



**EDMONTON FEDERATION OF COMMUNITY LEAGUES**

**BOARD OF DIRECTORS**

**REGULAR MEETING PACKAGE**

**DATE: Thursday, March 08, 2018**

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

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

## **EFCL Board Planning Calendar March, April, May, 2018**

### **March**

**2018**

- 03 District F Governance Workshop
- 08 EFCL Board Meeting
- 10 District C Governance Workshop
- 10 Bylaws Workshop
- 24 Engaging Volunteers Workshop
- 28 EFCL Planning & Development Committee Meeting

### **April**

**2018**

- 07 Urban Poling Workshop
- 12 EFCL Board Meeting
- 25 EFCL Planning & Development Committee Meeting
- 28 Great Neighbour Race

### **May**

**2018**

- 05 Sustainability Workshop
- 10 EFCL Board Meeting
- 12 Urban Poling Workshop
- 30 EFCL Planning & Development Committee Meeting

**Edmonton Federation of Community Leagues**

**Board of Directors Regular Meeting**

**EFCL Office: 7103—105 Street**

**Thursday, March 08, 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 February 08, 2018 Board Meeting Minutes pgs. 4-11)**
- 4.0 Presentations / Urgent Matters**
  - 4.1 None**
- 5.0 Decision/Discussion Items**
  - 5.1 Strategic Plan Progress Report And Recommendations (pgs. 12-25) (6:10 PM)**
  - 5.2 Ice Rink Costs (pg. 26) (6:40 PM)**
  - 5.3 Evaluation Framework For EFCL & COE Partnering Agreement (pgs. 27-40) (6:55 PM)**
  - 5.4 Rollie Miles Park (pg. 41) (7:15 PM)**
  - 5.5 GBA+ Training For Board (pg. 42) (7:30 PM)**

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**Break 7:40 PM—7:55 PM**

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- 6.0 News From The City Of Edmonton**
  - 6.1 News From The City Of Edmonton (7:55 PM) (pgs. 43-45)**
- 7.0 Exemptions**
- 8.0 Staff Reports (8:05 PM)**
  - 8.1 Executive Director's Report (pgs. 46-47)**
  - 8.2 Planning Committee Report (pgs. 48-49)**
- 9.0 Work In Progress (pgs. 50-51) (8:10 PM)**
- 10.0 District Updates/Feedback (8:15 PM to 8:45 PM)**
- 11.0 Private Matters (8:45 PM)**
- 12.0 Next Meeting/Announcements**
  - 12.1 EFCL Board of Directors Meeting—Thursday, April 12, 2018**
  - 12.2 Annual General Meeting—Tuesday, June 5, 2018 at South Clareview C.L.**
- 13.0 Adjournment**

### 3.0 Approval of Minutes

**MEETING DATE :** March 08, 2018  
**AGENDA ITEM # :** 3.1 – February 08, 2018 Draft Board Meeting Minutes  
**PREPARED BY:** Debra Jakubec, Executive Director

**Item 3.1**

#### EFCL BOARD OF DIRECTORS REGULAR MEETING

#### DRAFT Minutes

**Thursday, February 8, 2018 @ 6:00 p.m.**  
**EFCL Offices, 7103 - 105 Street, Edmonton**

<b>Attendance:</b>		
Ryan Barber, Dist. H Jesse Watson, Dist. A Masood Makarechian, Dist. K	Gavin Martinson, Dist. J Trevor Elliott, Dist. D Fraser Porter, Dist. E	Cindy Dorward, Dist. F Leanne Kohn, Dist. I
<b>Regrets:</b>		
Shaffeek Ali, Dist. L	Ron Favell, Dist. B	
<b>EFCL Staff:</b>		
	Debra Jakubec, E.D.	
<b>Guests</b>		
	Chantile Shannon, CoE	Wanita Quaia, Foster Park Brokers Inc.
<b>Minutes:</b>		
	Dana Mauer	

#### 1.0 Call To Order

EFCL President G. Martinson called the meeting to order at 6:01pm. A Board quorum was present.

#### 2.0 Agenda Review

G. Martinson advised there were several Private Matters on the agenda.

#### Add 5.6 - Steering Committee Budget Recommendation

**18-02-08-01 MOVED:** "That the EFCL Board approve the February 8, 2018 Board meeting agenda as amended."

**By:** T. Elliott / L. Kohn

**CARRIED**

#### 3.0 Approval of the January 11, 2018 Board Meeting Minutes

**18-02-08-02 MOVED:** That the January 11, 2018 EFCL Board meeting draft minutes be approved as presented.

**By:** F. Porter / J. Watson

**CARRIED**

#### **4.0 Urgent Matters / Presentations**

##### **4.1 Foster Park Brokers**

G. Martinson introduced Anita Quia from Foster Park Brokers Insurance and quick round table introductions followed. She distributed to Board Members copies of the two separate EFCL insurance policies, the Commercial Package Insurance Policy, and the Directors and Officers Liability Insurance Policy. She reviewed the primary differences and parameters of the two separate insurance policies. She clarified that each league as well as the Federation, has its own customized private and confidential policy, but that the policies follow the same basic template. She went on to review the specifics of the Federation's two policies, comprised of the two documents she distributed, the Commercial package covering the Federation itself, and the other covering its Directors and Officers. She advised it is important to know that the general liability has a clause that insurances all Federation Board members, volunteers, staff, etc. to protect against third party claims. Accident insurance is coverage for Board members, staff, community league members, volunteers, etc. in the event someone gets hurt ("third payer coverage" or good faith policy). Copies of insurance certificates are available upon request if required at events held on City property etc. She gave some specific examples illustrating why it is very important for community halls to insist upon proof of renter's insurance for events. She advised the bulk of community league claims are for theft vandalism. She then reviewed the specific coverages and exposures under the Directors and Officers policy. There is not a 'retroactive date' on this policy therefore there is continuous coverage including in to the past, up to the per occurrence amt. She strongly advised anyone sitting on any Board of Directors to ensure they are covered by Directors and Officers insurance. She advised they periodically take the policy "to market" to ensure coverage and rates remain competitive. That process is underway so they can bring updates or present any changes as necessary to the Federation and leagues before the October renewal date. A modest increase to property coverage rates is to be expected based on market trends. All leagues have both the Directors and Officers and EFCL Commercial Package with limits etc. customized for the needs of each leagues. She invited any calls with further questions anytime and provided her business cards.

