greatest assets, a place people have been drawn to and gathered for thousands of years. The City of Edmonton is looking to improve access to and within the river valley, creating enhanced opportunities for ecological connections, recreation, celebration, heritage interpretation and social gathering with a project called the [Touch the Water Promenade](#).

You are invited to attend one (or all) of the public engagement pop-up events listed below to learn more about the project, ask questions and share your vision for this project.

**Saturday, November 9, 2019** 11a.m. - 1 p.m.  
Commonwealth Community Recreation Centre, 11000 Stadium Road NW

**Saturday, November 16, 2019** 11a.m. - 1 p.m.  
Kinsmen Sports Centre, 9100 Walterdale Hill NW

An online survey will also be available for those who are unable to attend in person, and will be posted in early November 2019 to [edmonton.ca/TouchTheWater](http://edmonton.ca/TouchTheWater)

This project will focus on a central stretch of the North Saskatchewan River Valley in two connected areas. One area is adjacent to the Rosssdale neighbourhood and the other is upstream on the north shore of the river, along River Valley Road. The Promenade is proposed to extend from Rosssdale along the northern bank of the river to Government House Park, west of Groat Road Bridge.

Please note that this project is in early stages of concept development. We are engaging with the public and key stakeholders to help shape the vision for the project and inform the development of concept design options. There will be multiple opportunities for engagement as the project progresses through design, and we will be sure to keep you informed.

The City of Edmonton is committed to transparent communication and engagement, and our project team looks forward to connecting with you. For up-to-date project information, please visit [edmonton.ca/touchthewater](http://edmonton.ca/touchthewater).

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

Nov 2	Pleasantview neighbourhood renewal walk and workshop public event. <a href="#">Website</a>
Nov 5	Council <a href="#">agenda</a> : operating and capital budget adjustments, rec facility financing, annexation costs, living wage policy, red tape reduction submission, expectations for reports, 13 bylaws. A motion on a winter warming bus is expected.
Nov 7	Public engagement session for proposed rezoning of Keheewin surplus school site. <a href="#">Release</a> .
Nov 14	Grandview Heights Neighbourhood Renewal and Stairs Rehabilitation Event. <a href="#">Website</a> .
Nov 14	<a href="#">Ice Making Workshop @ Belvedere Community League, 6 pm -9 pm</a> **Limit of 2 people per organization**
Nov 21	<a href="#">BCTR Network Event 6:30 - 8:30 p.m. @ Strathearn Community League Hall</a>
Nov 25	Citation and Performance Awards @ City Hall 5pm-6pm Registration & Refreshment; Ceremony begins at 6:30pm <a href="mailto:salutetoexcellence@edmonton.ca">salutetoexcellence@edmonton.ca</a>
Nov 27	<a href="#">BCTR Network Event 6:30 - 8:30 p.m. at Alfred J. Savage Centre</a>
Dec 9	Process Improvement Report for Community Led Construction Projects will go back to the Auditors for approval

- [Link to Council and Committee Schedules, Agendas & Minutes](#)
- [Link to schedule of upcoming Council reports](#)
- [Official Twitter feed of the Office of the City Clerk](#)

Stay linked in to neighbourhood news, events and programs. [Subscribe to The Park Bench for our monthly e-newsletter!](#)

## 10.0 REPORTS

**MEETING DATE :** November 07, 2019  
**AGENDA ITEM # :** 10.1 – Executive Director’s Report  
**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

**Item 10.1**

The month of October had a lot of League engagement. With our General meeting on October 16th, followed by the 100th Anniversary ground breaking Soiree in the Park and then Leagues Alive board training.

Our General meeting was held at Londonderry Community League hall October 16th, with an attendance of 40 Community Leagues, 48 Attendees, 12 Guests, 6 Board Members, and 10 Staff. The meeting was focused on having several motions passed which allowed for us to spend funds this year for the 100th Anniversary Plaza project, along with other grant funding. Opportunities for presentations by the Street Speeds working group, along with Edmonton Social Planning Council who work with Leagues around affordable housing was also presented. The meeting concluded with an opportunity to hear from the Deputy Police Chief. Feedback received to date revolved around it being a good meeting, but that we should look at the agenda format in order to attain our goal of having these meetings be opportunities for increased dialogue and engagement between Leagues.

The 100th Anniversary Soiree in the Park on October 20th was a beautiful afternoon and a great celebration of the hard working volunteers that have brought this project to this point. MC'd by long time volunteer Rob Agostinis, the afternoon was well attended including by Councilors Henderson and Knack. Project Manager, Scott Varga and Construction Manager, Paul Gantar were also in attendance and provided a tour of the site and answered questions.

Leagues Alive Board training on Saturday, October 26th had 98 attendees and feedback that has been received to date has been positive (please see Leagues Alive Report).

It was a valuable day of learning, discussing common issues and a chance to come together at the end for some intentional dialogue and conversation.

RECOVER Prototype Event: EFCL partnered with Strathcona Community League, the Neighbour Centre (Mustard Seed drop in centre) and the City of Edmonton to create a prototype event. This international event included both Community League members and members of the Neighbour Centre Community who call that League home. Together, the planning team identified that it was important to have a BBQ where people all came together, made the food for the dinner together, ate together, had a Karaoke hour together followed by cleaning together. This event was held in early September, and the EFCL contributed by covering the costs of providing membership cards for all who attended. This was very well received. The event went well, and was debriefed by all sides, and then presented at the RECOVER prototype event in October.

Partnerships developed:

**AMA-** has committed pilot project funding with the EFCL in their 2020 budget. We are meeting on Friday November 15th to flush out the details of the pilot, the funding that was approved and understand further what this could look like.

**United Sport and Cycle-** met with United Sport and Cycle and they will be helping to sponsor our First on the Ice Events this year. They are also very interested in creating a solid partnership with the EFCL to provide benefits to members, and to Leagues. We are in the process of working out the details of this.

