



**EDMONTON FEDERATION OF COMMUNITY LEAGUES**

**BOARD OF DIRECTORS**

**REGULAR MEETING PACKAGE**

**DATE: Thursday, September 14, 2017**

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

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

## **EFCL Board Planning Calendar September, October, November, 2017**

### **September**

**2017**

- 14 EFCL Board Meeting
- 16 Community League Day
- 23 Civic Leadership Empowerment Project
- 24 Civic Leadership Empowerment Project
- 27 EFCL Planning & Development Committee Meeting

### **October**

**2017**

- 03 Green Leagues Workshop
- 10 Green Leagues Workshop
- 12 EFCL Board Meeting
- 14 Fundraising For Capital Projects
- 17 Green Leagues Workshop
- 25 EFCL Planning & Development Committee Meeting

### **November**

**2017**

- 09 EFCL Board Meeting
- 18 Leagues Alive
- 29 EFCL Planning & Development Committee Meeting

**Edmonton Federation of Community Leagues**

**Board of Directors Regular Meeting**

**EFCL Office: 7103—105 Street**

**Thursday, September 14, 2017, Dinner 5:00 PM / Meeting 6:00 PM**

**AGENDA**

**Item 1.0**

- 1.0 Call To Order**
- 2.0 Agenda Review (6:00 PM) (pgs. 3-4)**
- 3.0 Approval of the June 08, 2017 Board Meeting Minutes (6:05 PM)**
- 4.0 Urgent Matters / Presentations**
  - 4.1 Leagues Alive (6:10 PM) (pg. 5)**
  - 4.2 Foster Park Brokers Presentation (6:15 PM)**
  - 4.3 Capital Campaign & Plaza Project Update (6:30 PM)**
- 5.0 Decision/Discussion Items**
  - 5.1 Selection of General Contractor (6:40 PM) (pg. 6)**
  - 5.2 Board Member Resignation (7:00 PM) (pg. 7)**
  - 5.3 Community League Day (7:05 PM) (pg. 8)**
  - 5.4 Financial Statement For July, 2017 And Budget 2018 (7:10 PM) (pgs 9-12)**
  - 5.5 Partnering Agreement Update (7:20 PM) (pg. 13)**
  - 5.6 Fall General Meeting Agenda (7:30 PM) (pg. 14)**
  - 5.7 Community League Projects (7:45 PM) (pg. 15)**
  - 5.8 Charitable Application (8:10 PM) (pg. 16)**

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**Break 8:15 PM—8:25 PM**

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- 6.0 News From The City Of Edmonton**
  - 6.1 News From The City Of Edmonton (8:25 PM) (pgs. 17-19)**
  - 6.2 Rollie Miles Park (8:30 PM)**
- 7.0 Exemptions**
- 8.0 Staff Reports (8:35 PM)**
  - 8.1 Executive Director's Report (pgs. 20-22)**
- 9.0 Correspondence**
  - 9.1 Letter From Central McDougall Community League (pg. 23)**
  - 9.2 Letter To Central McDougall Community League (pg. 24)**
- 10.0 Work In Progress (8:40 PM) (pgs. 25-26)**
- 11.0 District Updates/Feedback (8:45 PM)**
- 12.0 Private Matters**

**13.0 Next Meeting/Announcements**

**13.1 Thursday, October 12, Meeting at 6:00 PM, EFCL Office, 7103— 105 Street**

**13.2 Fall General Meeting, Tuesday, October 24, Chateau Louis Hotel**

**13.3 Leagues Alive, Saturday, November 18, Grant McEwan University**

**14.0 Adjournment**

## 4.0 Urgent Matters/Presentations

**MEETING DATE :** September 14, 2017  
**AGENDA ITEM # :** 4.1 – Leagues Alive  
**PREPARED BY:** Debra Jakubec, Executive Director

**Item 4.1**

### **Draft Topic Areas and Concurrent Sessions:**

There will be three, one-hour blocks with 5 concurrent sessions.

1. Adding (A Little) Flexibility with Bylaws
2. Partnering for Programming
3. What Do I Need To Know About Banking For My League?
4. Abundant Communities Edmonton
5. Storytelling To Engage Your Stakeholders
6. Navigating A Civics/Planning Issue
7. Technology Tools To Enhance Engagement
8. Mentoring To Develop Board Talent
9. Engaging Women In Leadership
10. How Do We Engage Our Volunteers?
11. Hall Rentals And Rink Operations
12. Integrating Sustainability Into Your Building Projects (Green Leagues)
13. Live Active Programs
14. Managing Risk With Insurance
15. Finance 101 With An Auditor

### **Networking/Roundtable Session:**

There will be the opportunity to participate in topic-focused discussion groups following lunch. This will allow members to network and discuss issues important in their communities. These groups will be formed based on topics identified during the registration process.

