



EDMONTON FEDERATION OF COMMUNITY LEAGUES

BOARD OF DIRECTORS

REGULAR MEETING PACKAGE

DATE: Thursday, January 11, 2018

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

LOCATION: EFCL Office, 7103—105 Street

EFCL Board Planning Calendar January, February, March, 2018

January

2018

- 11 EFCL Board Meeting
- 24 Green Leagues Workshop
- 27/28 Leadership Workshop
- 31 EFCL Planning & Development Committee Meeting

February

2018

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

March

2018

- 03/04 Leadership Workshop
- 08 EFCL Board Meeting
- 28 EFCL Planning & Development Committee Meeting

Edmonton Federation of Community Leagues

Board of Directors Regular Meeting

EFCL Office: 7103—105 Street

Thursday, January 11, 2018, Dinner 5:00 PM / Meeting 6:00 PM

AGENDA

Item 1.0

- 1.0 Call To Order**
- 2.0 Agenda Review (6:00 PM) (pg. 3)**
- 3.0 Approval of Board Meeting Minutes (6:05 PM)**
 - 3.1 November 13, 2017 Board Meeting Minutes**
 - 3.2 December 14, 2017 Board Meeting Minutes**
- 4.0 Presentations / Urgent Matters**
 - 4.1 Strathearn Community League (Information Report To Be Distributed At Meeting)**
- 5.0 Decision/Discussion Items**
 - 5.1 Election of VP Internal (6:10 PM) (pg. 4)**
 - 5.2 SWEMSA And Membership (6:20 PM)(pg. 5-6)**
 - 5.3 Board Development Workshop (6:40 PM) (pg. 7)**
 - 5.4 General Meeting Agenda (7:00 PM) (pg. 8)**
 - 5.5 November Financial Statement (7:20 PM) Pgs. 9-11)**
 - 5.6 Strategic Planning (pgs. 12-13)**
- 6.0 News From The City Of Edmonton**
 - 6.1 News From The City Of Edmonton (7:30 PM) (pgs. 14-18)**

Break 7:40 PM—7:50 PM

- 7.0 Exemptions**
- 8.0 Staff Reports (7:50 PM)**
 - 8.1 Executive Director's Report (pgs. 19-20)**
 - 8.2 2017 Training Trends / 2018 Workshop Schedule (pgs. 21-23)**
 - 8.3 100th Anniversary Project Report (Discussion In February) (pgs. 24-25)**
- 9.0 Work In Progress (pgs. 26-27)**
- 10.0 District Updates/Feedback**
- 11.0 Next Meeting/Announcements**
 - 11.1 Thursday, February 08, 2018**
- 12.0 Private Matters**
- 13.0 Adjournment**

5.0 Decision/Discussion Items

MEETING DATE : January 11, 2018
AGENDA ITEM # : 5.1 – Election of VP Internal
PREPARED BY: Debra Jakubec, Executive Director

Item 5.1

Authority and Responsibility

The Vice President Internal is a member and Officer of the Board and has the same authority and responsibility as all Board Members. The Vice President Internal is responsible for overseeing the internal relationships among the community leagues and the Society.

Term

The Vice President Internal is elected annually by the Members of the Board. The Vice President Internal serves for a one-year term. The Vice President Internal may serve a maximum of three terms.

General Duties

In addition to the general duties as a Board Member, the Vice President Internal has the following duties:

1. Learns the duties of the President, stays informed on key issues, and acts in the absence of the President;
2. At all times, works closely as consultant and advisor to the President;
3. Serves on the Executive Committee;
4. Acts for a District Representative who is ineligible to serve;
5. Calls Special District Meetings and chairs them when requested by the member community leagues in that District;
6. Serves as an ex-officio member of committees and attends their meetings when needed;
7. Acts as a signing officer for cheques and other documents;
8. Acts as a liaison between the Society and other community and civic organizations and the media;
9. Participates in the selection and release of the Executive Director in consultation with other Executive officers;
10. Ensures the Code of Ethics is adhered to by the member community leagues and intervenes if a dispute arises.

Qualifications And Skills

In addition to the qualifications and skills of a Board member, the Vice President Internal must have familiarity with the following:

- Society's By-laws and Robert's Rules of Order;
- Society's programs and duties.

The Vice President Internal should have the following abilities:

- Ability to speak in front of a large group of people;
- Ability to analyze and solve problems;
- Ability to listen empathetically to others;
- Ability to work with the media.

MEETING DATE : January 11, 2018

Item 5.2

AGENDA ITEM # : 5.2 – SWEMSA And Membership

PREPARED BY: Debra Jakubec, Executive Director /Joanne Booth, Membership

Background:

Most Community League soccer falls under the umbrella of the Edmonton Minor Soccer Association. They are split into a number of zones, one of which is the South West Edmonton Minor Soccer Association (SWEMSA). Currently, as part of the requirements to play, and recognizing the support of Edmonton's community leagues, Edmonton Minor Soccer Association requires all youth participants be a part of their community league. Mum and Dad buy the membership and that number is entered when they are registering.

Some of the soccer zones are very supportive of this, and we are often in touch with them during registration times helping ensure that all families comply with the community league membership requirement.

Soccer is a huge driver of membership. During the spring and summer registration times, we average 100 sales per day through our web site. So any assistance we can provide to the soccer zone (and other sports groups too) we do! This involves providing a supply of blank membership cards for sale at registrations, lists of fees for membership at the different leagues, flyers outlining what the membership is, and distribution of money collected to pay out to the leagues. We'll do this for other sports groups too, and will link through our web site to theirs for when people are looking for sport for their children.