**Outdoor Ice Inc-** a company that was developed by 2 Community League ice makers, who saw the amount of work and dedication it took to make ice at their own League (which they did as volunteers for 5 years). They would like to be Corporate Partners of the EFCL, and provide financial contributions including in-kind donations, to Leagues in exchange for promotion of their service.

**Flying Canoe Festival**-partnered again this year with EFCL providing them with \$2500 (increase from \$1800 last year) to provide lantern making workshops to more Community Leagues across the City leading up to Flying Canoe. It was very popular last year and aligns with our work with Winter City Strategy.

**Paths for People**- has asked EFCL to partner with them to bring David Engwicht to Edmonton from Australia. Paths for People would like to have a 2 hour evening event with David, EFCL is exploring the idea of having him do a 4-5 hour workshop for Community Leagues on the same day. (February 8th)

“David Engwicht’s approach is unlike traditional transportation engineers and urban planners. He applies transportation solutions that are people-focused. He is about community-building and placemaking which re-frames and reclaims public space for residents. He champions low-cost, highly creative interventions for changing the conversation and uses of city spaces. We feel he will be very engaging and challenging for local people to hear, as he is solution-focused and can help Edmontonians start generating ideas and options for their own communities.”

**Meetings:**

Tripartite Project Team (COE and EFCL)  
Tripartite Engagement Working Group (reps from Leagues)  
Winter City Strategy  
Premiers Lunch  
Area Council meeting  
Councilor meetings  
100th Anniversary weekly updates  
Edmonton Sport Council

**MEETING DATE :**

November 07, 2019

**Item 10.2**

**AGENDA ITEM # :**

10.2 –Service Package Document For Distribution

**PREPARED BY:**

Laura Cunningham-Shpeley, Executive Director



## THE FACTS



This is a Pilot program  
- funding is for 3 years  
only



EFCL will monitor and  
adjust the program  
based on feedback

## OUR GOAL

To support Community Leagues  
and their volunteers by:



Enhancing training and supports  
to Leagues,

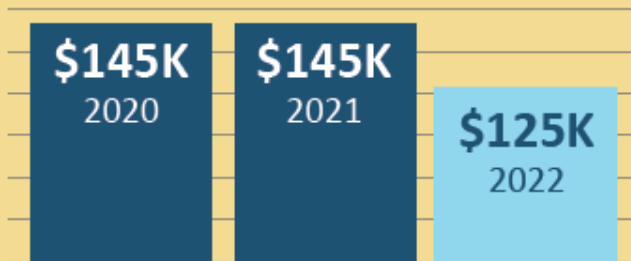


Build stronger connections  
between Leagues, and



Reduce the administrative  
workload for Leagues.

## HOW MUCH?



**TOTAL \$415K**

## WHAT FOR?

Funding will support pilot projects in 3 Areas:

**1**

**ENGAGEMENT  
AND TRAINING**

Online Learning Platform

Custom courses (e.g. New  
Board member onboarding,  
Civics)

**2**

**BOARD  
DEVELOPMENT**

Enhanced Resources + Supports

Formal Board Mentorship  
Programs

**3**

**CENTRAL  
SERVICES**

Enhanced Administrative +  
Operational Supports

- Social Media,
- Membership
- Finance
- Facility management

# HOW DID WE GET HERE?

A significant amount of Engagement has occurred to support the current service package:

## SUMMER/FALL 2018

EFCL Consults + Creates  
EFCL consulted Leagues and created a service package that connected to City Initiatives

## FALL/WINTER 2018

Service Package 1.0  
Presented to Council; sent back to Administration for further study

## SPRING 2019

Report Back  
Administration indicates position overlap. Suggested that EFCL rework

## SPRING/SUMMER 2019

EFCL Engages  
EFCL leads extensive engagement on a new service package

## FALL/WINTER 2019

Council Decides  
EFCL supports Council and Administration during the budget process

## FALL 2019

Service Package 2.0  
The Service Innovation service package is developed



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

7103 105 Street NW  
Edmonton, AB T6E 4G8

Office: 780.437.2913 | Fax: 780.437.4710  
Website: [efcl.org](http://efcl.org) | Email: XX

**MEETING DATE :** November 07, 2019

**Item 10.3**

**AGENDA ITEM # :** 10.3 –Membership Working Group Report

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

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Over the summer, the EFCL recruited Community Leagues to participate in our Membership Working Group. We wanted to ensure that our group truly represented Community Leagues from across the City, with different membership demographics in order to ensure we heard from a variety of types of Community Leagues what was wanted in the form of increased membership services, and what that actually meant.

Our group consists of:

- Jenny A from Oak Hills Community League
- Crystal B from Beverly Heights Community League
- Cheryl F from Yellowbird East Community League
- Russ M from Ottewell Community League
- Allison R from Oliver Community League
- Dustin S from Lynnwood Community League

The Group then created the Terms of Reference, reviewed and finalized, and attached.

We will be meeting over dinner on Thursday, November 21<sup>st</sup> to gather input on what enhanced membership services means to each group member, and ideas on how the EFCL can address this input.