#### **5.0 Decision / Discussion Items**

**5.1 Resignation of District C Director**

G. Martinson advised that Jackie Brown would be stepping down as the District Director for District C. There is now a Board vacancy for District C and one name has put forward thus far (by J. Brown). M. Makarechian inquired if it was appropriate for EFCL staff to assist in the Board recruitment process, and if there is a Board recruitment procedure in place. There was general agreement that Board members, not staff, should not be involved directly in Board recruitment except in an administrative capacity. He mentioned there was a Board recruitment committee at one time and that perhaps this should be revisited. R. Barber suggested holding an Open House to increase nominations and competition for Board positions. Debra advised the procedure per the old Bylaws currently in effect, is that an email goes out to the all of the community leagues' executives in the District in advance of general meetings. It will be noted that nominations should be put forth to the EFCL a minimum of 10 day in advance of the RGM meeting on February 22, 2018 (per the 2004 EFCL Bylaws on currently on file with Alberta Corporate Registries).

**18-02-08-03 MOVED: That the Board accept J. Brown's resignation as Director for District C.**

**By: R. Barber / M. Makarechian**

**CARRIED**

**Action Item: G. Martinson to contact the name put forward by the resigning Director.**

**5.2 Chair Appointment - 100th Anniversary Steering Committee Project**

G. Martinson advised that Lindsay Smith has stepped down as the Steering Committee Chair, and Allan Bolstad has volunteered take over the position of Chair. J. Watson inquired if the Steering Committee submits a written report to the Board. G. Martinson confirmed that it does periodically.

**18-02-08-04 MOVED: That the Board approve former EFCL Executive Director Allan Bolstad as the new Chair of the EFCL 100<sup>th</sup> Anniversary Steering Committee.**

**By: M. Makarechian / T. Elliott**

**CARRIED**

**5.3 New Chair Appointment - EFCL Planning and Development Committee**

The Planning Committee has nominated Ann Parker (from Highlands Community League located in District D). She will take over the role of Chair from Jason Watt who chaired the EFCL Planning Committee for over two years.

M. Makarechian suggested that the Planning Committee report the Board meeting periodically.

**18-02-08-05 MOVED: That the Board approve the Committee's nomination of PD Committee member Ann Parker to take over the role of Planning Committee Chair.**

**By: J. Watson/F. Porter**

**CARRIED**

#### **5.4 Human Resources**

M. Makarechian suggested that there is a sense of urgency to strike an HR Committee and that a motion to strike the committee be made so it may start work as soon as possible. F. Porter prepared the proposed Terms of Reference for the HR Committee. Discussion ensued. M. Makarechian suggested it is important to address whether the Committee will have the authority to make decisions, or must bring its recommendations back to the Board for vetting. He added that the Committee would be open to the full board membership to attend meetings at any time. His suggestion was to approve the draft Terms of Reference as well so the Committee could get to work immediately. Discussion ensued at length. Board consensus was to receive the draft TOR at least two weeks in advance for review. T. Elliott suggested distributing the draft TOR electronically as soon as possible, permitting review and discussion electronically, and that a brief meeting could be held on Feb. 22 prior to the RGM to vote on the HR Committee Terms of Reference.

**18-02-08-06 MOVED: That the EFCL Board move to strike a Human Resources Committee.**

**By: M. Makarechian / F. Porter**

**CARRIED**

The following EFCL Board members volunteered to sit on the Human Resources Committee: **L. Kohn, F. Porter, R. Barber, and M. Makarechian.**

M. Makarechian nominated F. Porter as the Committee Chair and she accepted. It was suggested the necessity of an executive framework be discussed in the Terms of Reference and at the first Committee meeting. F. Porter advised she would email to all Board Members the draft HR Committee Terms of Reference she had prepared, the next day.

**Action Item: F. Porter to email the draft HR Committee Terms of Reference to Board members immediately.**

**18-02-08-07 MOVED: That the Board approve F. Porter as the HR Committee Chair.**

**By: M. Makarechian**

**CARRIED**

The Board will meet briefly on February 22, 2018 at 6pm at Blue Quill Community League Hall, prior to the start of the Regular General Meeting at 6:30pm to vote on the draft Human Resources Committee's Terms of Reference.

#### **5.5 December Financial Statements**

D. Jakubec asked if there were any questions about the December financial statements. She referred briefly to the cash flow amount and balance sheet, and the profit and loss statement, advising that the numbers might change somewhat when the auditor prepares the audited the financial statements. She highlighted several variances and the reasons for the variances, including the grant monies for Green Leagues, the Status of Women Leadership project, as well as the surplus for Sponsored Events.

M. Makarechian suggested the Finance Committee meet prior to presenting the quarterly financials so that the EFCL Treasurer can take the lead. D. Jakubec suggested meeting at least a week prior the end of a quarter before the package goes out. He also suggested it is important to present the numbers in such a way that any variances can be easily understood by the Membership. Two examples given related to the total grant monies received from the City of Edmonton, gross online membership sales figures before offsetting expenses. D. Jakubec advised that specific notes can be added to the audited financial statements about any budget line. She confirmed that the purpose of presenting the December financials at to the Board was so that they could be reviewed prior to the auditor coming in on February 27.

**Action Item: D. Jakubec suggested the EFCL Finance Committee including the Treasurer have a phone or in-person meeting a week prior to the quarterly financials being presented at Board meetings.**

#### **5.6 Steering Committee Budget Recommendation**

D. Jakubec distributed a recommendation from the EFCL Steering Committee. G. Martinson advised that the Committee's recommendation was in response to the \$1M cost increase to the 100<sup>th</sup> Anniversary Project budget that came to light via the 2017 construction contract tendering process. The Committee is asking for the Board's approval to move forward with the revised budget.



