



EDMONTON FEDERATION OF COMMUNITY LEAGUES

BOARD OF DIRECTORS

REGULAR MEETING PACKAGE

DATE: Thursday, June 18, 2015

DINNER: 6:00 PM / TOUR: 6:30 PM / MEETING 7:00 PM

**LOCATION: The Meadows Recreation Centre
2nd Floor, 2704—17 Street, NW**

EFCL Board Planning Calendar June, July/August, September, 2015

June

2015

- 18 EFCL Board Meeting—The Meadows Community Rec. Centre
- 22 Charitable Status Information Session
- 24 EFCL Planning & Development Committee Meeting
- 27 Board Visioning Retreat

July/August

2015

- July 09 EFCL Board Meeting
- 17 Klondike Days Parade
- 22 EFCL Planning & Development Committee Meeting
- Aug.01-03 Heritage Days Festival
- Aug.04-07 EFCL Office Closed

September

2015

- 10 EFCL Board Meeting
- 23 EFCL Planning & Development Committee Meeting

Board of Directors Regular Meeting

The Meadows Recreation Centre: 2nd Floor, 2704—17 Street, NW

Thursday, June 18, 2015, Dinner 6:00 PM / Tour 6:30 PM / Meeting 7:00 PM

AGENDA

- 1.0 Call To Order (7:00 PM)**
- 2.0 Agenda Review (pgs. 3-4)**
- 3.0 Urgent Matters / Presentations**
 - 3.1 Board Election (pgs. 5-9)**
 - 3.2 Frank Bessai, Newcomer TV**
 - 3.3 Jason Meliefste, NPDP Overview**
- 4.0 Approval of May 14th Board Meeting Minutes (Attached)**
- 5.0 Decision Items (8:15 PM)**
 - 5.1 2016 City Budget Request (Form Committee) (pgs. 10-11)**
 - 5.2 Meeting With Minister David Eggen (pg. 12)**
 - 5.3 Rink Roof Study Consultant Interview And Recommendation (pg. 13)**
 - 5.4 Increase In Planning And Development Committee Membership (pg. 14)**
 - 5.5 Date Of Fall General Meeting (pg. 15)**
- Coffee Break (8:45 PM) —————
- 6.0 Exemptions (9:00 PM)**
- 7.0 News From The City of Edmonton**
 - 7.1 Monthly Report (pgs. 16-17)**

“That the EFCL Board receive the written report for information.”
Stephane Labonne, Office of Great Neighbourhoods, City of Edmonton
- 8.0 2015 EFCL Budget Update—Verbal Report**
- 9.0 Board Reports**
- 10.0 Correspondence (9:15 PM)**
- 11.0 Work In Progress (pgs. 18-19)**
- 12.0 Notice of Motion**
- 13.0 Motion on Notice**
- 14.0 District Updates/Feedback (9:20 PM)**
 - Verbal Presentations From Board Members

15.0 Private Matters (9:30 PM)

15.1 Item One

15.2 Item Two

16.0 Next Meeting/Announcements

16.1 Thursday, July 09, 2015, 7:00 PM, The EFCL Office

17.0 Adjournment

10:00 p.m.

3.0 Urgent Matters/Presentations

MEETING DATE : June 18, 2015
AGENDA ITEM # : 3.1 – Board Election
PREPARED BY: Allan Bolstad, Executive Director

Item 3.1

According to EFCL Bylaws, the four officers of the EFCL (President, Vice-President External, Vice-President Internal, Treasurer) are to be selected at the first board meeting following the Annual General Meeting.

All members of the board are eligible to serve in these positions. The term for each of these positions is one year, hence they are all open for election.

EFCL bylaws set a limit of three consecutive terms for each of these positions. No one has reached this point. **Masood Makarechian, Shafeek Ali** and **Lindsay Smith** have just completed their second year as president, vice-president internal and vice-president external, respectively. Our treasurer, **Trevor Elliott**, is completing his first term.

President

Authority and Responsibility:

The President is a member and Officer of the Board and has the same authority and responsibility as all other Board Members.

Term:

The President is elected annually by the Members of the Board. The President serves for a one-year term according to the Society By-laws. The President may serve a maximum of three terms.

