



EDMONTON FEDERATION OF COMMUNITY LEAGUES

BOARD OF DIRECTORS

REGULAR MEETING PACKAGE

DATE: Thursday, January 14, 2016

DINNER: 5:00 PM / MEETING 6:00 PM

LOCATION: EFCL Office, 7103—105 Street

EFCL Board Planning Calendar January, February, March, 2016

January

2016

- 04 EFCL Office Reopens
- 14 EFCL Board Meeting
- 17 Grandview Heights Rink Party
- 27 EFCL Planning & Development Committee Meeting

February

2016

- 06 Leagues Alive
- 11 EFCL Board Meeting
- 22 Membership Supplies Ordering Cut Off
- 24 EFCL Planning & Development Committee Meeting
- 29 Winter General Meeting

March

2016

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

Edmonton Federation of Community Leagues

Item 1.0

Board of Directors Regular Meeting

EFCL Office: 7103—105 Street

Thursday, January 14, 2016, Dinner 5:00 PM / Meeting 6:00 PM

AGENDA

- 1.0 Call To Order (6:00 PM)**
- 2.0 Agenda Review (pg. 3)**
- 3.0 Urgent Matters / Presentations**
 - 3.1 Election of EFCL President**
 - 3.2 Solar And Energy Transition Project**
Rob Harlan, Robyn Webb, Rocky Feroe
- 4.0 Approval of December 10, 2015 Board Meeting Minutes (Attached)**
- 5.0 Decision Items (7:00 PM)**
 - 5.1 2016 Budget (pgs. 4-6)**
 - 5.2 Solar And Energy Transition Project (pg. 7)**
 - 5.3 Appointment Of District K Representative On Planning Committee (pg. 8)**
 - 5.4 Appointment of Executive Director Search Committee (pg. 9)**
- Coffee Break (7:30 PM) -----**
- 6.0 Exemptions (7:45 PM)**
- 7.0 Board Reports—(7:45 PM)**
- 8.0 Staff Reports**
 - 8.1 Monthly Financial Report (pg. 10)**
 - 8.2 Executive Director’s Report (pgs. 11-19)**
“That the EFCL Board receive the Executive Director’s written report for information.”
- 9.0 Correspondence**
 - 9.1 Letter From City Of Edmonton On Directional Signage (pg. 20)**
- 10.0 Work In Progress (pg. 21)**
- 11.0 District Updates/Feedback—N/A**
- 12.0 Private Matters (8:15 PM)**
 - 12.1 Item One**
- 13.0 Next Meeting/Announcements**
 - 13.1 Thursday, February 11, 2016, Dinner at 5:00 PM/Meeting at 6:00 PM,**
Office of The EFCL, 7103—105 Street
- 14.0 Adjournment**
8:45 PM

5.0 Decision Items

MEETING DATE : January 14, 2016
AGENDA ITEM # : 5.1 – 2016 Budget
PREPARED BY: Allan Bolstad, Executive Director

Item 5.1

Recommendation:

That the Board recommend the attached budget to the general membership for approval.

Report:

The attached budget has been put together with significant input from staff and the board's budget committee.

On the revenue side, the budget reflects an increase of \$24,000 in base operating funds from the City of Edmonton, which the federation negotiated with council just prior to Christmas.

It also includes an increase of \$20,000 in anticipated revenue from membership sales, beyond that which was budgeted in 2015. This reflects the significant growth we have experienced in online membership sales through the EFCL's website. The EFCL now earns about \$3.80 on each of these sales, thanks for a decision by the board last spring to increase our service charge.

On the expense side of the ledger, the budget includes \$15,000 for a new program called membership sales promotion, which are we currently developing and plan to launch this year.

We also anticipate an unrestricted reserve of approximately \$11,500 at close of 2016. This money could be used to enhance other programs, go toward unanticipated expenses or to help top up our financial reserve, which has been drained to some extent to fulfill our management obligations of Londonderry Hall.

Other programs new in this budget includes \$5,000 for a volunteer and sponsor recognition/executive director retirement function; \$2,500 for a Syrian Refugee Welcome Event (already held); \$3,000 for our 100th Anniversary Project Sod Turning and Fun Run; \$2,000 for our rink contest party; \$2,000 for a sports bursary; \$8,000 to hire two STEP students and \$1,000 to update our Community League Resource Guide.

Ongoing programs include \$12,000 for Leagues Alive, \$8,000 for Community League Day, \$10,000 for Heritage Days, \$5,000 for the Living Local Arts and Heritage Program, \$1,000 for the Youth Talent Show and \$3,000 each for board training/social media workshops and planning workshops.