**MEETING DATE :** November 07, 2019

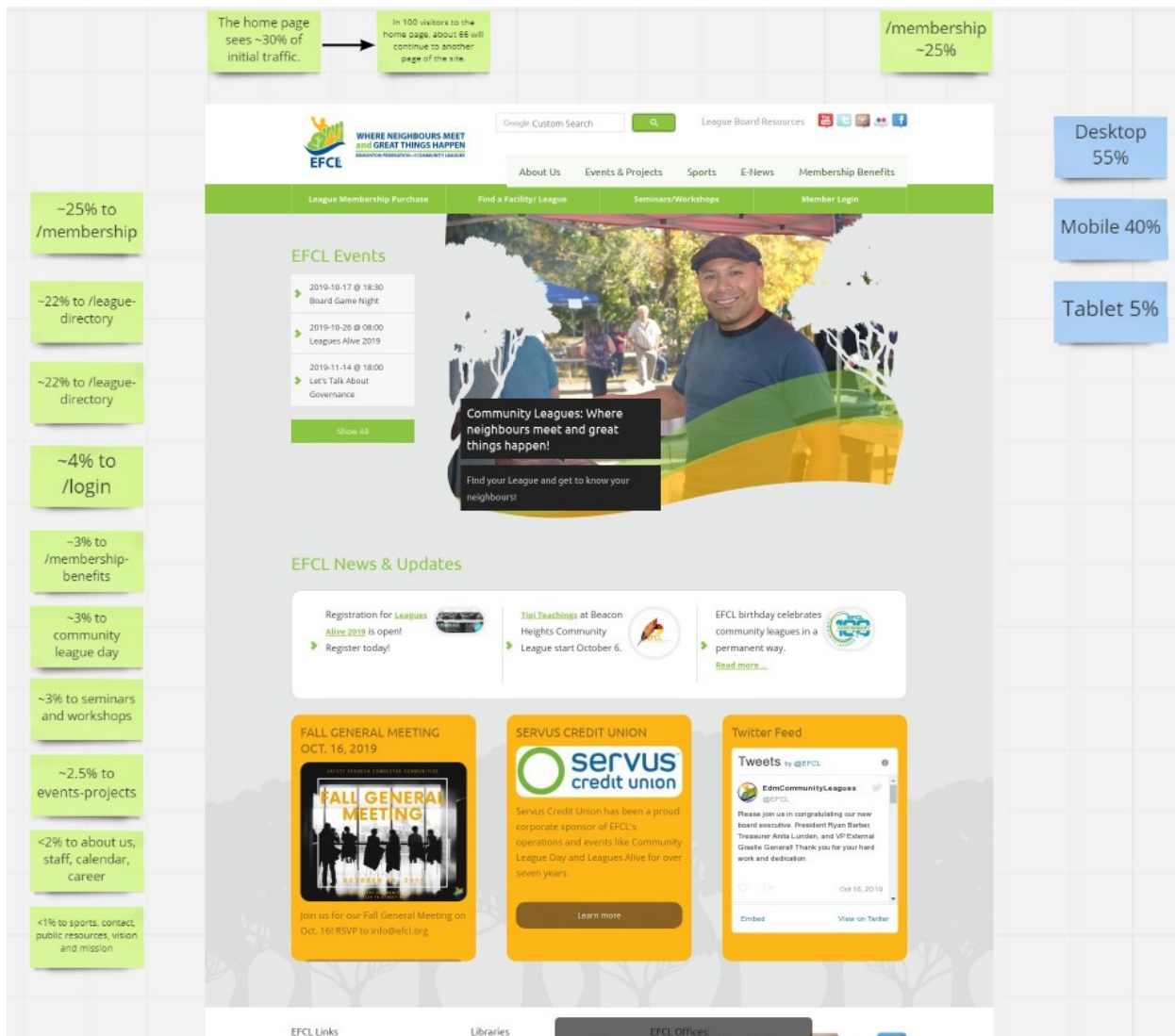
**Item 10.4**

**AGENDA ITEM # :** 10.4 –Website Update Report

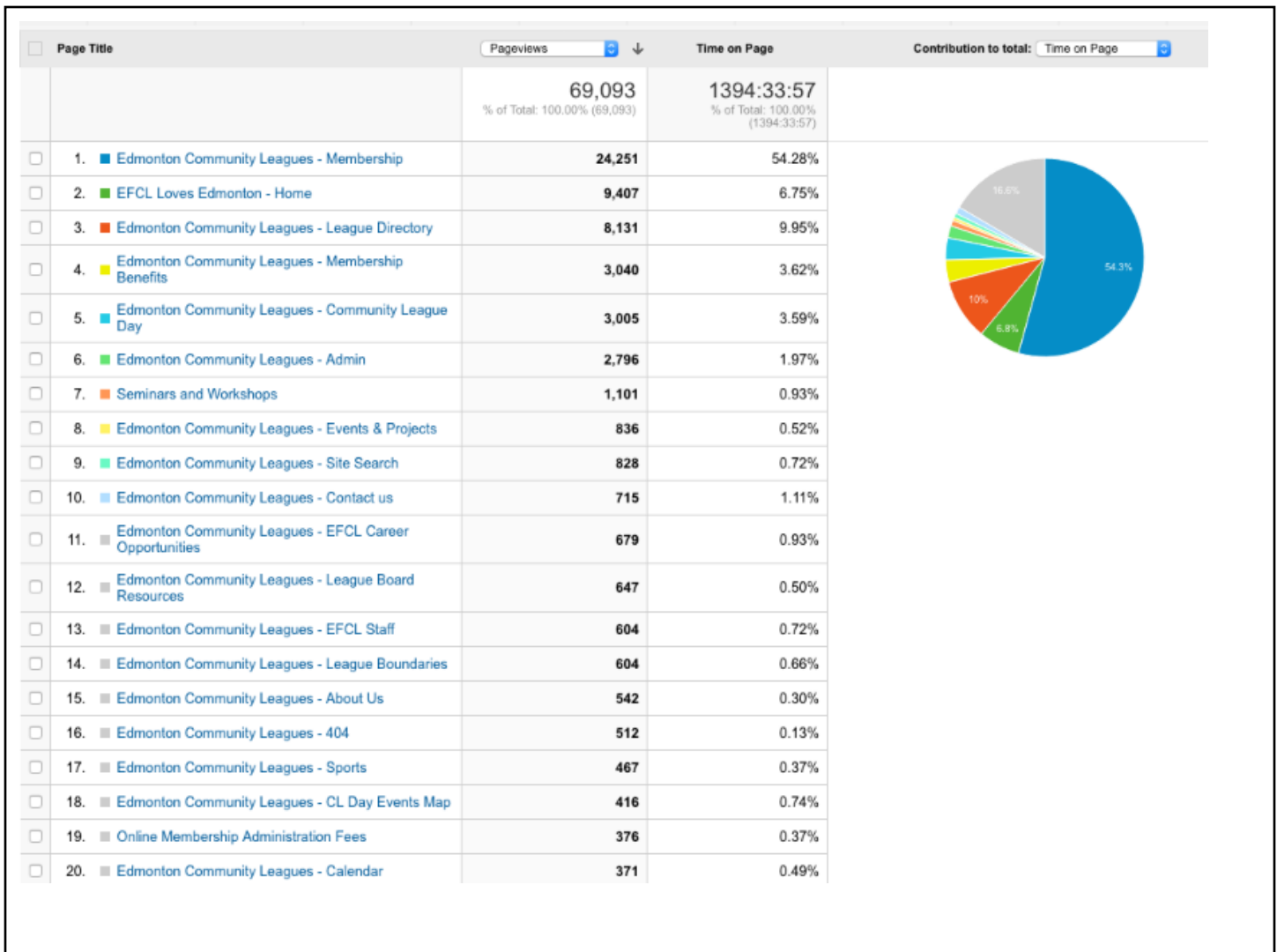
**PREPARED BY:** Joanne Booth, Membership & Operations, Sr. Director