General Duties:

In addition to the general duties as a Board Member, the President has the following duties:

1. Provides leadership to the Board, including:
 - i) Encouraging Board Members to participate in meetings and activities;
 - ii) Focusing the Board's activities on the organization's mission;
2. Is responsible for the Board's agenda with input from Board Members and the Executive Director;
3. Chairs meetings of the Society according to Robert's Rules of Order;
4. Evaluates the effectiveness of the Board's decision-making process;
5. Ensures the Board Members are oriented, trained, and evaluated;
6. Is responsible for committees in the following manner:
 - i) Serves as an ex-officio member of all committees, except for the Nominating Committee, and attends their meetings when needed;
 - ii) Makes sure that committee chairpersons are appointed;
 - iii) Arranges for the orientation of committee chairpersons.
7. Recognizes Board Members' contributions to the Board's work;
8. Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications;
9. Plays a leading role in supporting fundraising activities;
10. Promotes the organization's purpose in the community and to the media;
11. Prepares a report for the Annual General Meeting;
12. Acts as a liaison between the Society and other community or civic organizations, and the media;
13. Participates in the selection and release of the Executive Director in consultation with other Executive officers.

Qualifications and Skills:

In addition to the qualifications and skills of a Board member, the President must have familiarity with the following:

- Society's By-laws and Robert's Rules of Order;
- Society's programs and duties.

The President should have the following abilities:

- Ability to speak in front of a large group of people;
- Ability to analyze and solve problems;
- Ability to listen empathetically to others;
- Ability to work with the media.

It is not recommended that the President, due to time commitments, remain as a serving officer of the home community league.

Approval Date: _____ **Review Date:** _____

Treasurer

Authority and Responsibility:

The Treasurer is a member and Officer of the Board of Directors and has the same authority and responsibility as all Board Members. The Treasurer is responsible for the finances and the financial well-being of the Society.

Term:

The Treasurer is elected annually by the Members of the Board. The Treasurer serves for a one-year term. The Treasurer may serve a maximum of three terms.

General Duties:

In addition to the general duties as a Board Member, the Treasurer has the following duties:

1. Serves on the Executive committee;
2. Gives regular reports to the Board on the financial state of the Society;
3. Ensures that financial reports are on file;
4. Acts as signing officer, with another officer, for cheques and other documents;
5. Is responsible for the preparation of the annual budget of the Society;
6. Is responsible for the preparation of annual financial statements and audit for presentation at the Annual General meeting;
7. Ensures that the Society keeps full and accurate accounts of all organizational receipts and disbursements;
8. Ensures that the Society submits Employment Insurance and Canada Pension Plan payments to Revenue Canada for all paid staff;
9. Files necessary financial reports, tax reports and audits;
10. Ensures that insurance records are maintained;
11. Is responsible for recommending financial policy;
12. Participates in the selection and release of the Executive Director in consultation with other Executive officers.

Qualifications and Skills:

In addition to the qualifications and skills of a Board Member, the Treasurer must have familiarity with:

- The preparation of accounting statements;
- Generally Accepted Accounting Principles;
- The Society's programs and duties.

The Treasurer should have:

- Ability to speak in front of a large group of people;
- Ability to analyze and solve problems;
- Ability to listen empathetically to others;
- Knowledge of accounting principles and financial issues.

Approval Date: _____ Review Date: _____

Vice President External

Authority and Responsibility:

The Vice President External is a member and Officer of the Board and has the same authority and responsibility as all Board Members. The Vice President External is responsible for overseeing the external relationships of the Society.

Term:

The Vice President External is elected annually by the members of the Board. The Vice President External serves for a one-year term. The Vice President External may serve a maximum of three terms.

General Duties:

In addition to the general duties as a Board Member, the Vice President External has the following duties:

1. Acts in the absence of the President if the Vice President Internal is unavailable;
2. Serves on the Executive Committee;
3. At all times, works closely as consultant and advisor to the President and Vice President Internal;
4. Serves as an ex-officio member of committees and attends their meetings when needed;
5. Acts as a signing officer for cheques and other documents;
6. Acts as a liaison between the Society and other community and civic organizations and the media;
7. Participates in the selection and release of the Executive Director in consultation with other Executive officers;
8. Acts as the Society's representative to other agencies.