The rest of the budget is allocated for staff salaries and benefits, board and committee meetings (including general meetings) and office building operations.

In addition to this budget, the board should be aware that we have a separate budget for our 100th Anniversary Project (which does not need to be approved by the general membership).

It is also our intention to provide a financial update on our Londonderry Hall experience to the board and general membership in February. We have been financing this exercise through our \$200,000 financial reserve.

<u>CATEGORY</u>	<u>DESCRIPTION</u>	<u>2016 Budget</u>	<u>2015 Budget</u>
CL Services	C.L. Services - Advertising & Promotion	2000	4000
CL Services	C.L. Services - Northlands	5000	9000
CL Services	C.L. Services - Showcase	0	5000
CL Services	C.L. Services - Membership Campaign	24000	24000
CL Services	C.L. Services - CL Leagues Alive	12000	11000
CL Services	C.L. Services - CLHeritage Days	10000	10000
CL Services	C.L. Services - CL Promo Arts/Heritage	5000	5000
CL Services	C.L. Services - Promotional Items	5000	5000
CL Services	C.L. Services - Community League Day	8000	9000
CL Services	C.L. Services - Balconies in Bloom	0	1000
CL Services	C.L. Services - Volunteer Appreciation	5000	2000
CL Services	C.L. Services - Comm. Dev. Workshops	500	500
CL Services	C.L. Services - Cultural Brochure	1000	1000
CL Services	C.L. Services - Rink Program Co-ordinator,expenses	0	5000
CL Services	C.L. Services - Rink Contest Party	2000	0
CL Services	C.L. Services - Syrian Welcome Event	2500	0
CL Services	C.L. Services - Londonderry Membership Drive	2000	0
CL Services	C.L. Services - Talent Show	1000	0
CL Services	C.L. Services - 100th Anniversary Sod Turning	3000	0
CL Services	C.L. Services - Resource Materials	0	1000
CL Services	C.L. Services - Resource Guide	1000	0
CL Services	C.L. Services - C.L. Board Training/Social Media	3000	12000
CL Services	C.L. Services - Edo Nyland Planning Award	500	500
CL Services	C.L. Services - Sports Bursary	2000	0
CL Services	C.L. Services - Planning Workshops	3000	500
CL Services	C.L. Services - Membership Sales Promotion	15000	0
CL Services Total		112500	105500
EFCL Operatio	EFCL Operations - Janitorial	4600	4600
EFCL Operatio	EFCL Operations - Bank Chgs. & DD	1200	1200
EFCL Operatio	EFCL Operations - Service Agreements,etc.	8000	8000
EFCL Operatio	EFCL Operations - Office Supplies	6000	6000
EFCL Operatio	EFCL Operations - Goodwill	2000	2000
EFCL Operatio	EFCL Operations - Photocopy/Postage	7500	5500
EFCL Operatio	EFCL Operations - Base Maintenance	12000	12000
EFCL Operatio	EFCL Operations - Utilities	15000	15000
EFCL Operatio	EFCL Operations - Callout Repairs	1500	1500
EFCL Operatio	EFCL Operations - Security	1000	1000
EFCL Operatio	EFCL Operations - Amortization	25000	25000
EFCL Operatio	EFCL Operations - Courier	650	650
EFCL Operatio	EFCL Operations - Telephone	5000	5000
EFCL Operatio	EFCL Operations -Hosting & E-Mail	1350	1350
EFCL Operatio	EFCL Operations - Insurance	1500	1500
EFCL Operatio	EFCL Operations - Membership Dues	1000	1000
EFCL Operatio	EFCL Operations - Recruitment	1500	1500
EFCL Operations Total		94800	92800
Governance	Governance - Committees/Meetings	4000	5000
Governance	Governance - Board Meetings	3000	4000
Governance	Governance - General Meetings	7000	8000
Governance	Governance - Conferences	0	3000
Governance	Governance - Board Training	6000	1000
Governance Total		20000	21000
Professional Fe	Professional Fees - Audit	7000	6000
Professional Fe	Professional Fees - Legal	3000	3000
Professional Fees Total		10000	9000
Staff	Staff - Salaries	452113	446500
Staff	Staff - Exec.Director Transition	20000	0
Staff	Staff - Group RRSP Program	14400	12000
Staff	Staff - Contract Services	36820	20000
Staff	Staff - STEP	16000	0
Staff	Staff - Training/Courses	8000	5000
Staff	Staff - Benefits	38000	40000
Staff	Staff - Mileage	3000	4000
Staff Total		588333	527500
Total Operating Budget		825633	755800
Expense Total		825633	794800