On Friday, October 18<sup>th</sup>, Colin Johnson and I met with Nathan Plumb from Pderas. He also brought in his designer.

We reviewed the site usage statistics that would help us understand how our site is being used, and how long users are staying on the pages.



Page Title	Pageviews	Pageviews	Contribution to total: Pageviews
	69,093 % of Total: 100.00% (69,093)	69,093 % of Total: 100.00% (69,093)	
1. Edmonton Community Leagues - Membership	24,251	35.10%	
2. EFCL Loves Edmonton - Home	9,407	13.61%	
3. Edmonton Community Leagues - League Directory	8,131	11.77%	
4. Edmonton Community Leagues - Membership Benefits	3,040	4.40%	
5. Edmonton Community Leagues - Community League Day	3,005	4.35%	
6. Edmonton Community Leagues - Admin	2,796	4.05%	
7. Seminars and Workshops	1,101	1.59%	
8. Edmonton Community Leagues - Events & Projects	836	1.21%	
9. Edmonton Community Leagues - Site Search	828	1.20%	
10. Edmonton Community Leagues - Contact us	715	1.03%	
11. Edmonton Community Leagues - EFCL Career Opportunities	679	0.98%	
12. Edmonton Community Leagues - League Board Resources	647	0.94%	
13. Edmonton Community Leagues - EFCL Staff	604	0.87%	
14. Edmonton Community Leagues - League Boundaries	604	0.87%	
15. Edmonton Community Leagues - About Us	542	0.78%	
16. Edmonton Community Leagues - 404	512	0.74%	
17. Edmonton Community Leagues - Sports	467	0.68%	
18. Edmonton Community Leagues - CL Day Events Map	416	0.60%	
19. Online Membership Administration Fees	376	0.54%	
20. Edmonton Community Leagues - Calendar	371	0.54%	



From this, we were able to identify that we have two very distinct user groups; the general public and Community League board members. Both have very different uses/needs for our website.

It was decided that to help ease finding the information each group needs, we would split the website according to user, while still allowing switching between the different areas. It was felt this would eliminate the numerous click-throughs required on our current site. Three areas are proposed from our landing page: One for membership or finding league information; one for Community League Board; one for members of the general public.

## Sites We Like!

CITADELA



Where do I want to go...

I'm going on an adventure!

Find essential information for your next journey

POPULAR PLACES



The next step was to identify the importance of the information and how often it is needed. This would help us understand where we should place our priorities.

We forwarded the images created for the EFCL through the Strong Coffee campaign as the visuals and images were of great interest to the designer, and she will view to see how to incorporate.



A new site is desired that has the following attributes:

- Clean, modern design
- Mobile friendly
- Easily maintained and updated by non-technical office staff
- Meets current accessibility guidelines and standards

## Project Requirements

### 1 General Objectives

The objective of a new website is to provide:

- A clean, modern and fresh design that better represents EFCL
- A mobile-friendly experience that works on all mobile devices
- A site that is easily maintained and updated by non-technical office staff (i.e. no coding experience is required to update existing pages or add new ones)
- A site that supports on-demand visual identity changes (i.e. change in logo, colour scheme, or other visual identity elements)
- A site that is easier for Community Leagues, Community League members and citizens at large to use and navigate
- A site that meets current accessibility guidelines and standards (i.e. screen readers, etc)

### 2 Project Scope (Scope of Work)

The scope of this project is to build and implement a new website for EFCL, located at [efcl.org](http://efcl.org). This includes detailed requirements gathering, design, planning, project management, and implementation of the new website and integration into the existing custom backend application, as required. The new website will contain the functionality and features of the existing website while adding or enhancing features as defined in "Section 2.8 Project Requirements".

The scope also includes the migration of content from the current site to the new site, provision of staff training on the new site, and support services for 3 months following the launch of the website, including troubleshooting by phone or email.

### 3 Project Budget

EFCL has a total project budget of \$40,000 CAD (GST inclusive) for this work.

This budget amount includes any licensed items (photography, graphics, templates, other digital assets, etc) that are purchased by the Vendor and transferred to EFCL upon completion of the

project. The Vendor may not commit to ongoing license costs for any item without prior written approval from the EFCL Project Manager.

## 4. Project Schedule & Milestones

The vendor will develop and provide a detailed project plan that will meet the schedule and milestone requirements outlined below.

### 1 Schedule

Desired Go-Live date: 120 days after contract signing

Support contract: Go-Live Date + 90 Days

Proponents are requested to highlight if they believe the Desired Go-Live date is achievable.

### 2 Milestones

Base milestones for this project are as follows:

- Approved Project Plan
- Approved Detailed Requirements documentation
- Approved Detailed Design Documents/Plan
- Approved Test Plan
- Approved Test Results
- Approved Content Migration Plan
- Approved Content Migration Results
- Site-Go Live
- Approval of Site Go-Live/Project Completion
- Approved Transition into Support Contract
- Approved Completion of Support Contract

The proponent may define additional milestones to support the project delivery as needed.

