



EDMONTON FEDERATION OF COMMUNITY LEAGUES

BOARD OF DIRECTORS

REGULAR MEETING PACKAGE

DATE: Thursday, November 10, 2016

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

LOCATION: EFCL Office, 7103—105 Street

EFCL Board Planning Calendar November, December, 2016 & January, 2017

November

2016

- 10 EFCL Board Meeting
- 21 City of Edmonton Citation Award For Rob Agostinis
- 24 Introduction of Exec. Director At City Council
- 26 Influencing Decision Makers
- 28 EFCL Service Package Presentation—Tentative
- 30 EFCL Planning & Development Committee Meeting

December

2016

- 03 Walking Program Leaders Celebration & Sharing
- 08 EFCL Holiday Party & Board Meeting
- 23-31 EFCL Office Closed

January

2017

- 03 EFCL Office ReOpens
- 12 EFCL Board Meeting
- 15-16 EFCL Casino
- 25 EFCL Planning & Development Committee Meeting

Edmonton Federation of Community Leagues

Item 1.0

Board of Directors Regular Meeting

EFCL Office: 7103—105 Street

Thursday, November 10, 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 Welcome And Introduction of New Board Members**
- 4.0 Approval of Minutes**
 - 4.1 October 13, 2016 (Attached)**
- 5.0 Decision Items (7:15 PM)**
 - 5.1 Winter Design Guidelines (pg. 4)**
 - 5.2 Leagues Alive And Other Training (pg. 5)**
 - 5.3 City of Edmonton Sandbox Program (pgs. 6-7)**
 - 5.4 Alberta Charitable Fundraising Act (pgs. 8-16)**
 - 5.5 District Representation And 2017 District Meetings (pgs. 17-21)**
 - 5.6 Conflict of Interest Policy Change (pg. 22)**
 - 5.7 Community League Formation (pg. 23)**
- 6.0 News From The City Of Edmonton (7:30 PM)**
 - 6.1 News From The City Of Edmonton (pgs. 24-27)**
- 7.0 Exemptions**
- 8.0 Board Reports**
 - Coffee Break (8:00 PM) -----**
- 9.0 Staff Reports (8:10 PM)**
 - 9.1 Executive Director's Report (pgs. 28-29)**
 - Influencing Decision Makers Workshop, Grant Application Update, Pixel Blue Sponsorship, Green Leagues Coordinator, Media Workshop, Re-allocation of Funds For The Newton Rink Roof**
- 10.0 Work In Progress (pg. 30)**
- 11.0 District Updates/Feedback (8:30 PM)**
- 12.0 Private Matters (9:00 PM)**
- 13.0 Next Meeting/Announcements**
 - 13.1 Thursday, December 08, 2016, Meeting at 6:00 PM, Office of The EFCL, 7103—105 Street**
 - 13.2 Holiday Mixer With Staff, Thursday, December 08, 2016 4:30 PM to 6:00 PM**
- 14.0 Adjournment**
 - 9:30 PM**

5.0 Decision Items

MEETING DATE : November 10, 2016

Item 5.1

AGENDA ITEM # : 5.1 – Winter Design Guidelines

PREPARED BY: Elaine Solez, EFCL Planning & Development Committee

Recommendation:

- 1. That EFCL support the Winter Design Guidelines and Policy when presented to City Council.**
- 2. That EFCL inform leagues about the guidelines when they are finalized so that leagues can consider them when planning parkland improvements or planning a new hall or additions or renovations to their hall.**

Background:

The EFCL Planning Advisor was involved in the development of the Winter Design Guidelines. The draft Guidelines were presented at the Winter City Conference in 2015 and have been reviewed within the City Administration and outside Winter City experts. The Guidelines and the Policy will be considered by Council's Urban Planning Committee on November 23 and are expected to be ratified by Council at its November 29-30 meeting.

The overall purpose of the guidelines is to apply a winter lens when designing neighbourhoods, streets, buildings and parks to enhance the winter experience, activate outdoor spaces and encourage outdoor activities in winter. Designing with a winter lens considers how to capture sunlight, block wind, use "warm" materials like wood, and use colour and light to make being outdoors in winter more pleasant and inviting. The policy directs city staff to apply the guidelines in their work. The guidelines provide information on ways to achieve the winter design goals and outcomes:

Streetscape Goal: Design our communities for winter comfort, safety, access and aesthetic appeal.

- Outcomes:

- 2.1 Built Form and Public Realm Interface: Buildings are designed to create a better microclimate and a more vibrant and inviting public realm.
- 2.2 Streetscape Elements and Linkages: Streets are vibrant and attractive people-places in all seasons.

Open Spaces Goal: Design elements for winter fun, activity, beauty and interest.

- Outcomes:

- 2.3 Site Design: Parks and open spaces are used and enjoyed year-round.
- 2.4 Winter Infrastructure: Public spaces support outdoor winter programming, recreation and everyday winter life.

MEETING DATE : November 10, 2016
AGENDA ITEM # : 5.2 – Leagues Alive And Other Training
PREPARED BY: Debra Jakubec, Executive Director

Item 5.2

Recommendation:

That The EFCL continue a one-day Leagues Alive event and also do other training throughout the year.

Background:

A draft calendar has been developed for Leagues Alive and other Training to be held throughout the year.

A half day 'mini' Leagues Alive will be held in February focusing on ***Recruitment, Retention and Diversity*** followed by networking and lunch.

A full day Leagues Alive event with workshops and networking time will be held in the fall. Topics for this Leagues Alive will focus on ***Being a High Functioning Board*** with networking sessions.

Two-hour monthly or bi-monthly (every two months) workshops will be held throughout the year, funds permitting.

MEETING DATE : November 10, 2016
AGENDA ITEM # : 5.3 – City of Edmonton Sandbox Program
PREPARED BY: Debra Jakubec, Executive Director

Item 5.3

Recommendation:

That the EFCL board of directors discuss this issue and determine if we should communicate an alternative to the City.