Casino	Casino - Casino	<u>55000</u>	<u>40000</u>
Casino Total		55000	40000
Grants	Cof E operating - inflation	561633	537335
Grants	C of E Growth Plan	0	39000
Grants	Rink Program	0	5000
Grants	STEP	<u>8000</u>	<u>0</u>
Grants Total		569633	581335
Income	Income - Membership Dues	98500	<u>96500</u>
Income	Income - Social Media	0	<u>10000</u>
Income	Income - Interest	7000	<u>8000</u>
Income	Income - Facility Rental	2000	<u>2000</u>
Income	Income - Membership Sales	25000	<u>5000</u>
Income	Income - Partnerships	30000	<u>30000</u>
Income	Income - Event Sponsorships	<u>11500</u>	<u>7000</u>
Income Total		174000	158500
Recovery	Recovery - Membership Supplies	<u>27000</u>	<u>25000</u>
Recovery Total		27000	25000
Revenue Total		825633	804835
NET Operations		0	10035
Capital Purchases			
	Operational Reserves Anticipated 1/1/2016	25,000	48001
	Capital Reserves Anticipated 1/1/2016	7000	
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Computer Upgrades		5500	7000
Growth Plan		0	24000
Printer		0	5000
Screen/Projector		2000	0
Website Development		<u>13,000</u>	<u>13000</u>
Closing Balance Unrestricted Reserves		11,500	-999

MEETING DATE : January 14, 2016

Item 5.2

AGENDA ITEM # : 5.2 – Solar and Energy Transition Project

PREPARED BY: Allan Bolstad, Executive Director

Recommendation:

That the EFCL work with the Solar Energy Society of Alberta, the City of Edmonton and interested leagues to develop a Solar and Energy Transition Project.

Report:

Representatives from the Solar Energy Society of Alberta, City of Edmonton and Riverdale Community League approached the EFCL just before Christmas with the idea that we put together a solar and energy transition project, similar to the successful Solar and Energy Conservation Project we jointly ran three years ago.

The project, which still has to be fleshed out, would feature the installation of solar energy systems on community league halls, along with one or more other energy transition initiatives like the installation of LED lighting in halls and rinks. It would also include the hosting of a series of workshops to provide leagues with energy conservation information.

This appears to be an excellent opportunity for the EFCL. As we discovered three years ago, many of our members are quite interested in green energy initiatives, including the installation of solar energy systems. In fact, 15 leagues provided the EFCL with a \$6,000 deposit in the hope of taking part in the last program. Unfortunately, we were only able to accommodate seven entries, which we determined through a draw at the office.

The installation of the solar systems went very well, thanks in large measure to the participation of the Solar Energy Society of Alberta, who were able to line up qualified installers and guarantee prices.

We also know that the installation of solar energy systems qualifies for funding under the city's Community League Infrastructure Program (CLIP). Evansdale Community League used CLIP funding to install its system last fall.

Board members may recall that the EFCL also took part in this program and installed a five-panel solar system on the roof of our building. It is working fine. We also installed some new doors, at the recommendation of the energy consultant, but did not proceed with installation of a wind turbine, when further investigations determined that it would be very expensive and quite problematic to do.

Building upon this experience, we believe another program could be quite successful, so long as it contains some turn-key elements that leagues could purchase through the project team. As mentioned above, we believe this would include a solar energy system and one or more elements like LED lighting.

It our intention to flesh out the program and present a proposal for the board's consideration in a month or two.

MEETING DATE : January 14, 2016

Item 5.2

AGENDA ITEM # : 5.3 – Appointment Of District K Representative On Planning Committee

PREPARED BY: Bev Zubot, Planning Advisor

Recommendation:

That Kayla Pagliocchini be appointed as a District K representative on the Planning and Development Committee.

Report:

Kayla has been a District A representative on the EFCL Planning and Development Committee since May 2015. She recently moved from Calder to Ermineskin in District K.

Rather than lose Kayla as a PDC member, the PDC members are requesting that Kayla be appointed as a District K representative. With this re-appointment will come the responsibility of Kayla to get involved with her new community league and eventually attend some Area Council meetings.

District K is presently represented by the long-time member, Deepali Medhekar, who is on medical leave. Given the new policy of allowing two representatives per District, both Kayla and Deepali could continue being District K representatives. Kayla will be able to learn about the local leaders and local developments from Deepali, and Deepali will have someone to share the workload.