## 5.0 Decision/Discussion Items

**MEETING DATE :** September 14, 2017  
**AGENDA ITEM # :** 5.1 – Selection of General Contractor  
**PREPARED BY:** Debra Jakubec, Executive Director

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**Item 5.1**

The bid for the tender package had to be extended from September 5 to September 12. The Executive Director will meet with members of the Steering Committee and with our Project Manager, Keith Fransson from Urban Systems Ltd. to discuss the General Contractor bids and provide feedback to the board on Tuesday, September 12, 2017.

Minutes from this meeting will be shared on Wednesday, September 13 for the board to review. Keith will also send more information on Thursday, September 14, 2017 so the item can be discussed and a decision made at the board meeting.

**MEETING DATE :** September 14, 2017  
**AGENDA ITEM # :** 5.2 – Board Member Resignation  
**PREPARED BY:** Debra Jakubec, Executive Director

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**Item 5.2**

**Background:**

In June 2017, Jesse Watson sent in a resignation letter. The board has not had a board meeting since that time and, so we have been unable to officially accept the resignation.

**Recommendation:**

That the EFCL board of directors accept Jesse Watson's letter of resignation dated June 9, 2017 and that the Chair send a note to Jesse Watson, thanking him for his service.

**MEETING DATE :** September 14, 2017

**Item 5.3**

**AGENDA ITEM # :** 5.3 – Community League Day

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

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Each year, board members and EFCL staff attend community league day events in their 'home' districts. If board members are unable to attend, EFCL staff will cover off some events, if possible.

A list of events and contact information will be available for all board members at the board meeting on Thursday, September 14.



**MEETING DATE :**

September 14, 2017

**Item 5.4**

**AGENDA ITEM # :**

5.4 – Financial Statement For July/Budget For 2018

**PREPARED BY:**

Debra Jakubec, Executive Director

**Edmonton Federation of Community Leagues  
Profit & Loss Budget vs. Actual  
January through June 2017**

	<u>JAN -JUL 17</u>	<u>JAN -JUL Budget</u>	<u>Total Budget</u>	<u>% JAN -JUL Budget</u>	<u>% of Total Budget</u>
<b>Revenue</b>					
<b>Revenue - Grants</b>					
Casino Grant	\$ 17,084	\$ 32,063	\$ 55,000	53%	31.06%
Green Leagues	\$ 71,148	\$ 52,500	\$ 90,000	136%	79.05%
City of Edmonton	\$ 213,634	\$ 334,093	\$ 572,730	64%	37.3%
Step/CSJ	\$ -	\$ -	\$ 7,320	0%	0.0%
Leadership - Status of Women	\$ 3,634	\$ 18,750	\$ 50,000	19%	7.27%
100th Anniversary	\$ 50,310	\$ 8,750	\$ 15,000	575%	335.4%
Other	\$ -	\$ 3,750	\$ 10,000	0%	0.0%
<b>Total Revenue - Grants</b>	<b>\$ 355,810</b>	<b>\$ 449,926</b>	<b>\$ 800,050</b>	<b>79%</b>	<b>44.47%</b>
<b>Revenue - Operations</b>					
Online Sales and Fees	\$ 31,687	\$ 9,000	\$ 18,000	352%	176.04%
Membership Dues	\$ 56,367	\$ 57,167	\$ 98,000	99%	57.52%
League Supplies	\$ 24,393	\$ 28,000	\$ 28,000	87%	87.12%
Board Room Rental	\$ 1,210	\$ -	\$ -	0%	0.0%
Membership Drive - Pilot	\$ -	\$ 3,500	\$ 6,000	0%	0.0%
<b>Total Revenue - Operations</b>	<b>\$ 113,657</b>	<b>\$ 97,667</b>	<b>\$ 150,000</b>	<b>116%</b>	<b>116.37%</b>
<b>Revenue - Other</b>					
Partnerships	\$ 8,125	\$ 17,500	\$ 30,000	46%	27.08%
Sponsored Events	\$ 12,995	\$ 8,750	\$ 15,000	149%	86.63%
<b>Total Revenue - Other</b>	<b>\$ 21,120</b>	<b>\$ 26,250</b>	<b>\$ 45,000</b>	<b>80%</b>	<b>46.93%</b>
<b>Total Revenue</b>	<b>\$ 490,587</b>	<b>\$ 573,843</b>	<b>\$ 995,050</b>	<b>85%</b>	<b>49.3%</b>
<b>Expenses</b>					
Advertising	\$ 3,493	\$ 4,083	\$ 7,000	86%	49.9%
Bank Charges	\$ 160	\$ -	\$ -	0%	0.0%
Merchant Fees	\$ 6,757	\$ 817	\$ 1,400	0%	0.0%
Facility Expenses	\$ 24,909	\$ 33,250	\$ 57,000	75%	43.7%
Goodwill	\$ -	\$ -	\$ -	0%	0.0%
Governance	\$ 14,627	\$ 17,033	\$ 29,200	86%	50.09%
League Supplies	\$ 22,773	\$ 25,000	\$ 25,000	91%	91.09%
Membership Dues	\$ 960	\$ 583	\$ 1,000	165%	96.03%
Membership Campaign	\$ 778	\$ 2,917	\$ 5,000	27%	15.56%
Office Expenses	\$ 8,297	\$ 13,067	\$ 22,400	63%	37.04%
Parking	\$ 1,271	\$ -	\$ -	0%	0.0%
Professional Fees	\$ 10,165	\$ 26,833	\$ 53,000	38%	19.18%
Programs & Evaluation	\$ 61,010	\$ 39,667	\$ 68,000	154%	89.72%
100th Anniversary	\$ 49,908	\$ -	\$ -	0%	0.0%
Recognition	\$ 755	\$ 1,458	\$ 2,500	0%	0.0%
Recruitment	\$ 132	\$ 467	\$ 800	28%	16.51%
Service Agreements	\$ 642	\$ 4,667	\$ 8,000	14%	8.02%
Subscriptions	\$ -	\$ 292	\$ 500	0%	0.0%
Wages & Benefits	\$ 284,359	\$ 385,608	\$ 658,300	74%	43.2%
Website	\$ 615	\$ 5,833	\$ 10,000	11%	6.15%
<b>Total Expense</b>	<b>\$ 491,611</b>	<b>\$ 561,575</b>	<b>\$ 949,100</b>	<b>88%</b>	<b>51.8%</b>
<b>Earnings Before Interest &amp; Amortization</b>	<b>-\$ 1,025</b>	<b>\$ 12,267</b>	<b>\$ 45,950</b>	<b>-8%</b>	<b>-2.23%</b>
<b>Interest Revenue &amp; Amortization Expense</b>					
Interest Revenue	\$ 5,451	\$ 4,083	\$ 7,000	134%	77.88%
<b>Amortization</b>	<b>\$ -</b>	<b>\$ 14,583</b>	<b>\$ 25,000</b>	<b>0%</b>	<b>0%</b>
<b>Net Income</b>	<b>\$ 4,427</b>	<b>\$ 1,767</b>	<b>\$ 27,950</b>	<b>250%</b>	<b>15.84%</b>