Background:

*October 28, 2016
Memorandum*

Last year, when the City was looking for efficiencies to reduce costs, the Community Sandboxes program was identified as a potential reduction. This decision was approved as part of the [budget process in 2015](#) (see page 27), and will save approximately \$300,000 in taxpayer dollars annually.

Instead of offering free sand for the public at community centres across the city, sand will now be provided at the five Roadway Maintenance yards. By putting them in front of the yards, the resources to fill them will be minimal.

Sand is available in front of the entrances of the following yards:

- Central: 10517 - 95 Street
- Northeast: 13003 - 56 Street
- Southeast: 5409 - 59 Avenue
- Southwest: 14710 Ellerslie Road (on the roadway beside the eco station)
- Northwest: 14320 - 114 Avenue

By having sand in all the districts across the City, we are still making sure that it is available to those who need it, no matter where they live. Citizens can also visit a retailer to purchase an inexpensive bag of sand.

Additionally, we are offering sandboxes (with City of Edmonton identification removed) to community leagues should they wish to manage the boxes themselves. If a community league is interested in maintaining their own sandbox, a request can be put forth through this form: <https://goo.gl/forms/kE9O15o2KSTLeHox1>.

For questions, please email parksandroads@edmonton.ca.

The EFCL has received two calls of complaint about this issue and one email (see below). Additionally, we were cc'd on a communication between a community league President and their CRC.

Email Complaint:

Subject: *Re: EFCL ENews: New board member, Rink Contest, sand boxes, upcoming workshops*

Very unhappy that the city will not be supplying serviced sand boxes in Community League areas. These have been very convenient for seniors & those who do not drive to obtain sand for their walks. I doubt any Community Leagues will ask for and maintain their own boxes. Look out for more slippery walks this winter. Very poor choice for the city to try to save budget money in a Winter City. There are many other places for savings – I guess they will be able to collect more fines from citizens for slippery walks.

Cc'd email:

Subject: *Community Sandboxes*

Hi Rhonda,

Can you please provide me with the appropriate contact regarding the community sandboxes survey? We had two sandboxes removed without any prior warning, so would like to find out if we can get both replaced. I also need some information about the volume of these containers in order to look at transport and storage of sand, so we can come up with some idea of cost to budget appropriately.

I completed the online survey for someone to contact me as well. As this is a new cost to community leagues, we need more information to make an informed decision about this.

Thanks,

MEETING DATE : November 10, 2016
AGENDA ITEM # : 5.4 – Alberta Charitable Fundraising Act
PREPARED BY: Debra Jakubec, Executive Director

Item 5.4

Recommendation:

That the EFCL board of directors approve registration to the Charitable Fundraising Act of Alberta.

Background:

All non-profit and charitable organizations that raise more than \$25,000 per year in Alberta are required to register.

The purposes of this Act and Registration are:

- to ensure organizations follow a set of guidelines related to fundraising,
- to ensure that the public has sufficient information to make informed decisions when making contributions to a charitable organization or for a charitable purpose, and
- to protect the public from fraudulent, misleading or confusing solicitations and to establish standards for charitable organizations and fundraising businesses when making solicitations.



Charitable Fund-raising

This publication is intended to provide general information only and is not a substitute for legal advice.

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Do you ask Albertans to donate to fund-raising campaigns? Do you solicit contributions that will be used for a charitable purpose? If you do, you must follow the rules that are set out in Alberta's *Charitable Fund-raising Act and Regulation*. These rules exist to ensure the public has sufficient information to make informed decisions and to protect potential donors from false and misleading requests for donations.

The law in Alberta requires many charitable organizations to be registered. This publication tells you exactly who needs to be registered and how to apply. It also explains the rules and standards of practice that must be followed by anyone who asks for charitable donations – whether you are registered as a charitable organization or not.

You can view the *Charitable Fund-raising Act and Regulation* on the Service Alberta website www.servicealberta.ca > Businesses/ Charities > Charitable Organizations > Legislation > Charities and Fund-raisers). If you wish to purchase copies, contact the Queen's Printer Bookstore at www.qp.alberta.ca or by phone 780-427-4952. Call toll-free at 310-0000 and follow the instructions.

If you have questions about any of the information provided in this publication contact Service Alberta Consumer Contact Centre toll-free at 1-877-427-4088.

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- **DEFINITIONS**
- **Solicitation:** a direct or indirect request for a contribution if it is
- either stated or implied that the contribution will be used for a
- charitable purpose.
-
- **Charitable purpose:** any philanthropic, benevolent, educational,
- health, humane, religious, cultural, artistic, or recreational purpose.
-

CONSUMER TIPS

RULES FOR CHARITABLE ORGANIZATIONS AND FUND-RAISING BUSINESSES

- A charitable organization or fund-raising business must not imply that they are endorsed by the Government of Alberta.
- A charitable organization or fund-raising business must not claim that anyone sponsors or approves of their cause without the written consent of the parties involved.
- No one may ask for donations for any charitable purpose or charitable organization or use their emblem or printed matter, without their written consent.
- A charitable organization or fund-raising business must use their best efforts to remove a person's name from their donor list and stop sending requests for donations if asked to do so.
- A charitable organization or fund-raising business cannot say they are asking for contributions to be used for a specific charitable purpose if the contributions will not be used in that way.
- A charitable organization or fund-raising business cannot make false statements or misrepresent facts in their solicitations.
- Anyone who has made a contribution to a charitable organization can apply to the Court of Queen's Bench for an order. The Court may require the charity to:
 - return the contribution or amount equal to it
 - use the money for the purpose for which it was donated
 - make a public declaration about the use or misuse of contributions.

Do you ask Albertans to donate to fund-raising campaigns? Do you solicit contributions that will be used for a charitable purpose? If you do, you must follow the rules that are set out in Alberta's *Charitable Fund-raising Act and Regulation*.