MEETING DATE : January 14, 2016

Item 5.4

AGENDA ITEM # : 5.4 – Appointment of Executive Director Search Committee

PREPARED BY: Allan Bolstad, Executive Director

Recommendation:

That the board appoint members to an Executive Director Search Committee.

Report:

It is time to select people to sit on a search committee, charged with finding a new executive director for the EFCL. Board members will recall that last month, District J Director Gavin Martinson was elected chair of this committee.

Gavin and I met on December 11 to work out a timetable for the selection of a new executive director.

It is our hope that the new person be in a position to start work at the EFCL on **May 9, 2016**. That will give myself some time to help the federation complete some work on a couple of key projects, such as preparations for Phase One of our 100th Anniversary Project, completion of our Growth Strategy and development of a new Partnership Agreement with the City of Edmonton.

It will also give the new executive director three-and-half months to review the federation's growth strategy and work out a multi-year budget, which needs to be submitted to the city administration by August 20. He or she will also need to meet with city councilors and promote this plan, prior to its presentation to city council during the budget discussions in late November.

It is my intention to remain with the EFCL through the spring and summer, on a part-time contractual basis. My first task would be to help orient the new executive director, after which I would temporarily manage some key projects. This would help ease the new person into the position and ensure that we stay on track with some of our key initiatives.

For example, one option would be to wrap up the Londonderry Hall/Londonderry League situation (hopefully by June 30). Another would be to oversee Phase One of the 100th Anniversary Project until it is complete, which should happen around Sept. 30.

A decision on how to manage these projects, or others, would be made by the new executive director this spring.

Working back from May 9, it our expectation that the search committee will have finished its work and have a recommendation to take to the board at the April 14 board meeting. This would mean advertising the position in March and conducting interviews in late March/early April.

The first task of the search committee would be to determine the process it wants to use to find a new executive director. This would include the development of criteria that will be used in the selection of a successful individual.

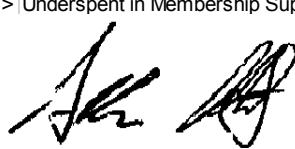
I have asked Loie Unwin, the federation's board development officer, to work with the search committee on all of this. I am also happy to help out as a resource person.

All members of the board are welcome to take part in the search committee if they like.

8.0 STAFF REPORTS

MEETING DATE : January 14, 2016
AGENDA ITEM # : 8.1 – Monthly Financial Report
PREPARED BY: Linda Crosby, Financial Advisor

Item 8.1

EDMONTON FEDERATION OF COMMUNITY LEAGUES									
FINANCIAL REPORT SUMMARY									
Eleven Months Ending November 2015									
REVENUE	LAST MONTH			YEAR TO DATE			YEAR END		
	Budget	Actual	Var	Budget	Actual	Var	Budget	Proj.	Var
Grants - Municipal - C of E	44,778	44,778	0	492,558	492,558	0	537,335	537,335	0
Grants - Municipal - Other	0	0	0	39,000	39,000	0	39,000	39,000	0
Grants - Social Media Training	0	0	0	10,000	10,000	0	10,000	10,000	0
Grants - Rink Program	0	0	0	0	0	0	5,000	0	0
Income	8,908	8,478	-430	138,343	133,878	-4,465	148,500	162,000	13,500
Casino	3,333	2,697	-636	36,666	17,978	-18,688	40,000	25,000	-15,000
Membership Campaign	0	17	17	24,850	24,664	-186	25,000	25,000	0
Windflags	0	0	0	0	26,210	26,210	0	26,210	26,210
TOTAL REVENUE	57,019	55,970	-1,049	741,417	744,288	2,871	804,835	824,545	24,710
Staff Resources	39,322	36,033	3,289	449,921	443,927	5,994	507,500	497,500	10,000
Contract Services	1,667	3,481	-1,814	18,333	26,751	-8,418	20,000	30,000	-10,000
Operations	7,525	9,326	-1,801	82,775	78,693	4,082	91,300	89,800	1,500
Governance	750	352	398	20,250	16,024	4,226	21,000	17,812	3,188
C.L. Services	1,300	493	807	64,200	58,928	5,272	81,500	62,377	19,123
Membership Campaign	0	0	0	24,000	22,375	1,625	24,000	22,375	1,625
Windflags	0	0	0	0	27,132	-27,132	0	27,132	-27,132
Onetime - Growth Plan	0	2,266	-2,266	39,000	39,000	0	39,000	39,000	0
Professional Fees	300	0	300	3,000	3,008	-8	9,000	9,000	0
Recruitment	0	0	0	750	741	9	1,500	750	750
TOTAL EXPENSES	50,864	51,951	-1,087	702,229	716,579	-14,350	794,800	795,746	-946
NET OPERATIONAL	6,155	4,019	-2,136	39,188	27,709	-11,479	10,035	28,799	23,764
CAPITAL purchases									
Unrestricted Reserves 1/1/2015							48,001	48,001	
Computer Upgrades	0	0	0	4,042	4,042	0	7,000	4,000	3,000
Growth Plan	7,496	7,496	0	7,496	7,496	0	24,000	24,000	0
Printer	0	0	0	0	0	0	5,000	0	5,000
Website Development	0	0	0	12,175	12,175	0	13,000	13,000	0
TOTAL CAPITAL	7,496	7,496	0	23,713	23,713	0	-999	7,001	8,000
							VARIANCE		
REVENUE							YTD	PYE	
Income	> Servus Sponsorship not in yet, slightly under						-12,000	0	
Income	> Paypal online sales over than budgeted						12,163	15000	
Income	> C.L. membership dues & event sponsorships under						-4,628	-1500	
Casino	> Spending to increase wherever possible						-18,688	-15000	
Membership Campaign	> Windflags unbudgeted, offset in purchases, profit						26,210	26,210	
Membership Campaign	> On track						-186	0	
							2871	24710	
EXPENSES									
Staff Resources	> Overspent in contract wages						-2,424	0	
Operations	> Slightly under in utilities, nothing invoiced for callout repairs						4,082	1500	
Governance	> Underspent in General meetings, Board Training						4,226	3188	
Recruitment	> On track						1	750	
C.L. Services	> Windflags unbudgeted, offset in revenue						-27,132	-27132	
C.L. Services	> Cultural brochure not spent as of yet, overs/unders throughout						5,272	19123	
C.L. Services	> Underspent in Membership Supplies purchases						1,625	1,625	
							-14350	-946	
 Allan Bolstad, Executive Director							Date		