Many sports groups have been concerned about the loss of green space and playing fields over the last few years. Especially with the City of Edmonton declaring some green space as surplus school sites and rezoning for development. This has also been of great concern to many community leagues. Although the City of Edmonton feels this issue is resolved, some leagues and some sports groups feel they can still pressure City administration to back away from developing these sites, and ensure that they are permanently allocated as green space.

SWEMSA has been pushing hard on this issue. Some board members of SWEMSA believe that the Edmonton Federation of Community Leagues has influence over City administration. Some believe we are part of the City of Edmonton. They would like the EFCL to advocate for maintaining and/or increasing the amount of green space available for sport/leisure.

At the last annual general meeting of Edmonton Minor Soccer Association, SWEMSA representatives put forward a motion to eliminate the requirement for players to be community league members. Reasons given were, players from outside the City limits don't have community leagues, so the requirement was unfair as it increased costs for City of Edmonton youth. Another reason was that no other sports groups/teams are required to have community league memberships, so why should soccer. Off the record, we heard that the hope was to use this as a tool to force the EFCL to pressure the City to back away from repurposing surplus school sites. That motion was defeated, but from the discussion held, some education around who we are, and who benefits from the memberships sold – may be in order.

On September 17th, EFCL staff (Debra Jakubec, Bev Zubot, Joanne Booth) attended a SWEMSA meeting.

It was an opportunity to correct some misinformation regarding community league membership requirements. Specifically that youth players from outside Edmonton do purchase a community league membership in order to play for Edmonton Minor Soccer Association; and also that other sports groups do require the memberships as well. A list of those sports was on hand, although it was only mentioned verbally. That being: 5 hockey clubs, 1 football club, baseball, softball and basketball.

It was also an opportunity to hear SWEMSA's plans. It was our understanding that SWEMSA does not plan to eliminate the league membership requirement, that they are just trying to shake up members in order to push for participation on the SWEMSA board.

MEETING DATE : January 11, 2018
AGENDA ITEM # : 5.3 – Board Development Workshop
PREPARED BY: Debra Jakubec, Executive Director

Item 5.3

Background:

This workshop is offered for free to non-profit organizations in Alberta through Alberta Culture.

The Fundamentals Workshop covers issues that concern all boards of incorporated non-profit societies including:

- identifying ethical and legal responsibilities of boards and board members
- understanding roles and responsibilities within your organization
- formulating responsive policies
- developing and making the best use of working committees
- supporting strong board and senior staff relationships
- recruiting, orienting, training and evaluation of board members
- this workshop does **NOT** include strategic planning

In order to book a workshop we require the following:

- Commitment from at least 75% of your board members (100% for a small board of 6 or fewer members) for the date you have chosen
- 6-8 weeks' notice before the date of the workshop (**Any requests for workshops that are less than six weeks before the date requested for the workshop must be discussed by phone before any bookings can be confirmed**)
- Name and e-mail addresses of your current board members (for distribution of a Needs Assessment form)
- Registered name and mailing address of your organization
- Name, title, phone number and e-mail address of a person who is willing to be the Board Contact
- Name, title, phone number and e-mail address of a person who is willing to be the Staff Contact (if applicable)

Each workshop is customized to address the specific board development needs facing your organization. Workshops are ten hours and are scheduled for Friday evening (7 – 10 pm) and all day Saturday (9 am – 4 pm). Except for booking a suitable facility and providing lunch, there are no costs to your organization. Workshops are facilitated by trained volunteers, who have previously been board members and who have received specialized training related to our curriculum.

If your board wishes to schedule a workshop for your organization, please call us with two alternative dates, at least six to eight weeks in advance of the date of first choice.

We are now booking workshops for **February 2 & 3, 2018**, and later. We are offering these workshops each Friday evening and all day Saturday up to and including June 1 & 2, 2018 with the exception of the following: February 16 & 17 (Family Day long weekend); March 30 & 31 (Easter long weekend); May 18 & 19 (Victoria Day long weekend). If you are considering a workshop in March, the following weekends are still available: March 2/3 and March 9/10.

MEETING DATE : January 11, 2018
AGENDA ITEM # : 5.4 – General Meeting Agenda
PREPARED BY: Debra Jakubec, Executive Director

Item 5.4

**Edmonton Federation of Community Leagues
General Meeting, February 22, 2018
Location: TBD**

- 1.0 Call To Order**
 - 1.1 Welcome Guests And Acknowledgement Of Corporate Sponsors
 - 1.2 Opening Comments From The President

- 2.0 Approval Of Agenda (6:40 PM)**

- 3.0 Approval of Draft Minutes (6:45 PM)**
 - 3.1 Draft Annual General Meeting Minutes— October 24, 2017

- 4.0 Presentations (6:55 PM)**
 - 4.1 Tool Library (6:55pm)
 - 4.2 New City of Edmonton Programming (Brad Badger) (7:05)

- 5.0 Information Updates/Announcements (7:20 PM)**
 - 5.1 Bulk Energy Purchase
 - 5.2 District Meeting Plan 2018
 - 5.3 Planning Committee Update
 - 5.4 100th Anniversary Capital Campaign Update (David Muddle/Rhonda Newman?)
 - 5.5 Membership Benefits (Joanne Booth)
 - 5.6 Great Neighbour Race

- 6.0 Board And Planning Committee Elections (8:00 PM)**
 - 6.1 Board Elections
 - 6.2 Planning Committee Elections

- COFFEE BREAK (8:10 PM)**

- 7.0 Door Prize (8:20 PM)**

- 8.0 News from the City (8:20 PM)**

- 9.0 Discussion Items (8:30 PM)**
 - 9.1 EFCL Strategic Plan 2019 – 2022 (tentative)