CONSUMER TIPS

STANDARDS OF PRACTICE

The following standards of practice were developed in consultation with charities and fund-raising businesses and apply to all charitable organizations and fund-raising businesses:

1. Charitable organizations and fund-raising businesses must comply with all relevant municipal, provincial, and federal laws.
2. Charitable organizations and fund-raising businesses must advocate, within the organization, adherence to all applicable laws and Standards of Practice.
3. The principals, directors, managers and employees of charitable organizations and fund-raising businesses that must comply with these Standards must effectively disclose to their organization all conflicts of interest and all situations that might be perceived as a conflict of interest.
4. Charitable organizations and fund-raising businesses must give donors the opportunity to have their names removed from lists that are sold, rented, or exchanged with other organizations.
5. Charitable organizations and fund-raising businesses must not disclose any personal and confidential information about donors or prospective donors outside the work environment, and within the work environment only as appropriate.
6. Charitable organizations must, to the best of their ability, ensure that contributions are used in accordance with donors' intentions and obtain the explicit consent of a donor or the donor's representative before altering the conditions of a gift.
7. Charitable organizations must use accurate and consistent accounting methods that conform to the appropriate guidelines adopted by the Canadian Institute of Chartered Accountants (CICA).
8. Charitable organizations and fund-raising businesses must not take unfair advantage of a donor or prospective donor for their own advantage or benefit.

CONSUMER TIPS

REGISTERING AS A CHARITABLE ORGANIZATION

You must register as a charitable organization in Alberta if:

- you intend to raise more than \$25,000 in gross contributions in your financial year from solicitations to individuals in Alberta
- you will use the services of a fund-raising business
- you have raised more than \$25,000 without intending to (in this case, you have 45 days after your contributions reach \$25,000 to apply for registration).

Some charitable organizations believe that if they are registered under another piece of legislation that they do not have to register under the *Charitable Fund-raising Act*. This is not true. The requirement to register in Alberta as a charitable organization applies to societies that are registered under the *Societies Act*, businesses including corporations and sole proprietorships, as well as charities that have registered with Canada Revenue Agency.

You do not have to register as a charitable organization in Alberta if:

- you only ask your members and their immediate families for contributions
- you ask for goods (e.g. office furniture) or services that will be used for administration within your organization or for other non-charitable purposes

- you raise funds through an event that is authorized by the Alberta Gaming and Liquor Commission (e.g. a raffle, pull tickets, a bingo, or casino).

How to Register

You must complete an application form which you can obtain from any of the following:

- Service Alberta's website www.servicealberta.ca/Charitable_Organizations.cfm
- Service Alberta's Consumer Contact Centre
1-877-427-4088
- Consumer Services Licensing Office in Edmonton
3rd floor, Commerce Place
10155 – 102 Street
Edmonton, AB T5J 4L4

Provide all the information asked for in the application. Only a person who is authorized to sign on behalf of your organization can sign the completed application. If you are a new applicant, you must include a copy of your solicitation materials and canvassing scripts.

You may return your completed application form by mail or in person to our office. The registration fee is \$60, payable to the Minister of Finance, which you must submit with your completed application. The fee can be paid by cash, personal cheque, money order, Master Card or VISA.

If you are renewing your registration, you also have the option of using our online registration system PABLO (Province of Alberta Business Licensing Online). Visit our website for more information www.servicealberta.ca.

CONSUMER TIPS

Once your application is approved, Service Alberta will send you a Certificate of Registration. If Service Alberta proposes to refuse your registration, you will also be notified and will have an opportunity to make representations before a decision is made.

An application could be refused if the organization or any of its directors, officers or managers was convicted within the five-year period prior to the application, of an offence that would be unsuitable for an organization or individual who will deal with contributions or ask for donations. A registration could also be refused if there are reasonable grounds to believe that your charitable organization or any of its directors, officers or managers may not follow the *Charitable Fund-raising Act*, the Regulation or the Standards of Practice.

If any information you provide in your application changes at any time during your registration, you must notify Service Alberta. You have 30 days from the date of the change to inform Service Alberta of the change. Send your new information to:

Consumer Programs, Service Alberta
3rd floor, Commerce Place, 10155-102 Street
Edmonton, Alberta T5J 4L4

**If you make
a monetary
contribution,
request a receipt.**

USING A FUND-RAISING BUSINESS

Some charitable organizations hire a fund-raising business to conduct their solicitations or to manage their fund-raising activities. All fund-raising businesses must be licensed and provide security.

You can check to be sure a fund-raising business is licensed by visiting the Service Alberta website www.servicealberta.ca>Businesses/Charities>Charitable Organizations>Search for a Business, Charity or Fund-raiser.

You can check out the reputation of a fund-raising business by asking other charitable organizations who have hired the fund-raising business in the past.

If a fund-raising business will manage your fund-raising activities or ask donors for charitable contributions on your behalf, you must have a written agreement with the fund-raising business. The written agreement must include the following:

- The terms and conditions to which both parties have agreed
- The duties and responsibilities of both parties
- An estimate of the contributions you expect
- An estimate of the expenses and costs
- A description of how the charitable contributions will be solicited
- A description and specific price of any goods or services that will be sold
- The bank account where monetary contributions will be deposited

CONSUMER TIPS

- The address, contact name and phone number for both the charitable organization and the fund-raising business
- The amount you will pay the fund-raising business for their services (i.e. a specific amount of money, a specified percentage of the gross contributions or a combination of these two payment approaches).
- Records of all transactions of the bank account used by the fund-raising business and a record of the names of the signing officers of the charitable organization authorized to deal with the account

Service Alberta may ask a charitable organization to provide its most recent financial statements.

