



**EDMONTON FEDERATION OF COMMUNITY LEAGUES**

**BOARD OF DIRECTORS**

**REGULAR MEETING PACKAGE**

**DATE: Thursday, December 08, 2016**

**STAFF/BOARD MIXER: 5:00 PM / MEETING 6:30 PM**

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

## **EFCL Board Planning Calendar December, 2016, January, 2017, February, 2017**

### **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

### **February**

**2017**

- 09      EFCL Board Meeting
- 22      EFCL Planning & Development Committee Meeting
- 28      Winter General Meeting

**AGENDA**

- 1.0 Call To Order (6:30 PM)**
- 2.0 Agenda Review (pg. 3)**
- 3.0 Urgent Matters / Presentations**
  - 3.1 Community League Finance Study (pgs. 4-6)**  
Nora Begoray, EFCL Business Development Director
  - 3.2 Welcome And Introduction Of New Board Members**
- 4.0 Approval of Minutes**
  - 4.1 November 14, 2016 (Attached)**
- 5.0 Decision Items (6:40 PM)**
  - 5.1 Newton Business Plan, Rink Roof (pgs. 7-11)**
  - 5.2 Prospect List (Attached)**
- 6.0 News From The City Of Edmonton**
  - 6.1 News From The City Of Edmonton (pgs. 12-14)**
- 7.0 Exemptions**
- 8.0 Staff Reports (6:50 PM)**
  - 8.1 Executive Director's Report (pgs. 15-17)**  
- MGA And City Charter, Pixel Blue Sponsorship, Live Active Summit, Fundraising For 100th Anniversary Project, Community Development Corporation, Rink Race, Social Housing Project, Fall Survey Results, Grant Update
  - 8.2 Council Initiative on Public Engagement—Progress Report (pg. 18)**
- 9.0 Work In Progress (pgs. 19-20)**
- 10.0 District Updates/Feedback**
- 11.0 Next Meeting/Announcements**
  - 11.1 Thursday, January 12, 2017 at 6:00 PM,**  
Office of The EFCL, 7103—105 Street
- 12.0 Adjournment**  
**7:00 PM**
- 13.0 Media Workshop With Shawna Randolph (7:00 PM to 9:00 PM)**

### 3.0 URGENT MATTERS/PRESENTATIONS

**MEETING DATE :** December 08, 2016  
**AGENDA ITEM # :** 3.1 – Community League Finance Study  
**PREPARED BY:** Nora Begoray, EFCL Business Development Director

**Item 3.1**

#### Email to Community League Members describing the research:

Dear Fellow Community League Ambassadors:

Re: Request to attend your next board meeting and administer a research survey to executive.

My name is Nora Begoray. You may recognize this name as I am currently on staff with the Edmonton Federation of Community Leagues. (EFCL)

Before I became a staff member of the EFCL I was a long-time member of my community league of Parkallen. I held several roles with that executive including Social and Program Director, Chair of the Park Redevelopment Committee, Vice-president and President.

My passion for community leagues inspired me to apply with the EFCL. It also inspired me to obtain my Masters of Business Administration through Cape Breton University because it had a focus on Community Economic Development.

As part of my personal MBA program, I am starting a research project which I hope will assist the community leagues and their support organizations to provide timely data and analysis in an area of challenge.

In a recent fall 2016 survey by EFCL to community leagues regarding training interests - two of the top three requests were for workshops in *How to Be a Strong and Effective Board*, and *Finance/Accounting for All Board Members*. This research can assist in the development of this programming.

*"Good financial management is connected to every facet of the organization's operations – and it's essential to success." (Wallace Foundation).*

#### Research Purpose

The goal is to explore and identify the financial management knowledge and practices that volunteer board members demonstrate in fulfilling their duties within their Edmonton Community League role.

#### Research Description

Volunteer participants will be invited from a diverse cross section of Edmonton Community League boards to respond to a short confidential survey. There are X questions and it should take about Y minutes to complete. The responses collected will only be accessible to the researchers. The data, when reported, will be anonymized ( will not identify specific leagues or volunteers) and will be in aggregate form where possible to identify patterns and benchmarks. No personally identifiable information will be given out at any time.

Your league has been recommended to be involved...