MEETING DATE : January 14, 2016
AGENDA ITEM # : 8.2 – Executive Director’s Report
PREPARED BY: Allan Bolstad, Executive Director

Item 8.2

EFCL Welcomes Syrian Refugees

A group of 100 Syrian refugees received a warm welcome from the EFCL and a group of partner agencies at a gala reception at City Hall on Friday, Jan. 8.

The newcomers were treated to an array of local and Arabic entertainers, along with native dancers, halal food and an array of table displays and free merchandise from Edmonton-based organizations.

Dignitaries from the federal government, provincial government, City of Edmonton and the EFCL all welcomed the new arrivals and assured them that they had made a wonderful choice in coming to our city.

The refugees were also encouraged to get involved with their local community league and were assured that this would be a great way to make new friends, feel part of the community and develop an understanding of how everything works in Edmonton.

The EFCL intends to its member leagues know about the arrival of new families and soon as it is able to determine where they have decided to live.

Helping the federation host last Friday’s event was the City of Edmonton, Edmonton Refugee Volunteers, the Mennonite Centre for Newcomers, Catholic Social Services and the Islamic Family and Social Services Association.

Winter Party Time at Grandview Heights

Everyone in Grandview Heights neighborhood is invited to attend a winter skating party and wiener roast at their community league rink from 3:00 p.m. – 6:00 p.m., Sunday, January, 17.

Hosted by the Edmonton Federation of Community Leagues, the event represents the prize offered to Grandview for being the first league to open its rink this winter, which happened on the evening of Friday, Nov. 20.

Plans for the day include an array of skating races, figure skating demonstration, tug of war contest, shinny hockey and shooter-tutor competition.

EFCL board members are welcome to attend.

EFCL and City Work on new Partnership Agreement

The EFL and City of Edmonton met on January 9 to start work on a new partnership agreement. The agreement will feature a set of goals, codes of conduct, dispute resolution procedures, performance measurement tools and roles and responsibilities for each organization. It should also establish the ground rules for how the federation is funded by the City of Edmonton.

The existing agreement between the federation and the city expired in June of 2014. It is not as comprehensive as what is planned this time around.

Both parties hope to have a draft agreement prepared in six months, although it is recognized that community leagues and departments other than community services will need to be consulted and have their input incorporated into the agreement. This will need additional time to complete.

January 25 Registration Deadline For Leagues Alive

Registrations are now being accepted for Leagues Alive, the EFCL's board development conference that is set for Saturday, Feb. 6, at MacEwan University's Robbins Learning Centre in downtown Edmonton.

A total of 14 workshops and five networking sessions are featured at the conference, which is open to any community league member for a fee of \$30.