- 10.0 Executive Director's Report (By Exemption) (9:10 PM)**
Social Enterprise Fund Report
Training Trends and 2018 Workshops

- 11.0 Open Mic—Community League Dialogue (9:20 PM)**

- 12.0 Next General Meeting—Tuesday May 29, 2018**

- 14.0 Adjournment (9:30 PM)**

- 15.0 Hall Clean Up**

MEETING DATE : January 11, 2018

Item 5.5

AGENDA ITEM # : 5.5 – November Financial Statements

PREPARED BY: Debra Jakubec, Executive Director / Jennifer Allen, Finance

Edmonton Federation of Community Leagues
Statement of Cash Flows
January through November 2017

	JAN - NOV 17	
OPERATING ACTIVITIES		
Net Income	\$ 9,943	
Adjustments to reconcile net income to net cash provided by operating activities:		
Increase in Accounts Receivable	-\$ 39,657	
Decrease in Accrued Receivables (2016 AR)	\$ 114,082	
Decrease in GST Receivable	\$ 15,168	
Increase in Prepaid Expenses	-\$ 6,137	
Increase in Accounts Payable	\$ 36,808	
Increase in Credit Card Payable	\$ 4,828	
Decrease in Accrued Liabilities (2016 AP Paid)	-\$ 20,327	
Decrease in Customer Deposits Payable	-\$ 2,070	
Increase in Deferred - City of Edmonton	\$ 167,453	
Decrease in Deferred - Great Neighbour Race	-\$ 2,021	
Increase in Deferred - Green Leagues	\$ 36,975	
Decrease in Wages Payable	-\$ 11,578	
Decrease in Employee Benefits Payable	-\$ 56,743	
Increase in Deferred - Memberships	\$ 8,803	
Increase in Deferred - Casino	\$ 52,528	
Increase in Deferred - Status of Women	\$ 30,165	
Increase in Deferred - Canadian Heritage	\$ 50,000	
Decrease in Deferred - 100th Anniversary	-\$ 39,735	
Net cash provided by Operating Activities	\$ 348,487	
Net cash increase for period	\$ 348,487	
Cash at beginning of period	\$ 1,048,757	
Cash at end of period	\$ 1,397,244	

Edmonton Federation of Community Leagues
Financial Report Summary
 Eleven Months Ended November 2017

REVENUE	2017 YEAR TO DATE			2016 YEAR END		
	2017 Budget	Actual	Var	2016 Budget	Actual	Var
Grant - Municipal - C of E	572,730	395,277	- 177,453	561,633	561,633	-
Grant - Casino	55,000	30,232	- 24,768	55,000	69,378	14,378
Grant - Green Leagues	90,000	128,139	38,139	-	4,757	4,757
Grant - Prov/Fed - STEP/CSJ	7,320	13,184	5,864	8,000	10,559	2,559
Grant - Leadership - Status of Women	50,000	19,895	- 30,105	-	-	-
Grant - Other	10,000	-	- 10,000	-	46,305	46,305
Capital Project - 100th Anniversary	15,000	39,735	24,735	-	102,756	102,756
Online Sales and Fees	18,000	60,960	42,960	25,000	48,130	23,130
Membership Dues	98,000	88,826	- 9,174	98,500	95,889	- 2,611
League Supplies	28,000	29,010	1,010	27,000	34,394	7,394
Bulk Purchase - CofE Passes	-	19,500	19,500	-	-	-
Facility Rental	-	1,210	1,210	2,000	430	- 1,570
Membership Campaign	6,000	-	- 6,000	-	-	-
Partnerships	30,000	15,835	- 14,165	30,000	28,000	- 2,000
Sponsored Events	15,000	14,934	- 67	11,500	33,016	21,516
Londonderry Hall	-	-	-	-	63,535	63,535
Amortization - Deferred Contribution	-	-	-	-	6,840	6,840
TOTAL REVENUE	995,050	856,736	- 138,314	818,633	1,105,622	286,989
EXPENSES						
Advertising	7,000	5,849	- 1,151	4,000	2,777	- 1,223
Bank Charges	-	160	160	1,200	2,224	1,024
Bulk Purchase - CofE Passes	-	16,975	16,975	-	-	-
Merchant Fees	1,400	11,469	10,069	-	-	-
Facility Expenses	57,000	35,133	- 21,867	41,950	44,520	2,570
Grant Contingency	-	-	-	-	2,000	2,000
Goodwill	-	-	-	2,000	-	- 2,000
Governance	29,200	18,964	- 10,236	20,000	18,695	- 1,305
League Supplies	25,000	22,876	- 2,124	24,000	-	- 24,000
Londonderry Hall	-	-	-	-	67,715	67,715
Membership Dues	1,000	1,010	10	1,000	637	- 363
Membership Campaign	5,000	1,113	- 3,887	-	0	0
Office Expenses	22,400	14,713	- 7,687	17,150	21,862	4,712
Parking	-	1,473	1,473	-	389	389
Professional Fees	53,000	17,614	- 35,386	10,000	34,084	24,084
Programs & Evaluation	68,000	131,799	63,799	72,500	108,605	36,105
100th Anniversary	-	39,583	39,583	-	102,756	102,756
Recognition	2,500	963	- 1,537	-	-	-
Recruitment	800	132	- 668	1,500	1,281	- 219
Service Agreements	8,000	8,883	883	8,000	7,855	- 145
Subscriptions	500	-	- 500	-	1,811	1,811
Wages & Benefits	658,300	525,281	- 133,019	588,035	639,297	51,262
Website	10,000	999	- 9,001	-	1,087	1,087
TOTAL EXPENSES	949,100	854,991	- 94,109	791,335	1,057,596	266,261
EBITA	45,950	1,746	- 44,204	27,298	48,025	20,727
Interest Revenue	7,000	8,197	1,197	7,000	7,051	51
Amortization	25,000	-	- 25,000	25,000	66,991	41,991
NET OPERATIONAL	27,950	9,943	- 18,007	9,298	- 11,915	- 21,213