Financial statements must itemize **all** of the following:

KEEPING RECORDS

Charitable organizations and fund-raising businesses that make solicitations must maintain complete and accurate financial records of their operations in Alberta and records regarding the solicitations made in Alberta for at least three years after the solicitations are made. This would include:

- All the expenses that were incurred to solicit contributions
- The gross contributions received
- A summary of disposition of contributions (with a separate description of each disposition equal to or greater than 10% of the gross contributions received)
- Original or true copies of financial statements
- Samples of the kind of information given to potential donors, including any solicitations materials and telephone scripts
- The total amount paid as remuneration to employees of the charitable organization whose duties involve fund-raising
- Copies of receipts for all monetary contributions
- The amount of remuneration paid to the fund-raising business used, if applicable.
- If a fund-raising business was used, a true copy of the fund-raising agreement

Charitable organizations and fund-raising businesses that make solicitations must maintain complete and accurate financial records.

CONSUMER TIPS

DONORS' RIGHTS

Information that must be provided to donors

A fund-raising business or a charitable organization that intends to receive more than \$25,000 in contributions during their financial year from Albertans is required by law to give you the following information verbally or in writing (and adequate time to review it) before they accept a contribution:

- The name of the charitable organization for which the donation is being requested
- The cost of fund-raising and how much they expect to raise
- The charitable purpose that the contributions will be used for
- The corporate and business address of the charitable organization and the place of incorporation (if applicable)
- The name and phone number of a contact person employed by the charity whom the donor can call for further information.

If the charitable organization is using a fund-raising business, they must also tell you the operating name and full legal name of the fund-raising business as well as whether they are being paid a specific dollar amount or a specified percentage of the contributions they raise.

Information that must be provided on request

Any charitable organization or fund-raising business that asks for contributions must provide the following information to anyone who requests it:

- A copy of the organization's most recent financial statement (a reasonable fee may be charged for photocopying and postage)
- Information about how and where the money will be spent
- The percentage of the gross contributions that is spent directly for charitable purposes (and not for administration or other purposes).

Receipts

Charitable organizations and fund-raising businesses must give you a receipt if you request one. If you make a monetary contribution, request a receipt.

If any information you provide in your application changes at any time during your registration, you must notify Service Alberta.

CONSUMER TIPS

FOR MORE INFORMATION

Consumer Contact Centre

Edmonton: 780-427-4088

Toll-free in Alberta: 1-877-427-4088

www.servicealberta.ca

Queen's Printer Bookstore

You may purchase Acts and regulations from the Queen's Printer

Bookstore: 10611 - 98 Avenue, Edmonton, Alberta T5K 2P7

Edmonton: 780 427-4952

Toll-free in Alberta: 310-0000 then 780-427-4952

These are also free for you to download in the "pdf" or "html" formats at www.qp.alberta.ca

Canada Revenue

Canada Revenue Agency registers qualifying organizations as charities, gives technical advice on operating a charity, and handles audit and compliance activities.

Toll-free 1-800-267-2384

www.cra.gc.ca/charities

Alberta Gaming

The Alberta Gaming and Liquor Commission licenses and manages charitable gaming activities in Alberta (bingo, casino, raffle, and pull-ticket events).

St. Albert: 780-447-8600

www.aglc.ca

A current version of this and other consumer publications are available at the Service Alberta website www.servicealberta.ca. Most public libraries have Internet access if you don't have access at home.

If you need more copies of this publication, you have permission to photocopy.

 Alberta Service Alberta

MEETING DATE : November 10, 2016

Item 5.5

AGENDA ITEM # : 5.5 – District Representation And 2017 District Meetings

PREPARED BY: Debra Jakubec, Executive Director

Recommendation:

That the EFCL board of directors discuss and review the *General Duties* section of the current job description for board members. That the EFCL board of directors agree to lead District meetings, with staff organizational support, in 2017.

Background:

The current duties of board members only specify that board members *represent the district* (see below). The Fall General Meeting survey results demonstrate the desire for District Meetings. District Meetings have the potential to strengthen leagues, improve communications with the EFCL and build a stronger, more informed board.

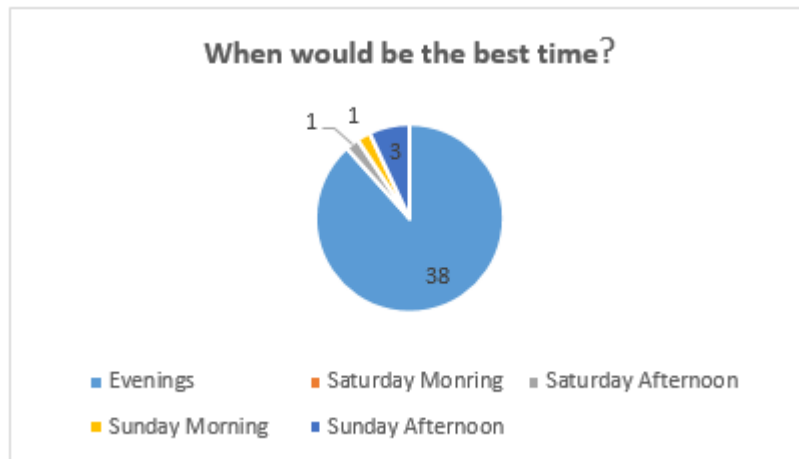
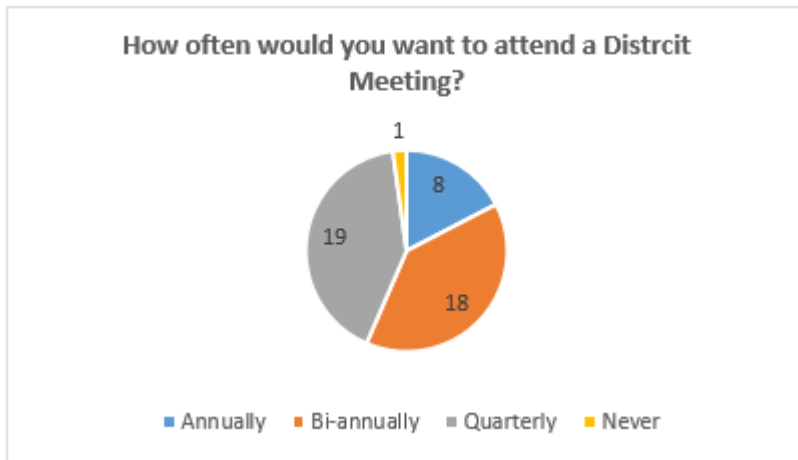
Items to consider and discuss:

- District meetings would allow the EFCL to be more closely involved with the Community Leagues within each District.
- District Meetings will add to the duties of individual board members.
- The board of directors could consider a different model to lessen the duties of individual board members.
- District Presidents and other board members would have more frequent opportunities to network and support/learn from each other.