The goal is to help league members learn new skills and share information with their peers from across the city. In addition, delegates will have an opportunity to mix and mingle with members of Edmonton City Council during lunch, as well as take part in some yoga fun.

Delegates can register online through the EFCL's website until Jan. 25.

New Procedures in Place for Developing Playgrounds

The City of Edmonton has put a number of new procedures in place for community leagues that want to construct a new playground.

For example, leagues are now able to select one of three prototype playgrounds for a fixed price if they like. The city has selected a supplier to construct these facilities, which include a list of pre-determined play elements.

If the league would like a custom-designed model, they must present the plan to the city which will oversee the selection of a playground supplier. Leagues are welcome to take part in the bid evaluation process and can influence the criteria that is used to select an individual supplier.

Leagues will also be invited to a "meet and greet event," where they will be able to talk with a range of playground suppliers and get ideas for the type of facility they would like to see built.

The city has put the new rules in place to minimize the amount of work associated with the selection of a supplier and to ensure that the management of the project is handled properly. It also wants to reduce the cost of developing playgrounds, which had grown dramatically in recent years.

New Project Construction Program For Leagues

The City of Edmonton has created a new program to help leagues (and other groups) construct major projects, like community league halls. It will help leagues with feasibility studies, business case development and other activities during the programming, design and construction phases. The project will help ensure that new facilities meet the league's needs, that budgets are developed using proper methodologies and that future maintenance needs are considered.

City Council has provided this program with \$500,000 of ongoing support, \$250,000 of which was transferred from the Community League Infrastructure Program (CLIP). Council established the CLIP program through negotiations with the EFCL in 2011. A total of \$3 million was set aside each year and was fully utilized in each of the first two years, after which demand for funding fell to just over \$2 million per year.

City of Edmonton staff are scheduled to make a presentation on the new program to the EFCL board of directors at their February meeting.

Non-Profit Reps Discuss Provincial Strategy

About sixty representatives from Non-Profit Agencies met on January 6 to discuss ways to work with the province on a common approach to deal with social issues.

Organized by the Edmonton Chamber of Voluntary Organizations (ECVO), the group decided that the first thing they need is some structure, given the fact that there are at least 4,000 non-profit groups in Edmonton and 25,000 across the province that all want to talk to the government.

It was also determined that the group needs to talk to the province at a high level, to identify common challenges and opportunities as opposed to each group fighting for its own grant money.

The concept of a charter agreement with non-profit organizations was discussed, as well as ways to implement recommendations contained in the social policy framework put together by the previous Progressive Conservative government.

It was also noted that our sector would need to help the province find ways to stretch its dollars, given the substantial financial challenges facing the government. Many in the crowd thought one alternative was to find ways to further leverage the work non-profits are doing.

ECVO asked those in attendance to consider volunteering for a task force that would serve as a voice for the city's non-profit community.

Leagues Asked To Share Operating Grant Application Information

The EFCL is asking all of its member leagues to provide the federation with the information they provide on their annual city operating grant application forms.

All they need to do to is check a box at the top of the form, which asks them if they are willing to share the information with the federation.

This is the first time the federation has gotten the support of the city to include this check box on the form. It follows last year's successful experience with a check box that provided the EFCL with access to the financial information the league's provided to the city.

This will give the federation an opportunity to discover how many memberships each league has sold, the programs they offer and how many staff and volunteers they use. It would also shed some light into how their halls are being used and how the leagues without halls are getting together for meetings and events.

The federation believes this information will greatly help it understand how leagues are operating, which in turn will make it easier to market the organization and represent leagues in discussions with government.

Leagues have until April 29 to submit their grant application form to the City of Edmonton. Information obtained from the forms should be available to the EFCL in June.

A copy of the form is attached to this report.

2016 COMMUNITY LEAGUE OPERATING GRANT GUIDE

Deadline: April 29, 2016

Community Leagues submitting their applications after this date may not receive funding for 2016.

Grant Information

Purpose of the Grant:

The Community League Operating grant provides limited financial assistance to support operations of a community league for programs and services that benefit residents, including the use of community league facilities by other not-for-profit and multicultural groups at such times as the community league is not using the facilities, for activities that align with the terms of the Tripartite Agreement.