Edmonton Federation of Community Leagues
Balance Sheet
As of Nov. 30, 2017

	NOV 30, 2017
ASSETS	
Current Assets	
Petty Cash	\$ 89
Servus - Operating Bank	\$ 409,081
Servus - Casino Bank	\$ 60,387
Servus - Savings Bank	\$ 423,846
Servus - GIC	\$ 503,839
Servus - Common Shares	\$ 2
Paypal	\$ -
Total Cash	\$ 1,397,244
Other Current Assets	
Accounts Receivable	\$ 39,657
Prepays	\$ 7,424
Londonderry Hall Receivable	\$ 7,835
Accrued Receivables (2016)	\$ 20,956
GST Receivable	\$ 4,749
Total Other Current Assets	\$ 80,620
Total Current Assets	\$ 1,477,864
Fixed Assets	
Office Equipment	\$ 123,795
Leasehold Improvements	\$ 216,645
Website Design	\$ 187,908
Computer Hardware	\$ 56,712
Computer Software	\$ 32,021
Total Assets	\$ 617,081
Accum. Amort. Fixed Assets	
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	-\$ 32,021
Total Accum. Amort. Fixed Assets	-\$ 483,636
Total Fixed Assets	\$ 133,445
TOTAL ASSETS	\$ 1,611,309
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$ 36,808
Vacation Payable	\$ 11,684
Credit Card Payable	\$ 4,828
Total Current Liabilities	\$ 53,320
Deferred Liabilities	
Deferred - City of Edmonton	\$ 167,453
Deferred - Property	\$ 15,485
Deferred - Memberships	\$ 73,222
Deferred - Infrastructure	\$ 72,674
Deferred - Casino	\$ 60,387
Deferred - 100th Anniversary	\$ 587,542
Deferred - Green Leagues	\$ 84,418
Deferred - Status of Women	\$ 30,165
Deferred - Canadian Heritage	\$ 50,000
Total Other Current Liabilities	\$ 1,141,345
Total Liabilities	\$ 1,194,665
Equity	
Retained Earnings	\$ 88,741
Tangible Capital Assets	\$ 117,960
Financial Stabilization Reserve Fund	\$ 100,000
100th Anniversary Project Fund	\$ 100,000
Net Income	\$ 9,943
Total Equity	\$ 416,644
TOTAL LIABILITIES & EQUITY	\$ 1,611,309

MEETING DATE : January 11, 2018
AGENDA ITEM # : 5.6 – Strategic Planning
PREPARED BY: Debra Jakubec, Executive Director

Item 5.6

Role of the Board

All boards have three roles when leading an organization: Governance, Management and Implementation. Governance, at its simplest, is providing direction for the organization. Management is ensuring the fiduciary role of the board, having oversight and managing risk for the organization. Implementation is providing the services of the organization. In the case of the EFCL (where an Executive Director has been hired), the implementation is delegated to them.

Providing Direction

There are many ways that a board can provide direction to the organization. But a commonly accepted way is through a clear Vision, Mission and Strategic Plan.

A strong Vision will describe a future state that, once achieved, would make the organization obsolete. It should be memorable, short and easy to explain (or self-explanatory). An organization could have a vision of “a world where everyone has a decent place to live”. Then, if we lived in a world where everyone had a decent place to live, we would no longer need this organization.

An effective Mission describes the kind of work that the organization will do to achieve their Vision. The organization above might have a mission that states: We bring communities together to help families build strength, stability and independence through affordable homeownership.

A Strategic Plan is a written set of goals showing how the organization can:

1. Change the world to make it more like the world in their Vision
2. Enhance, advance or maintain the kind of work described in their Mission

This planning starts with reviewing (or writing) the Vision and Mission. Once the Board has done this they will need to frame 2-3 broad, wide-ranging goals that (with significant work) could be achieved in the timeframe of the plan (4 years in our case). Looking again at the same organization, two of their goals could have been:

1. Help those Albertan’s worst affected by the floods to achieve home ownership.
2. Help existing homeowners to renew and rebuild their homes through training.

These broad goals are what will guide the work of the organization, the Executive Director will develop an implementation strategy to achieve the goals and they will reflect on these statements when considering new and existing work of the organization.

A well-structured and transparent strategic planning process drives **accountability** through the organization. It provides a visible process and product to the members and stakeholders of the organization by which the Board can be held accountable. And for the Board, it provides the same to its singular employee – in this case, the Executive Director – who then has a clear set of expectations and goals to work towards.