## 5 Deliverables

The following deliverables are to be created and provided by the vendor as a result of this project:

1. A live, functional public website that meets the requirements listed below (requirements can be modified or removed by mutual agreement)
2. All content migrated from the current site to the new site
3. All documentation, including (but not limited to): site login/administration details, technical documentation that supports connections to any services (analytics, payment processing, custom backend application, plugins, etc), user training and support materials

4. All source files, including (but not limited to): vendor-purchased stock photography, all graphics, all Illustrator/Photoshop files (or the like), templates, other digital assets, or any other non-transitory files/documents generated by the project
5. All license files for any purchased item (stock photography, graphic, templates, other digital assets, etc), with the licenses to be in EFCL's name
6. A brief executive summary of the requirements or limitations of any transferred license
7. A support contract, outlining support to be provided for 3 months (90 days) after the site goes live

## 6 Supplied Materials

EFCL will supply brand documents, logos, photos, and other assets as required to align the website visual design with EFCL's brand.

## 7 Responsibilities

The Vendor will be responsible for the following:

- Detailed requirements gathering, design, planning, project management, and implementation of a new public website
- Integration into existing backend application, as required
- Migration of content from the current site to the new site
- Provision of staff training
- Support services for 3 months following the launch of the website, including troubleshooting by phone or email.

The EFCL will be responsible for the following:

- RFP review, interviews and decisions
- Any required consultation and communications with EFCL staff and Board
- Any required consultation and communications with Community Leagues

## Project Requirements

The requirements of the project are as follows. Proponents are requested to provide details on their proposed solution meets each requirement as stated.

Prioritization	Area of Site	Requirement	Notes
Mandatory	Site-Wide	A flexible platform that supports page edits and new page creation by non-technical office staff, including enabling non-technical staff to change the navigation structure as business needs dictate	
Mandatory	Site-Wide	Ability to change common visual elements and have them change across all site pages (i.e. logo, banners, etc).	



Mandatory	Site-Wide	Fresh, modern and engaging visual design that better represents EFCL	
Mandatory	Site-Wide	Support for all browsers and mobile users	
Mandatory	Site-Wide	Ability to embed YouTube and images on all pages	
Mandatory	Site-Wide	Robust site analytics	
Mandatory	Site-Wide	Ability to support current accessibility guidelines and standards (i.e. screen readers, etc)	
Mandatory	Site-Wide	Integration of existing MailChimp account for email communications	
Mandatory	Search	A search tool that provides a comprehensive and simple search experience for content on efcl.org only	
Mandatory	Document Library	Ability to create a document library that is clear and easy to navigate, with the ability for non-technical office staff to modify the navigation structure as business needs dictate	
Mandatory	Events Calendar	A calendar that supports submission of events from outside users (i.e. individual Leagues)	
Mandatory	Events Calendar	A calendar that supports links and document attachments in the description of the event	
Mandatory	Events Calendar	Support for event registration, including event signup and paid ticketing	
Mandatory	Membership	Automatic membership renewals for individual community league members	
Mandatory	Membership	Membership renewal reminders as membership term comes to a close	
Mandatory	Membership	Digital membership card available via smartphone app or e-mail	

Mandatory	Membership	Ability to highlight any fee changes for individual leagues during the membership renewal process	
Mandatory	Membership	Ability to direct individuals to their league only via a postal code or address lookup.	
Mandatory	Find My League	A map of Edmonton, with Districts identified that provides enhanced search and filter functionality for League and Amenity searches and which includes splitting League search from Amenity search.	
Mandatory	Programming	Support for programming search and registration for both EFCL and member Leagues	
Desired	Member Benefits	Ability to filter and sort available member benefits, with categories defined as business needs dictate	
Desired	Find My League	Ability to match community league boundaries with postal codes during a search by postal code where postal code areas contain multiple leagues	
Desired	Programming	Ability to allow individual leagues to indicate spaces available in registered programs	
Desired	Membership	Ability to resend a membership card to the email address on file for the member	

The items listed below are future needs of EFCL and will not be covered by this RFP. However, proponents are requested to briefly identify how they would address the requirements below, to better support potential future work of EFCL. All solutions are welcome; note that these requirements will not be included in the evaluation process.

Membership	<p>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 the 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:</p> <ul style="list-style-type: none"> <li>• Volunteer management, especially as it relates to the volunteer commitment through youth sport</li> <li>• Push out league messages and event information to their members</li> </ul>
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	<ul style="list-style-type: none"> <li>• Purchasing their membership card through the app instead of going to the website</li> <li>• Gathering feedback for public engagement and member surveys</li> <li>• Calls for volunteers or other messaging that leagues would develop and want to share with their members</li> <li>• Share news in real time</li> <li>• Ad revenue</li> <li>• Event management with ticket sales and generate lists of attendees</li> <li>• Calendar of upcoming events</li> <li>• App analytics</li> <li>• Emerging trends</li> </ul>
League Membership Purchase	Ability to generate a report of current membership categories and rates for all Leagues
League Membership Purchase	Ability to centralize all membership purchases on a single membership platform, with the following process requirements: <ul style="list-style-type: none"> <li>• Leagues can set their own membership types</li> <li>• Leagues can set their own membership prices</li> <li>• Leagues can see only their own membership</li> <li>• EFCL can see all members from all Leagues</li> </ul>
Find a Facility/League	Ability to search for details of specific amenities, including hall size, kitchen, dance floor, area of the city
League Website Templates	Ability to provide individual Leagues with a template website that is easy to update and pulls digital assets from a common repository (i.e. changing a logo changes it across all templated sites)
Volunteer Management	Ability to manage volunteer contact information

Other:

Monthly service Contract for ongoing site maintenance/support.