Qualifications and Skills:

In addition to the qualifications and skills of a Board member, the Vice President External must have familiarity with the following:

- Society's By-laws and Robert's Rules of Order;
- Society's programs and duties.

The Vice President External should have the following abilities:

- Ability to speak in front of a large group of people;
- Ability to analyze and solve problems;
- Ability to listen empathetically to others;
- Ability to work with the media.

Approval Date: _____ Review Date: _____

Vice President Internal

Authority and Responsibility:

The Vice President Internal is a member and Officer of the Board and has the same authority and responsibility as all Board Members. The Vice President Internal is responsible for overseeing the internal relationships among the community leagues and the Society.

Term:

The Vice President Internal is elected annually by the Members of the Board. The Vice President Internal serves for a one-year term. The Vice President Internal may serve a maximum of three terms.

General Duties:

In addition to the general duties as a Board Member, the Vice President Internal has the following duties:

1. Learns the duties of the President, stays informed on key issues, and acts in the absence of the President;
2. At all times, works closely as consultant and advisor to the President;
3. Serves on the Executive Committee;
4. Acts for a District Representative who is ineligible to serve;
5. Calls Special District Meetings and chairs them when requested by the member community leagues in that District;
6. Serves as an ex-officio member of committees and attends their meetings when needed;
7. Acts as a signing officer for cheques and other documents;
8. Acts as a liaison between the Society and other community and civic organizations and the media;
9. Participates in the selection and release of the Executive Director in consultation with other Executive officers;
10. Ensures the Code of Ethics is adhered to by the member community leagues and intervenes if a dispute arises.

Qualifications and Skills:

In addition to the qualifications and skills of a Board member, the Vice President Internal must have familiarity with the following:

- Society's By-laws and Robert's Rules of Order;
- Society's programs and duties.

The Vice President Internal should have the following abilities:

- Ability to speak in front of a large group of people;
- Ability to analyze and solve problems;
- Ability to listen empathetically to others;
- Ability to work with the media.

Approval Date: _____ Review Date: _____

5.0 Decision Items

MEETING DATE : June 18, 2015
AGENDA ITEM # : 5.1 – 2016 City Budget Request (Form Committee)
PREPARED BY: Allan Bolstad, Executive Director

Item 5.1

Recommendation:

That the board select one or more members to sit on an ad hoc committee charged with developing the federation's 2016 budget request to the City of Edmonton.

Report:

The time is rapidly approaching for the federation to develop its 2016 city funding request. This would include the money we ask for the community leagues (for operating and capital), as well as for the EFCL.

Typically, the federation has requested increases that match inflation for the league operating grant. The last significant exception to this was in 2011, when a 40% increase to the operating grant coincided with the signing of a new tripartite license agreement.

This was the same year that the Community League Infrastructure Grant (CLIP) was created. It has been sitting at \$3 million/year ever since and has generally been sufficient to cover the capital needs of the leagues.

The EFCL received an operating grant of \$537,335 in 2015, which is essentially twice the amount we received when I took over as executive director eight years ago. Noticeable increases appeared each time the federation was able to make a case for new program dollars. A good example was three years ago, when the EFCL convinced the city and its member leagues to jointly fund a board development staff person. In other years, we have simply asked for an increase which matched inflation.

We have also asked for assistance for one-time projects in recent years. For example, in 2015, we were successful in our request for \$600,000 for our 100th Anniversary Project and for \$40,000 for our Strategic Plan. In 2016 we received \$39,000 for our growth study.

This year, the EFCL may want to ask the city to increase the amount of money it provides to new leagues to help them get started. In the past, the city has provided a grant of \$2,500 to any group of people who attempt to create a new league. It is designed to cover their start-up costs.

One problem with this is that new leagues are not eligible to apply for an operating grant until they have been in business for one full year. This has proven to be particularly problematic for these leagues, as they also do not qualify for gaming funds at this time.

In recent discussions with the city administration, it seems that there is a preference for an increase in the emerging grant, rather than amend the policy that requires all groups to wait at least one year before receiving an operating grant. Hence, the EFCL might make an increase to the emerging grant part of its pitch this year.