Please let me know if your league is willing to participate. I would expect to spend 10 minutes at your meeting. First, I would describe the survey and research, then I would ask everyone at the table to participate and fill out the survey, I would then collect the responses, answer any questions that might have come up and offer some further financial management resources.

There would be one follow up contact with your treasurer to obtain some *league specific* information and that would be it. I look forward to hearing from you as soon as possible to make scheduling plans.

Best regards,  
*Nora Begoray*

I can be reached at the EFCL office, 780 437 2913 – [nora.begoray@efcl.org](mailto:nora.begoray@efcl.org) or via my cell phone at 780 893 3580 and personal email [nora.begoray@gmail.com](mailto:nora.begoray@gmail.com)

## Sample Survey Questions:

What is your role with the community league board?

What is the greatest value you feel your community league brings to your neighbourhood?

Choose **three**: What are the key factors that help make your league successful?

- Long time volunteers
- Strong leadership
- Fun events
- Appreciation for Community Tradition
- Strong financial management
- Good governance
- Other \_\_\_\_\_

Choose **three**: What are the key factors that give your league the most challenge?

- Recruiting volunteers
- Discouraged morale
- Demanding volunteer roles
- Ineffective meetings
- Unappreciated efforts
- Attracting needed skillsets *(eg. Experts in Social media, webpages, project management, fundraising, accounting.)*
- Lack of customized CL tools *(eg. Accounting programs, hall rental booking tools, 'how to' guides)*
- Outside influences *(eg. unhappy residents, city policies/administration, local infrastructure changes).*
- Other \_\_\_\_\_

## **INFORMED CONSENT**

**Masters of Business Administration (MBA) Community Economic Development  
Cape Breton University - Applied Research Project – Winter 2016, Spring 2017**

### **Research Purpose**

The goal is to explore and identify the financial management knowledge and practices that volunteer board members demonstrate in fulfilling their duties within their Edmonton Community League role.

This will benefit the community leagues and their support organizations to design capacity building initiatives and attract funding for capacity building tools and resources.

### **Researcher(s)**

MBA Candidate – Nora Begoray, Edmonton, Alberta  
[nora.begoray@gmail.com](mailto:nora.begoray@gmail.com), 780 893 3580

Primary Research Advisor - Heidi Weigand, MBA Instructor, [Heidi.Weigand@smu.ca](mailto:Heidi.Weigand@smu.ca)  
Secondary Research Advisor – Melissa Dobson, MBA Instructor, [Mdobson@nait.ca](mailto:Mdobson@nait.ca)

### **Research Description**

Volunteer participants will be invited from a diverse cross section of Edmonton Community League boards to respond to a short confidential survey. There are X questions and it should take about Y minutes. The responses collected will only be accessible to the researchers listed above.

The data, when reported, will be anonymized ( will not identify specific leagues or volunteers) and will be in aggregate form where possible to identify patterns and benchmarks. No personally identifiable information will be given out at any time.

The research report will be shared with the Edmonton Federation of Community Leagues to assist and add a value and benefit to the community league movement in Edmonton, prior to finalizing.

You may choose to cease your participation in this research at any time.

### **Informed Consent**

|   |
|---|
| I _____ have been informed of the purpose of this research and agree to participate in this survey. |
|---|

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

If you have any questions that have not been answered satisfactorily by the researchers named above, please contact the Vice Chair of the Research Ethics Board at Cape Breton University, Derrick Hayes, at (902)563-1312 or email [derrick\\_hayes@cbu.ca](mailto:derrick_hayes@cbu.ca)

## 5.0 Decision Items

**MEETING DATE :** December 08, 2016  
**AGENDA ITEM # :** 5.1 – Newton Business Plan, Rink Roof  
**PREPARED BY:** Rak Prasad, Newton Community League

**Item 5.1**

### **Recommendation:**

**That the EFCL board of directors approve and transfer the \$75,000 to Newton Community League for the construction of a rink roof.**

### **Background:**

- Summer 2015 Board Approval for Rink Roof Project - Done
- Fall 2016 Announcement to community - Done
- Spring 2016 Flyer drop for Project - Done
- Spring 2016 Quotes received and budget complete for Project - Done
- Spring 2016 Funding for Project (some completed / ongoing with more sponsors, (Oilers, EMHA, Lions)
- Summer 2016 2nd Flyer drop for Project - Done
- Fall 2016 Community Committee formed for Project - Done