**Edmonton Federation of Community Leagues  
Balance Sheet  
As of Jun 30, 2017**

	<u>JUL 31, 2017</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Petty Cash	\$ 134
Servus - Operating Bank	\$ 326,454
Servus - Casino Bank	\$ 73,535
Servus - Savings Bank	\$ 623,013
Servus - GIC	\$ 503,839
Servus - Common Shares	\$ 2
Paypal	<u>\$ 2,155</u>
<b>Total Cash</b>	<u>\$ 1,529,132</u>
<b>Other Current Assets</b>	
Accounts Receivable	\$ 10,666
Prepays	\$ 19,710
Londonderry Hall Receivable	\$ 7,835
Accrued Receivables (2018)	\$ 29,426
GST Receivable	<u>\$ 16,526</u>
<b>Total Other Current Assets</b>	<u>\$ 84,263</u>
<b>Total Current Assets</b>	<u>\$ 1,613,395</u>
<b>Fixed Assets</b>	
Office Equipment	\$ 123,795
Leasehold Improvements	\$ 216,645
Website Design	\$ 187,908
Computer Hardware	\$ 56,712
Computer Software	<u>\$ 32,021</u>
<b>Total Assets</b>	<u>\$ 617,081</u>
<b>Accum. Amort. Fixed Assets</b>	
Office Equipment - A/A	-\$ 114,037
Leasehold Improvements - A/A	-\$ 155,770
Website Design - A/A	-\$ 130,908
Computer Hardware - A/A	-\$ 50,900
Computer Software - A/A	<u>-\$ 32,021</u>
<b>Total Accum. Amort. Fixed Assets</b>	<u>-\$ 483,636</u>
<b>Total Fixed Assets</b>	<u>\$ 133,445</u>
<b>TOTAL ASSETS</b>	<u>\$ 1,748,840</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	\$ 47,634
Accrued Liabilities	\$ -
Vacation Payable	\$ 11,684
Customer Deposits	<u>\$ -</u>
<b>Total Current Liabilities</b>	<u>\$ 59,319</u>
<b>Deferred Liabilities</b>	
Deferred - City of Edmonton	\$ 349,096
Deferred - Property	\$ 15,485
Deferred - Memberships	\$ 8,052
Deferred - Infrastructure	\$ 72,674
Deferred - Casino	\$ 73,535
Deferred - 100th Anniversary	\$ 576,966
Deferred - Great Neighbour Race	\$ -
Deferred - Green Leagues	\$ 84,159
Deferred - Status of Women	\$ 46,426
Deferred - Canadian Heritage	<u>\$ 50,000</u>
<b>Total Other Current Liabilities</b>	<u>\$ 1,276,393</u>
<b>Total Liabilities</b>	<u>\$ 1,335,712</u>
<b>Equity</b>	
Retained Earnings	\$ 88,741
Capital Fund	\$ 117,960
Restricted Funds	\$ 200,000
Net Income	<u>\$ 4,427</u>
<b>Total Equity</b>	<u>\$ 411,128</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>\$ 1,748,840</u>