Board of Directors Job Description - General Duties:

A Board Member is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel, and advocacy. The Board Member must:

1. Represent the District;
2. Develop, monitor, and review all Board policies;
3. Review the By-laws and recommend changes to the membership;
4. Review the Board's conduct and monitor its performance to ensure compliance with the By-laws and policy;
5. Assist in developing and maintaining positive relations among the Board, committees, and communities to enhance the Society's mission;
6. Participate in establishing policy and other recommendations received from the Board, its standing committees, and staff;
7. Participate in the development of the Society's organizational plan, annual review, and budget;
8. Participate in developing an evaluation policy regarding the Executive Director and Board Members;
9. Provide input to the Executive Committee regarding the performance of the Executive Director semi-annually;
10. Prepare and present an annual report at the Annual General Meeting;
11. Prepare and present report(s) at Board Meetings.



TRENDS: How would regular District Meetings benefit you and your leagues?

- 5 respondents: There are already Area Council meetings, so no need for District meetings
- 3 respondents: Neutral about meetings, Not sure that we need to
- 9 respondents: Would be beneficial to communicate and share information between neighbouring leagues, more info from EFCL
- 12 respondents: Would be beneficial to network with peers and get to know other Directors and each other
- 4 respondents: Useful to let leagues know what the EFCL is doing and going on in a district

Area Councils

EFCL also collaborates on mutual issues and opportunities with Edmonton's area councils, which are not-for-profit societies working on behalf of a cluster of community leagues. Area councils are organized to represent different sections of the city, some of which approximate EFCL districts.

Following is a table showing the neighbourhoods contained within each Area Council and the corresponding EFCL district with its neighbourhoods.

Area Council

EFCL District

Area Council	EFCL District
<p>Area Council 1</p> <p>Athlone Community League Calder Community League Kensington Community League Lauderdale Community League Rosslyn Community League Wellington Park Community League</p> <p>Castle Downs Recreation Society</p> <p>Baturyn Community League Caernarvon Community League Carlisle Community League Cumberland/Oxford Community League Dunluce Community League Lorelei/Beaumaris Community League</p>	<p>District A</p> <p>Athlone Community League Baturyn Community League Caernarvon Community League Calder Community League Carlisle Community League Cumberland/Oxford Community League Dunluce Community League Kensington Community League Lauderdale Community League Lorelei/Beaumaris Community League Wellington Park Community League</p> <p>Griesbach Community League</p>
<p>Area Council 2</p> <p>Balwin Community League Belvedere Community League Delwood Community League Glengarry Community League Killarney Community League Rosslyn Community League</p> <p>Area Council 17</p> <p>Evansdale Community League Kilkeny Community League McLeod Community League Northmount Community League Lago Lindo Community League Londonderry Community League Steele Heights Community League</p>	<p>District B</p> <p>Balwin Community League Belvedere Community League Delwood Community League Evansdale Community League Glengarry Community League Kilkeny Community League Killarney Community League Lago Lindo Community League Londonderry Community League McLeod Community League Northmount Community League Rosslyn Community League Steele Heights Community League</p>
<p>Clareview and District Area Council</p> <p>Bannerman Community League Edmonton Evergreen Community Association Fraser Community League Hairsine Community League Homesteader Community League Horse Hill Community League South Clareview Community League</p>	<p>District C</p> <p>Bannerman Community League Edmonton Evergreen Community Association Fraser Community League Hairsine Community League Homesteader Community League Horse Hill Community League South Clareview Community League</p>
<p>West Edmonton Communities Council</p> <p>Aldergrove Community League Belmead Community League Callingwood/Lyburn Crestwood Community League Elmwood Community League Glastonbury Community League Glenwood Community League Jasper Park Community League La Perle Community League Laurier Heights Community League Lessard Community League Lewis Estates Community League Lynnwood Community League Meadowlark Community League Parkview Community League Rio Terrace Community League Summerlea Community League Thorncliff Community League Wedgewood Ravine Community League West Jasper/Sherwood Community League West Meadowlark Community League Westridge/Wolf Willow/Country Club Community League Westview Village Community League Willowby Community League</p>	<p>District D</p> <p>Aldergrove Community League Belmead Community League Callingwood/Lyburn Community League Glastonbury Community League La Perle Community League Lessard Community League Lewis Estates Community League Rio Terrace Community League Summerlea Community League Thorncliff Community League Wedgewood Ravine Community League Westridge/Wolf Willow/Country Club C. L. Westview Village Community League Willowby Community League</p> <p>District E</p> <p>Britannia Youngstown Community League Canora Community League Crestwood Community League Elmwood Community League Glenora Community League Glenwood Community League Grovenor Community League High Park Community League Jasper Park Community League Laurier Heights Community League Lynnwood Community League Mayfield Community League McQueen Community League Meadowlark Community League North Glenora Community League Parkview Community League West Jasper/Sherwood Community League West Meadowlark Community League</p> <p>Cameron Heights Secord Community League The Hamptons Community League</p>

Area Council

None

None

Terwillegar Riverbend Advisory Council

Brookview Community League
 Greater Windermere Community League
 Hodgson Community League
 Ogilvie Ridge Community League
 Riverbend Community League
 Terwillegar Community League
 The Ridge Community League