### **(To be completed)**

- Winter 2016 Community input and door to door survey - (To be completed after getting acceptable verbiage for Project from CRC)
- Spring 2016 Construction of Project
- Summer 2016 Opening of Outdoor Canopy and City/ Community Event

## Newton Year Round Recreational Facility Business Plan



### Project Description

- Newton Community League is building a covered complex that dramatically expands the level of recreational facilities by providing:
- Up to 5 - 6 months of smooth, consistent quality ice supporting skating, ice hockey, figure skating, ringette, broomball and other winter activities.
- Outdoor sports under the cover gets protected from harsh weather conditions with the capability to play soccer, lacrosse, ball hockey and more.
- Community events such as large meetings, BBQs, block parties, farmer's markets, fitness classes, special events and occasions that provide comfort and peace-of-mind from the elements.

Global Resource Efficiency Services Copyright 2015



### **Pre-engineered Building Components**

| Rink Canopy Costing  | Budget               |
|--|----------------------|
| ➤ Circuit meter  | \$4,400              |
| ➤ Energy study   | \$7,500              |
| ➤ Geotech study  | \$9,800              |
| <ul style="list-style-type: none"> <li>➤ Steel structure 110' x220'</li> <li>➤ Class III – High usage,<br/>Collateral loading for 2 psf.<br/>1:12 roof slope</li> <li>➤ Engineered Foundation</li> <li>➤ 1 - 12'x 12' opening in the<br/>end wall</li> <li>➤ LED lights for inside<br/>canopy</li> <li>➤ Gutters &amp; downspouts</li> </ul> | \$550,000            |
| ➤ Solar powered outdoor<br>LED Lighting  | \$15,000             |
| ➤ 20 KW solar pv roof top<br>installation net metered.   | \$45,000             |
| ➤ New asphalt pad  | \$134,000            |
| <ul style="list-style-type: none"> <li>➤ New boards</li> <li>➤ Additional components</li> </ul>  | \$75,413<br>\$26,001 |
| Total cost   | \$867,114            |
| City 50%   | \$433,557            |
| Sponsorship/Grants   | \$72,000             |
| Financing Approved   | \$361,557            |

## **RINK PRO-FORMA**

A pro forma model anticipates maximum results, with particular emphasis on the projected cash flows, net revenues and (for taxable entities) taxes.

| REVENUE TYPE  |  | NOTES  |
|---|--|--|
| Winter October - March  |  |  |
| 35 hrs. of Prime Time rental per arena @ \$100/hr /wk<br>(5 pm to 10 pm = 5 hrs x 7 days = 35 hrs)      | Hockey<br>Figure Skating<br>Ball Hockey                | 35 hrs x \$100 = \$3,500 x 25 weeks = \$87,500 |
| 28 hrs. of marginal time rental per arena @ \$50/hr / wk<br>(12 noon to 4 pm = 4 hrs x 7 days = 28 hrs) | Hockey<br>Figure Skating<br>School Programs            | 28 hrs x \$50 = \$1,400 / 25 weeks = \$35,000  |
| Community use - free  |  | Public skating and shinny hockey               |
| Summer April - Sept   |  |  |
| 35 hrs. of Prime Time rental per arena @ \$100/hr/wk<br>(5 pm to 10 pm = 5 hrs x 7 days = 35 hrs)       | Ball hockey<br>soccer, volley<br>ball & basket<br>ball | 35 hrs x \$100 = \$3,500 x 25 weeks = \$87,500 |
| 28 hrs. of marginal time rental per arena @ \$50/hr / wk<br>(12 noon to 4 pm = 4 hrs x 7 days = 28 hrs) | Ball hockey<br>soccer, volley<br>ball & basket<br>ball | 28 hrs x \$50 = \$1,400 / 25 weeks = \$35,000  |
| Community events @\$250   |  | 25 per year x \$250 = \$6,250                  |
| All year long Jan - Dec   |  |  |
| Rink Branding   | Corp partner   | 12 months x \$1,000 = \$12,000                 |
| Total Projected Revenue   |  | \$263,250                                      |

| Budget Costs         |                             | Amount                       |
|----------------------|-----------------------------|------------------------------|
| Maintenance - Upkeep | yearly                      | \$25,000                     |
| Debt servicing       | 262,500 10 yr               | 12 mths x \$1,500 = \$18,000 |
| Staffing             | administrator<br>operations | \$70,000                     |
| Insurance            | yearly                      | \$5,000                      |
| Total                |                             | \$118,000                    |