## Edmonton Federation of Community Leagues Statement of Cash Flows

January through June 2017

JAN - JUL17

OPERATING ACTIVITIES	JAN - JUL17	
Net Income	\$	4,427
Adjustments to reconcile net income to net cash provided by operating activities:		
Increase in Accounts Receivable	-	10,666
Decrease in Accrued Receivables (2016 AR)		105,613
Decrease in GST Receivable		3,290
Increase in Prepaid Expenses	-	18,423
Increase in Accounts Payable		47,634
Decrease in Accrued Liabilities (2016 AP Paid)	-	20,327
Decrease in Customer Deposits Payable	-	2,070
Increase in Deferred - City of Edmonton		349,096
Increase in Deferred - Great Neighbour Race	-	2,021
Increase in Deferred - Green Leagues		36,716
Decrease in Wages Payable	-	11,578
Decrease in Employee Benefits Payable	-	56,743
Decrease in Deferred - Memberships	-	56,367
Increase in Deferred - Casino		65,676
Increase in Deferred - Status of Women		46,426
Increase in Deferred - Canadian Heritage		50,000
Decrease in Deferred - 100th Anniversary	-	50,310
Net cash provided by Operating Activities		480,374
Net cash increase for period		480,374
Cash at beginning of period		1,048,757
Cash at end of period	\$	1,529,132

## **Budget 2018**

A draft budget for 2018 will be presented to the board of directors at the October board meeting so that it may then be presented to the membership at the Fall General Meeting on October 24, 2017.

**MEETING DATE :** September 14, 2017  
**AGENDA ITEM # :** 5.5 – Partnering Agreement Update  
**PREPARED BY:** Debra Jakubec, Executive Director

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**Item 5.5**

The executive director of the EFCL and staff from the department of Neighbourhood Services have been meeting to develop the evaluation metrics for our Partnering Agreement. A draft document is being reviewed this week and a report to council will be developed and presented in November.

**MEETING DATE :** September 14, 2017  
**AGENDA ITEM # :** 5.6 – Fall General Meeting Agenda  
**PREPARED BY:** Debra Jakubec, Executive Director

**Item 5.6**

**Edmonton Federation of Community Leagues  
Fall General Meeting & Playground Fair  
Chateau Louis Hotel  
Tuesday, October 24, 2017  
Playground Fair, Appetizers and Cocktails 5:00pm – 6:30 PM  
Registration for General Meeting and Networking: 6:00 PM to 6:30 PM  
Meeting: 6:30 PM to 9:30**

- 1.0 Call To Order (6:30 PM)**
  - 1.1 Welcome Guests And Acknowledgement Of Sponsors
  - 1.2 Opening Comments From The President
  - 1.3 Playground Fair
  
- 2.0 Approval Of Agenda (6:40 PM) (pgs. XX)**
  
- 3.0 Approval of Draft Minutes (6:45 PM) (pgs. XX)**
  - 3.1 Draft Annual General Meeting Minute
  
- 4.0 EFCL Presentations (6:55 PM)**
  - 4.1 REACH Edmonton – OST Project
  
- 5.0 Information Updates/Announcements (7:10 PM)**
  - 5.1 Review of data from Spring General Meeting – Healthy Leagues
  - 5.2 Bulk Purchase City of Edmonton Passes
  - 5.3 Bulk Purchase Energy
  - 5.4 Live Active Strategy
  - 5.5 City Charter
  - 5.6 Leadership Project Training Dates
  - 5.7 Leagues Alive
  
- 6.0 Board And Planning Committee Elections (8:00 PM) (pgs. 32-35)**
  - 6.1 Board Elections
  - 6.2 Planning Committee Elections
  
- COFFEE BREAK (8:10 PM)**
  
- 7.0 Door Prize (8:20 PM)**
  
- 8.0 Decision Items (8:25 PM)**
  - 8.1 Motion for Auditor
  
- 10.0 Discussions/Survey (8:30 PM)**
  - 10.1 Community League Projects – NPDP
  - 10.2 Healthy Leagues – Part 2
  
- 11.0 News From The City Of Edmonton (By Exemption) (9:00 PM) (pgs. 48-52)**
  
- 12.0 Executive Director’s Report (By Exemption) (9:10 PM)(pgs. 53-60)**
  
- 13.0 Open Mic—Community League Dialogue (9:15 PM)**
  
- 14.0 Next General Meeting**
  
- 15.0 Adjournment (9:30 PM)**
  
- 16.0 Hall Clean Up**

**MEETING DATE :** September 14, 2017  
**AGENDA ITEM # :** 5.7 – Community League Projects  
**PREPARED BY:** Debra Jakubec, Executive Director

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**Item 5.7**

**Background:**

The EFCL was forwarded an information report by City of Edmonton Administration on September 1 that was being presented to Council on September 6. The Report was delayed as a submission was not completed by the EFCL. The EFCL board has taken a strong interest in changes to the management of infrastructure projects and has had two presentations by the City of Edmonton Administration on the NPDP.