The Process for the EFCL

1 st Option	2 nd Option	
February board meeting	March or April meetings	Work with the Board and Executive Director to review and/or refine our Vision
February general meeting	May general meeting	Collect feedback on Vision and Mission from the Membership
March board Meeting	June board Meeting	Board drafts 2-3 broad goals to frame the Strategic Plan
April – May	July	Collect feedback from staff and other stakeholders on the broad goals
May – June	August	Analyze feedback, write draft plan document
July board meeting	September board meeting	Board reviews and approves
August – September	October – November	Executive Director with management team, develops an implementation plan
September	September (draft version)	Plan submitted to Council

6.0 NEWS FROM THE CITY OF EDMONTON

MEETING DATE : November 09, 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, January 11, 2018



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

Neighbourhood Resource Coordinators have gone live

The role of the Community Recreation Coordinator (NRC) has been officially transformed to the role of Neighbourhood Resource Coordinator with many staff assigned to new neighbourhoods. This evolution is designed to link communities with more City staff and resources. The new title more accurately reflects the responsibilities of the job as a resource for community development in neighbourhoods. The NRCs will continue to be assigned to every residential neighbourhood in Edmonton. They will continue to support partners with strategic planning, implementing needs assessments and community involvement plans, providing community-delivered recreation and social opportunities, event licensing, navigating City processes and connecting with other City staff who have the subject matter expertise leagues are seeking. They will attend an average of three community league meetings in person per year, as indicated by the agenda items. Additional support will continue to be provided through conversations, email, etc. NRCs will also increase their focus on creating neighbourly connections and networks to collaborate on neighbourhood priorities and aspirations. Advancing the Abundant Community Edmonton (ACE) initiative and Building Community Through Recreation/ Recreation Networks are key priorities for all NRCs.

For more information about the NRC role in your neighbourhoods please feel free to contact: chantile.shannon@edmonton.ca.

Stay tuned for the new & improved Park Bench e-newsletter

In alignment with the new positions of the Neighbourhood Resource Coordinators and the creation of the Neighbourhood Services Section, The Park Bench E-newsletter was reviewed to ensure it would provide information for active neighbourhood leaders like community league members and focus on sharing community-based activities, events, programs & services that support neighbourhood volunteers and groups to build partnerships, improve their neighbourhoods and promote neighbourhood livability.

The first edition for the revised publication will come out on February 1, 2018.

The publication prioritizes information from the City of Edmonton, however external information that relates to community development in neighbourhoods can be submitted to theparkbench@edmonton.ca. To subscribe to the e-newsletter, please visit [here](#).

Greetings from Salute to Excellence

The City of Edmonton's Salute to Excellence Awards program has recognized outstanding individuals and groups who have embodied the spirit of our city for more than 67 years. The Salute to Excellence Awards Council is seeking submissions for nominees to be inducted to the City of Edmonton Hall of Fame in the areas of Arts & Culture, Community Service and Sports.

Hall of Fame inductees have contributed to making Edmonton a vibrant, progressive and inclusive city. By sharing their talents, passion and commitment, these outstanding Edmontonians have enhanced the quality of life in our communities and their excellence deserves to be saluted.

Nominate your champion today; you can help the City of Edmonton acknowledge their accomplishments and overall impact he or she has made in our city!

The deadline for nominations is February 16, 2018. Simply complete the nomination form, which includes a nominee bio, nomination letter and provide two additional letters of support. For more information, or to start the nomination process, please visit edmonton.ca/halloffame.

Your nomination shows the appreciation for everything your nominee has done. In return, your nominee could potentially be added to the list of Edmonton's most outstanding citizens, who, through their service, have made exemplary contributions to the quality of life in Edmonton!

Thank you for stepping forward to recognize Edmonton's most outstanding citizens.

Sincerely,

Salute to Excellence Awards Council

Abundant Community Edmonton (ACE)

ACE is a citizen centred community building approach supported by the City of Edmonton's Neighbourhood Services Section. The ACE framework encourages and enables citizens to increase neighbourliness where they live.

Leadership of ACE can come from anywhere in the neighbourhood. An individual citizen, small group of citizens or a neighbourhood organization can be the spark that ignites ACE in the neighbourhood. Typically, the Community League plays a key role in supporting, endorsing, and coordinating the initiative. Block Connectors initiate conversations with their neighbours to talk about their vision for their neighbourhood, mutual interests and activities, and the skills, abilities and experiences they would like to share with their neighbourhoods and the neighbourhood as a whole.

The City hosts monthly ACE gatherings for citizens to share their experiences, successes and challenges. The next gathering takes place on January 13, 9:30 am - 12:30 pm, location TBA.

If you have any questions about starting an ACE initiative in your community, please contact your Neighbourhood Resource Coordinator or Revitalization Coordinator. You can also contact the City at abundantcommunity@edmonton.ca.

Capital City Clean Up (CCCU)

Our Personal Pocket Ashtray (PPA) distribution program (No Butts About It) will begin in approximately mid-January. Pocket ashtrays will be delivered to 12 participating recreation facilities, Edmonton Tower, City Hall and 20 Edmonton Public Libraries. Citizens can pick up their PPA's until supplies last. For more information please go to the [website](#).

You can also contact Florence at 780-508-9195 if you wish to become involved or would like to obtain a PPA distribution kit, so your community can also distribute PPA's. Our goal is to encourage individuals to change their cigarette litter disposal habits and to get used to the idea that there is a better way to dispose of their butts.

Our CCCU Litter Kit program will be starting the first week of March. Kits will be available at our 12 participating recreation facilities and at Edmonton Tower. Volunteering individuals and/or groups can go to these locations to register and to pick up their kits and can do a neighborhood or park clean up. For more information please go to the [website](#). You can also contact Florence at 780-508-9195 if you wish to become involved or would like more information regarding the CCCU Litter Kit program or if your community is interested in distributing the kits.

Snow Angels is in full swing again this year

This winter, 28 community leagues have joined the Snow Angels program. As a community, they want to encourage everyone to keep their sidewalks free of snow and ice. They are also encouraging their community members to consider helping a neighbor as many citizens need help due to mobility or health issues and might not always ask for help. The City of Edmonton is supporting these communities with additional messaging and social media to help get the word out!