**Net \$263,250 (revenue) - \$118,000 (costs) = \$ 145,250**

| <b>City of Edmonton Planning Process</b>   | <b>Tasks</b>  | <b>Status</b> |
|--|---|---------------|
|  |   |               |
| <b>Strategy Phase</b>  | High level needs  |               |
| <ul style="list-style-type: none"> <li>Strategic Alignment needs to be Confirmed. (city / community strategic plans and goals)</li> </ul>                          | CRC is brought on to help with phase.                                       | Completed     |
| <b>Concept Phase</b>   |   |               |
| <ul style="list-style-type: none"> <li>Project Request</li> </ul>  | Board Approval  | Completed     |
| <ul style="list-style-type: none"> <li>Public involvement Plan</li> </ul>  | Community Needs Assessment –  | Completed     |
| <ul style="list-style-type: none"> <li>Project Plan</li> </ul>   | Projexx   | Completed     |
| <ul style="list-style-type: none"> <li>Concept drawings (architect/engineer)</li> </ul>  | Projexx   | Completed     |
| <ul style="list-style-type: none"> <li>Future Operating Model</li> </ul>   |   |               |
| <ul style="list-style-type: none"> <li>Studies as required (e.g.environmental, geotechnical, traffic impact assessment, parking assessment, structural)</li> </ul> | Geotechnical 1st Based on geotech, final plans and costing to be completed. |               |
| <b>Design phase</b>  | Projexx - coor  |               |
| <ul style="list-style-type: none"> <li>Detailed drawings</li> </ul>  |   |               |
| <ul style="list-style-type: none"> <li>development permits applied for</li> </ul>  |   |               |
| <ul style="list-style-type: none"> <li>construction drawings</li> </ul>  |   |               |
| <ul style="list-style-type: none"> <li>building permits</li> </ul>   |   |               |
| <ul style="list-style-type: none"> <li>utility coordination</li> </ul>   |   |               |
|  |   |               |
| <b>Build Phase</b>   | 6-8 weeks timeline  |               |
| <ul style="list-style-type: none"> <li>(Deliverables to be given)</li> </ul>   |   |               |
|  |   |               |
| <b>Operate</b>   | See cash flow plan  |               |
|  |   |               |
|  |   |               |

## 6.0 NEWS FROM THE CITY OF EDMONTON

**MEETING DATE :** December 08, 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, December 08, 2016**



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

POSTER: [February 1st Winter Walk Day](#)

### **Step Up Edmonton!**

*Participate in Winter Walk Day 2016- 10<sup>th</sup> Anniversary!*

Enjoy the sunshine and the sound of snow crunching under your boots as part of Alberta's Winter Walk Day. On the first Wednesday of February each year, hundreds of thousands of Albertans take it outside to celebrate living in a beautiful winter province. Join Walk Edmonton, Winter Cities Edmonton, and Be Fit For Life at Edmonton's City Hall for this 45 minute winter walk!

**Date:** Wednesday, February 1, 2017

**Time:** 12:00 – 12:45 p.m.

**Location:** City Hall, South Steps, # 1 Sir Winston Churchill Square

The first 100 walkers to arrive will receive free giveaways and hot chocolate after the walk. Bring your comfortable walking shoes or boots, weather-appropriate clothing, water bottle, and lots of energy.

If you can't make it to City Hall, it doesn't mean you can't participate. Celebrate winter with a walk outside your home, school, workplace or favourite area.

