



**EDMONTON FEDERATION OF COMMUNITY LEAGUES**

**BOARD OF DIRECTORS**

**REGULAR MEETING PACKAGE**

**DATE: Thursday, September 08, 2016**

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

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

## **EFCL Board Planning Calendar September, October, November, 2016**

### **September**

**2016**

- 08 EFCL Board Meeting
- 14 Community League Day Media Launch
- 17 Community League Day
- 28 EFCL Planning & Development Committee Meeting

### **October**

**2016**

- 13 EFCL Board Meeting
- 25 EFCL Fall General Meeting
- 26 EFCL Planning & Development Committee Meeting

### **November**

**2016**

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

**Edmonton Federation of Community Leagues**

**Item 1.0**

**Board of Directors Regular Meeting**

**EFCL Office: 7103—105 Street**

**Thursday, September 08, 2016, Dinner 5:00 PM / Meeting 6:00 PM**

**AGENDA**

- 1.0 Call To Order (6:00 PM)**
- 2.0 Agenda Review (pgs. 3-4)**
- 3.0 Urgent Matters / Presentations**
  - 3.1 Breathe: Green Network Strategy (1 Hour) (pgs. 5-6)**
  - 3.2 Draft Evaluation Framework (15 minutes) (pgs. 7-15)**
- 4.0 Approval of Minutes**
  - 4.1 July 14, 2016 (Attached)**
- 5.0 Decision Items (7:15 PM)**
  - 5.1 Partnering Agreement With The City of Edmonton (Attached) And Working Group Terms of Reference) (pgs. 16-17)**
  - 5.2 Leagues Alive (pg. 18)**
  - 5.3 Hiring Consultant For 100th Anniversary Fundraising (pgs. 19-20)**
  - 5.4 Membership Feedback And Plan (To Be Sent Separately When Complete)**
  - 5.5 Board Recruitment Plan (pg. 21)**
- 6.0 News From The City Of Edmonton (7:30 PM)**
  - 6.1 News From The City Of Edmonton (pgs. 22-25)**
- 7.0 Exemptions**
- 8.0 Board Reports**
  - 8.1 Membership Presentation—R. Agostinis**
- - - - - Coffee Break (8:00 PM) - - - - -**
- 9.0 Staff Reports (8:10 PM)**
  - 9.1 Monthly Financial Report (pg. 26)**
  - 9.2 Planning & Development Committee Report (pg. 27)**
  - 9.2 Executive Director's Report (pgs. 28-31)**
    - Kick Off And Community League Day, Rollie Miles Redevelopment, 2017 Service Plan, MGA, Londonderry Community Development Corporation**
- 10.0 Correspondence**
  - 10.1 Membership Letter To Community Leagues (pg. 32)**
- 11.0 Work In Progress (pg. 33)**
  - 11.1 Update From May 2016 Board Meeting RE: Solar And Energy Efficiency Project And Rink Roof Funds**
- 12.0 District Updates/Feedback (8:30 PM)**

**13.0 Private Matters (9:00 PM)**

**13.1 Staffing Update**

**14.0 Next Meeting/Announcements**

**14.1 Thursday, October 13, 2016, Dinner at 5:00 PM/Meeting at 6:00 PM,  
Office of The EFCL, 7103—105 Street**

**15.0 Adjournment**

**9:30 PM**

### 3.0 Urgent Matters/Presentations

**MEETING DATE :** September 08, 2016  
**AGENDA ITEM # :** 3.1 – Breathe: Green Network Strategy  
**PREPARED BY:** Debra Jakubec, Executive Director

**Item 3.1**

	What's Working Well	Issues/Concerns	Opportunities
Core	<ul style="list-style-type: none"> <li>Proximity to River Valley</li> <li>Existing Open Spaces are well-loved and well-used</li> </ul>	<ul style="list-style-type: none"> <li>Lack of space for kids and dogs.</li> <li>Aging recreation facilities</li> <li>Not enough community gardens</li> <li>Difficult/costly to book picnic sites</li> <li>Few winter sporting activities available</li> </ul>	<ul style="list-style-type: none"> <li>More pocket parks next to residential buildings/mixed-use</li> <li>More seating and tables for seniors, families</li> <li>More amenities, e.g. dog parks, community gardens</li> <li>Higher quality materials, contemporary design, variety</li> </ul>
Mature	<ul style="list-style-type: none"> <li>Diversity of open spaces</li> <li>Parks/trails are well-used all year</li> <li>Great programming (e.g. greenhale, skate shack staff, fun bags)</li> <li>Ravine trails are great for running/walking</li> <li>Provides opportunities to connect to nature/ to teach our children the value of nature</li> <li>Connections with neighbours</li> <li>Parks are quiet- no traffic noise</li> <li>Well-maintained trails gets people out of the house and out exploring</li> <li>Daylighting Mill Creek</li> </ul>	<ul style="list-style-type: none"> <li>Amount of open spaces lacking</li> <li>Limited wayfinding, access and connectivity in/ to River Valley</li> <li>Dog parks lack amenities</li> <li>Not enough access to services: toilets, water fountains)</li> <li>Infrastructure for seniors is not available (benches, exercise equipment)</li> <li>Rec centres and development displacing open space</li> <li>Too much red tape</li> <li>Decisions on parkland not timely nor appropriate</li> <li>Revisit roles and relationship between City and CLs</li> <li>Infill concerns on green space availability.</li> <li>Volunteer burnout</li> <li>Homelessness concerns and safety issues (hazards, dumping, crime, adjacent traffic) in River Valley and neighbourhood parks</li> </ul>	<ul style="list-style-type: none"> <li>Improve connections in River Valley</li> <li>Use underused amenities (ex ball diamonds) as off-leash dog parks in the off-season</li> <li>Keep natural areas natural and accessible to the public</li> <li>More accesses into the ravines</li> <li>Network of biking and walking trails from one community to another</li> <li>Regular review of open space to density</li> <li>Provision rates to consider density</li> <li>More destinations in RV such as cafes</li> <li>Signage - historic and wayfinding</li> <li>Public washrooms are needed.</li> <li>Plant fruit trees on public lands and encourage people to pick/ eat it.</li> <li>Better engagement for building community parks</li> <li>Plough walkways of snow in winter- more accessible</li> <li>Safe, accessible boat launches to the river</li> <li>More transparency needed for tree and</li> </ul>