J. Watson inquired if the increased budget amount reflects any additional anticipated budget increases. M. Makarechian advised that if the budget increase is approved, and the project is awarded based on the tender, then the project cost will be locked in at the increased amount. The next step would be for the Committee to receive a draft contract. If the project had to be retendered, costs would undoubtedly be higher yet. He reported that at the last Steering Committee meeting, the numbers were reviewed carefully to come up with a new "all-in" budget figure. The Committee wanted the Board to be aware that \$4.5M is the new proposed total budget.

M. Makarechian advised that former EFCL Board members D. Dodge and R. Agostinis are doing a new 100<sup>th</sup> Anniversary Presentation at the upcoming RGM meeting. After about 12 months, if the new budget amount is not achieved, then the scale of the project may need to be revised. J. Watson requested that going forward, subcommittees provide original written reports for Board review. D. Jakubec advised that the staff had not yet completed the minutes from the meeting. M. Makarechian reviewed the one page Expense and Revenue summary (current budget vs. new budget columns) for the project. Discussion ensued. He advised there needs to only one version of the Project budget. The Committee is requesting that the Board approve the new budget. M. Makarechian advised that the Committee had some concerns about the percentage of staff time currently being spent on the project. D. Jakubec commented that the full-time fundraising person on staff should be spending about 65%-75% of her time on the Project.

**18-02-08-08 MOVED: That the EFCL Board approve an increase of the EFCL 100<sup>th</sup> Anniversary Project Budget from \$3.15M to \$4.5M.**

**By: M. Makarechian / C. Dorward**

**CARRIED**

## **6.0 News from the City of Edmonton**

### **6.1 News from the City of Edmonton**

C. Shannon asked if D. Jakubec needed more information regarding changes to Parkland Bylaw 2202 (signage bylaw). C. Shannon advised it is in discussion and she would look in to the status of that and report back.

Regarding the NRC changes, she distributed the new Neighbourhood Services brochure and "Neighbourhood Services Staff Assignment map" to Board members which includes staff names and contact numbers. The new NRCs have now met with their assigned leagues. Adjustments to the new process will be made ongoing as necessary. Ideally leagues will have more direct contact with

subject matter experts. There will be an updated presentation given at the upcoming RGM meeting about the new NRC system. They are tracking any needs / request that the City is unable to meet. The hope is to have a "new formula" in place.

The City has identified 150 vacant and utility lots that will be used for a community garden pilot project with raised garden beds. It is live on line, and you can click on a lot, go to Google Maps and people can apply to construct a community garden project on it this summer. D. Jakubec advised she would send the link out the E-News. She advised that the Green Shack program map has been aligned with the EFCL Districts.

## **7.0 Exemptions**

**18-02-08-09 MOVED: "That Item 8.1 be exempted for discussion."**

**By: F. Porter / T. Elliott**

**CARRIED**

## **8.0 Staff Report**

### **8.1 Executive Director's Report**

D. Jakubec highlighted the Board Development Workshop advising Board members to expect a survey regarding what they would like to focus on.

F. Porter inquired about the status of the update on the EFCL Strategic Plan. D. Jakubec reported that it was going well with a draft completed for 2016 and 2017, and research still underway for 2015 and 2014. The report will be sent out to Board members on the Strategic Plan the third week of February. She advised it was only the Strategic Plan being reviewed, not the Business Plan.

M. Makarechian asked if staff or the Executive Director had any concerns around any past motions that might be disaffected in light of Alberta Registries recently advising that the last EFCL Bylaw update on file is from 2004. D. Jakubec advised there would only likely be an issue if something specific were to arise. Discussion ensued. M. Makarechian commented that his general understanding is that once an organization becomes aware of what bylaws are currently on file with Alberta Registries, it is obligated to operate under the version of the bylaws currently are on file with Alberta Registries, but that nothing up until that time would be retroactively in question (i.e. due to Alberta Registries not having on file any subsequent Bylaw updates).

**18-02-08-10 MOVED:** "That the EFCL Board affirms it stands behind all past motions approved prior to becoming aware on January 5, 2018 that the current EFCL Bylaws on file with Alberta Registries are from 2004."

**By: M. Makarechian / F. Porter**

**CARRIED  
R. Barber abstained**

Discussion ensued regarding the reason for R. Barber's abstention, and if the Board felt further action was required.

**Action Item: D. Jakubec to contact Corporate Registries to inquire into why previously submitted Bylaw updates could be on file and email the Board regarding her findings.**

D. Jakubec reiterated the importance for community league boards to follow up with Alberta Registries to ensure their current Bylaws are approved and on file. She advised copies of the 2004 EFCL Bylaws would be available at the upcoming RGM on February 22 at Blue Quill hall.

**9.0 Work In Progress - Accepted for information.**

**10.0 District Updates / Feedback - Tabled to March Board meeting.**

**11.0 Private Matters - The Board went 'in camera' for Private Matters at approximately 8:20pm.**

**12.0 Next Meeting/Announcements**

**12.1 Thursday, March 8, 2018**

**13.0 Adjournment - J. Watson moved for adjournment at approximately 9:20pm.**

## 5.0 Decision/Discussion Items

**MEETING DATE :** March 08, 2018

**Item 5.1**

**AGENDA ITEM # :** 5.1 – Strategic Plan Progress Report And Recommendations

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

### **Background:**

Information from 2014-2018, including the 2017 Annual Report, was used to pull together a progress report on the 2014-2018 Strategic Plan. The progress report and our 2018 workplans have been used to develop a document which outlines the milestones the leadership team needs to achieve to complete the strategic plan goals.

### **Progress Towards EFCL Strategic Plan**

#### **1. Vision – The EFCL Board further develops and articulates a strong, long-term vision for its future based on understanding the components of complete communities, and the complementary functions of EFCL and the community leagues.**

- 1.1 The Board involves leagues, members and community leaders in the revitalization of the long-term vision for EFCL

*The Board created a vision and mission statement in 2015.*

*We have received feedback that the vision is quite long and says we do too many things. In looking at the vision, staff recommends that a vision should describe the future state of the world (in which the EFCL would no longer be necessary) and is an easily memorable short statement.*

- 1.2 The Board adopts and implements its long-term vision.