For more information, visit [www.edmonton.ca/walkedmonton](http://www.edmonton.ca/walkedmonton)

Or <http://shapeab.com/programsevents/winter-walk-day/>

Twitter: @Walkedmonton @WinterWalkDay

#WinterWalkDay

For more information on Winter Walk Day in Edmonton please contact:

Julie Cournoyer

Walk Edmonton Coordinator

780-944-5339

[Julie.cournoyer@edmonton.ca](mailto:Julie.cournoyer@edmonton.ca)

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

The Winter Excitement Guide is out. The guide is available on this webpage:  
[https://www.edmonton.ca/activities\\_parks\\_recreation/program-guides.aspx](https://www.edmonton.ca/activities_parks_recreation/program-guides.aspx)

**THE WAY WE FINANCE:** 10-year Goal - *Ensure Edmonton's Financial Sustainability*

**Proposed 2016-2018 Operating Budget Adjustment**

The City released its proposed 2016-2018 Supplemental Operating Budget Adjustment that maintains all City programs and services for \$6.61 per day in municipal property taxes for the typical household. The 2017 budget adjustment is [online](#), giving Edmontonians time to review the details before council begins deliberations in December.

The proposed property tax of 3.1 per cent remains at the level City Council approved in Spring 2016, a decrease from the 3.4 per cent increase that was originally forecast when Council announced the three-year operating budget in 2015.

Edmontonians are encouraged to learn about the budget by visiting [YEGcityBudget.ca](http://YEGcityBudget.ca). The 2017 Supplemental Operating Budget Adjustment was presented at the November 29 Council meeting. Interested residents and organizations are invited to provide input to Council at a December 8 public hearing. Residents can register to present to Council by calling the City Clerk at 780-496-8178 or by registering online at [edmonton.ca/meetings](http://edmonton.ca/meetings).

## Upcoming Meetings, Events and Activities - December

|               |  |
|---------------|--|
| 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  |
| December 15   | The Way Ahead Renewal  |
| December 16   | 15-Day Countdown to Canada 150 NYE media launch  |
| December 31   | New Year's Eve and kick-off of Canada 150 year-long celebration  |
| January 16    | Executive Committee - Reports Include: Alberta First Responder Radio Communication System Access Agreement,  |
| January 16    | Community and Public Services Committee - Reports Include: Body Rub Centres Task Force Recommendation 16, ELEVATE MoU  |
| January 20    | Community and Public Services Committee - Reports Include: Public Washroom In-   |

## 8.0 STAFF REPORTS

**MEETING DATE :** December 08, 2016  
**AGENDA ITEM # :** 8.1 – Executive Director’s Report  
**PRESENTED BY:** Debra Jakubec, Executive Director

---

**Item 8.1**

### **The MGA and the City Charter**

Bev and I met with the Executive Director, Major Legislative Projects, Municipal Affairs, Alexander Nnamonu and the Executive Director of the Community Engagement Branch, Culture and Tourism, Carol Moerth to discuss the proposed changes to the MGA and were reassured that there would not be a reclassification of Municipal Reserve land. This is still something the EFCL will need to watch as the City has used MR land before. We also asked some preliminary questions about the upcoming City Charters and have been referred to another person. Meanwhile, we have held our first meeting with the City Charter Committee and have made some progress getting through the information together.

### **Pixel Blue Sponsorship**

Nora and I met with Pixel Blue and have selected our top logos. A sample is included in the package. A story board has also gone to the Animation Course Instructor and a short video to promote the Plaza Project will be developed.

### **Live Active Summit**

Ever Active Schools, the Edmonton Sport Council and the Be Fit For Life Centre are excited to be hosting the Live Active Summit in Edmonton, April 6-8, 2017 at Commonwealth. This event is an educational opportunity and also a catalyst for physical literacy, sport and active living in Alberta. The event will also be working alongside the City of Edmonton and hopefully the many organizations on the Steering Committee. The EFCL is part of the Steering Committee.

**Description of the Summit:** The Summit will be a catalyst to educate, engage and bring to life active living, active recreation and sport in a school and community setting. It will involve collaborative work around physical literacy and share successful practices from across the province. The goal of this summit is to highlight and experience best practices that have clear tangible outcomes.

The Summit will be a platform to highlight the wellbeing benefits of living active in cities, schools, and communities. It will bring together the sectors of education, health, active transportation, sport, and recreation and anyone interested in meaningful participation in development of a healthy active population. The Summit will educate, inform and inspire us to move more. There is a plan to include Saturday workshops this year so Program Directors from community leagues can attend.

### **Fundraising for 100<sup>th</sup> Anniversary**

Met with Bill Moore-Kilgannon who offered some suggestions for funding. We have held two Corporate Cabinet meetings which have gone well. We have created a prospect list and will begin to steward potential donors.