	<ul style="list-style-type: none"> <li>● Distribution of resources does not seem fair. Some more vocal CLs get more resources.</li> <li>● Not enough parking at district level parks</li> <li>● Parks lacking shade</li> <li>● Anti-loitering benches are uncomfortable and not used.</li> <li>● Poor maintenance of fields and weeds</li> </ul>	<ul style="list-style-type: none"> <li>● shrub clearing.</li> <li>● Motion lights/better lighting in parks and along trails for safety</li> </ul>
<p><b>Established</b></p> <ul style="list-style-type: none"> <li>● Lots of green space and variety of uses</li> <li>● Good snowshoeing and tobogganing. Good playgrounds</li> </ul>	<ul style="list-style-type: none"> <li>● Parking shortages around sports fields</li> <li>● Uncertain funding models</li> <li>● Park development seems to be done in isolation - should consider surrounding parks and linkages</li> <li>● Landscaping needs to be cut back</li> <li>● Disconnected greenspaces</li> <li>● Some park spaces are overgrown with weeds</li> <li>● More plants and flowers to make it more attractive and encourage visiting</li> </ul>	<ul style="list-style-type: none"> <li>● Covered picnic shelters at playgrounds</li> <li>● Park benches or large rocks would make interesting meeting spaces</li> </ul>
<p><b>Developing</b></p>	<ul style="list-style-type: none"> <li>● Great for family get-togethers, walking and running, play spaces for kids, community events</li> <li>● Parks/trails well-utilized</li> <li>● Parks and paths are great for providing opportunities to get to know neighbours</li> <li>● School fields are busy with organized activities in the evenings</li> </ul>	<ul style="list-style-type: none"> <li>● No recreation buildings or recreation amenities beside parks</li> </ul>
		<ul style="list-style-type: none"> <li>● Need more places to rest along trails</li> <li>● More vegetation to support bee population and song birds</li> </ul>

**MEETING DATE :**

September 08, 2016

**Item 3.2**

**AGENDA ITEM # :**

3.2 – Draft Evaluation Framework

**PREPARED BY:**

Debra Jakubec, Executive Director

Edmonton Federation of Community Leagues Evaluation Framework

Strategic Priorities	Current Outcomes	Proposed Outcomes	Indicators	Outputs	Key Evaluation Questions	Data Collection Methods	Data Sources
<p>Strategic Priority 1: Further develop and articulate strong long-term vision</p>	<p>EFCL's long-term vision is well articulated, known and understood by stakeholders</p>						
<p>Strategic Priority 2: Advocacy and Engagement</p>	<p>EFCL influences city-wide decisions that impact neighbourhoods, leagues and EFCL, e.g. Zoning bylaw changes, Urban Parks Plan, transit plans, cycling infrastructure, City/EFCL agreements</p>	<p>EFCL increases its influence on municipal and provincial legislation and policy that impact neighborhoods, leagues and EFCL on a city-wide basis.</p>	<p>Enhancements are made to neighbourhood plans, policies, and bylaws as a result of EFCL's advocacy and engagement efforts.</p>	<ul style="list-style-type: none"> <li>Number of enhancements made to neighbourhood plans, policies, and bylaws as a result of EFCL's advocacy and engagement efforts</li> <li>Number of meetings with leagues annually</li> <li>Number of written submissions to City Council annually</li> <li>Number of written submissions to City Administration annually</li> <li>Team Meetings annually</li> <li>Number of volunteer hours of Planning Committee members and involved volunteers</li> </ul>	<ul style="list-style-type: none"> <li>How effective is EFCL in influencing city-wide decisions that impact neighbourhoods and the leagues?</li> <li>What types of enhancements are you aware of that EFCL made to neighbourhood plans, policies, and bylaws?</li> </ul>	<ul style="list-style-type: none"> <li>On-line survey</li> </ul>	<ul style="list-style-type: none"> <li>Planning Committee members and involved volunteers</li> </ul>

Edmonton Federation of Community Leagues Evaluation Framework

Strategic Priorities	Current Outcomes	Proposed Outcomes	Indicators	Outputs	Key Evaluation Questions	Data Collection Methods	Data Sources
	Community leagues effectively advocate for neighbourhood improvements.	EFCL increases the ability of community leagues to effectively advocate for neighbourhood planning and development	Community league boards report that they have the ability to effectively advocate for neighbourhood planning and development	<ul style="list-style-type: none"> <li>Number of calls received regarding neighbourhood planning and development</li> <li>Number of community leagues involved in neighbourhood planning and development</li> </ul>	<ul style="list-style-type: none"> <li>How effective has your community league been in advocating for neighbourhood planning and development improvements?</li> <li>How has EFCL assisted your community league to advocate for neighbourhood planning and development improvements?</li> <li>How effectively has EFCL been at advising leagues on city issues?</li> </ul>	<ul style="list-style-type: none"> <li>On-line survey</li> </ul>	<ul style="list-style-type: none"> <li>League Presidents</li> </ul>



Edmonton Federation of Community Leagues Evaluation Framework

Strategic Priorities	Current Outcomes	Proposed Outcome	Indicators	Outputs	Key Evaluation Questions	Data Collection Methods	Data Sources
Strategic Priority 3: Broadening Our Reach and Diversity	EFCL programs reach a diverse audience	EFCL increases awareness among newcomers, Aboriginals and seniors about EFCL programs and resources to assist them in becoming more involved in their community	<p>A growing number of organizations serving newcomers, Aboriginals and seniors know about EFCL programs and resources.</p> <p>Organizations serving newcomers, Aboriginals, and seniors share EFCL programs and resources information with their clients.</p> <p>Organizations serving newcomers, Aboriginals, and seniors share EFCL programs and resources information with other organizations.</p>	<ul style="list-style-type: none"> <li>Number of presentations made to newcomer, indigenous people, and seniors organizations</li> <li>Number of participants at presentations</li> <li>Number of organizations serving newcomers, Aboriginals, and seniors that are aware of EFCL programs and resources</li> </ul>	<ul style="list-style-type: none"> <li>How knowledgeable would you say you are about EFCL's current programs and resources?</li> <li>How does your organization share EFCL programs and resources information with other organizations?</li> </ul>	<ul style="list-style-type: none"> <li>Phone or in-person interviews</li> </ul>	<ul style="list-style-type: none"> <li>Newcomers, Aboriginals and senior serving organizations</li> </ul>
	EFCL is known as an inclusive organization	EFCL increases the ability of community leagues to develop programs that reflect the needs of the major ethnic, cultural, and age groups of their neighbourhoods	<p>EFCL resources help community leagues to create more diverse programming for major ethnic, cultural, and age groups in their area.</p>	<ul style="list-style-type: none"> <li>Number of resources developed by EFCL to assist community leagues to develop more diverse programming.</li> <li>Number of leagues that report using these EFCL resources.</li> </ul>	<ul style="list-style-type: none"> <li>Has your community league used EFCL resources developed to help create more diverse programming?</li> <li>How useful was the EFCL resources developed to help leagues create more diverse programming?</li> </ul>	<ul style="list-style-type: none"> <li>Hard copy survey distributed annually at one of the General Meetings</li> <li>On-line survey</li> </ul>	<ul style="list-style-type: none"> <li>League members attending General Meeting</li> </ul>