*The vision and mission were adopted in 2016. The complexity/length of the vision makes it difficult to communicate in everyday use.*

#### **2. Advocacy and Engagement – The EFCL Board advocates for positive change by engaging leagues and equipping them to engage their communities and advocate for neighbourhood issues, and advocating itself on behalf of all leagues when the issue is city-wide.**

- 2.1 The EFCL facilitates discussions with leagues on the distinctive characteristics that make up a healthy and attractive neighbourhood.

*This goal is the framing goal of the Planning Committee (starting in their 2015 workplan), so their work since this time has been framed around creating healthy and attractive neighbourhoods.*

*The Federation encouraged leagues to participate in the City's Evolving Infill engagement opportunities. The Federation, along with leagues, recommended the creation of a non-profit Redevelopment Agency to redevelop properties in areas that are in need for redevelopment and are not attracting private industry. The Federation also recommended public realm improvements. These suggestions came to fruition in future years, with EFCL's persistence, and locating champions of the ideas.*

*Federation worked with leagues to encourage the City to respond to community concerns about surplus school sites – the need for a park change process to be triggered, and the need to assess whether the loss of parkland was advisable for the maintenance of healthy neighbourhoods.*

*EFCL Planning Committee and Board supported the City's adoption of Complete Streets Guidelines that would ensure all modes of transportation would be considered when doing transportation planning.*

*EFCL staff and league volunteers participated in the creation of the City's Winter City Guidelines.*

*Planning Committee reviewed multiple Zoning Bylaw changes that changed the rules of land development and the quality of life in neighbourhoods. They made recommendations regarding changes to the Neighbourhood Parks Zone, Urban Services Zone (schools), High Rise Zone, changes to Height (and sun shadowing), regulations for Body Rub Centres and more.*

*EFCL participated in the City Auditor's report on Public Involvement and promoted more community involvement in decisions which impact the quality of life in neighbourhoods.*

*The Federation co-facilitated meetings with the City and inner city neighbourhoods who sought and got a moratorium on new social housing in their neighbourhoods. The Federation advocated for and continues to advocate for the distribution of social housing throughout the city. The Federation explored the idea of a review panel which could help proponents find ways to make their projects more acceptable to the host community.*

*The EFCL Planning Committee held a strategic planning session in early 2015, and developed 3 goals consistent with the Federation's goals:*

*The EFCL Planning and Development Committee will strive toward a future where*

- 1. EFCL and leagues are seen as partners in City's planning projects, and EFCL has resources to support awesomeness in civic engagement.*
- 2. Neighbourhoods are healthy, attractive and sustainable – socially, environmentally and economically.*
- 3. EFCL strongly supports community league leadership and capacity building of leagues to positively impact neighbourhood developments and city policies.*

*Federation organized a special session for leagues for the Council Initiative on Public Engagement and recruited league member to serve on the subsequent Committees formed to create a new way of doing public engagement, with the Federation and other civil society organizations being positioned as partners in the engagement process.*

*The Planning Committee initiative a number of initiatives to create more age balanced communities, & green, healthy communities:*

*Spoke to Council and planners on many occasions encouraging them to introduce Incentives to promote child friendly higher density housing, based on EFCL's Child Friendly Housing Guidelines developed in 2011.*

*Contacted Provincial MLA's to encourage them to prohibit discrimination against children in housing.*

*We supported Administration & Council in the creation of regulations which incent the preservation of mature trees and require the planting of trees and shrubs when low density housing is developed.*

*Coordinated meetings and the writing of a joint league report on Infill Construction Issues -Problems & Solutions. This 2015 report and numerous presentations to Council resulted in over 30 different initiatives being taken by the City to remedy the problems. In 2018 we still are working on some of the excavation issues, but recently achieved some progress. Due to our complaints to the Safety Council of Alberta they have intervened and have instructed the City to enforce the Safety Codes regarding excavation and protecting adjacent neighbours.*

*We initiated the adoption of regulations which would require more privacy screening in housing developments (an important issue for women)*

*Held workshops to educate and prepare leagues for the upcoming review of the Mature Neighbourhood Overlay – the special rules for low density housing in mature neighbourhoods. Leagues defined what constitutes a healthy, attractive neighbourhood.*

*The focus in 2016 & 2017 was on encouraging and coordinating the engagement of leagues regarding two major policy changes: a) Mature Neighbourhood Overlay, and b) the long range open space (& parks) Master Plan*

*EFCL, the Planning Committee & leagues worked successfully with the City to review a record number of bylaw proposals and were able to:*

- *Enhance landscaping requirements for residential developments*
  - *Incent the retention of mature trees*
- *Increase good neighbour construction practices*
- *Improve privacy screening regulations*
- *Strengthen pedestrian friendly design in mature neighbourhood redevelopments*
- *Moderate housing size increases*
- *Moderate the reductions in consultations with leagues regarding variances – relaxation of development regulations.*
- *Moderate the increased site coverage for Garden Suites (and loss of green space)*
- *Got a maximum hard surface coverage introduced for housing developments*
- *Got the City to begin creating an interdisciplinary environmental approach to landscaping requirements to produce healthy environments, improve water quality and help prevent flooding.*
- *Finally, got incentives in the High Rise zone for child friendly units.*

2.2 EFCL develops frameworks and processes for identifying and dealing with community issues, and communicates them effectively to leagues in order to provide greater consistency and clarity of purpose to partners

*The EFCL worked with the City's Sustainable Development department in 2016 to clarify how the EFCL and leagues can provide feedback on development issues effectively.*

*The Partnering Agreement with the City of Edmonton (adopted in 2016) and the Evaluation Framework for the Partnering Agreement (written in 2017) helps to achieve this laying out how the EFCL and the City plan to work together.*

*Over 2017 and continuing in 2018, the EFCL is working with the City to make the community league projects process one that is effective and works for leagues at a scale appropriate the scale of the projects.*

*2015 The Planning Committee and Planning Advisor developed a stronger working relationship with the City's Bylaw Unit- the unit that creates the land development regulations. They regularly share their work plans with the EFCL Planning Committee and we specify which projects we want to be involved with. In return, we support the Bylaw Unit in communicating information and engagement opportunities to leagues. The Bylaw Unit also communicates directly with leagues. The Bylaw Unit increased their deadline for feedback from 2 weeks to 4 weeks, and we continue to encourage them to provide EFCL and leagues 6 weeks notice. The recommendations we give to Council are also given to Administration and leagues via email.*

- 2.3 EFCL designs and regularly conducts training programs for League members and executive to develop skills and understanding in the areas of policies, effective engagement strategies and presentation to Council in order to build capacity.