## Community Development Corporation

The EFCL presented to Council on its' support for the CDC along with Right At Home Housing, the Bissell Centre and a developer. The Executive Committee recommended that the CDC move forward and be presented to Council.

## Rink Race

Lorelei Beaumaris won 1<sup>st</sup> place for the Board Rink Race. Crestwood won 2<sup>nd</sup> place and McCauley came in 3<sup>rd</sup>. This year we expanded to include a separate category for Snow Bank Rinks and so far we have a 1<sup>st</sup> place winner – Grandview Heights.

## Leder School of Business Social Housing Project

The EFCL was involved in this project, led by King's College Leder School of Business. The Executive Director was a final judge for the competition and Bev Zubot was filmed for a brief video used to guide the students. Here is the link <https://www.youtube.com/watch?v=gbXZ4isiDFM>

## Fall Survey Information

| <b>What are the top three benefits you receive from the EFCL:</b>                                    |    |
|--|----|
| A. Membership Supplies and online membership sales   | 34 |
| B. Community League day supplies, Prizes and Advertising   | 18 |
| C. Board Development/ Workshops/ Leagues Alive!  | 22 |
| D. Templates (such as bylaw templates, job description, etc.)  | 11 |
| E. E-news, information and promotion via social media  | 19 |
| F. One-on-one support from EFCL staff  | 13 |
| G. EFCL Planning Committee support related to development that is city-wide or in your neighbourhood | 10 |
| H. Negotiating for bulk services for all community leagues   | 14 |
| I. Other? info regarding city projects and how to navigate city hall                                 |    |

|  | 1-3 Times | 4-6 Times | 7-10 Times | 11 + Times | Always | Usually | Sometimes | Rarely |
|--|-----------|-----------|------------|------------|--------|---------|-----------|--------|
| <b>How many times have you contacted the EFCL for help or to ask for information over the past year?</b> | 32        | 10        | 2          | 3          |        |         |           |        |
| <b>Was the assistance/ information useful?</b>   |           |           |            |            | 23     | 21      | 3         |        |
| <b>How many EFCL General Meeting/Annual General Meetings have you attended?</b>                          | 23        | 15        | 8          | 5          |        |         |           |        |
| <b>Are the meetings useful/helpful?</b>  |           |           |            |            | 12     | 24      | 9         |        |



## Grant Application Update

| <b>Funder</b>                           | <b>Topic</b>   | <b>Amount requested</b> | <b>Approved</b>                      |
|---|--|-------------------------|--------------------------------------|
| New Horizons Federal Grant              | Senior Walking Program   | \$25,000                | Not approved                         |
| Sustainable Development Edmonton        | Green Leagues Coordinator  | \$87,000                | Submitted                            |
| RPAD Provincial Grant                   | Programs in a Box<br>In partnership with the<br>Edmonton Sports Council. | \$25,000                | Not approved                         |
| Community Initiatives Program           | Fund Raising Consultant  | \$24,000                | Submitted                            |
| Heritage Canada                         | 100 <sup>th</sup> Anniversary Capital Project                            | \$500,000               | Submitted – Met with MP Boissonnault |
| Canada 150                              | Community Building Grant   | \$50,000                | Submitted – Met with MP Boissonnault |
| LOI – Human Rights and Multiculturalism | Cultural Inclusion Project   | \$56,580                | Submitted                            |
| BMO                                     | Indigenous Inclusion   | \$45,000                | Submitted                            |
| Status of Women – Government of Alberta | Leadership Mentor Program  | ?                       | Writing                              |

**MEETING DATE :** December 08, 2016

**Item 8.2**

**AGENDA ITEM # :** 8.2 – Council Initiative on Public Engagement

**PREPARED BY:** Bev Zubot, EFCL Community Planning Advisor

---

As the work of the Council Initiative on Public Engagement continues, each of the five Working Groups have been focused on achieving the goals and objectives of their actions plans. And their work will help form the basis of a strategy that will go to City Council for policy approval in spring 2017.

This is outlined in our [Phase 2 Interim Update report](#) on the Council Initiative's progress and achievements from the beginning of Phase 2 in fall 2015 up until now, with an outline of what's to come on the horizon in the spring.