Edmonton Federation of Community Leagues Evaluation Framework

Strategic Priorities	Current Outcomes	Proposed Outcomes	Indicators	Outputs	Key Evaluation Questions	Data Collection Methods	Data Sources
Strategic Priority 4: Supporting League Leadership and Capacity (cont.)	League leadership is respected throughout the city (City Council and Administration, other stakeholders and the public).	EFCL increases the advocacy knowledge of league board members and members.	League members who complete EFCL advocacy training report increased knowledge of how to advocate on behalf of their league.	<ul style="list-style-type: none"> <li>Number of league volunteers who attend EFCL advocacy training sessions</li> <li>Number of times advocacy resource accessed on line by league members</li> </ul>	<ul style="list-style-type: none"> <li>What new knowledge did you gain about advocacy from EFCL that you can apply to your league?</li> <li>How do you intend to apply this knowledge in your league?</li> </ul>	<ul style="list-style-type: none"> <li>Hard copy survey at the end of EFCL service intervention (i.e. workshop, consultation, resource provision, etc.)</li> <li>On-line Survey</li> </ul>	<ul style="list-style-type: none"> <li>League members utilizing EFCL advocacy programs and resources</li> </ul>
		EFCL increases the advocacy skills of league boards.	League board members who complete EFCL advocacy training or receive support report increased skills in advocating on behalf of their league.	<ul style="list-style-type: none"> <li>Number of leagues that have taken on community advocacy efforts.</li> </ul>	<ul style="list-style-type: none"> <li>What advocacy skills did you gain from EFCL?</li> <li>How did you apply these new advocacy skills in your league?</li> </ul>	<ul style="list-style-type: none"> <li>On-line Survey</li> </ul>	<ul style="list-style-type: none"> <li>League members who utilized EFCL advocacy training, support, and resources in the previous six months</li> </ul>
		EFCL increases the governance and leadership knowledge of league boards.	League members who complete EFCL board governance training or receive support report an increased knowledge of board governance.	<ul style="list-style-type: none"> <li>Number of league members who complete EFCL board governance training.</li> <li>Number and types of board governance training formats (in-person, on-line, webinar, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>What new knowledge did you gain about governance from EFCL that you can apply in your league?</li> <li>How do you intend to apply this new governance knowledge in your league?</li> </ul>	<ul style="list-style-type: none"> <li>Hard copy survey at end of EFCL service intervention (i.e. workshop, consultation, resource provision, etc.)</li> <li>On-line Survey</li> </ul>	<ul style="list-style-type: none"> <li>League members utilizing EFCL governance training, support and resources</li> </ul>
		EFCL increases the governance and leadership skills of league boards.	League board members who complete EFCL board governance training report increased skills in board governance.	<ul style="list-style-type: none"> <li>Number of League boards accessing on-line Community League Resource Guide</li> <li>Number of planning/support sessions held with individual league boards.</li> </ul>	<ul style="list-style-type: none"> <li>What governance skills did you learn from EFCL?</li> <li>How did you apply these new advocacy skills in your league?</li> </ul>	<ul style="list-style-type: none"> <li>On-line Survey</li> </ul>	<ul style="list-style-type: none"> <li>League members who utilized EFCL governance training programs and resources in the previous six months</li> </ul>

Edmonton Federation of Community Leagues Evaluation Framework

Strategic Priorities	Current Outcomes	Proposed Outcomes	Indicators	Outputs	Key Evaluation Questions	Data Collection Methods	Data Sources
Strategic Priority 4: Supporting League Leadership and Capacity (cont.)	League leadership is respected throughout the city (City Council and Administration, other stakeholders and the public).	EFCL increases League leaders' knowledge of league operations management	League members who receive EFCL programs and services report increased knowledge of league operation management	<ul style="list-style-type: none"> <li>Number of programs and services workshops held.</li> <li>Number of participants in programs and services workshops</li> </ul>	<ul style="list-style-type: none"> <li>What new knowledge did you gain about programs and services from EFCL that you can apply to your league?</li> <li>How do you intend to apply this new knowledge in your league?</li> </ul>	<ul style="list-style-type: none"> <li>Hard copy survey at end of EFCL service intervention (i.e. workshop, consultation, resource provision, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>League members utilizing EFCL programs and services training, resources, and support.</li> </ul>
		EFCL increases League leaders' skills in league operations management	League members who receive EFCL programs and services report increased skills in league operations management	<ul style="list-style-type: none"> <li>Number of programs and services training and support sessions held with individual league boards.</li> <li>Number of community league programs and services</li> </ul>	<ul style="list-style-type: none"> <li>What programs and services skills did you gain from EFCL?</li> <li>How did you apply these skills in your league?</li> </ul>	<ul style="list-style-type: none"> <li>On-line Survey</li> </ul>	<ul style="list-style-type: none"> <li>League members who accessed EFCL programs and services training programs and resources in the previous six months</li> </ul>
	Leagues have tools, resources, and capacity to represent the interests of their neighbourhoods well!	EFCL increases the ability of league members to assume leadership roles in their communities	League members report that as a result of EFCL supports and resources, they are able take on additional leadership roles in their communities.	<ul style="list-style-type: none"> <li>Number of league board members who go on to leadership roles in their communities</li> </ul>	<ul style="list-style-type: none"> <li>Did EFCL provide you with the supports or resources that enabled you to take on new leadership roles within your community?</li> <li>What were those EFCL supports or resources?</li> </ul>	<ul style="list-style-type: none"> <li>Hard copy survey distributed annually at one of the General Meetings</li> <li>On-line survey</li> </ul>	<ul style="list-style-type: none"> <li>League members attending General Meeting</li> <li>League members not attending General Meeting</li> </ul>

Edmonton Federation of Community Leagues Evaluation Framework

Strategic Priorities	Current Outcomes	Proposed Outcomes	Indicators	Outputs	Key Evaluation Questions	Data Collection Methods	Data Sources
Strategic Priority 5: Building an Efficient Operations Model	EFCL models best practices for efficient and effective umbrella organizations.	EFCL increases the efficiency of its operations	<ul style="list-style-type: none"> <li>Improved capacity of EFCL and Leagues to utilize a variety of electronic media.</li> <li>Expanded on-line membership database</li> <li>Private League Group Facebook page for internal, quick messaging</li> <li>Increased volunteer support to supplement staff work</li> </ul>	<ul style="list-style-type: none"> <li>Number of Social Media workshop participants</li> <li>Number of EFCL staff using Twitter and Facebook</li> <li>Number of members in membership data base</li> <li>Number of EFCL Facebook friends and followers</li> <li>Number of volunteers</li> <li>Number of volunteer hours</li> </ul>	<ul style="list-style-type: none"> <li>How effectively you are at utilizing social media?</li> <li>How has the expanded on-line membership database helped you in the work you do?</li> <li>How effective is the private League Group Facebook page for providing timely, useful information to leagues?</li> </ul>	<ul style="list-style-type: none"> <li>Focus group annually</li> <li>On-line Survey</li> <li>Internal data collection</li> </ul>	<ul style="list-style-type: none"> <li>EFCL Staff</li> <li>Community Leagues annually</li> <li>Data collected internally by EFCL staff</li> </ul>