Eligibility and Requirements:

Applicants must meet all of the terms and conditions in Policy C502A including:

- be a registered not-for-profit society
- provide community based programs and services to residents
- optimize the use of their facility by allowing other not-for-profit and multicultural groups to use the facility for activities that align with the terms of the Tri-partite License Agreement
- be a member of the Edmonton Federation of Community Leagues (EFCL) in good standing
- be in good standing financially and legally with the City of Edmonton
- have signed the most current Tri-partite License Agreement (if applicable)
- [applications](#) must include attachments listed in PART C.
- [outstanding](#) final reports from the Community League Infrastructure Program grant need to be submitted in order to receive a Community League Operating Grant.

Ineligible:

- Leagues applying for this grant do not qualify for another operating grant from the City.

Award Amount:

- Grant Awards are calculated by allocating a base amount to each league and a per capita amount for the community league's population using the most recent Census data.

Grant Submission:

- Application forms must be submitted by email to grants@edmonton.ca. You will receive an email acknowledging your submission.
- For information regarding the application form or grant process, please contact the Community Grants office directly at grants@edmonton.ca or at 780-496-4933.



2016 COMMUNITY LEAGUE OPERATING GRANT – APPLICATION FORM

Community League:	
Does the league consent to the sharing of information in this application (including attachments) with the Edmonton Federation of Community Leagues (EFCL)?	<input type="checkbox"/> yes <input type="checkbox"/> no

PART A: APPLICANT INFORMATION

Organizational Information			
Legal Name:	[REDACTED]		
Organizational Mailing Address:	[REDACTED]	Postal code:	[REDACTED]
Organizational E-mail Address:	[REDACTED]		
Telephone:	([REDACTED]) [REDACTED]	Fax:	([REDACTED]) [REDACTED]
Grant Application Contact			
Name:			
E-mail Address: [REDACTED]			
Daytime Telephone:	([REDACTED]) [REDACTED]	Alternate Telephone:	([REDACTED]) [REDACTED]

Declaration of Officers		
We, the undersigned Officers of the organization, hereby represent to the City of Edmonton and declare that to the best of our knowledge and belief,		
<ul style="list-style-type: none"> The information provided in, and with this application is truthful and accurate. The application is made on behalf of the organization with the Board's full knowledge and consent. 		
	_____ Date	_____ 2016 Month
[REDACTED]	[REDACTED]	<i>President</i>
Signature of President	Print Name	Title
[REDACTED]	[REDACTED]	[REDACTED]
Signature of Second Officer/Director	Print Name	Title

PART B: ORGANIZATION INFORMATION

1. COMMUNITY LEAGUE MEMBERSHIP

For the Sept.2014 – Sept.2015 membership year, indicate the number of memberships sold:

A) Number of Individual Memberships sold:	█
B) Number of Family Memberships sold:	█
C) Number of Associate Memberships sold:	█
Total number of Memberships sold:	█

2. PROGRAMS and SERVICES OFFERED BY THE LEAGUE

List the programs and services your league offered in 2015.

- DIRECT PROGRAM - league's program delivered directly to participants by the league's staff and/or volunteers.
- INDIRECT PROGRAM - league's program delivered to participants by an external organization and/or contractor.

	Name of Program and Service (do not list special events or meetings)	Direct (Y/N)	Indirect (Y/N)	Number of times Delivered/ year	Number of participants
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

3. STAFF, CONTRACTORS AND VOLUNTEERS

Indicate the number of regular staff, volunteers and ongoing contractors, and the hours they contributed to the league in 2015.

Regular contractors include anyone hired to conduct programs and services, and ongoing facility operations, such as ice making, custodial services, etc. to maintain a facility.
Do not include contractors hired to address a one-time concern to improve a site, facility or equipment, such as a plumber to fix a broken item.

	Number	Approximate hours/ per month
Staff:		
Full-time staff (30 hours or more/ week):		
Part-time staff (less than 30 hours/ week):		
Contractors:		
Volunteers: (total hours per year / 12 months):		

4. USAGE OF HALL SPACE

A/ Leagues without a Community Hall:

1. Where do you hold your activities (meetings, programs, events)?

1.
2.
3.
4.

2. Are the majority of the above spaces within your league's membership boundaries?

Yes / No

B/ Leagues with a Community Hall:

1. How many hours was your hall(s) used for community league programs, services, meetings and events in 2015?

- Example: If a festival is booked for 3 days, include the total hours the hall was actively used over the 3 days (i.e. set-up, programming, take-down).

Hours/ year

2. How many hours was your hall(s) used for rentals (i.e. weddings, parties, etc.) in 2015?

Hours/ year

3. List the not-for-profit, multicultural and Aboriginal groups that used your hall(s) in 2015.

Group/ Organization	What was the <u>hall</u> used for (activity)?	Did the group pay to rent the hall?		Number of times group used the hall
		yes	no	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

4. What is the league doing to encourage the use of its facilities to not-for-profit, multicultural, and Aboriginal groups?