Central Area Council of Community Leagues

Allendale Community League
 Belgravia Community League
 Empire Park Community League
 Garneau Community League
 Lendrum Community League
 McKernan Community League
 Parkallen Community League
 Pleasantview Community League
 Queen Alexandra Community League
 Rosedale Community League
 Strathcona Community League
 Windsor Park Community League

South East Community Leagues Association

Avonmore Community League
 Capilano Community League
 Forest/Terrace Heights Community League
 Fulton Place Community League
 Gold Bar Community League
 Holyrood Community League
 Idylwyde Community League
 Kenilworth Community League
 Ottewell Community League
 Strathearn Community League

EFCL District

District F
 Boyle Street Community League
 Central McDougall Community League
 Dovercourt Community League
 Downtown Edmonton Community Association
 Inglewood Community League
 McCauley Community League
 Oliver Community League
 Prince Charles Community League
 Prince Rupert Community League
 Queen Mary Park Community League
 Riverdale Community League
 Rosedale Community League
 Sherbrooke Community League
 Westmount Community League
 Woodcroft Community League

District G
 Alberta Avenue Community League
 Beacon Heights Community League
 Bellevue Community League
 Beverly Heights Community League
 Delton Community League
 Eastwood Community League
 Elmwood Park Community League
 Highlands Community League
 Montrose Community League
 Newton Community League
 Parkdale/Cromdale Community League
 Spruce Avenue Community League
 Westwood Community League

District H
 Brookview Community League
 Greater Windermere Community League
 Hodgson Community League
 Ogilvie Ridge Community League
 Riverbend Community League
 Terwillegar Community League
 The Ridge Community League

District I
 Allendale Community League
 Argyll Community League
 Belgravia Community League
 Empire Park Community League
 Garneau Community League
 Grandview Heights Community League
 Hazeldean Community League
 Lendrum Community League
 McKernan Community League
 Parkallen Community League
 Pleasantview Community League
 Queen Alexandra Community League
 Ritchie Community League
 Strathcona Community League
 Windsor Park Community League

District J
 Avonmore Community League
 Bonnie Doon Community League
 Capilano Community League
 Cloverdale Community League
 Forest/Terrace Heights Community League
 Fulton Place Community League
 Gold Bar Community League
 Holyrood Community League
 Idylwyde Community League
 Kenilworth Community League
 King Edward Park Community League
 Ottewell Community League
 Strathearn Community League
 Twin Parks Community League

South West Area Council

Blackmud Creek Community League
 Heritage Point Community League
 Aspen Gardens Community League
 Blue Quill Community League
 Brookview Community League
 Duggan Community League
 Ermieskin Community League
 Greater Windermere Community League
 Greenfield Community League
 Hodgson Community League
 Lansdowne Community League
 Malmo Community League
 Oglvie Ridge Community League
 Riverbend Community League
 Royal Gardens Community League
 Terwillegar Community League
 Twin Brooks Community League
 Yellowbird East Community League
 The Ridge Community League

District K

Blackmud Creek Community League
 Heritage Point Community League
 Aspen Gardens Community League
 Blue Quill Community League
 Duggan Community League
 Ermieskin Community League
 Greenfield Community League
 Lansdowne Community League
 Malmo Community League
 Royal Gardens Community League
 Twin Brooks Community League
 Yellowbird East Community League

Millwoods Presidents Council

Burnewood Community League
 Knottwood Community League
 Lakewood Community League
 Leefield Community League
 Millhurst Community League
 North Millbourne Community League
 Ridgewood Community League
 Southwood Community League
 The Meadows Community League
 Woodvale Community League

District L

Burnewood Community League
 Ellerslie Community League
 Knottwood Community League
 Lakewood Community League
 Leefield Community League
 Millhurst Community League
 North Millbourne Community League
 Ridgewood Community League
 Southwood Community League
 The Meadows Community League
 Woodvale Community League

Fulton Meadows Community League
 Summerside Community League

MEETING DATE : November 10, 2016
AGENDA ITEM # : 5.6 – Conflict of Interest
PREPARED BY: Debra Jakubec, Executive Director

Item 5.6

Recommendation:

That the EFCL board of directors update the Conflict of Interest Policy to include the changes proposed below to ensure good governance.

Background:

Governance policy generally has two statements that are standard operating procedure: a) board members are not eligible for employment unless they resign and apply for a position, and b) that employees are not eligible to serve as board members for a number of years after departure, generally 2-4 years. The time period is usually determined by the board of directors.

The EFCL has a statement regarding board members and employment but does not have a statement regarding employees. It is recommended that the following update in italics below be added to Section 2 Governance Policy – 2.3.4 Conflict of Interest, Subsection 2. Responsibilities

Board and committee members are not eligible for employment or service contracts with EFCL during their tenure. If a member wishes to apply for a paid position, he/she must immediately withdraw from active participation on the board or committee. If he/she is the successful candidate, he/she must immediately resign their board or committee position upon accepting the job.

Former staff members are not eligible to apply for a board of director position until (two or four) years from the date of their resignation or departure.

MEETING DATE : November 10, 2016
AGENDA ITEM # : 5.7 – Community League Formation
PREPARED BY: Debra Jakubec, Executive Director

Item 5.7

Recommendation:

The the EFCL Board of Directors discuss and determine if a policy should be drafted, with input from the City of Edmonton, on the process used to form a new community league.

Background:

Currently, there is no clear policy or guide around forming a new community league.

6.0 NEWS FROM THE CITY OF EDMONTON

MEETING DATE : November 10, 2016
AGENDA ITEM # : 6.1 – News From The City Of Edmonton
PREPARED BY: Marlene Kankkunen, Office of Great Neighbourhoods

Item 6.1

News From The City Of Edmonton EFCL Board Meeting, November 10, 2016



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

Imagine Jasper Avenue Drop-in Open House - November 30, 2016

Based on feedback from the public, business owners and additional stakeholders, technical studies, and City policies and guidelines, design options have been developed for the avenue's reconstruction from 109 Street to 124 Street.