**Recommendation:**

That the board of directors review all of the materials forwarded by the City of Edmonton Administration and have a conversation prior to Administration's presentation to Council, to determine if there is any feedback on the report that we would like to provide to Administration.

**MEETING DATE :** September 14, 2017  
**AGENDA ITEM # :** 5.8 – Charitable Application  
**PREPARED BY:** Debra Jakubec, Executive Director

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**Item 5.8**

**Background:**

The EFCL applied to obtain charitable status for 'The Friends of the EFCL' in 2014 and the application was denied by the federal government.

The need for charitable status has again been brought to the forefront by the \$1,000,000 Capital Campaign. At the start of 2017, the EFCL enquired to the City of Edmonton and to the Edmonton Community Foundation about use of their charitable status for fundraising for the Capital Campaign. Neither organization was able to assist. The EFCL also enquired about potential partnership on the project with the seven community leagues that have charitable status. Three leagues declined partnership, three have not responded and one league, La Perle, although receptive, was unable to assist as their organizational objects did not make partnership possible.

The EFCL objects and an analysis of staff time spent on advocacy related items has been reviewed and it has been determined that the EFCL should apply for charitable status. Only two staff are involved in work related to advocacy and less than 7% of staff time overall is spent on advocacy-related issues. Our Fund Development Consultant, Rhonda Newman, and her team will prepare the application.

**Recommendation:**

That the EFCL apply for charitable status so we are able to issue tax receipts to donors who request them for the Capital Campaign.



## 6.0 NEWS FROM THE CITY OF EDMONTON

**MEETING DATE :** September 14, 2017

**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 14, 2017**



**THE WAY WE LIVE:** *Improve Edmonton's Livability*

### **Hall of Fame: Salute to Excellence Inducts Local Stars**

Another year, another star-studded event... local stars that is. On June 12, the City celebrated its 66th year of recognizing Edmonton's finest. Fifteen outstanding artists, community leaders, athletes and community builders were honoured for their contributions to Edmonton's quality of life.

"Each year, we have the opportunity to recognize some of our city's most outstanding residents," said Mayor Iveson. "These individuals have distinguished themselves through extraordinary service to the city and their remarkable contributions are helping to shape Edmonton's present and future as an inclusive and innovative city."

The night was one to remember as inductees were recognized for their contributions to the Edmonton community in three Hall of Fames — Arts and Culture, Community Service, and Sports. Each one is part of the unique and diverse fabric of Edmonton's community. From Kirby, Edmonton's music queen, to businessman Sam Abouhassan who came to Canada with \$14 in his pocket, to Anne Fanning Binder and her medical prowess, and five-time Olympian Tim Berrett. All inductees were celebrated in style and recognized for their lifetime achievements as they were added to the list of Edmonton's most outstanding citizens.

Do you know someone who deserves to be inducted into the Hall of Fame? Visit [edmonton.ca/salute](http://edmonton.ca/salute) for nomination forms and guidelines.

Know a group or team of four or more people? Nominate them for the Performance and Citation Awards. Visit [edmonton.ca/salute](http://edmonton.ca/salute) for nomination forms. **Deadline September 15, 2017.**

### **An Update from Abundant Community Edmonton**

[Abundant Community Edmonton \(ACE\)](http://abundantcommunityedmonton.ca) welcomes you to attend the next monthly ACE Practitioners' Gathering on Saturday October 14, 9:30 a.m. - 12:30 p.m., location TBA. Anyone and everyone is welcome, all ages! These monthly get-togethers are informal, collaborative conversations with Neighbourhood Connectors, Block Connectors, their support teams and Community League representatives, City staff and anyone interested in building a greater culture of care and connection at the block level through getting to know their neighbours. To be added to the monthly gathering invite list, contact Anne Harvey at [anne.harvey@edmonton.ca](mailto:anne.harvey@edmonton.ca).

Let's share stories of neighbourliness! We encourage you and your neighbours to share stories of neighbourliness where you live - check out full details about **Awesome Block Recognition** at [edmonton.ca/abundantcommunity](http://edmonton.ca/abundantcommunity)!

If you'd like more information about ACE and whether or not there are Block Connectors in your neighbourhood, please call 311 or contact your Community Recreation Coordinator (CRC), and check out [edmonton.ca/abundantcommunity](http://edmonton.ca/abundantcommunity).

## **An Update from Building Community Through Recreation**

Jump into Fall with your Community Recreation Network!

Community Recreation Networks are supported by the Community Recreation Coordinators to build capacity for neighbourhood recreation providers to connect, share resources and strategize about the types of local activities they would like to see in their communities.

The next series of Community Recreation Network gatherings is slated for October-November. More information and exact dates can be found on the City of Edmonton website: [www.edmonton.ca/community-recreation-networks](http://www.edmonton.ca/community-recreation-networks)

## **WE WANT YOUR FEEDBACK!**

The City of Edmonton's Neighbourhood Services would like your feedback on the **community recreation networks** that have been hosted since 2014-2015. You are receiving this survey because your email has been included on an invitation list to at least one of the 21 networks in Edmonton over the last 24 months. The purpose of the survey is to help with evaluation and improvement of the community recreation networks.