*The EFCL provided workshops including: Influencing Decision Makers (2017), Navigating Civics (2017), Introduction to Urban Planning (2017).*

*In 2016, the EFCL started distributing the Planning Committee guide to interested community leagues for their use in planning work.*

*In 2016-2017, the EFCL began a partnership with Child Friendly Edmonton, supporting their efforts to change the Alberta Human Rights code to add age as a factor. This amendment passed the Legislature in 2017.*

*The work of the Planning Committee itself has the impact of creating capacity among the members of the Committee who in turn share this expertise with their leagues.*

- 2.4 EFCL actively engages new neighbourhoods through a mentorship program and involves them in the training opportunities described above.

- 2.5 EFCL seeks partnerships and develops working relationships with community and other 'city-builders' to coordinate activities.

*We organized district meetings in 2016 and 2017 and connected stakeholders (Concordia, Problem Properties team) in this area around the redevelopment of the Coliseum in 2017.*

*Through 2014, 15 and 16 we advertising the City of Edmonton Planning Academy to increase community league participation.*

*We participate in the WinterCity initiative (4 committees), sharing the community league perspective with 10 community organizations that work in this area. We participated in the WinterCity design committee (which has completed his work). We also sit on the WinterCity Advisory Committee, The WinterLife Committee and the WinterCity Working Group. The goal of this initiative is to help Edmontonians embrace winter living.*

*We sit on the Live Active Advisory Group with 12 organizations to help coordinate the implementation of the Live Active Strategy in Edmonton.*

*Edmonton Climate Change Adaptation, Risk and Vulnerability Assessment Committee with 15 organizations to model ways to mitigate the risk to Edmonton's changing climate over the next 30 years.*

*We sit on the City of Edmonton Speed Management Committee to bring the perspective of leagues on managing neighbourhood speeds.*

### **3. Broadening our Reach and Diversity – The EFCL works with leagues to create better opportunities for social inclusion in their membership and programs.**

3.1 The EFCL supports League efforts to create better opportunities to understand the changing needs of a diverse community.

*In 2017 the EFCL began discussions with the Edmonton Mennonite Centre for Newcomers about partnering for this work. They have confirmed that the findings of our 2013 report on Diversity and Inclusion are valid and would like to help fund work in this area.*

*The EFCL presented workshops on diversity including: Recruitment and Retention through Diversity (2017)*

*In 2014 and 2015 we held Showcase where leagues were able to feature the work they were doing. In each year several initiatives that we focused on serving diverse communities were featured.*

*In 2014 a map showing the languages spoken in each of the leagues was published.*

*In 2014 and 2015 we worked with leagues, supporting increased work with seniors including a workshop on how to appeal to seniors with programming, creating a job description for a Seniors Director and encouraging leagues to create a Seniors Director role on their board.*

3.2 Seeking diversity – the EFCL develops, pilots and helps leagues implement a broader range of services for different cultural, socioeconomic and demographic groups, such that their representations aligns with that of their community.

*The Civic Empowerment Project, funded by Alberta Government / Status of Women provided training for women who wanted to participate in community league boards in 2017 and 2018.*

*The membership drive project in the summer of 2017 was focused on attracting newcomers as members of community leagues.*

*We represent the EFCL at Heritage Days each year with the goal of bringing awareness of the EFCL to diverse communities.*

*In 2014 and 2015 we participated in the K-Days parade spreading the community league message to viewers of all ages.*

*In 2014, 2015 and 2016 we hosted a booth at K-Days to educate attendees about community leagues.*

3.3 The EFCL develops working partnerships with other communities and organizations/groups to reduce time demand on League volunteers.

*We participate in the Speed Management committee to bring League input around speed and safety in communities.*

*In 2014 we worked with the Edmonton Mennonite Centre for Newcomers to train their settlement staff to inform newcomers about community leagues.*

*The EFCL has been a member of several committees to encourage cultural connections*

- *Multicultural Women & Seniors Services Association (MWSSA)*
- *Clareview Community Builders*
- *Inter-racial Alliance*



3.4 The EFCL examines systemic barriers to involvement in its leagues and activities, and implements changes to address issues identified.

*The validation of the Cultural Outreach Project (2013), the Edmonton Mennonite Centre for Newcomers confirmed that the barriers identified are still prevalent.*

*Meeting with cultural groups throughout the city the Community Development Officer began to identify ways that a variety of cultural groups perceived the EFCL and community leagues.*

*The Civic Leadership Empowerment Project works with women to increase the presence of women (especially from newcomer and indigenous communities) on community league boards.*

*This year the EFCL has applied for a Summer Jobs Grant for 2 Indigenous Project Workers, through indigenous and community league events, these workers will identify opportunities for collaboration, they will also report on challenges to collaboration.*

#### **4. Supporting League Leadership and Capacity – The EFCL focuses on building leadership and capacity in leagues**

4.1 The EFCL communicates more effectively and helps leagues network with each other.

*The EFCL has worked on its online presence heavily over 2014-2018:*

- *A complete revamp of the website in 2014 to allow for better presentation of information.*
- *Our e-news publication reaches 1611 subscribers and has been in circulation throughout the duration of the plan.*
- *Throughout 2017-2018 our communication teams worked to create a more professional looking format.*
- *In 2016 a private Facebook group was created where leagues can connect and share solutions.*
- *In 2017 an Instagram account was added to the EFCL suite of social media*

*Leagues Alive, held on an annual basis incorporates opportunities for community leagues to network with one another.*

*In 2017 the EFCL revitalized the District Meetings in several Districts where these meetings were not happening to allow League Presidents to connect on district-wide issues.*

*Our General Meetings have both informal (dinner and breaks) and formal (group discussions) networking opportunities.*

*All workshops that we present incorporate roundtable discussions where League members can connect with one-another*

*During our board meetings, Board Members report on the activities in their districts..*

4.2 The EFCL studies opportunities to assist leagues identify and make efficient use of community assets and infrastructure (both physical and social).