Another consideration for the EFCL this year is the fact that it is just launching its growth study. This will likely lead to a series of recommended changes, which will likely impact our budget request next year.

With that mind, the federation may want to focus on some one-time projects this year that would not be affected by the outcome of the growth study.

The ad hoc committee would need to provide its recommended strategy to the board on July 9, which is the last board meeting prior to the mid-August deadline for submission.

Assistant Director Amanda Henry, who has been asked to lead the federation's pitch to the city this year, and myself will join the board members on the committee.

MEETING DATE : June 18, 2015

Item 5.2

AGENDA ITEM # : 5.2 – Meeting With Minister David Eggen

PREPARED BY: Allan Bolstad, Executive Director

Recommendation:

That the EFCL request a meeting with the Honourable David Eggen, Minister of Education, Culture and Tourism.

Report:

The election of an NDP government presents the EFCL with an opportunity to see a number of positive changes in areas that affect our operation.

For example, we have often discussed how we would like to see the provincial grant system insulated from political influence. We have also talked about long-term sustainable funding for some of our key initiatives (i.e. reaching out to newcomers).

In addition, we have pressed the previous government to ensure that community space was provided in new schools and that new schools are built in all parts of the city – not just the suburbs. We also encouraged the province to take an active role in the revitalization task force that emerged from the city's Elevate Report, in which we were very much involved.

All of these issues fall within the jurisdiction of the Honourable David Eggen, who is the new Minister of Education, Culture and Tourism. As such, it seems logical that we connect with himself.

Once we manage to secure a meeting, we could also raise some other topics that we have brought to the province's attention in the past, including the lack of limits on municipal election campaign financing.

MEETING DATE : June 18, 2015

Item 5.3

AGENDA ITEM # : 5.3 – Rink Roof Study Consultant Interview And Recommendation

PREPARED BY: Allan Bolstad, Executive Director

Recommendation:

That the board select one or more members to help staff select a consultant to do a cost-benefit analysis of constructing a roof over an outdoor rink.

Report:

The EFCL is pleased to report that five consulting firms responded to our call for conducting a cost-benefit analysis of constructing a roof over an outdoor rink.

The report would assess the savings leagues could expect to realize in snow removal and ice-making costs, once a roof has been built, along with the increased usage leagues could expect to see from a facility that is shielded from the sun, rain and snow. It would also look at the subjective benefits of having a facility that is better able to meet the needs of local residents.

As we do not have any examples in Edmonton, the study would need to locate and review the experience of operators in other centres.

It is our hope to use this information to help determine whether or not the construction of a rink roof is a feasible project for one or more of our community leagues. If the results prove positive, the EFCL would then encourage the city to make its Community League Infrastructure Program (CLIP) money available for one or two demonstration projects.

The cost of conducting the study from the five firms came it at \$30,000, \$35,000, \$35,000, \$36,000 and \$30,000/\$40,000 (the latter dependent on whether site visits are included).

Habib Fatmi, our community development officer, and I would be involved in shortlisting the firms, interviewing those selected and making a recommendation to the board.

We would welcome the participation of at least one board member in this process.

MEETING DATE : June 18, 2015

Item 5.4

AGENDA ITEM # : 5.4 – Increase In Planning And Development Committee Membership

PREPARED BY: Bev Zubot, Community Planning Advisor

Recommendation:

- 1. That the EFCL Planning and Development Committee be comprised of up to 15 members with a maximum of 2 members per District.**
- 2. That there shall be no more than one representative per league on the EFCL Planning and Development Committee.**

Report:

The Planning Committee has never had all 12 District positions filled at one time. We usually have operate with anywhere from two to six vacancies. Some areas like District C (Horse Hills) have rarely had a representative.

If we want more people on the Committee to contribute to debates and share the workload, we have to put more effort into recruiting.

We also believe that we should allow more than one person to represent a District.

Some Districts have many urban planning issues and many experienced civics directors, while others have few. Hence, the interest level and perceived relevance of the Planning Committee varies from District to District. With this in mind, it may be easy to find two Committee members in some Districts but difficult to find even one representative in others.

Ideally we would have representation from all Districts so that we can truly represent the whole city. It provides us more clout. However, the reality is we have never achieved 100% representation.