Come review and provide feedback on the design options. Your feedback will be used to refine and determine the preferred design option that will be presented to City Council.

Date: Wednesday, November 30, 2016

Location: Oliver School

Address: 10227 118 Street (please use east side doors)

Time: 4:30-8:30pm with presentation at 5pm and 7pm (repeat)

Website: edmonton.ca/ImagineJasperAvenue Email: imaginejasperavenue@edmonton.ca

Community Sandboxes

Last year, when the City was looking for efficiencies to reduce costs, the Community Sandboxes program was identified as a potential reduction. This decision was approved as part of the [budget process in 2015](#) (see page 27), and will save approximately \$300,000 in taxpayer dollars annually.

Instead of offering free sand for the public at community centres across the city, sand will now be provided at the five Roadway Maintenance yards. By putting them in front of the yards, the resources to fill them will be minimal.

Sand is available in front of the entrances of the following yards:

Central: 10517 - 95 Street

Northeast: 13003 - 56 Street

Southeast: 5409 - 59 Avenue

Southwest: 14710 Ellerslie Road (on the roadway beside the eco station)

Northwest: 14320 - 114 Avenue

By having sand in all the districts across the City, we are still making sure that it is available to those who need it, no matter where they live. Citizens can also visit a retailer to purchase an inexpensive bag of sand.

Additionally, we are offering sandboxes (with City of Edmonton identification removed) to community leagues should they wish to manage the boxes themselves. If a community league is interested in maintaining their own sandbox, a request can be put forth through this form: <https://goo.gl/forms/kE9O15o2KSTLeHox1>.

For questions, please email: parksandroads@edmonton.ca.

Transit Strategy

The Transit Strategy project will present a Strategic Direction Report to the Urban Planning Committee on December 7. This report provides a set of foundational Pillars and Guiding Principles that will form the basis of the Transit Strategy. The Transit Strategy will build upon these Guiding Principles to establish actions required for implementation. The Strategic Direction was developed through a balanced consideration of extensive public engagement conducted from August 2015 - June 2016 and technical knowledge regarding challenges and potential solutions.

The EFCL was invited to participate in two stakeholder workshops during this process. This project is connected to objectives in many Ways Plans, and is most directly associated with The Way We Move.

For information: edmonton.ca/whatmovesyou or contact Sarah Feldman at (780) 442-3321.

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

Board Governance: Emergent Thinking

The City is a sponsor of the upcoming Board Leadership - Emergent Thinking 2016 event on November 19th from 8am-4pm at Lister Centre, University of Alberta. The Theme this year is Diversity and Inclusion. For more information and to register visit [Board Leadership Edmonton](#).

Child Friendly Edmonton Community Workshop and Play Training

Child Friendly Edmonton is pleased to be hosting the following events in celebration of [National Child Day on November 20th](#).

Community Workshop

Thursday, November 17, 7 pm - 8:30 pm

City Hall Foyer

*This free workshop is especially appropriate for anyone who is working with children and community organizations.

Join us in helping shape Child Friendly Edmonton's future plans to make our city a great place for children and families. Learn about innovative and leading practice relating to child friendly cities, play, engagement of children, child development and much more.

We are offering an evening talk to hear from several dynamic national leaders who will be featured at the International Play Association World Conference in 2017. This workshop will be a condensed version of the Full Day Symposium. Light snacks will be provided. For more information and to register please visit: childfriendlyseries.eventbrite.ca.

Learning Through Play Training

Friday, November 18, 10 am - 1 pm

Santa Maria Goretti Centre

*This free training is applicable for community staff who work with children in various environments.

Do not miss this opportunity to learn from one of Canada's leading play advocates and President of the 2017 International Play Association (IPA) World Conference!

Pierre Harrison is a certified teacher in the province of Ontario and a play specialist. In 2003, Pierre launched PLAYLearnThink, a social enterprise focused on promoting the importance of play as an essential stepping-stone towards a healthy and fulfilling life. He has trained teachers, educators, recreation leaders, health care service providers, parents/caregivers and the general public on the importance of unstructured play in the healthy development of children. He has also spoken on the topic of play and learning for various audiences in Canada, the USA and Europe.

In this training you will explore the importance of play in the healthy development of children and loose parts play. Lunch will be provided. For more information and to register please visit: childfriendlyseries.eventbrite.ca.

Snow Angels

Snow Angels is expanding this year! In previous years, Snow Angels was exclusively a nomination for citizens who helped a neighbour in need. Approximately 150 Snow Angels have been recognized.

To encourage snow and ice removal, Snow Angels is moving to an education campaign and recognition model that supports citizens who shovel regularly and those who help a neighbour out.

Snow Angels is now in the hands of 30 communities and they each have 150 lawn signs to thank and recognize the citizens that 'do their part for their community'. That is up to 3500 Snow Angels being recognized - that's amazing! *Please note that Snow Angels only recognizes people who shovel and those who help their neighbours. It DOES NOT match volunteers to anyone who might need assistance.* For more information, please go to www.edmonton.ca/snowangels.

THE WAY WE GROW: Supports the 10-year Goal - <i>Transform Edmonton's Urban Form</i>
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Open House - Coliseum Transformation

The City is considering the Coliseum's future as a sport and recreation facility. Northlands has proposed a six-sheet arena. Now we want your ideas to help us develop additional options for this Edmonton sports icon.

Date: Wednesday, November 16 and Thursday, November 17

Location: Multipurpose Room #6, Commonwealth Recreation Centre, 11000 Stadium Road

Time: 3-8pm

The City is exploring options to transform the Coliseum into a community-based sport and recreation centre. The project will include defining community needs and priorities through public engagement, as well as exploring partnership opportunities. The project is currently in the Concept Phase, with a request to bring two to three options back to Council in April 2017.

The City is investigating options that will align with the 2017-27 Recreation Facility Master Plan and 10-year Arena Strategy.