Edmonton Federation of Community Leagues Evaluation Framework

Strategic Priorities	Current Outcomes	Proposed Outcomes	Indicators	Outputs	Key Evaluation Questions	Data Collection Methods	Data Sources
Strategic Priority 5: Building an Efficient Operations Model (cont.)	EFCL models best practices for efficient and effective umbrella organizations.	EFCL increases the effectiveness of its operations	<ul style="list-style-type: none"> <li>A variety of funding sources identified to help support EFCL operations</li> <li>Improved knowledge among community league members about the programs and services EFCL offers.</li> <li>Valuable collaborative projects with partner organizations</li> </ul>	<ul style="list-style-type: none"> <li>Number of funding sources</li> <li>Amount of funding from diverse funding sources</li> <li>Number of inquiries by community leagues to access EFCL programs and services</li> <li>Number of new collaborative projects with partners</li> </ul>	<ul style="list-style-type: none"> <li>What sources of funding might EFCL access to support its operations?</li> <li>How might EFCL go about accessing these funding sources?</li> <li>How effective is EFCL in keeping your community league up to date about its offering of programs and services?</li> <li>What could EFCL do to improve its communication of its programs and services offerings?</li> <li>How effective is your collaborative project with EFCL?</li> <li>What could EFCL do to be a more effective collaborative partner?</li> </ul>	<ul style="list-style-type: none"> <li>Focus group</li> <li>On-line Survey</li> <li>Phone or in-person interviews</li> </ul>	<ul style="list-style-type: none"> <li>EFCL staff</li> <li>Community leagues</li> <li>Organizations that collaborate with EFCL</li> </ul>
	EFCL provides resources to leagues to enable them to build efficient and effective organizations						

Edmonton Federation of Community Leagues Evaluation Framework

Strategic Priorities	Current Outcomes	Proposed Outcomes	Indicators	Outputs	Key Evaluation Questions	Data Collection Methods	Data Sources
Strategy Priority 6: Championing the Community League Movement	EFCL and community leagues are well known and respected in Edmonton.	EFCL increases Edmontonians awareness of the community league movement	The development and unveiling of the EFCL 100 <sup>th</sup> Anniversary Project increases awareness among Edmontonians of the community league movement	<ul style="list-style-type: none"> <li>Number of people who attend the unveiling of the 100<sup>th</sup> Anniversary Project.</li> <li>Number of media reports on 100<sup>th</sup> Anniversary Project</li> <li>Number of people who visit the EFCL tent at Heritage Days</li> <li>Number of those visitors interviewed who are aware of the community league movement in Edmonton</li> <li>Number of those who are community league members</li> </ul>	<ul style="list-style-type: none"> <li>How is the 100<sup>th</sup> EFCL anniversary presented by media sources?</li> <li>Do media reports indicate the level of awareness that Edmontonians have of the community league movement.</li> <li>Are you aware of the community league movement in Edmonton?</li> <li>Are you a community league member?</li> <li>If yes, what community league do you belong to?</li> </ul>	Review of media sources by EFCL staff	Media sources
			Edmontonians visiting EFCL's tent at Heritage Days display a high level of awareness about the community league movement			'Clipboard' interviews	<ul style="list-style-type: none"> <li>Visitors to the EFCL tent at Heritage Days</li> </ul>
	Community Leagues are seen as making a positive contribution to the City.	The community league movement increases Edmontonians' quality of life	The frequency with which Edmontonians identify that the community league movement increases their quality of life	<ul style="list-style-type: none"> <li>Number of visitors to EFCL tent at Heritage Days who agree that the community league movement increases Edmontonians quality of life.</li> </ul>	<ul style="list-style-type: none"> <li>Do you think the community league movement increases Edmontonians' quality of life?</li> <li>How does the community league movement do this?</li> <li>What difference has the community league movement had on your life?</li> </ul>	'Clipboard' interviews	<ul style="list-style-type: none"> <li>Visitors to the EFCL tent at Heritage Days</li> </ul>

**Glossary of Terms**

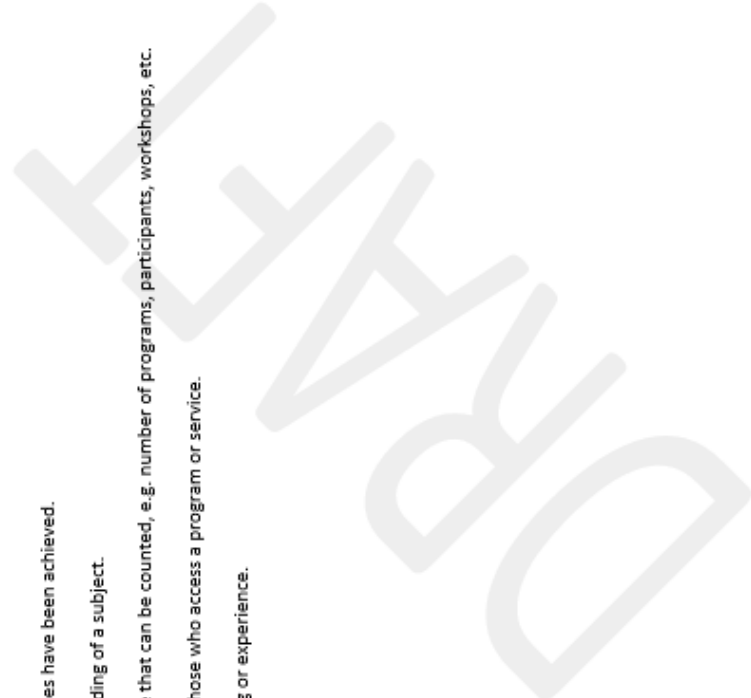
Indicators – means of determining that the outcomes have been achieved.

Knowledge – the theoretical or practical understanding of a subject.

Outputs – results of delivering a program or service that can be counted, e.g. number of programs, participants, workshops, etc.

Outcomes – changes in behavior or knowledge of those who access a program or service.

Skills – the proficiencies developed through training or experience.