If the highly interested Districts were allowed to have two representatives, we could probably recruit a 12 member Planning Committee, which is much more ideal.

In order to help us reach this goal, the planning committee believes its membership should be increased to a maximum of 15 people.

In an attempt to get a variety of perspectives representing a variety of leagues, the Planning Committee also recommends that no more than one representative per league be on the Committee.

We believe that the proposed changes will help to increase the membership of the Committee and its capacity. The changes could be implemented for a couple of years and re-evaluated.

MEETING DATE : June 18, 2015
AGENDA ITEM # : 5.5 – Date Of Fall General Meeting
PREPARED BY: Allan Bolstad, Executive Director

Item 5.5

Recommendation:

That the Fall General Meeting be held on Tuesday, Oct. 20, at Evansdale Community League.

Report:

The EFCL has received an offer from Evansdale Community League to host our fall general meeting.

The league would like to use the occasion to give visitors a tour of its new meeting room/skate change facility, along with its 54-panel, 14 kw/hr solar energy system. If the league's offer is accepted, time would be set aside in the agenda for a brief presentation on Evansdale experience on each of these projects.

The league has offered the date of Tuesday, October 20 for the meeting, as their hall is already booked for Oct. 22. Evansdale hall can accommodate 230 people.

Last month the EFCL told those attending the Annual General Meeting that they should pencil in the date of Thursday, Oct. 22 for the fall general meeting. As no one came forward at the meeting to host it, the federation is still looking for a location.

Switching the date should not be problem, given that there is ample time to inform everyone.

It is our sense that a good number of league people would like to hear about the Evansdale projects, which were recently featured at our Community League Showcase.

7.0 NEWS FROM THE CITY

MEETING DATE : June 18, 2015
AGENDA ITEM # : 7.1 – Monthly Report
PREPARED BY: Stephane Labonne, Office of Great Neighbourhoods

Item 7.1



News from the City of Edmonton EFCL Board Meeting, June 18, 2015

THE WAY WE LIVE: Supports the 10-year Goal - *Improve Edmonton's Livability*

Age Friendly Edmonton Innovation Fund

Age Friendly Edmonton is seeking proposals for innovative projects that involve and meet the needs of local seniors and support the vision of Edmonton as a community that values, respects and actively supports the well-being of seniors and promotes an age friendly community.

Community leagues play a crucial role in creating an age friendly community. The intent of this matching grant for up to \$5000 is to increase the capacity of community leagues and other community based groups or organizations to include and provide for the needs of seniors and make their community more age friendly.

Applications must be submitted by September 30, 2015.

For details about the Age Friendly Edmonton Innovation Fund contact Earl Bubis at 780-496-1562 or earl.bubis@edmonton.ca.

For more information about Age Friendly Edmonton visit agefriendlyedmonton.ca.

THE WAY WE GROW: Supports the 10-year Goal - *Transform Edmonton's Urban Form*

Newly Named Kinistinâw Park

The City of Edmonton Naming Committee has approved the name "Kinistinâw Park" for the new park planned for The Quarters Downtown. The name in Plains Cree means "us three." Kinistinâw Park will be built along the Armature (96 Street) and will help connect the street to Louise McKinney Park and the River Valley.

Designs for phase one of the park are expected to be done in 2016 and construction is slated for 2017. When completed, Kinistinâw Park will stretch along 96 Street between 102A and 103A Avenue and be one and a half city blocks in size. The construction of both Kinistinâw Park and the Armature are major steps in realizing the City's vision for The Quarters Downtown.

The Armature, which is the 96 Street roadway stretching from Jasper Avenue and 103A Avenue, will be a pedestrian-friendly street and the heart of the area. Once completed, The Quarters Downtown will be a vibrant, inclusive community and home to up to 20,000 people over the next 20 years.

THE WAY WE GREEN: Supports the 10-year Goal - *Preserve and Sustain Edmonton's Environment*

Want to Encourage Gardeners Who Beautify Your Community?