On behalf of the Federation, Bev Zubot and Elaine Solez are part of the Community Leaders Working Group. At the November 19 All Working Group Assembly, this group presented the following goals and actions:

Goal 1: City of Edmonton employees have tools and resources for developing relationships and building capacity in community leaders.

Actions:

- Community Inventory and Mapping Tool to identify organizations and individuals who could be engaged
- Community Engagement Facilitators who have ongoing relationships with community leaders (including leagues) and can link city project staff to community leaders
- The City will develop an interconnected map of community-facing roles within the organization

Goal 2 City of Edmonton employees support and understand how to capitalize on the strengths of community leaders

- Integrate community engagement facilitators into public engagement planning process
- Civic education strategy
- Integrate inclusive language and methodologies into public engagement communication and tools and techniques

Goal 3 Opportunities and resources to enhance the roles of community leaders

- Promote available city resources for public engagement
- Identify and create community leadership competency development opportunities for public engagement (***EFCL could create learning opportunities for leagues if given some resources to do so.***)

Another recommendation of the Community Leaders Working Group:

- Form a Guiding Coalition (of city and community people) to monitor and advise the work of the Engagement Branch which will implement the new Public Engagement Strategy

Contact [Bev.Zubot@efcl.org](mailto:Bev.Zubot@efcl.org) if you have questions or comments.

## 9.0 WORK IN PROGRESS

**MEETING DATE :** December 08, 2016  
**AGENDA ITEM # :** 9.1 – EFCL Work in Progress  
**PREPARED BY:** Debra Jakubec, Executive Director

**Item 9.1**

| MEETING DATE | REF. | ITEM   | STATUS    |
|--------------|------|--|-----------|
| 2012/04/12   | 5.3  | <b>Reporting Form For EFCL Representatives</b><br>"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  | <b>Rink Roof Funds For Newton Community League</b><br>"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  | <b>Alberta Culture Days</b><br>"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><br>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  | <b>Board Recruitment Plan</b><br>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  | <b>Executive Director's Report—Malmo-Lansdowne District Change Request</b><br>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.  | Completed |
| 2016/11/10   | 5.0  | <b>Winter Design Guidelines</b><br>"1. That the EFCL support the Winter Design Guidelines and Policy when presented to City Council.; 2. That the 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."        |           |

| <b>MEETING DATE</b> | <b>REF.</b> | <b>ITEM</b>   | <b>STATUS</b>                           |
|---------------------|-------------|---|---|
| 2016/11/10          | 5.0         | <p><b>Winter Design Guidelines</b></p> <p>"1. That the EFCL support the Winter Design Guidelines and Policy when presented to City Council.; 2. That the 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."</p>  |   |
| 2016/11/10          | 5.3         | <p><b>City of Edmonton Sandbox Program</b></p> <p>"That the EFCL Board write to express the concerns community leagues regarding City Councils decision to remove the community sandbox program, and desire to work with the City to find an alternate solution(s) to maintain the program."</p>  | To Be Reviewed By<br>Gavin<br>Martinson |
| 2016/11/10          | 5.4         | <p><b>Alberta Charitable Fundraising Act</b></p> <p>"That the EFCL Board of Directors approve registration to the Charitable Fundraising Act of Alberta."</p>   | Completed                               |
| 2016/11/10          | 5.6         | <p><b>Conflict of Interest Policy Change</b></p> <p>"That the EFCL Board of Directors update the Conflict of Interest Policy to include the following proposed changes to ensure good governance: Former staff members are not eligible to apply for a Board of Director position until two years from the date of their resignation or departure."</p>   | Completed                               |
| 2016/11/10          | 5.7         | <p><b>Community League Formation</b></p> <p>"That 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."<br/>Action Item: R. Hoyle to forward the City's list of requirements to form a community league to D. Jakubec.</p>  |   |
| 2016/11/10          | 11.0        | <p><b>District Updates</b></p> <p>T. Elliott reported that there is a new fundraising opportunity that some leagues are considering, whereby an energy company is offering community leagues rebates based on league households signing up. D. Jakubec mentioned that the non-profit organization Sponsor Energy out of Calgary does this as well.<br/>Action Item: T. Elliott to forward D. Jakubec the information.</p> |   |