## 5.0 Decision Items

**MEETING DATE :** September 08, 2016

**AGENDA ITEM # :** 5.1 – Partnering Agreement Working Group Terms of Reference

**PREPARED BY:** Debra Jakubec, Executive Director

**Item 5.1**

### COMMITTEE TERMS OF REFERENCE



**Committee:** City/EFCL Partnering Agreement Working Team  
\*EFCL (Edmonton Federation of Community Leagues)

**Committee Chair(s):**

\_\_\_\_\_ City; and \_\_\_\_\_ EFCL

**Date Adopted:** \_\_\_\_\_

**Name of Committee:**

City/EFCL Partnering Agreement Working Team

**General Purpose:**

To oversee and activate the Partnering Agreement between EFCL and the City by:

- developing an implementation plan for the Partnering Agreement that reflects the common vision and goals contained within;
- providing a safe place to discuss emerging and on-going topics related to the Partnering Agreement; and
- ensuring mutual organizational accountability for the implementation plan.

**Key Responsibilities (Scope of Authority):**

The City/EFCL Partnering Agreement Working Team will be responsible for the following activities including making recommendations and seeking any required approval by the respective organizations:

Implementation Plan

- Create an implementation plan that includes elements such as goals/objectives, activities, outcomes, performance measures and indicators, timelines, and resources.

Decision Process Map

- Design and recommend a decision process map for the Working Team.

Performance Measures and Evaluation

- Identify performance measures and monitoring activities as part of the action plan.
- Develop and implement an annual evaluation and improvement process for the action plan.
- Evaluate the effectiveness of the Working Team and identify any areas for improvement.

Reporting

- Compile and provide an annual report for the respective organizations.
- Determine timelines for reporting.
- The City and EFCL are each responsible to their respective organizations.

Communications

- Develop and follow a communication process for the Partnering Agreement.

*Draft, July 14, 2016*

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Opportunity/Issue Identification and Management

- Identify and manage opportunities and issues related to the Partnering Agreement.

**Composition and Appointment:**

The Working Team is comprised of four (4) to six (6) members; with equal representation from each organization.

- Standing Members:
  - o City Liaison, Citizen Services Department; and
  - o Executive Director, EFCL
- Up to two (2) additional members from each party appointed annually by the respective organizations. Each of these members can serve up to two consecutive terms.
- The Chairperson rotates between the City Liaison and the EFCL Executive Director.
- Chairperson rotation schedule to be determined annually.

**Meetings:**

- Quarterly meeting dates are recommended and to be determined by the Chairperson(s).
- Special meetings called by the Chairperson(s).
- Quorum is half the number of assigned Working Group members with representation from both organizations.
- Chairperson, host and note-taker schedules to be determined by the Chairperson(s).

**Resources:**

- Resource requirements to be determined annually by the Working Team.
- Requests, allocation and approvals will be based on the current approval structures in place for the organizations.

**Reports:**

- The Working Team will produce an annual report for the respective organizations by March 31 of the following year.

**Review:**

- The Terms of Reference will be reviewed by the Working Team every two (2) years.

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*Approval and acceptance of the terms of reference through the signatures below:*

City Liaison

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

EFCL Executive Director

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**MEETING DATE :** September 08, 2016

**Item 5.2**

**AGENDA ITEM # :** 5.2 – Leagues Alive

**PREPARED BY:** Debra Jakubec, Executive Director

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**Recommendation:**

The Leagues Alive Conference be changed from a two-day intensive event to a yearlong calendar of workshops providing a variety of board development opportunities on evenings and weekends.

**Background:**

The Leagues Alive event fits into the strategic initiatives of “Supporting League Leadership and Capacity” and “Advocacy and Engagement”. The event first occurred in 2012, no event was staged in 2015 due to the departure of the Director of Board development. The 4<sup>th</sup> edition was held in February 2016.

**Rationale and Opportunity:**

- Leagues Alive requires a significant amount of resources – time, people and money (\$13,000+).
- The one-day event reaches approximately 100 people and less than half of the Leagues.
- Providing a workshop twice per year (one in the evening and another on the weekend) will allow for more participants.
- Offering 10-12 different workshops in 20-24 different sessions will allow for more networking and the opportunity for different board members to attend.
- Change would require less time commitment for participants and could be more personalized for different Community League board members.
- Easier for us to plan and respond to needs.
- Lower cost if courses provided at EFCL or at Leagues rather than MacEwan.
- League board members frequently ask if courses are available through the year.
- Using survey monkey have Leagues and CRCs provide feedback to determine workshops.
- Opportunity to develop some sort of “certificate” program to help build capacity on league boards.

**MEETING DATE :** September 08, 2016

**Item 5.3**

**AGENDA ITEM # :** 5.3 – Hiring Consultant For 100th Anniversary Fundraising

**PREPARED BY:** Debra Jakubec, Executive Director

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**Recommendation:**

That the EFCL hire Rhonda Newman Consulting to assist in raising the remaining funds required for the 100<sup>th</sup> Anniversary Project.

As discussed at the last board meeting the executive director reviewed the Bylaws (see below) to determine if the EFCL had the authority to hire a consultant. The contract from August 2016 – January 2017 will be less than 3% of the budget.

**Background:**

Section 17.6 from the EFCL Bylaws “The annual budget of the EFCL will be submitted by the Board of Directors for approval at the Regular General Meeting and will be circulated to the Members with the notice of such Regular General Meeting in January or February, and will be circulated to the Members with the notice of such Regular General Meeting. No total expenditure exceeding three percent (3%) of the budget, and not authorized in the budget, will be made without approval of the Members. ”



## Rhonda Newman, CFRE

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Rhonda Newman has over 25 years experience in the charitable sector. She has a demonstrated track record at a senior management level managing development programs with all aspects of fundraising. Rhonda's hands on experience with staff, volunteers and diverse operational issues equip her with implementation and planning expertise.

Rhonda started her fund development career with the Alberta Lung Association. In the course of her tenure, she achieved the position of Vice-President, Funds Development and Communications Centre. In this position Rhonda was challenged with the task of managing a fund development program in Alberta as well as leading collaborative initiatives across Canada. Her role expanded beyond the traditional forms of fund development to create an aligned business venture – a state of the art Call Centre serving not only the Association, but clients across North America.

After 10 years in the industry, Rhonda formed Newman Consulting. Since that time, she has worked with many clients on special event projects, grant writing, direct mail campaigns, sponsorship programs, capital campaigns, development audits, strategic plans and feasibility studies. Rhonda holds her CFRE designation (Certified Fund Raising Executive) and subscribes to the principles of the Association of Fundraising Professionals (AFP).