Updates from the Neighbourhood Recreation Experiences Team

Fall/Winter/Spring Drop In Programs (Greenshack, Learn to Skate, Bike Safety)

Thank you to our community partners for completing our fall/winter/spring program hosting questionnaire earlier this fall. The information provided assisted us in our planning process for 2018 Fall, Winter, and Spring programs. All sites have been selected and confirmed.

We appreciate the effort and commitment your community places on providing programs for families and children in your community. Your relationship with the Neighbourhood Recreation Experiences (NRE) Team helps to provide quality programs and create memorable experiences for children and youth.

This year the selection process was reviewed and changed to ensure there was a spread of opportunity and to rotate program locations. This change is the beginning of a multi-year plan which will be implemented in 2019 to ensure program locations are rotated over several years. The program in a given location will serve a geographic area and will rotate to a different neighbourhood in the area over several years.

Please visit our website [here](#) or [here](#) with specific dates and times for each program. If your community has been selected for a program, you will be receiving posters for promotions two months before the program start date. Thank you for your continued assistance in supporting and promoting our neighbourhood recreation programs.

Leisure Access Program Update

This past July, The City of Edmonton launched new components for the Leisure Access Program (LAP) that will make recreation even more accessible:

- Eligible Income thresholds for the current Leisure Access Program were increased by 10% to welcome more low income Edmontonians to the free annual pass program for access to recreation and attraction facilities, and reduced program fees
- Families whose income is between 11 and 25% above the low income cut-off may be eligible for a new subsidized monthly pass to recreation and attraction facilities

With this LAP Program enhancement, there will no longer be production of a "Play and Save" guide for 2018 onward. Instead, all of the Neighbourhood Daycamps will be made available in our "City of Edmonton Summer Daycamps -2018 City Attractions, Neighbourhoods and Recreation Centres" guide. Those families qualifying for the Leisure Access Annual Program can access up to four daycamp programs (or any City of Edmonton registered program) for their children at a reduced rate of 75%.

To apply for the Leisure Access Program families must complete an application, and have it approved. To prepare for summer day camp registration of March 14, 2018 application approvals should be received at least four weeks in advance - applications should ideally be submitted for approval by February 9, 2018. Further information regarding the Leisure Access Program can be found on edmonton.ca/lap, or by calling 311.

Equipment Loaning Update

In 2017 the Neighbourhood Recreation Experiences Team had over 500 equipment bookings, and would like to serve more groups in 2018. To ensure we provide groups with quality equipment and are able to maintain equipment to a high standard, starting April 1, 2018, a fee will be associated with booking out equipment. The fee for booking a maximum of five kits will be \$10.00. Each additional kit will be \$5.00. Payment can be made at the time of pick up, or an invoice can be sent to the group. For information on booking equipment click [here](#) and to view the equipment that can be borrowed, click [here](#).

Summer Green Shack and Pop Up Play Program Update

Please note for the summer Green Shack/Pop Up Play programs planning is underway. The timeline for decisions will be similar to last year, and communication about neighbourhood programs will be coming out in early February 2018.

If you are planning on running a complimentary program to the summer Green Shack, please speak to your Neighbourhood Recreation Coordinator (NRC) regarding information about potential grant funding, permitting, and any other details related to your community run program.

Neighbourhood Recreation Experiences Program Coordinators

Mallorie Linthorne: South West Playgrounds - 780-496-7971 - mallorie.linthorne@edmonton.ca
Carrie McEwen: South East Playgrounds - 780-496-3479 - carrie.mcewen@edmonton.ca
Jane Erdmann: North West Playgrounds - 780-496-2964 - jane.erdmann@edmonton.ca
Jaz Ramage: North East Playgrounds - 780-496-6950 - jaz.ramage@edmonton.ca
Kathleen Korner: Summer Daycamps and Equipment Loaning - 780-496-2945 - kathleen.korner@edmonton.ca

Upcoming Meetings, Events and Activities

Jan - Mar	Ice Castles - William Hawrelak Park
Jan 13-14	Deep Freeze Festival - 118 Avenue
Jan 17	Community and Public Services Committee: Red Bull Crashed Ice Event Environmental Impact Assessment and Site Location Study; Combative Sports Review; 2026 FIFA World Cup - United Host City Bid
Jan 22	Audit Committee: Administrative Response - Pesticide Audit
Jan 25-28	Ice on Whyte Festival
Jan 31	Community and Public Services Committee: Seniors Recreation Pass; Seniors Advisory Council - Development and Implementation; Opioid Crisis Update
Feb 2-3	Flying Canoe Volant - Mill Creek Ravine
Feb 9-19	Silver Skate Festival - William Hawrelak Park
Feb. 21	Neighbourhood Revitalization Report scheduled for Council
March 1	Public Washroom Report scheduled for Council
Q1 2018	Update on Central McDougal/Queen Mary Park Revitalization Report to Council
Q1 2018	Community Project Process Report CR_5330 to Council

- Link to Council and Committee Schedules, Agendas & Minutes

edmonton.ca/city_government/council-committee-meetings.aspx

- Link to schedule of upcoming Council reports

edmonton.ca/city_government/documents/meetings/PublicItemsDueJuly17.pdf

8.0 STAFF REPORTS

MEETING DATE : January 11, 2018
AGENDA ITEM # : 8.1 – Executive Director’s Report
PRESENTED BY: Debra Jakubec, Executive Director

Item 8.1

Bylaws

In December, as part of our preparation to file our Charitable Status Application, we checked with registries for current status and to confirm that our current bylaws were filed, as we had not yet received confirmation. The person we talked to stated that they had not received the bylaws. We have re-sent the bylaws to the registries office by courier and they should be successfully filed in 3-4 months. We pulled a complete set of records that indicated the last bylaw change filed with registries was in 2004, so these are our active bylaws. A copy is attached for your information.