If you want to see the beauty of diverse and well-maintained front yards spread through your community, consider nominating these community oases for an award through Front Yards in Bloom! It's easy to recognize and encourage hardworking gardeners through this volunteer-run program: simply go to frontyardsinbloom.ca or call 311 and give us the address of the blooming yard(s). We will deliver a beautiful front yard sign to recognize the property, and the resident will be invited to the Edmonton in Bloom Awards, where we celebrate many of the initiatives that make Edmonton a beautiful, green place to live. Nominations are open from May 20th through June 30th inclusive.

If you have questions or you are looking for ways to get involved, email us at front.yards@edmonton.ca or call [780-508-9245](tel:780-508-9245).

THE WAY WE MOVE: Supports the 10-year Goal - *Shift Edmonton's Transportation Mode*

Neighbourhood Renewal

City kicks off 2015 construction season

In 2015, the City of Edmonton continues to renew and replace neighbourhood infrastructure, enhancing community connections and overall neighbourhood livability in neighbourhoods across Edmonton.

Reconstruction begins in six new neighbourhoods this spring: Avonmore, Bonnie Doon, Queen Alexandra, Rosslyn, Westmount and Westwood. Continuing reconstructions include the neighbourhoods of Cromdale, Glenora, Hazeldean and Laurier Heights.

In all, the City will invest \$160 million in 107 Neighbourhood Renewal projects, including overlays, reconstructions, collector paving and northeast industrial roads. A full map of construction projects is available at edmonton.ca/constructiononyourstreets.

For more information about Neighbourhood Renewal, go to edmonton.ca/neighbourhoodrenewal.

Go Downtown Open House - Your Prescription for Downtown Construction!

Going downtown should elevate your spirits—not your blood pressure. Ease the pain by attending our Go Downtown Open House. No matter how you get downtown—by car, bus, bike or foot—get the scoop on upcoming changes and learn how to avoid delays. Get ETS trip-planning help, view new maps and see the exciting future for our downtown.

Tuesday, June 23, 11 a.m. to 7:00 p.m. at City Hall

For more information: Edmonton.ca/GoDowntown

11.0 WORK IN PROGRESS

MEETING DATE : June 18, 2015
AGENDA ITEM # : 11.1 – EFCL Work in Progress
PREPARED BY: Allan Bolstad, Executive Director

Item 11.1

MEETING DATE	REF.	ITEM	STATUS
2012/04/12	5.3	Reporting Form For EFCL Representatives "A reporting form is to be created to be provided to anyone representing the EFCL in any capacity on external Committees or Sub-Committees, to report back to the EFCL a minimum of at least once annually."	Ongoing
2013/10/10	5.6	Meeting with Edmonton MPs That the Edmonton Federation of Community Leagues host a meeting with the Edmonton Members of Parliament to discuss key items of interest.	Ongoing
2014/12/11	8.2	City Budget Decisions S. Labonne advised he would check what the final CLIP grants amount totaled.	Ongoing
2015/02/12	5.3	Elimination of Grant Waiting Period For New Leagues "That the EFCL ask the City of Edmonton to drop its requirement that new community leagues be in business one full year after incorporation before becoming eligible for an operating grant. " "That the EFCL explore with City Administration the possibility of making exceptions for new community leagues, where financially feasible, to receive their full operating grant prior to the one year waiting period after incorporation."	Ongoing
2015/04/09	5.2	Rink Roof Pilot Project "That A. Bolstad report back to the Board regarding the cost of a technical cost-benefit analysis for the rink roof initiative."	
2015/04/09	5.3	Hall Construction Cost Assessment Report "That the EFCL Board table further discussion of this Item until the report from Community Services is available for review."	
2015/04/09	8.2	Meeting With Edmonton Minor Soccer Association "A. Bolstad to survey community league soccer directors about community league soccer operations, which we will bring to the attention of EMSA."	

MEETING DATE	REF.	ITEM	STATUS
2015/05/14	6.1	<p>Londonderry Hall "That we create a working group with Londonderry Community League members and City of Edmonton representatives to review management options for Londonderry Hall. That the EFCL investigate options for the league to repay the City and the EFCL for debts incurred to manage their facility. "</p>	
2015/05/14	10.9	<p>Community Planning Advisor's Report "A. Bolstad to inquire why the EFCL Planning Committee was excluded from the recent City civic engagement workshops. "</p>	