Organizations she has worked with include: HIV Edmonton; The Robin Hood Association (Sherwood Park); E4C; Ponoka Ag Event Centre Society (Ponoka); Schizophrenia Society of Alberta; Edmonton Humane Society; Suit Yourself; WIN House; Thorpe Recovery Centre (Lloydminster); Growing Alberta; Greater Edmonton Foundation; The Good Samaritan Society; Youville Home (St. Albert), St John's Institute; Canadian Athletic Club (CAC); City of Wetaskiwin and CKUA. Over the past 20 years, Rhonda has been involved with projects that raised an excess of a \$100 million.

Rhonda is an active volunteer in her community volunteering on many ad hoc committees and Board positions. She is a graduate of Grant MacEwan's Advertising and Public Relations Program.

Her business strengths are:

- Creating strategic relationships connecting donors, sponsors and non profit organizations;
- Planning expertise and execution management;
- Supporting, mentoring and guiding organizational staff, Board and volunteers to achieve their goals;
- Identifying opportunities to realize a vision, fund a dream and obtain goals!



Connecting Visions, Funding Dreams.

**MEETING DATE :** September 08, 2016

**Item 5.5**

**AGENDA ITEM # :** 5.5 – Board Recruitment Plan

**PREPARED BY:** Debra Jakubec, Executive Director

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**Recommendation:**

That the executive director develop a board recruitment plan and matrix for the Executive Committee to review, revise and approve.

## 6.0 NEWS FROM THE CITY OF EDMONTON

**MEETING DATE :** September 08, 2016

**Item 6.1**

**AGENDA ITEM # :** 6.1 – News From The City Of Edmonton

**PREPARED BY:** Marlene Kankkunen, Office of Great Neighbourhoods

### **News From The City Of Edmonton EFCL Board Meeting, September 08, 2016**



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

#### **Neighbourhood Engagement Funding**

Neighbourhood Engagement funds are available to assist groups with implementing initiatives that will get more people engaged and involved in their neighbourhood(s).

There are two levels of funding available: up-to \$500 (non-matching) and up-to \$2500 (matching). For more information about the application process [click here to link to the website](#).

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

#### **Edmonton Sees Moderate Growth**

##### ***Census shows the City's population grew by 2.5 per cent***

New municipal census information shows almost 900,000 people now call Edmonton home. Between 2014 and 2016, Edmonton's population grew by more than 21,000 people to 899,447 or 2.5 per cent.

"The impact of the recent economic slowdown and higher unemployment in Alberta and Edmonton is evident in the stable population growth figures recorded over the past two years," said John Rose, Chief Economist for the City of Edmonton.

Census results show Edmonton continues to see growth in developing neighbourhoods, especially those in the south, including Windermere, Chappelle, Laurel and Walker.

"As the city continues to grow, we're planning for sustainable and resilient infrastructure and services to all neighbourhoods," said Peter Ohm, Chief Planner with the City's Sustainable Development Department. "While growth is occurring in developing neighbourhoods, we also want to encourage density in mature and core neighbourhoods to ensure efficient use of infrastructure."

“Although we saw more moderate growth these past two years, Edmonton’s population has increased by 117,000 since 2009. When you add to that the growth of neighbouring municipalities, it highlights the need for us to combine our efforts to ensure effective use of land and smart infrastructure planning.” said Mayor Iveson. “We need to work together and leverage our resources as well as those of the provincial and federal governments to ensure an ongoing strong and growing region, one that continues to attract and retain people and investments.”

Additional census information is being analyzed and will be released this fall. For current information, please visit [edmonton.ca/census](http://edmonton.ca/census).

## Share your Views on Development in Mature Neighbourhoods

Edmonton’s Mature Neighbourhood Overlay (MNO) Review is now passed the halfway point. Thank you to the more than 5300 residents and stakeholders who have provided input. The report on “[what we heard](#)” is now available online.

But, we’re not done yet. The outcomes of this Review will shape the urban identity of Edmonton’s mature neighbourhoods and there are still plenty of opportunities to get involved. The City will continue to engage residents on proposed changes to the MNO before finalizing them in early 2017. Check [the City’s MNO Review webpage](#) and social media channels for upcoming public engagement events details. If you don’t live in a mature neighbourhood, that’s OK. All Edmontonians are welcome to share their thoughts.

Mature neighbourhoods are at the heart of our city and how they evolve over time impacts us all. The MNO Review is the City’s response to Action 17 in [Edmonton’s Infill Roadmap](#). Since 2015, the City of Edmonton has been conducting a review of the MNO - a set of 24 Zoning Bylaw regulations that help ensure new housing in mature neighbourhoods remains sensitive to the surrounding community.

**THE WAY WE MOVE:** 10-year Goal - *Enhance Use of Public Transit & Active Modes of Transportation*

## First Steps towards Better Pedestrian Wayfinding in Edmonton

The City is working to better support the travel of visitors to our busy pedestrian areas by developing a system of maps, apps and signage. While a permanent system has been designed, in order to support people traveling to the new arena Downtown an interim signage program was also developed and recently installed. The first 38 signs can be found around key pedestrian travel routes in the Downtown, and an additional four signs will also be going up in Little Italy and Chinatown later this fall.

The permanent street-level map based signage will start rolling out to areas of the Downtown, Old Strathcona and Stony Plain Road in 2017. The signs will help people locate where they are and explore local destinations. A paper map of the Downtown, which includes a map of the pedway connections has also been created and is being distributed to key Downtown visitor locations. Future work will involve digital applications.

Walk Edmonton will be looking for feedback on the interim signage to help us finalize the mapping and design elements. If you would like to provide your input the survey and project information is on our website at [edmonton.ca/wayfinding](http://edmonton.ca/wayfinding).

## Attention Pedestrians and Cyclists: Sharing is Caring!

As the largest urban park in North America, with more than 160 kilometres of maintained pathways and [22 major parks](#), Edmonton's River Valley is a natural wonder for all Edmontonians to enjoy! One of the keys to ensuring the safe enjoyment of our parkland, is for all users — pedestrians and cyclists alike — to know the rules of shared-use trails.

The City of Edmonton asks you to be courteous and share the path.

Cyclists:

- Slow down when approaching others
- Use your bell so others are aware of you
- Pass on the left, ride on the right
- Bike in the middle when space is tight
- Signal when passing

Pedestrians:

- Do not stand in the way of the path
- Listen for bicycle bells and react accordingly
- Abide by any leash requirements posted

For more information visit: [edmonton.ca/cycling](http://edmonton.ca/cycling)

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

## Help Keep Wildlife Wild

### *Co-existing with coyotes in an urban environment*

Coyotes are important in maintaining our urban ecosystem. They eat pests such as mice, rabbits and grasshoppers. But they can also cause problems when they become unafraid of human interaction.

Coyotes are extremely adaptable in habitat and diet. Because of this, they are comfortable in urban environments where they benefit from food sources and a lack of predators. As our city expands into wildlife habitat, coyotes are growing accustomed to food sources in residential areas such as bird feeders, garbage and accessible pet food.