Training Trends 2017 and 2018 Training Calendar

A report based on the Community League training we have done in 2017 is attached. It goes over numbers of attendees and summarized evaluation information. This information was used to create the attached draft training calendar for 2018. The sessions for January and February are already advertised and full.

Steering Committee Meeting

A steering committee meeting is planned for Wednesday, January 10 at the EFCL office. Rhonda Newman and David Muddle (Chair of the Capital Campaign) will attend and present our fundraising potential. Once the steering committee minutes are finalized, this information will be shared with the board.

Community League Projects

As directed by Council, Administration is working with community organizations to make community league projects less onerous. Bev Zubot and Debra Jakubec have met with the lead staff and Bev has been asked to recommend two community members. She has connected with two people who had already expressed interest.

Partnering Agreement Evaluation Framework

The Evaluation Framework for the Partnering Agreement with the City is almost complete. It will be shared with the board next week, along with the Partnering Agreement, so the board has time to review it before the next board meeting.

Staff Evaluations and Work Plans

Staff evaluations were completed in December. A planning meeting was also held with staff in December and all work plans (except one, which will be done within the next 2 weeks) are complete.

Grant List

Funder	Topic	Amount requested	Approved
Heritage Canada	100 th Anniversary Capital Project	\$500,000	Approved for \$265,000
Status of Women – Government of Alberta	Leadership Mentor Program	\$50,000	Approved for \$50,000
Community Environment Action Grant - Province	Green Leagues	\$90,000 over 2 years	Approved
ECAP	To support volunteer capacity building	\$360,000 / 3 years	In Process
Aviva	100 th Anniversary VOTING OPEN NOW!	\$50,000 - \$100,00	Did not move forward – too few votes
Human Rights and Multiculturalism - LETTER OF INTENT ONLY	Diversity work and capacity building	\$143,616 / 3 years	Declined
Heritage Council	Capital Campaign – Signage and monuments	\$15,000	Approved

Expectations

We asked in the evaluation, if we met the expectations of the attendees. 89% of attendees stated that we met or exceeded their expectations. We did not meet the expectations of 10% of attendees. 1% of attendees were undecided or did not have specific expectations going into the workshop.

Interest in Future Workshops

We also asked attendees to identify additional topics to be explored and presented. The top 10 topics from the list were:

1. Programming targeted to specific demographics (youth, seniors, newcomers)
2. Grants
3. Using Social Media
4. Waste Management
5. Casino Eligibility
6. Membership Development
7. An Opportunity To See Other League Programs
8. Solar Installation
9. Reducing Your Carbon Footprint
10. Successful Partnerships and Collaboration

2018 Training Calendar

1st Quarter January - March	January 24, 2018 <i>Green Leagues: Adding Sustainability in Designing New Halls</i>	February 3, 2018 <i>Finding Success with Grants</i>	March 24, 2018 <i>Engaging Edmonton Public Schools to Grow Your Volunteer Base</i>
	<p>This workshop is designed to help those leagues looking to build new halls or major renovations (over \$1 million) with adding sustainability and durability thinking into this process. Shafraaz Kaba from Manasc Isaac Architects will be joining us to bring his experience with sustainable designing practices.</p> <p>Come and join us for dinner and discussion about the major community league projects happening across the City!</p>	<p>What should you consider when considering grants? Tired of running out of time and running into deadlines? Do you think that your league is missing out and leaving money on the table?</p> <p>We will discuss the do's and don'ts of the granting process, review some of the common granting programs and look at common (and innovative) ways to navigate the granting landscape.</p>	<p>Join us to discover the possibility of creating volunteer projects through <i>INNOVATE</i> program at Edmonton Public Schools.</p> <p>This is a program that matches students with volunteer projects where the students earn credit while giving back to the community.</p>
2nd Quarter April - June	April 14, 2018 <i>Civics 201</i>	May 5, 2018 <i>Growing Sustainability Through Community Gardens</i>	June 9, 2018 <i>Membership Drives that Work</i>
	<p>A deep dive into the process of negotiating a civics issue in your community.</p> <p>We will explore the details of how to research, create and execute a presentation to the City successfully.</p>	<p>A look at the process for creating a community garden and the benefits of having a garden in your community.</p> <p>We will learn about the key steps to the process, the resources you can use while creating the garden and some do's and don'ts from people who have worked through the process.</p>	<p>Take a Saturday with the EFCL to plan this year's membership drive!</p> <p>We will share resources, tips and best practices around selling memberships that are sure to expand your reach!</p>

3rd Quarter July - September	July 14, 2018 <i>Targeting Programing to Specific Groups</i>	August 18, 2018 <i>Having Sustainability Conversations at the Board table</i>	September 22, 2018 <i>How to Build a Successful Civics Committee</i>
	<p>We get lots of questions about how to program for specific groups of people (e.g. youth, seniors, young adults, newcomers), but there are some common process that you can use to make sure that your league is ready to create programs that open to a variety of groups.</p>	<p>Does it seem like you're the only one at the Board table passionate about environmental sustainability?</p> <p>Let us help you with some tips on how to make sustainability understandable and interesting to audiences who aren't yet on board with the Green Movement.</p>	<p>Civics can be a big job in any league, but many hands make light work.</p> <p>Join the EFCL for a presentation where we take you through how to build a strong committee to manage development issues in your League.</p>
4th Quarter October -December	October 20, 2018 <i>Leagues Alive 2018</i>	November 17, 2018 <i>Facilitating Community Conversations</i>	December 2018 <i>No session</i>
	<p>Some Topics will include:</p> <ol style="list-style-type: none"> 1. Social Media 2. Casino Eligibility 3. Sustainability Standards (LEED, Passive house, etc.) 4. Partnership & Collaboration 5. Recycling & Waste Management 6. Effective Newsletters 7. Value of Diversity and Inclusion 8. Role of the EFCL 9. Succession Planning 10. Hall Management 11 - 15. TBD 	<p>Learn how to facilitate with the EFCL, this will be a hands-on session where you will learn how to help your Board and your community have productive conversations.</p>	