**MEETING DATE :** November 07, 2019

**Item 10.5**

**AGENDA ITEM # :** 10.5 –Councillor Meeting Notes

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

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So far, I have met with 3 Councilors this past week to discuss the following:

Update on the 100th Anniversary Project  
Inform them of our work on Affordable Housing and Neighbourhood Street Speeds  
Provide information about our Service Package going forward  
Thoughts on CFEP funding advocacy approach

What I have heard to date:

- All very excited to hear about the positive progress on the Plaza
- Very impressed with the work on Street Speeds, as well as Affordable Housing. Despite the potential changes to the funding of Affordable Housing in the City, they stated that these types of documents are important to continue to move the conversation forward.
- Budget this year is very difficult for them, given the news of the changes to the City Charter. They have major reductions that they have to assess.
- Service Package:
  - ◊ Framing it as building the leadership skills of the neighbourhood- the place where we will see the greatest 'download' of supports and services.
  - ◊ They all like the idea very much
  - ◊ The issue will be the funding, asked if we could potentially push our ask forward another year-start funding in 2021?
  - ◊ **Felt it would be best to hear from Leagues directly about their interest and need for these funds- EFCL has an interest in receiving further funds.**
  - ◊ How is our organization positioning itself (as all non-profits are being asked/forced to do) to develop a sustainable operating model
  - ◊ Reconnect with specific Councilors in 3 weeks as they will know more then what kind of money will be available and how to position this ask best so they can move it forward

As for CFEP- recommended letter writing to MLA's, and ensure that all letters are different. Could provide a template to work from, but ensure they are unique to the issues that Leagues will be facing.

This is a big opportunity for the EFCL as we go into Tripartite agreements, to determine if it's worth further exploring opportunities for Municipal Land that has previously been deemed outside of the legislation.

**MEETING DATE :** November 07, 2019

**Item 10.6**

**AGENDA ITEM # :** 10.6 –Tripartite Agreement Meeting Notes From October

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

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**Edmonton Federation of Community Leagues (EFCL)  
Tripartite License Agreement Working Group (TLAWG)**

**October 23, 2019, 6-8:30pm**  
(5:30pm Dinner, 6:00-8:00pm meeting)  
EFCL Office - 7103-105st  
Edmonton

**Meeting Agenda**

**1) Greetings and introductions by R.Barber (Chair) & all (6:00-6:15pm)**

Attendance: Mike Lanteigne, Dave Trautman, Dwayne Robertson, Shelley

Provided welcome from the Board.

Let them know that Leanne has stepped down from the Board and as Chair of this meeting

**2) Review of EFCL/COE process to date by Laura (6:15-6:30pm)**

- Documents: Draft Terms of Reference for Tripartite Team between EFCL and COE
- Reviewed the Timelines specifically with the committee
- Ideas discussed for getting information out to Leagues about the Tripartite:
  - ❖ Simplified storyboard of agreement
  - ❖ "Tripartite for Dummies"
  - ❖ Point form of what we can do, what we have control over- what can't we control
  - ❖ What do you want to see, what do you want to get rid of, what would help your board to run more effective
  - ❖ Simplifying key points, Why does the Tripartite agreement matter to me?
  - ❖ Collecting data- important to get it right- may be important to get an evaluation expert on board
  - ❖ Winter General Meeting- February 6th- vital for engagement
  - ❖ District Meetings
  - ❖ Engagement Open house- have 6 hour window for people to come by
  - ❖ Dwayne reported that Area Councils have kicked this off- they have 35 Leagues are already looking at the Agreement and getting, how to bring it to Mill Woods, SWAC, TRAC, CACCL
  - ❖ Communibee App- questionnaire on there, survey
    - Collect Data- portal on the app, with prizes for people who fill it out.

## Workplan

- 3) **Results from the letter and form that were sent out October 15th- Laura (6:30-6:45)**  
As of November 1st- 62 responses

Which option would you prefer to provide feedback for the Tripartite Agreement revisions?



**Blue:** Release a comprehensive survey to be completed by your League president (or delegate) to gather your league's opinions;

**Red:** Conduct an in-person workshop with your League Board to gather direct responses;

**Yellow:** Host a large-scale workshop with Leagues in your District to gather responses;

Can we simplify the agreement to get feedback on

How do we help Leagues to prioritize key points, rank the key concerns

Send out a survey to rank the main issues

What sections of the document cause the most problems- identify if its adaptable

- 4) **Create a joint workplan to identify next steps and people's role over the next 2 months to prepare for engagement in January- Ryan (6:45-7:45)**

- 5) **Other business (7:45-8:00pm)**

**Next meeting- November**

**MEETING DATE :** November 07, 2019  
**AGENDA ITEM # :** 10.7 –100th Anniversary Project Update  
**PREPARED BY:** Nora Begoray, Director of Business Development/Avison Young

**Item 10.7**



## Board Report: Progress Update 5

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### October 2019



- Soiree in the Park was held in Hawrelak Park just outside of the project fencing. Stanley Construction toured interested attendees through the project site.
- Started weekly construction meetings on the project site
- Completed safety orientation training for key project members to safely access the site as required.
- Project Steering Committee meeting
- Met with City Steering Committee
- Met with Silver Skate to better understand the festivals plans – received Silver Skate’s project map – and share EFCL’s construction update and schedule information
- Received fully executed MIA and FA from the City of Edmonton
- Piling excavation begun
- Majority of survey activities completed
- Mechanical preparation underway – gas line, water intake
- CCDC contract executed by Stanley Construction
- Received approval from City to adjust the gas line at a net cost savings to the project
- Project is currently two weeks behind original schedule due to clarifications around drawings and required consultant approvals. Plan in place to make up time.
- City and Silver Skate has approved construction for the project to occur throughout the month of January.