Edmontonians are reminded to respect urban wildlife and refrain from making food sources available. **Please do not:**

- Feed coyotes
- Leave garbage out
- Leave fallen fruit from trees or bird seed spilled from feeders on the ground
- Feed pets outside
- Walk your dog off-leash in areas frequented by coyotes
- Leave small dogs out in the yard unattended for long periods of time
- Let cats outside
- Provide shelter. Seal any holes under your steps or patio and prune overgrown shrubs or trees that could shelter a den.



If you come across a coyote and feel threatened:

- Respond aggressively by making yourself appear large (wave arms overhead, hold big objects)
- Throw rocks, sticks or other objects to scare it away
- Carry a whistle and dog spray in areas highly frequented by coyotes
- Shout in a deep voice and maintain eye contact
- Do not turn away or run. This may trigger a natural predator/prey instinct and encourage the coyote to chase you
- If the coyote approaches, back away slowly and move toward buildings or human activity

Only report a coyote sighting if the coyote has followed, chased or attacked someone or a pet; the coyote is acting aggressively; or the coyote looks sick. To report an incident or problem coyote, call:

- **311** (City of Edmonton)
- **780-427-3574** (Alberta Fish and Wildlife)
- **911** (if someone is in danger call)

For more information call the Edmonton Coyote Hotline at 780-644-5744 or visit [edmonton.ca/coyotes](http://edmonton.ca/coyotes).



**MEETING DATE :** September 08, 2016

**Item 9.2**

**AGENDA ITEM # :** 9.2 – Planning & Development Committee Report

**PRESENTED BY:** Bev Zubot, Community Planning Advisor

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The Planning and Development Committee did not meet during the summer; however, we communicated by email and finalized feedback on several major zoning bylaw amendments.

- **Mature Neighbourhood Overlay Review:** In August we sent a document to Council outlining key priorities – improving consultation, increasing side setbacks, preserving heritage, and enhancing landscape requirements. On August 31, four EFCL reps presented the priorities to Council and received a good reception. We convinced Administration to organize an October workshop for leagues which will parallel the workshop already planned for Industry.
- **Garden and Garage Suite Review:** EFCL informed leagues of potential changes. The EFCL Planning Committee sent feedback to Administration. We supported many of the proposed changes but opposed allowing garage suites to be larger than the principal residence.
- **Privacy Regulations:** At the August 22 public hearing, an EFCL rep presented our support for the regulations, many of which had been initiated by the Planning Committee. The regulations were passed.

**MEETING DATE :** September 08, 2016  
**AGENDA ITEM # :** 9.3 – Executive Director’s Report  
**PRESENTED BY:** Debra Jakubec, Executive Director

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**Item 9.3**

### **Kick-Off And Community League Day**

FC Edmonton and the Edmonton Federation of Community Leagues (EFCL) have partnered to kickoff this year’s annual City-wide Community League Day celebrations on Saturday, Sept. 17.

The kick-off event will take place on Wednesday, Sept. 14 at Clark Stadium where Community League Spirit will invade the pitch at half time. We have planned a relay on the field and hope to have 1-2 board members take part along with (to date) Councillor Knack and CL members.

Community League Day is Saturday, September 17. Community Leagues are picking up their BBQ kits and sending in their information about Community League Day events. This year we negotiated the centre spread in the Edmonton Examiner but will not have an additional page unless sponsorship is secured.

Barb Martowski will compile a list of events and ask that board members and staff attend as many events as possible. The list will be complete by September 15.

### **Rollie Miles Redevelopment** (see attachment)

The proposed overall concept for the park is now available on the city website: [http://www.edmonton.ca/projects\\_plans/parks\\_recreation/rollie-miles-athletic-park-renewal.aspx](http://www.edmonton.ca/projects_plans/parks_recreation/rollie-miles-athletic-park-renewal.aspx) and attached.

The main additions being proposed are pathways, basketball court and outdoor rink (**with access to washroom and change room in the EFCL Building**), a small plaza next to the EFCL building, plus additional “community amenity areas” (seating, potentially adult exercise equipment, etc.) on four locations throughout the park.

The area around the EFCL building would see the greatest changes. There is a placeholder for a recreation centre (and EFCL we assume).

Friends of Scona Rec are proposing an alternate plan:

- Pool & Rec Centre built on to the Arena. They know that Council will not approve a Recreation Centre which is not multi-purpose and combined for ease of management.
- Additional parking on the SE corner of the park with access off the busy 104 Street. This would reduce traffic through the neighbourhood.
- They are also proposing that the basketball court be moved to a location that does not require the removal of trees. One option is to move it close to the tennis courts.

### **2017 Service Package**

Good News! The cost of living increase on the funds we receive from the City of Edmonton is automatic. The amounts for 2016-18 respectively are: \$9,296, \$11,097 and \$10,987 respectively based on using annual inflationary increases of 1.73%, 2.03% and 1.97%.

A 2017 Service Plan has been completed along with a report from our City representative and these were submitted directly to Administration on September 2, 2016. If approved they will be brought forward to Council. I have also requested a meeting with the Chair and Co-Chair of the Community and Public Services Committee, Councillors Bev Esslinger and Scott McKeen respectively to discuss our Service Package submission.

The EFCL has requested \$82,000 in additional funds for a new staff so we may improve our ability to provide programming/support to Community Leagues and to focus on planning and evaluation.

### **Modernization of the *Municipal Government Act* - Prepared by Elaine Solez**

There is opportunity for EFCL to provide final input on the Modernized Municipal Government Act (MGA) and for EFCL to provide input on a proposed provincial regulation on Public Participation that would apply to municipalities.

This input has a deadline of September 15, 2016.

#### **Background and Rationale:**

The provincial government conducted a review of Municipal Government Act over the past two years and a draft of the Modernized MGA (the Act) has been prepared. Further consultations were held across the province in summer 2016 and the new Act will be tabled in the Legislature this fall.

Earlier in the summer EFCL learned that the City of Edmonton is asking for an amendment to the draft Act that would permit the use of parkland for libraries, fire halls and police stations. EFCL has already indicated our concerns to the City about the pressures to use parkland for other municipal purposes, reducing the amount of parkland available to Edmontonians and leagues for outdoor recreation, leisure and enjoyment.

A letter has been prepared for EFCL to send to the province indicating we do not support including the use of parkland for the additional municipal purposes in the Modernized MGA as requested by the City of Edmonton.

The letter also includes the recommendations made in 2014 on adjustments to the powers of Subdivision and Development Appeal Boards (SDAB) to include in the Act.