**Please take 10-15 minutes of your time before Friday September 15th** in order to help us improve upon this service. Up to five (5) random draws will be made from those who respond for gift items. Your emails will be collected only for the purpose of the draws and will not be associated with your feedback or used in any other way.

**Survey link:** <https://goo.gl/Tn5tP6>

**THE WAY WE MOVE:** *Enhance Use of Public Transit & Active Modes of Transportation*

## **Valley Line West Citizen Working Groups**

Many thanks from the City of Edmonton to everyone who attended the Valley Line West LRT Citizen Working Group (CWG) recruitment meetings over the past two weeks. Your participation and input is an important part of this project.

CWGs are an effective way to engage with neighbouring communities during the updating of preliminary design, procurement, detailed design and construction of the project. Through information sharing and dialogue, we aim to gather local knowledge and address local issues, opportunities and considerations that will help inform the path toward a sustainable transportation system in Edmonton (as outlined in [The Way We Move](#)).

Two members of the public have been peer-selected for each of five new CWGs. In addition, all community leagues adjacent to, or very near, the Valley Line West LRT alignment have been invited to assign a member to a working group. Initial CWG meetings will likely start this fall. Meetings, which are open to the public, will be announced on the City's [Public Engagement Calendar](#) with agendas and minutes posted on the Valley Line web page.

We appreciate your time and interest and look forward to working with you. For more information, visit [edmonton.ca/valleylinewest](http://edmonton.ca/valleylinewest) or contact the LRT Projects Information Centre at [lrtprojects@edmonton.ca](mailto:lrtprojects@edmonton.ca) or 780-496-4874.

**THE WAY WE GREEN:** *Preserve and Sustain Edmonton's Environment*

**Celebrate Trees with Root for Trees**

Community members are invited to join Root for Trees and the City of Edmonton Dogs Off-Leash Program to celebrate nature at a tree planting in Edmonton's Lauderdale (Grand Trunk) off-leash area.

Date: Tuesday, October 3

Location: Lauderdale off-leash area, 129 Avenue and 113A Street

Parking: Free, on-street or in the adjacent gravel parking lot

The City of Edmonton received grants from CN EcoConnexions and Tree Canada to support the planting of native trees, shrubs, and wildflowers in the park. This event is an opportunity to thank our volunteers and sponsors for helping to grow Edmonton's urban canopy.

**Upcoming Meetings, Events and Activities**

**Events and Activities**

Sept 15-17	FISE World Edmonton 2017 - Hawrelak Park
Sept 16	Community League Day - Various Community Leagues
Sept 17	Terry Fox Run - Kinsmen Park
Sept 21	Loop & Impulse: Edmonton Design Week
Sept 23	Mid-Autumn Lantern Festival
Sept 24	Edmonton Toy Run
<a href="#">Sept 29</a>	<a href="#">National Orange Shirt Day</a>
Sept 30 - Oct 1	Edmonton International Film Festival
Oct 1	CIBC Run for the Cure

## 8.0 STAFF REPORTS

**MEETING DATE :** September 14, 2017  
**AGENDA ITEM # :** 8.1 – Executive Director’s Report  
**PRESENTED BY:** Debra Jakubec, Executive Director

**Item 8.1**

### District Meetings

In June we held three District Meetings in D/West Edmonton, G/Alberta Avenue East, and H/Terwillegar/Riverbend/Windermere. All three were roundtable style with wine and cheese. If the District Representative attended (both Trevor Elliot and Ryan Barber did attend), they led the discussion while the staff took notes. All meetings were successful and all three areas have requested that meetings continue.

Meeting invitations for September and October have been sent to six more leagues to find appropriate dates.

### Volunteer Rock! Event

The Volunteer Rock event for Canada 150 went off very well. We had 46 Volunteers and over 360 unique participants. The partnership with the Artists for Life Foundation worked very well and it would be recommended to partner with them again if we were to ever do another event with music.

### Neighbour to Neighbour Campaign



It was a busy summer at the EFCL, and part of that was the Neighbour To Neighbour campaign. 8 leagues were chosen, out of the almost 30 applications. A two-week membership sales campaign was arranged with each of those leagues. One league dropped out, leaving 7. We chose a varied sampling of leagues: older areas, new areas, north, east, south, etc.

The Leagues that participated were:

Hodgson	Idylwyld
Killarney	North Millbourne
Fraser	Allendale
Delton	

Maps and routes were developed, and door-hanger leave-behinds ordered. One side of the door-hanger had general community league information, and the reverse had information specific to upcoming events at each league. Using the league’s contacts, and EFCL contacts, a group of volunteers was assembled, who were then invited to a campaign kickoff and provided their route map, instruction sheets, and contact information in case it was needed.

### The three goals of this program were:

- To create an awareness of the community league(s).
- To sell memberships.
- To find additional volunteers for the leagues.