PART C: CHECKLIST OF REQUIRED SUPPORTING DOCUMENTS

<input type="checkbox"/>	List of 2015-2016 Board of Directors with names and positions
<input type="checkbox"/>	Financial Statements for the fiscal year ending in 2015 which must be: <ul style="list-style-type: none"> • signed by 2 Board of Directors with signing authority • reviewed internally or externally and presented at an AGM as required in the organization's bylaws
<input type="checkbox"/>	Minutes of AGM at which 2015 Financial Statements were presented
<input type="checkbox"/>	2015 Annual Return filed with Alberta Corporate Registry
<input type="checkbox"/>	Amended Bylaws filed and stamped by Alberta Corporate registries. (include only if the bylaws have been amended in the organization's last fiscal year)

Freedom of Information and Protection of Privacy (FOIP) Statement

Information collected in this application is being collected under the Authority of Section 33 (c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used to administer the Community League Operating Grant program. All information collected and used is protected by the FOIP Act. If you have any questions about the collection, use or disclosure of your personal information, please contact the Grants Office at (780)496-4933.

9.0 CORRESPONDENCE

MEETING DATE : January 14, 2016

Item 9.1

AGENDA ITEM # : 9.1 – Letter From City Of Edmonton On Directional Signage

PREPARED BY: Olga Messinis, City of Edmonton

From: Olga Messinis [<mailto:olga.messinis@edmonton.ca>]

Sent: Thursday, December 17, 2015 10:57 AM

To: Allan Bolstad <Allan.Bolstad@efcl.org>

Cc: Susan Dack <susan.dack@edmonton.ca>

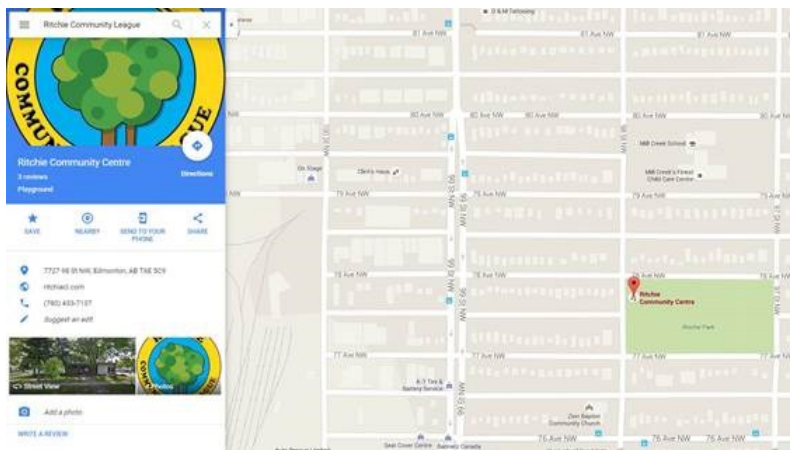
Subject: Re: wayfinding

Hi Allan,

There is a cost to manufacture and install the signs. The cost would need to be covered by the group requesting signs. I assume this would be the community league. A maximum of 6 signs would cost around \$1200.

If the purpose of the App is to locate a community league, I believe that is already covered under various smartphone mapping features, like the Google Maps App. Not sure if the community leagues are aware but most landmarks can be found on Google Maps. This is also partly why we have seen a decline in Facility wayfinding. The proliferation of smart phone mapping technologies has outweighed the need for signs. See below mapping from desktop and smartphone.

Let me know if you have any questions.



Olga Messinis | Supervisor
Traffic Operations | Transportation Services
9803 102A Ave NW | Edmonton AB | T5J 3A3
☎: [780-944-5658](tel:780-944-5658) | ✉: olga.messinis@edmonton.ca



we are one city | we are proud to serve the public
as stewards we lead | we do as we say
I make a difference every day

10.0 WORK IN PROGRESS

MEETING DATE : January 14, 2016
AGENDA ITEM # : 10.1 – EFCL Work in Progress
PREPARED BY: Allan Bolstad, Executive Director

Item 10.1

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
2015/12/10	5.1	Board Recruitment Plan "That the EFCL Executive Committee prepare a Board Recruitment Strategy for the Board's consideration."	
2015/12/10	13.1	Londonderry Update "That the EFCL Board support efforts to revitalize Londonderry Community League through a membership drive and a special AGM, which would be promoted through neighbourhood door knocking and a presence at schools, swimming pools, and other key gathering places in the community."	