- Give SDAB the power to compel individuals to attend hearings and provide information to the board. Currently Development Officers (DOs) provide reports and attend SDAB hearings in the City of Edmonton. This practice is relatively new and there is no requirement that DOs provide this information or attend hearings to answer questions from board members. The participation of DOs enable SDAB to make more informed decisions, which can benefit communities.
- Enable municipalities to limit the variance power of SDAB the same way that they can limit the power of the development authority. Community leagues are concerned that SDAB has broader variance powers and can vary certain regulations that DOs are prevented from varying, such as Height or locational criteria for specific kinds of developments. Leagues view such decisions as undermining protections that the City has put into the Zoning Bylaw.

One addition to the proposed Act is a requirement for municipalities to adopt a Public Participation Policy by resolution of Council. A sample regulation regarding a municipal Public Participation Policy along with a Discussion Guide on the regulation has been distributed, and EFCL has been invited to submit a response. This discussion guide has been completed to submit to the province by the due date of September 15, 2016.

The response points out that one provision of the regulation, that a municipality's decision on a matter cannot be challenged if it did not comply with its Public Participation Policy, undermines the intent of the policy and makes it ineffective.

The EFCL response also points out that people have a right to be involved in decisions that affect them and to be able to participate in they feel they are affected rather than allowing the municipality to determine who is and is not a "stakeholder" on a particular matter. As well, since the Discussion Guide refers to the continuum of participation espoused by the International Association of Public Participation (IAP2), the response indicates "informing" is not in and of itself a form of public participation.

## **Londonderry Update**

A new tripartite agreement was signed on September 1, 2016 between the COE, EFCL and the Londonderry Community League Board.

The new agreement is for one year with the following stipulations:

The City has the right to terminate the License by giving the League and the Federation three (3) months' notice as opposed to six (6).

Quarterly meetings with the Federation to work on self-governance.

The League shall keep in trust a minimum \$10,000 in contingency funds to address on-going facility maintenance. The League apply for a CLIP grant.

The League shall submit:

- Recreation and social program Plan
- Facility Operations and Marketing Plan
- Volunteer Recruitment Plan
- 3 - 5 year sustainable strategy to include, but is not limited to the following:
  - Annual Budget (revenue / expenses)
  - Contingency Fund Plan
  - Fund Raising Plan
  - Governance
  - Recreation and Social Program Plan
  - Facility Operations and Marketing Plan
  - Volunteer Recruitment Plan
  - Community Engagement Plan

## **Community Development Corporation**

On June 13, 2016 the EFCL sent a letter to Council reaffirming our support for Community Development Corporation. The Edmonton Community Foundation (ECF) has been tasked with gathering feedback for the business case. The executive director reviewed all related documents, and solicited advice from staff and the President. This information was compiled and shared at a meeting with the ECF staff.



THE WAY WE LIVE  
**ROLLIE MILES ATHLETIC FIELD DISTRICT PARK**  
 TRANSFORMING EDMONTON



**Figure 1.4 - Overall Concept**



## 10.0 CORRESPONDENCE

Item 10.1

**MEETING DATE :** September 08, 2016  
**AGENDA ITEM # :** 10.1 – Membership Letter To Community Leagues  
**PREPARED BY:** Gavin Martinson, EFCL President



### EFCL Membership Fees

August 27, 2015

Dear Community League President,

Please find enclosed your invoice for the EFCL's regular and supplemental membership fee.

The EFCL's regular fee helps us pay for all of the services we provide to the leagues. This includes our promotions (i.e. Community League Day, K-Days and Heritage Days), our board and community development programs, communications and planning advice and the general meetings we hold three times each year. As always, we welcome your participation in these events and encourage you to contact our office whenever you need our advice and support.

The supplemental fee is to help us pay for the federation's 100<sup>th</sup> Anniversary Project. We are now entering year four of this exercise, with each league contributing \$400 per year from 2012 until 2016.

For those who may not be familiar with this project, we are developing a new facility in Hawrelak Park to honour the contributions of community leagues and their volunteers. This will include a Community League Plaza, stream and walkway system with a series of information displays that tell the community league story.

I'm pleased to report that we are on track with this \$3.15 million project. To date we have raised \$1.2 million in grants, from the City of Edmonton (\$600,000), Province of Alberta (\$500,000) and Edmonton Heritage Days Festival Association (\$100,000). In addition, the EFCL has chipped in just over \$100,000 and our primary partner, LaFarge Canada, has agreed to supply volunteer labor and materials that will reduce our costs by approximately \$1 million.

We are in the final phase of the detailed design and have collected the historical information required to commence with construction late fall or early spring. Our historical researcher collected information from some community leagues but not all responded. If you have not provided historical data and pictures to be shared publically on our website yet, please contact [barb.martowski@efcl.org](mailto:barb.martowski@efcl.org) so we can include your community league in this project.

In closing, I would like to thank you for your ongoing support and wish you all the best with your projects and programs in the coming year.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Gavin Martinson".

Gavin Martinson, President  
Edmonton Federation of Community Leagues

Edmonton Federation of Community Leagues — est 1921  
Representing Edmonton's 157 community leagues  
7103-105 Street  
Edmonton, Alberta  
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## 11.0 WORK IN PROGRESS

**MEETING DATE :** September 08, 2016  
**AGENDA ITEM # :** 11.1 – EFCL Work in Progress  
**PREPARED BY:** Debra Jakubec, Executive Director

**Item 11.1**

MEETING DATE	REF.	ITEM	STATUS
2012/04/12	5.3	<b>Reporting Form For EFCL Representatives</b> "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	<b>Board Recruitment Plan</b> "That the EFCL Executive Committee prepare a Board Recruitment Strategy for the Board's consideration."	
2015/05/12	5.3	<b>Rink Roof Funds For Newton Community League</b> "That the EFCL set aside \$72,673 for the Newton Community League rink roof project and that a status report be brought back to the EFCL Board in the fall (before October 25, 2016)"	Completed
2015/05/12	5.6	<b>Solar and Energy Transition Program</b> "That the EFCL proceed with the Solar and Energy Efficiency Program and allocate \$5,000 from its unrestricted reserves to help finance this initiative."	Completed
2015/06/09	5.2	<b>Growth Strategy Work Plan/Preparation of 3-Year Budget</b> "That the EFCL Executive Committee, in concert with the Executive Director, prepare a three-year budget."	Completed
2015/06/09	5.3	<b>Alberta Culture Days</b> "That the EFCL ask the Minister of Culture to change the timing of Alberta Culture Days so that it coincides with the Federation's annual Community League Day."	
2016/07/14	9.2	<b>NPDP Administration Report</b> C. Shannon to contact R. Jevne's office at Parks and Facilities Branch regarding a meeting and report back to D. Jakubec who will report back to the Board in this regard.	