*The Green Leagues Program launched in 2016 with a focus on building environmental sustainability into community league facilities.*

*We hold an annual rink contest "First on the Ice" to encourage community leagues to get ice rinks up and running. The first contest was held in 2016.*

*We hold workshops on Facility Management on a regular basis to encourage hall usage in a variety of ways. The last workshop was held in 2016.*

*Our Membership and Operations team provides one-on-one support and coaching for leagues*

*We developed a database system in 2017 that allows us to track the type of inquiries we receive from leagues so that we can target research and training.*

*In 2017 we received media inquiries regarding closures of community rinks, we research rink usage and shared the research with leagues.*

*Through supply orders we track the types of supplies that leagues need in order to allow for more efficient ordering and purchasing.*

- 4.3 The EFCL develops a strategy process to proactively educate, involve leagues and members in neighbourhood priority civic issues.

*The EFCL sits on city committees to provide League feedback on priority issues including: Speed, Gym Usage, Aquatic Facility Usage, Field Usage*

*Our Planning Advisor provides one-on-one support and coaching for leagues on how to address civic development issues in their neighbourhoods.*

- 4.4 Leadership training to enhance neighbourhood quality of life.

*We provide leadership training through Leagues Alive (2012-2017) on a variety of topics.*

*Starting in 2017, we began a schedule of 10 monthly workshops per year outside of the Leagues Alive conference. Topics have included: Urban Planning, Capital Campaigns, Influencing Decision Makers, Media Relations, Finance 101, Summer Programming, Winter Programming, Media Training, Membership Sales, Grant Writing.*

*In 2016 a Urban poling program was launched where 20 leagues were trained to deliver the program in the community.*

*In 2017 a relaunch of Urban Poling program began to refresh and enhance the earlier program. This includes training new instructors, retraining existing instructors, training EFCL staff to allow them to be program ambassadors and the development of guide to allow leagues in the future to launch the program.*

*In 2017, through a partnership with the Edmonton Sport Council, the EFCL hired a Community Active Recreation Coordinator. This staff member is piloting a process to assess need for recreation programming for children and partner leagues with organizations that can provide this programming at reasonable (or no) cost.*

*Throughout 2017-2018, the Green Leagues program provided one-on-one support to League Board Members around speaking to their boards about integrating sustainability into their planning process.*

#### 4.5 Building change management capacity within leagues in order to enhance resiliency and adaptability.

*Throughout 2014-present this is done primarily through 1-on-1 support to leagues from the EFCLs staff.*

*At Leagues Alive, we have held sessions on the following topics to enable boards to manage change:*

- *Mentoring to Develop Board Talent (2017)*
- *Volunteer Engagement (2017)*
- *Community League Risk Management (2016)*
- *Recruitment and Retention Realities (2016)*
- *Taking Care of your People Power (2014)*
- *Board Structure For Smooth Sailing (2013)*

*In 2018 District Governance Workshops are planned for 6 Districts (the following 6 to be held in 2019) to create greater change management capacity by examining: the role of the board, the role of governing documents (bylaws and the Tripartite) and the role of policy.*

*The 2014 launch of the new website allowed leagues to better track online sales of memberships, payouts are now done monthly.*

#### **5. Building an efficient operations model – As a member agency, EFCL provides effective, efficient and innovative business supports to all leagues, and regularly assesses its effectiveness and benefit.**

5.1 The EFCL strengthens, and communicates governance and capacity development for leagues in the areas of: board development, standards, recognition, facility development, program training and communication.

*The Leagues Alive Conference is planned around balancing these topics on an annual basis and has been held in 2013, 2014, 2016, 2017.*

*In 2018 the planned monthly workshops are around: Grants, Volunteer Recruitment, Advanced Civics Issues, Community Gardens, Membership, Programming for a diverse age range, Civics Committees, Social Media.*

*In 2017 the monthly workshops were Urban Planning, Capital Campaigns, Influencing Decision Makers, Media Relations, Finance 101, Summer Programming, Winter Programming, Media Training, Membership Sales.*

*The EFCL provides 1-on-1 support and coaching through its staff in these areas.*

*In 2015 and 2017 the EFCL completed comprehensive reviews of their online community league resources libraries.*

*The 2017 Volunteer Rock event showcased volunteer recognition with over 360 attendees.*

*Showcase in 2014 and 2015 allowed leagues to promote their successful projects.*

5.2 The EFCL develops a process for identifying programs that benefit the maximum number of leagues.

*We conduct evaluations of each workshop that we hold to identify the effectiveness and impact of the workshop.*

*We conduct surveys (both online and in person) to collect feedback on the effectiveness of initiatives and supports that the EFCL offers.*

*In 2016 the EFCL had an evaluation framework built to help measure progress against the strategic plan. This was used to create staff workplans for 2017. In 2017 this framework was further refined to frame the staff work planning for 2018.*

*An Evaluation Framework for the Partnering Agreement with the City of Edmonton was developed in 2017 to set concrete actions and goals to implement the Partnering Agreement.*

*The database developed in 2017 allows us to track trends among the league inquiries that we receive.*

5.3 The EFCL develops standardized and affordable supports for League use to support project management, conflict resolution, personnel, insurance, finances, legal, ethics, contract, IT and other relevant business process.