### September 2019

- Project Steering Committee meeting
- Land Faculty schematic designs completed for interpretive signage (art, river valley signage, plaza signage)
- Signed agreement with Heavy Industries from Calgary to design, build and install interpretive art elements
- Negotiated agreement with Urban Systems and associated sub-consultants

- Approved Municipal Improvement Agreement (MIA) and Funding Agreement (FA)
- Received approval from City on construction contract for Stanley Construction
- Stanley Construction completed temporary road for site access of deliveries and materials
- Site trailer on site
- Presented to EFCL Board
- Presented to EFCL staff
- Met with City Steering Committee
- Met with Stanley Construction to review tender pricing to build out a project budget
- Responded to RFI's from trades during tender period

**August 2019**

- Received Building Permit from City
- Received Development Permit from City
- Issued Request for Proposal (RFP) to the successful pre-qualified proponents
- Project Steering Committee meeting
- Reviewed RFP submissions and recommended two groups be interviewed: Chandos and Stanley Construction
- Held interviews with Chandos and Stanley Construction
- Recommended Stanley Construction for Construction Manager award
- Site walk through with multiple City departments to discuss laydown location, construction fence line and turf repair
- Met with City Project Manager and City's lawyer to go over proposed re-write of the Funding Agreement and Municipal Improvement Agreement
- EFCL's lawyer reviewed re-written Funding Agreement and Municipal Improvement Agreement
- Two meetings held with City's lawyer and EFCL's lawyer and project team to negotiate changes
- Award to Stanley not yet approved by City; allowed to work with Stanley on pre-construction tendering phase
- Construction fencing erected on site



**July 2019**

- Request for Prequalification issued to seven parties, five returned required information indicating interest in bidding on the project: CHANDOS, Ellis Don, Synergy Construction, Stanley Construction, Clark Builders.
- City issued "no work" schedule within Hawrelak Park: 62 days of no construction allowed within our proposed schedule – this is a constraint.
- Building Permit fees submitted via cheque by Avison Young July 30<sup>th</sup>
- Attended second stakeholder sessions with City of Edmonton and Silver Skate to discuss concerns – mostly City operational concerns
- Hired Land Faculty to develop wayfinding, interpretive art and plaza signage for the project.
- City of Edmonton, EFCL, and AY to hold first Steering Committee meeting July 13, 2019.
- Attended full-day session with City of Edmonton and the affected stakeholders in one-on-one sessions to identify and address concerns with the majority of the concerns being operational and ultimately being the City's concern
- Hired Shirley Lowe (consultant) to complete the review and rework of the copy for the interpretive art signage and river valley wayfinding signage package
- Directed Urban Systems to re-engage and make design revisions regarding path widening to 2.5m

- Directed Urban Systems to update construction drawings for re-submission for building permit (previous permit had expired) to the City of Edmonton

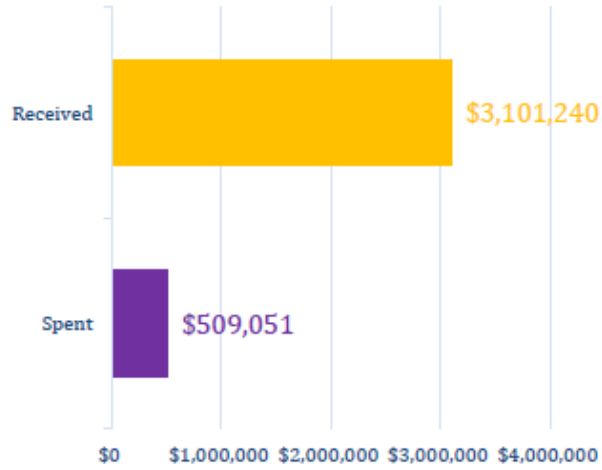
**June 2019**

- Hired Land Faculty (consultant) to complete the design of the interpretive art signage and river valley wayfinding signage package
- Held monthly Steering Committee meeting
- AY begins pre-qualification process with 5 of 6 proponents indicating interest in bidding on the project
- Liaised regularly with media of EFCL's position for clarity and accuracy with external sources
- Council recommended to proceed with funding EFCL for an additional \$750,000
- Attended Committee presenting and addressing questions from Committee and stakeholders
- Attended City Council to ensure Administration and Council were informed of the latest and most accurate information for Council to make a recommendation on EFCL's funding request

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**EFCL 100<sup>th</sup> Anniversary Project**

**Project Financials to Date**



**MEETING DATE :** November 07, 2019

**Item 10.8**

**AGENDA ITEM # :** 10.8 –Planning And Development Committee Update

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

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The following items are what the Planning and Development Committee has been reviewing and providing comments on from a community perspective over the course of the last two months:

1. Tiny Homes on Wheels
  - A) The City was contemplating allowing tiny homes on wheels as a permitted use in the same garden suites are allowed.
    - Tiny homes on **wheels** no longer being contemplated at this time. Once the province updates the building code, they will be under consideration in the Edmonton again.
    - Tiny homes on **foundations** can be developed as single detached housing, garden suites, and dwellings as apart of multi-unit housing development
    - Penalties to be implemented if recreational vehicles are used as a dwelling
2. Zoning Bylaw Renewal Report #2 - Bylaw Structure
  - A) The new bylaw will be much more user friendly, visual, and will utilize plain language.
    - Committee reception to the overall structure and organization of the new bylaw was positive, but some members had questions that were not answered in the materials the Zoning Bylaw team sent for our review:
    - Regarding the organization of the new bylaw, we wondered how Administration will determine what the various user groups will “need to see.” Will the same information be presented to each user group or will different information be presented, based on the user group?
    - The EFCL has a history of advocating for the preservation of many of the features contained in the Mature Neighbourhood Overlay. Some committee members have concerns about what may be lost during the renewal, with others feeling many of the features important to community members could be preserved with the shift to form-based zoning. Our question is how extensive of an overhaul can we expect to see with regards to overlays in general?
    - How broad will the application of mixed-use zoning be? As an aside, most committee members were excited about mixed-use zoning, but some worried about it being applied in “inappropriate” areas. Some clarification is needed regarding the intended application of mixed-use zoning.
    - Regarding regulation and in light of Edmonton’s declaration of a climate emergency, details surrounding how environmental aspects like sun-shadowing and low impact design will be dealt with are needed. Some committee members felt more attention should be given to a development’s environmental aspects that support climate resiliency than to traffic studies, for example.
3. Community Energy Transition Strategy (CETS)
  - A) Some committee members expressed an interest in supporting initiatives aimed at making Edmonton a more climate resilient City
  - B) CETS identifies 7 actions to achieve this, one being Land-use, transportation, and planning
4. Expedited Infill Development Permits
  - A) Builders who complete a 5 module course on best practices for infill development will have their permits expedited
  - B) The committee provided comments to ensure best practices for engagement and commu