Upcoming Meetings, Events and Activities - November/December

November 8	City Council - Reports Include: University of Alberta South Campus Arena Project Business Case
November 9-13	Canadian Finals Rodeo and Farmfair International
November 11	Remembrance Day
November 12	Downtown Business Association Holiday Light Up on the Square
November 14	Media Event for Metis Week Proclamation
November 19	Santa's Parade of Lights
November 21	Community and Public Services Committee - Reports Include: MacEwen West Operating Models: Governance and Tenancy, University of Alberta South Campus Arena Project Business Case, Funding Models for Civic Services for City Festivals and Potential Rebate, Live Active Strategy, Youth Transit Access Project, Indoor Soccer Facility Construction Business Case
November 22	Executive Committee - Reports Include: Alberta First Responder Radio Communication System Access Agreement, CDC Community Development Corporation report
November 23	Community and Public Services Committee - Reports Include: Winter Design Policy and Guidelines
November 29	City Council - Reports Include: 2017 World Indigenous Games
December 5	Community and Public Services Committee - Reports Include: Body Rub Centres Task Force Recommendation 16 (SD), Enforcement Practices - Excessive Noise Related to Buskers, Excessive Noise Issues - Enforcement Update, Sliding Scale Fee Proposal for Low Income Edmontonians, Access to Medically Supervised Injection Services, Edmonton Spray Park Water Usage
December 6	Executive Committee - Reports Include: Approaches to Deal with Problem Properties
December 7	Urban Planning Committee - Reports include: Transit Strategy - Strategic Direction
December 8-15	City Council - Budget

9.0 STAFF REPORTS

MEETING DATE : November 10, 2016
AGENDA ITEM # : 9.1 – Executive Director’s Report
PRESENTED BY: Debra Jakubec, Executive Director

Item 9.1

Influencing Decision Makers

We will be holding a workshop, *Understanding the Role of Advocacy and Influencing Decision Makers*, for community leagues on Saturday, November 26 starting at 9 a.m. The location has not been determined as we are waiting on registration. Michael Phair and Janice Melnychuck will be two of our presenters. Then we will move into topics such as:

- How to present your ideas in a meaningful way that influences decision-makers
- How people respond to new ideas or ways of doing things
- Understanding human behavior related to decision making
- Insights on how people make decisions

Grant Application Update

Funder	Topic	Amount requested	Approved
New Horizons Federal Grant	Senior Walking Program	\$25,000	Waiting Early 2017
Sustainable Development Edmonton	Green Leagues Coordinator	\$87,000	Waiting
RPAD Provincial Grant	Programs in a Box In partnership with the Edmonton Sports Council.	\$25,000	Waiting November 15
Community Initiatives Program	Fund Raising Consultant	\$24,000	Waiting
Heritage Canada	100 th Anniversary Capital Project	\$500,000	Waiting
Canada 150	Community Building Grant	\$50,000	Waiting
LOI – Human Rights and Multiculturalism	Cultural Inclusion Project	\$56,580	Waiting
BMO	Indigenous Inclusion		Writing

Pixel Blue Sponsorship

Pixel Blue College is an Edmonton digital post-secondary institution that offers a unique education experience in all digital media. I have met with them and they have agreed to use their students to develop several animated videos for us and brand the Great Neighbour Race.

Green Leagues Coordinator

Along with David Dodge, we have submitted an application for a Green Leagues and anticipate that it will be approved. This funding will cover a full time staff member to assist Leagues with the Green Leagues Project including funding applications and project management. We have requested funding for two years and should have confirmation before the end of the year.

Media Workshop

We have asked for three proposals. Two will be submitting and we are waiting to hear back from a third. If this does go ahead, it will occur on December 8th, after the Board/Staff Mixer.

Re-Allocation of Funds For Newton Rink Roof

The executive director contacted Newton and the board representative believes that they have submitted and completed a business plan (see attached). In the transition between executive directors something may have been missed. *See attached business plan.

At the last board of directors meeting, a motion was passed stating that the EFCL Board proceed with the application to the City of Edmonton to reallocate the rink roof grant monies to another project. If the board does not retract this recent motion, a motion was passed at the September, 2015 board meeting stating that the funds were to be re-allocated for a portable warming hut.

15-09-10-05 MOVED: "That the EFCL Board recommend reallocating the Rink Roof program funds, to an EFCL portable warming hut."

By: G. Martinson / T. Elliott

CARRIED

J. Watson was opposed.

J. Watson was opposed due to his feeling that there could be unforeseen ongoing maintenance costs involved, and that the EFCL is not in the position to be purchasing assets. Discussion was that it could be left to the committee to explore what the implications of any maintenance issues might be, and that there would be many "checks and balances" in place with the potential purchase of such an item along the way.

A. Bolstad clarified that this motion would need to be approved by the EFCL Membership at the October AGM meeting, before a proposal for the reallocation of the Rink Roof funding can be brought before City Council.

The challenge is that in order to make this change, the request must be presented and approved by City Council.

10.0 WORK IN PROGRESS

MEETING DATE : November 10, 2016
AGENDA ITEM # : 10.1 – EFCL Work in Progress
PREPARED BY: Debra Jakubec, 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
2015/05/12	5.3	Rink Roof Funds For Newton Community League "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)"	
2015/06/09	5.3	Alberta Culture Days "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	NPDP Administration Report 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.	
2016/10/13	5.5	Board Recruitment Plan D. Jakubec to articulate a strong communications strategy to the Board for both EFCL Board and Planning Committee recruitment, including updated job descriptions, the desirable skills and interests, time commitment, effective use of electronic and social media (email, websites, Facebook, Twitter, etc.) for Board review.	
2016/10/13	9.1	Executive Director's Report—Malmo-Lansdowne District Change Request With L. Smith retiring from the Board, D. Jakubec advised she would ask J. Booth to follow-up on the status of the Malmo-Lansdowne District change request.	
2016/10/13	11.0	A media release should be done for the Community League Rink Opening Contest.	