We feel that we did increase awareness of the leagues, as the entire neighbourhood was either canvassed directly, or left with a door-hanger detailing what the league was all about, and then providing information about upcoming community league events.

We did sell memberships, but only increased overall memberships for each league from a low of 1.8% to a high of 12.4%.

Some new volunteers were found, and they were connected with the existing board of directors at the campaign wind up event, where the existing board of directors participated.

What we Learned:

We learned that running this over a two-week period made it seem like more work than it actually was, and this made it a harder sell to attract volunteers. It might have been better to focus on a one-day, all-out blitz, instead of a two-week campaign.

Where we had the greatest success was with leagues whose boards were themselves enthusiastic, positive, and involved. This made it easy to connect them with the new volunteers, and some of those new volunteers were excited about attending their first board meeting in September.

Where we had the least success was with leagues who were uninvolved, and who created barriers to participation. For those leagues, selling memberships may not necessarily be what was needed. In those cases, perhaps it would have been more effective to focus on board development, training and transition.

### **Green Leagues Energy 101 Workshop Series**

Come and join us for our Energy 101 Workshop Series! Each workshop focuses on a particular subject to help you help your community league on its path towards energy efficiency and solar panels. Those that attend all of the dates provided will become fully trained Energy Transition Ambassadors!

**Community Sustainability Planning** on September 26th, 6pm - 8pm

*Greening Your Neighbourhood: Learn how to make sustainability sustainable in your community*

This session will start with identifying the risks to Edmonton communities from climate change and an introduction of Edmonton's Community Energy Transition Strategy. From there, the group will be challenged to identify the sustainability goals they trying to reach and what projects/initiatives will get them there. What are their values? How far does the group want to go? Riverdale Community League will share their sustainability journey with the group.

**An Intro to Energy Efficiency** on October 3rd, 6pm - 8pm

*Saving Energy, Saving Carbon, Saving Money: Lower your energy bills and save the environment through your community hall*

An exploration of the easily adopted electrical energy efficiency upgrades that could be undertaken by leagues, including efficient lighting in the building and rinks, light sensors, emergency lighting, power bars, etc. The energy audits process will be covered, as will a discussion about benchmarking building energy performance so that leagues can compete against one another to improve their building's energy efficiency. Additionally, the Green League's energy auditors, Generate Energy, will share the lessons they have learned from the many community league halls they have audited.

**The Basics of Solar Photovoltaic** on October 10th, 6pm - 8pm  
*Here Comes the Sun: how to approach solar energy on your hall*

An introduction to the renewable energy technology and how it could be implemented in a league building. This session will cover a basic introduction to how the technology works, the economics, connecting/selling power to the grid. The Solar Power Investment Cooperative of Edmonton will deliver this workshop and Queen Alexandra Community League will tell their solar story.

**Funding Your Energy Projects** on October 17th, 6pm - 8pm  
*Paying for Your Dreams: Learn the funding options to turn your energy project plans into reality*

A workshop dedicated to discussing the different funding sources, such as the Community Leagues Infrastructure Program Grant, EcoCity Edmonton, Energy Efficiency Alberta, MCCAC, etc. that are available to leagues to pay for these upgrades.

Register here: <http://efcl.org/events--projects/green-leagues/green-leagues-workshops>

### **Leadership Project**

Speakers are being arranged for the first of three sets of training for women for our Leadership Project. The first set of workshops will be held on September 23 & 24 at the EFCL offices. We are waiting for the Minister of the Status of Women to set up the dates for the official launch event.

### **Front Yards in Bloom**

The Executive Director and President were asked to judge Front Yards in Bloom this year and select the top three winners. The President spoke at the Annual Awards Event with over 500 people in attendance.

## 9.0 CORRESPONDANCE

**MEETING DATE :** September 14, 2017

**Item 9.1**

**AGENDA ITEM # :** 9.1 – Letter From Central McDougall Community League

**PRESENTED BY:** Bernice Tallon, Central McDougall Community League President

Central McDougall Community League  
10630 – 109 Avenue  
Edmonton, Alberta  
T5H 2Z2

August 25, 2017

Attention Membership Sales:  
Edmonton Federation of Community Leagues  
7103 – 105 Street  
Edmonton, Alberta  
T6E 4G8

**RE: Membership Sales**

The bylaws of Central McDougall Community League do not allow a third party entity to sell memberships on behalf of the community league. We have found that some memberships sold by the EFCL were to individuals who do not have a Central McDougall residence, while other individuals gave incomplete addresses so it is impossible to ascertain their actual residence. Often we received their information very late and we suspect that, in some cases, we simply never received the appropriate information at all. Most individuals who bought memberships from the EFCL have never had any contact with the league and remain unknown to the league. This just does not work for the community league. We have always tried to inform new members about the community and inspire them to participate in the community, and in some small way in the community league.