*The EFCL offers an online library of resources for community league use.*

- *This was developed in 2015.*
- *A review of this began in 2016.*
- *A review was completed in 2017-2018.*

*The EFCL has built partnerships with organizations that provide benefits to community leagues*

- *Foster Park Brokers (Insurance) -*
- *Servus Credit Union (Banking) - 2015*
- *Inland AV (AV Support) – 2015*
- *Re-Max (Free Event Support) – 2016*
- *RMRF (Legal) -*
- *Innovate High School (Volunteers) – 2015*
- *The Edmonton Tool Library – 2017*
- *Cloverdale Paint – 2017*
- *The University of Alberta – 2018*
- *City of Edmonton (Discount Passes) - 2017*

5.4 Partner Obligations – EFCL to promotes League partnerships and better its working relationship with the City.

*In 2016 a Partnering Agreement with the City of Edmonton was adopted defining how the City and EFCL will work together.*

*In 2018 an initial meeting was held with the NRCs and the EFCL staff to introduce our roles and define ways we can support one-another. This was the first of a set of quarterly meetings to increase collaboration.*

*In 2016 the Planning Committee worked with Sustainable Development to define a Terms of Engagement between this department and the EFCL.*

*The news from the City at each board and general meeting moves this forward.*

*We promote the City of Edmonton's Public Engagement opportunities.*

*We share City of Edmonton initiatives through our e-news.*

## **6. Championing Leagues – EFCL actively and intentionally raises the profile of community leagues and recognizes their contributions and accomplishments.**

### **6.1 Championing the League movement and enhancing the reputation of leagues.**

*The 100<sup>th</sup> Anniversary Project is designed to promote the role of leagues in building Edmonton over the last 100 years.*

*Showcase, held in 2014 and 2015, allowed leagues to present their initiatives.*

*Volunteer Rock, held in 2017, was a public recognition of volunteer contributions.*

*Held a Corporate Partner and President Meeting that the Mayor Spoke at in 2016.*

*We use our social media (Facebook, Twitter and Instagram to promote events held by leagues.*

*We promote League events through our website and e-news.*

*We held the 1<sup>st</sup> on the Ice competition in 2015, 2016 and 2017 to promote rink usage and readiness.*

*We participate in Heritage Days each year.*

*Community League Day is an opportunity to showcase the work of leagues.*

*The Great Neighbour Race spreads the message of what leagues do.*

*Participation in K-Days in 2014, 2015 and 2016 allowed us to expose more of the city to the community league movement.*

### **6.2 Helping individual leagues grow and increase the number of explicit and informed League supporters (card holders).**

*The Neighbour to Neighbour membership drive was held in the summer of 2017 to help sell memberships, increase awareness and recruit volunteers.*

*Throughout 2017 & 2018 we have been meeting with groups to provide benefits to community league members, which should make membership more attractive.*

- *Negotiate 40% off with 1,250 passes – 2017*
- *Cloverdale Paint – 2017*
- *Edmonton Tool Library – 2017*
- *University of Alberta – 2017/2018*
- *Servus Credit Union – 2018*

*Sales of membership to through the EFCL website, process become much smoother with the 2014 update of the site.*

*Working with sports groups to enable them to sell memberships at their sports registrations, through supplies and paying out to leagues*

*Partnership with Servus Credit Union to enable branches to sell league memberships. Servus collects the cards and EFCL forwards and pays out leagues*

*EFCL online membership sales – ease of access to membership purchase. EFCL pays out leagues monthly now*

*Troubleshooting issues around online sales allowing community league volunteers are able to focus their attention on league activities, forwarding copies of cards, Answering common queries – what is a league, why do I need a membership, what other benefits do I get, Keeping league contact information up to date, enabling the public to contact their league, explaining membership and types of membership, soccer and other sport information, access to benefits of membership including rec centre discounts and free skating sites, complaints about league operations, finding a hall to rent.*

- 6.3 Advocate, champion, manage, and deliver the 100<sup>th</sup> year anniversary project which recognizes and creates a lasting legacy for the community league movement in Edmonton.

*A Capital Campaign Committee was formed in 2017 with the goal of raising corporate sponsorships to build the project.*

*The \$100 Club was started in 2015 to encourage individual donations to the project.  
Several grants have been successfully obtained to support the project.  
Great Neighbour Race raises funds and awareness for the project.*

## **Recommendations:**

### **Planned Work Towards EFCL Strategic Plan 2018**

1. **Vision – The EFCL Board further develops and articulates a strong, long-term vision for its future based on understanding the components of complete communities, and the complementary functions of EFCL and the community leagues.**
  - 1.1 **The Board involves leagues, members and community leaders in the revitalization of the long-term vision for EFCL**
  - 1.2 The Board adopts and implements its long-term vision.  
Develop a Communications Plan that includes communicating the vision and mission
2. **Advocacy and Engagement – The EFCL Board advocates for positive change by engaging leagues and equipping them to engage their communities and advocate for neighbourhood issues, and advocating itself on behalf of all leagues when the issue is city-wide.**
  - 2.1 The EFCL facilitates discussions with leagues on the distinctive characteristics that make up a healthy and attractive neighbourhood.
    - A. Make recommendations to City Administration, Council & leagues regarding:
      - Zoning Bylaw amendments
      - Procedures for dealing with Problem Properties
      - Measures to encourage good construction practices and good neighbour relations
      - Preservation of green spaces – public & private
      - Promotion of environmentally sustainable practices- especially green infrastructure for stormwater management
      - Promotion of Community Plans
      - Improved local input into transit planning

- 2.2 EFCL develops frameworks and processes for identifying and dealing with community issues, and communicates them effectively to leagues in order to provide greater consistency and clarity of purpose to partners
  - A.Create a Communications Plan for the Planning Committee
  - B.Create a process for identifying and managing city-wide advocacy issues arising from the leagues
  
- 2.3 EFCL designs and regularly conducts training programs for League members and executive to develop skills and understanding in the areas of policies, effective engagement strategies and presentation to Council in order to build capacity.
  - A.Produce engagement toolkit for leagues
    - With City
    - And separately as needed
  - B.Hold 2 workshops around urban planning in 2018
  - C.Designing the community visioning toolkit
  
- 2.4 EFCL actively engages new neighbourhoods through a mentorship program and involves them in the training opportunities described above.
  - A.Continue to design and deliver training sessions & resources for new leagues
  - B.Invite emerging leagues to EFCL training sessions
  
- 2.5 EFCL seeks partnerships and develops working relationships with community and other 'city-builders' to coordinate activities.
  - A.Develop a good "pitch" why league voice is important.
  - B.Develop fundraising partnerships to increase the ability of the EFCL to support planning initiatives
  - C.Partner with UofA Planning Program & City planners to support leagues in developing Community Plans
  - D.Networking – Events (Green Leagues)
  - E.Networking – Social Media (Green Leagues)
  - F.Develop partnership strategy
  - G.Energy Audits
  - H.Improve database to include skills of volunteers
  
- 2.6 EFCL maintains regular contact with all three levels of government and advocates for issues as required.