MEETING DATE : January 11,, 2018
AGENDA ITEM # : 8.3 – 100th Anniversary Project Report
PREPARED BY: Debra Jakubec, Executive Director

Item 8.3

Chronological Account of the EFCL Interactions With the Social Enterprise Fund

October 2016

Rhonda Newman recommended that we apply to the Social Enterprise Fund for bridge funding for the 100th Anniversary Project.

November 2016 – January 2017

The Executive Director did preliminary research on the Social Enterprise Fund to present to the Board for their consideration.

The Executive Director informed the Board that Rhonda Newman recommended we apply for bridge funding to allow donors to give multi-year gifts. The Board asked for more information.

Debra and Rhonda met with Jane Bisbee (the ED of the Social Enterprise Fund) to inquire about applying for a loan and more information on borrowing.

January 2017

The Board passed the following motion:

17-01-12-08 MOVED: That the EFCL Board approve proceeding with the application eligibility process for bridge loan financing through the Social Enterprise Fund.

By: R. Hoyle / J. Watson CARRIED

April 12, 2017

The Executive Director submitted the draft application to the Social Enterprise Fund Executive Director for review.

September 22, 2017

The Social Enterprise Fund requested 'confirmation from the EFCL Board that it has the authority to borrow money'.

October 12, 2017

The Board deferred this motion to the Fall General Meeting for membership to consider.

October 24, 2017

The membership requested more information about the SEF before making a decision around the borrowing. The motion presented to the membership was:

Be it resolved, that the EFCL membership approve that the EFCL be permitted to borrow funds from the Social Enterprise Fund of up to \$500,000 for the purpose of facilitating bridge funding for the 100th Anniversary Project.

The motion was defeated, and the motion below was passed by the membership requesting further information about borrowing from the SEF.

2017-10-24-04 AMENDED: "That the EFCL Membership defer voting on the Special Resolution recommendation to the February 22 Winter General Meeting, and that complete information required for community league boards to discuss the proposed Special Resolution be provided to all community leagues within the next two months.

By: McLeod (L. Rosinski) / Evansdale (J. Muiselaar)

CARRIED

November – December 2017

In gathering more information, the staff, steering committee and Board determined that there was no need for borrowing at this time.

9.0 WORK IN PROGRESS

MEETING DATE : January 11, 2018
AGENDA ITEM # : 9.1 – EFCL Work in Progress
PREPARED BY: Debra Jakubec, Executive Director

Item 9.1

MEETING DATE	REF.	ITEM	STATUS
2016/10/13	9.1	<p>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.</p>	
2017/01/12	9.0	<p>Sub-dividing Community Leagues 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.)</p>	In Process
2017/03/09	5.1	<p>Finance Committee Draft Terms of Reference 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.</p>	In Process
2017/04/13	3.4	<p>Community Gardens Guide to be edited, posted on the EFCL website, as well as hard copies made available for community leagues.</p>	In Process
2017/09/14	5.4	<p>July Financial Statement D. Jakubec to speak with the EFCL’s finance person to revise the format of the quarterly financial statement for the Board to review.</p>	In Process
2017/09/14	5.6	<p>Fall General Meeting Agenda The following additions were discussed to add to the agenda: 8.2 EFCL 2018 Draft Budget 11.2 Add NRC (Neighborhood Recreation Coordinator) update under News from the City of Edmonton Health of the Leagues Partnering Agreement assessment tool (draft document of some kind) 5.8 – EFCL 100th Anniversary Plaza Project update</p>	Completed

MEETING DATE	REF.	ITEM	STATUS
2017/09/14	5.8	Charitable Application That the EFCL Board approve proceeding with the EFCL's application for charitable status.	Completed
2017/09/14	6.2	Rollie Miles Park C. Shannon to inquire regarding the EFCL fundraising toward its new office space requirements.	In Process
2017/09/14	11.0	District Updates/Feedback C. Shannon to investigate that status of the proposed legislation preventing schools from sitting empty schools forcing them to become derelict and leading to their closure. She will forward a study about how civic design impacts population health.	
2017/10/12	6.1	News From The City D. Jakubec to advise J.Booth that finalized EFCL Board meeting minutes and be posted on the EFCL website (not drafts).	Completed
2017/11/09	5.2	Indigenous Acknowledgement At Meetings D. Jakubec to see if lawyer Lorne Ternes is available to speak at an EFCL Board meeting regarding Treaty 6.	In Process
2017/11/09	5.6	Human Resource Policy Review and Approval Add this item to January agenda. Board Members to review the draft revised EFCL HR Policy document in preparation for the January 2018 Board meeting. D. Jakubec to email a version of the draft HR Policy document clearly showing what the old policy was, and what the proposed changes are.	In Process
2017/12/14	2.0	Social Enterprise Fund (SEF) Motion to outline and summarize the Social Enterprise Fund information and the data compiled to date should the board decide to utilize borrowing from the Social Enterprise Fund at a future date. That the updated feedback from Allan Bolstad be sent to all board members by Gavin Martinson.	Completed