Until we have a discussion with the membership and change our bylaws – if so directed - to allow a third party to sell memberships on the league's behalf, we ask the EFCL to halt any such sales, as of the above dated letter, and direct all membership queries to:

- 1) Darlene Goshko – Treasurer – 780-428-8616
- 2) Scott Rollans – Secretary – 780-566-5674

Sincerely,

Bernice Tallin, President  
Central McDougall Community League

**MEETING DATE :** September 14, 2017  
**AGENDA ITEM # :** 9.2 – Letter To Central McDougall Community League  
**PREPARED BY:** Debra Jakubec, Executive Director

**Item 9.2**



Wed 9/6/2017 2:52 PM

Debra Jakubec

RE: Letter to the EFCL

To 'g.talin@shaw.ca'

Cc 'scott.rollans@gmail.com'; 'warren.j.champion@gmail.com'

Hi Bernice,

We received your letter regarding online membership sales.

The online membership sale program was passed at the General Meeting on October 4, 2011 indicating that the Edmonton Federation of Community Leagues will administer online membership sales for all leagues starting in the 2012-2013 membership year. All leagues had the opportunity to attend, discuss and vote on this measure and it was passed. As this is a standing order, we cannot discontinue the sale for a league that is a member of the EFCL until a motion amending or repealing is presented and passed at a general meeting.

As soon as a new member of the league registers, electronic notification is sent to [office.cmd@gmail.com](mailto:office.cmd@gmail.com) (the email address that we have on file for your league). This gives your league access to the full information that the member provided in their membership application. If you need assistance in accessing this information please contact Joanne at our office at 780.437. 2913.

We reviewed the records for memberships for your league over the past 3 years and there is only one instance, in 2015, where a member outside the boundary of your league was sold a membership (see attached \* for an address on 115 Street). We monitor and update our databases to correct for these problems on an ongoing basis and as they arise.

We reviewed the bylaws that you have on file at the EFCL (dated June 1981), and there is nothing in the bylaws prohibiting a 3<sup>rd</sup> party from receiving the membership application, it only lists that the membership is made active when the treasurer or secretary receives payment of annual dues.

Regards,

**Debra Jakubec**

Executive Director

Edmonton Federation of Community Leagues (EFCL)

[www.efcl.org](http://www.efcl.org)

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*The Edmonton Federation of Community Leagues (EFCL) was founded in 1921 and is the representative and coordinating body of Edmonton's current 157 community leagues. The EFCL is committed to the community league movement and supporting the leagues as they work to achieve their mandate of providing recreational and social programming, amenities and civic advocacy on behalf of their communities.*



## 10.0 WORK IN PROGRESS

**MEETING DATE :** June 08, 2017  
**AGENDA ITEM # :** 10.1 – EFCL Work in Progress  
**PREPARED BY:** Debra Jakubec, Executive Director

**Item 10.1**

MEETING DATE	REF.	ITEM	STATUS
2016/10/13	9.1	<b>Executive Director’s Report—Malmo-Lansdowne District Change Request</b> 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.	
2017/01/12	5.6	<b>Social Enterprise Fund Loan Application</b> That the EFCL Board approve proceeding with the application eligibility process for bridge loan financing through the Social Enterprise Fund.	In Process
2017/01/12	9.0	<b>Sub-dividing Community Leagues</b> The EFCL to work with the City to set up some processes regarding how to subdivide an existing community league. (There are processes in place for boundary changes, but not for the creation of new leagues from within old ones.)	In Process
2017/03/09	5.1	<b>Finance Committee Draft Terms of Reference</b> R. Hoyle to forward a draft TOR that she recently helped to develop for another committee. D. Jakubec will email a “doodle poll” to determine the first Committee meeting date/time.	In Process
2017/04/13	3.4	<b>Community Gardens</b> Guide to be edited, posted on the EFCL website, as well as hard copies made available for community leagues.	
2017/05/11	10.0	<b>District Updates</b> D. Jakubec to seek clarity regarding community garden insurance requirements.	In Process
2017/06/08	4.1	<b>Community Recreation Coordinator Update Slide Presentation</b> Debra to email slides to Board Members	Completed
2017/06/08	5.1	<b>Rollie Miles Park</b> C. Shannon advised she would obtain the business plan and distribute it.	

<b>MEETING DATE</b>	<b>REF.</b>	<b>ITEM</b>	<b>STATUS</b>
2017/06/08	5.2	<b>Fluent Homes</b> Board members to take this topic back to their league(s) for additional feedback for the July retreat	
2017/06/08	5.6	<b>League Splitting</b> C. Shannon to request City draft a policy and procedure to be created for these situations.	
2017/06/08	6.1	<b>News From the City of Edmonton</b> EFCL and the City to explore the possibility of the EFCL moving into and operating the Boyle Street Community League facility.	Completed
2017/06/08	8.2	<b>Executive Director's Report</b> G. Martinson asked D. Jakubec to document a detailed list of the specific grants received by the EFCL in relation to past years.	Completed
2017/06/08	8.2	<b>Executive Director's Report</b> C. Shannon to follow up on the contact name/information for the City's Community Gardens Coordinator and the process to follow.	In Process