nication with neighbours were explored in these modules

- C) An entire module focuses on engagement and community relations

#### Street Speeds Working Group

- The launch of the resource was a bit shaky without a communications person, but to date we have ~300 responses with 55+ unique communities represented
- The handbook has been well-received
- We are hoping to see quite a bit more engagement with our survey and will engage the planning committee and board of directors to assist us

## 11.0 WORK IN PROGRESS

**MEETING DATE :** November 07, 2019  
**AGENDA ITEM # :** 11.1 – EFCL Work in Progress  
**PREPARED BY:** Laura Cunningham-Shpeley, Executive Director

**Item 11.1**

MEETING DATE	REF.	ITEM	STATUS
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
2018/09/13	6.0	<b>District Updates/Feedback, District K</b> M. Makarechian to forward the forthcoming report about outdoor rinks to L. Cunningham-Shpeley.	
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
2019/04/11	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	12.0	<b>Work in Progress</b> C. Shannon to review and email L. Cunningham-Shpeley status updates for the City-related items. <a href="#">Not sure if the email was sent</a>	In Progress
2019/05/09	6.1	<b>Conflict of Interest Best Practice</b> <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
2019/06/06	6.2	<b>EFCL PDC Construction Issues Sub-Committee</b> Working Group to provide minutes, or a quarterly summary of their activities after each meeting.	

MEETING DATE	REF.	ITEM	STATUS
2019/06/06	6.4	<p><b>New League Support for 100th Anniversary Project</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• It was agreed that a deadline for all league contribution will be set once the Project construction dates are known.</li> <li>• That the Board accept the motion as presented by the 100th Anniversary Committee and provide communication to the new leagues about the project and the financial support from all Community.</li> </ul>	In Progress
2019/07/11	6.4	<p><b>New Logo and Rebranding of EFCL</b></p> <p>Action Item: Further discussion/exploration of a new logo/rebranding postponed to the fall.</p>	
2019/07/11	7.1	<p><b>News From The City of Edmonton</b></p> <p>For the City of Edmonton to provide a background report regarding the Abundant Communities Edmonton program for the September Board meeting, including information regarding the specific challenges/barriers for community leagues to participating in the ACE program. It was requested that the report include statistical information regarding how many and which leagues are currently participating, how long they have been participating, how many leagues have stopped participating etc., and include a city-wide map if possible.</p>	In Progress
2019/07/11	10.0	<p><b>District Updates</b></p> <p>EFCL office to contact EMSA requesting a meeting regarding the recent EMSA soccer registration changes.</p> <p>L. Cunningham-Shpeley to explore options regarding engaging an external consultant to assist the EFCL and community leagues in managing their relationships with EMSA.</p>	In Progress
2019/07/11	10.0	<p><b>District Updates</b></p> <p>C. Shannon to ask the MPDP Coordinator to contact M. Gosselin directly regarding details of the MPDP Workshop follow-up.</p>	
2019/08/10	4.0	<p><b>B'nai Brith and Jewish Federation Correspondence</b></p> <p>Action Item: To update the current suggested EFCL hall rental template that community leagues may use to include something regarding limiting the recording of meetings/events in community league halls for the purpose of public broadcasting on social media, electronic communication, or other forms of media broadcasting.</p>	In Progress

<b>MEETING DATE</b>	<b>REF.</b>	<b>ITEM</b>	<b>STATUS</b>
2019/08/10	7.0	<p><b>Other Business</b></p> <p>Action Item: L. Cunningham-Shpeley/C. Johnson to research and clarify what currently compels leagues to observe the EFCL Code of Ethics.</p> <p>Action Item: L. Cunningham-Shpeley to consult with the EFCL legal council, if necessary, regarding appropriate language around hall rentals.</p>	In Progress
2019/09/12	5.1	<p><b>Notice of Motion For Fall General Meeting For Tipi Teachings Project</b></p> <p>M. Makarechian to research the need for and draft an exclusion amendment clause to the EFCL Bylaws regarding the need for Membership approval to spend grant monies received for specific projects</p>	In Progress
2019/09/12	5.2	<p><b>Motion - Terms of Reference for Community Inclusion Committee</b></p> <p>That the approval of the Terms of Reference for the EFCL Community Inclusion Committee be tabled to the October Board meeting.</p>	In Progress
2019/09/12	7.1	<p><b>News From The City of Edmonton—Canturberry Group</b></p> <p>C. Shannon to forward relevant information to all NRCs and to L. Cunningham-Shpeley to share with Board members and community leagues.</p> <p>L. Cunningham-Shpeley to attempt to contact the organization for the specifics regarding their proposed program and services.</p>	In Progress
2019/09/12	10.5	<p><b>Development of Strategy Around Community</b></p> <p>Board members to bring their suggestions/ideas in this regard to the upcoming Strategic Planning session.</p>	In Progress
2019/10/10	6.1	<p><b>Great Neighbour Race Decision</b></p> <p>M. Makarechian moves to collaborate with new comm's person bring back a recommendation to Dec board meeting for board consideration.</p>	
2019/10/10	6.2	<p><b>Historic Funding from EFCL to 100th Anniversary Project</b></p> <p>R. Feroe is actioning to table this until next month so Laura get clarity</p>	