**3. Broadening our Reach and Diversity – The EFCL works with leagues to create better opportunities for social inclusion in their membership and programs.**

- 3.1 The EFCL supports League efforts to create better opportunities to understand the changing needs of a diverse community.
  - A.Recruit league volunteers and District reps for the Planning Committee
  - B.Communicate the value of participating in CLs to multicultural and seniors organizations
  
- 3.2 Seeking diversity – the EFCL develops, pilots and helps leagues implement a broader range of services for different cultural, socioeconomic and demographic groups, such that their representations aligns with that of their community.
  - A.Recruit 5 community leagues to participate in our pilot to increase physical literacy programs for children under 12 years of age, during after school hours.
  - B.Assess the impact of seniors liaisons and seniors programming

- 3.3 The EFCL develops working partnerships with other communities and organizations/groups to reduce time demand on League volunteers.
- A. Promote awareness of participation entitlement at the league level.
  - B. Form partnerships with community organizations that can deliver physical literacy programs for children through community leagues.
  - C. Investigate feasibility of offering memberships to NPOs/Corporations.
  - D. Partner with EPSB INNOVATE to increase youth understanding and volunteerism within CLs
  - E. Partner with SAGE and Beacon Heights CL to promote the Men's Shed initiative
  - F. EFCL works closely with the EMCN to support new comers and immigrants in finding out more about the league system
  - G. EFCL explores and develops partnership with Indigenous community groups

3.4 The EFCL examines systemic barriers to involvement in its leagues and activities, and implements changes to address issues identified.

#### **4. Supporting League Leadership and Capacity – The EFCL focuses on building leadership and capacity in leagues**

- 4.1 The EFCL communicates more effectively and helps leagues network with each other.
- A. Investigate ability for leagues to cyber-connect to join/challenge each other through sport
  - B. Create a social media toolkit for leagues
- 4.2 The EFCL studies opportunities to assist leagues identify and make efficient use of community assets and infrastructure (both physical and social).
- A. Toolkit – Board membership and Communication (Green Leagues)
  - B. Create a program manual and resource guide for Community League Walking Programs.
  - C. Develop a reference guide for physical literacy based programs in community leagues
  - D. Revitalize and expand the Urban Poling program in community leagues.
  - E. Develop a community needs assessment reference guide.
  - F. Create an inventory of direct and indirect programs currently offered for children and youth by community leagues during after school hours.
  - G. Survey the 20 community leagues that launched the Urban Poling program in 2016 to determine its current state and seek feedback from program leaders.
  - H. Leagues can securely store membership information in one database.
  - I. Personal Assistance – Grant Writing
  - J. Monthly workshops
  - K. Leagues Alive 2018
  - L. Review & Update the EFCL online resources
  - M. Create "3 hats" training material and integrate this into our training
  - N. Programs in a box design document
- 4.3 The EFCL develops a strategy process to proactively educate, involve leagues and members in neighbourhood priority civic issues.
- A. Track information to identify needs (Communications Database)
  - B. Increased accuracy of database league contact information.
- 4.4 Leadership training to enhance neighbourhood quality of life.
- A. Run 6 district governance workshops (Jan-Feb, Mar-Apr, May-Jun, Jul-Aug, Sep-Oct, Nov-Dec)
  - B. Community visioning toolkit
  - C. Urban planning workshops



- 4.5 Building change management capacity within leagues to enhance resiliency and adaptability.
  - A. Personal Assistance – Board Presentations (Green Leagues)
  - B. Create webinar series for role specific training
  - C. Create a governance coaching toolkit
  - D. Healthy leagues assessment tool

**5. Building an efficient operations model – As a member agency, EFCL provides effective, efficient and innovative business supports to all leagues, and regularly assesses its effectiveness and benefit.**

- 5.1 The EFCL strengthens, and communicates governance and capacity development for leagues in the areas of: board development, standards, recognition, facility development, program training and communication.
  - A. Toolkit – Building Management (Green Leagues)
  - B. Toolkit – Initiatives (Green Leagues)
  - C. Personal Assistance – Funding Planning (Green Leagues)
  - D. Create ability for membership purchase for families of youth from greater Edmonton area, playing mainstream sport in Edmonton
  - E. Key Civics person identified for every league for the EFCL Planning Committee and the City
- 5.2 Partner Obligations – EFCL to promotes League partnerships and better its working relationship with the City.
  - A. Complete the EFCL-COE partnering evaluation framework
  - B. Continue attending city committees to provide league feedback (Speed Management, Field Usage, Arena Usage, Aquatic Usage)
- 5.3 We would recommend adding a sub-goal here that would encompass the work the EFCL does that takes pressure/workload off of the leagues (e.g. Selling memberships)

**6. Championing Leagues – EFCL actively and intentionally raises the profile of community leagues and recognizes their contributions and accomplishments.**

- 6.1 Championing the League movement and enhancing the reputation of leagues.
  - A. Investigate possibility of allowing advertising on EFCL web site
  - B. Champion ambitious projects (Green Leagues)
  - C. Create community league success timeline in EFCL office
  - D. Complete a review of previous Bannister survey results/Create new bannister survey (dependent on budget)
- 6.2 Helping individual leagues grow and increase the number of explicit and informed League supporters (card holders).
  - A. Create social media toolkit allowing leagues easy access/information on promoting themselves.
  - B. Increasing membership benefits
  - C. Focusing workshops to include non-community league members
  - D. Presentations to political science classes
- 6.3 Advocate, champion, manage, and deliver the 100<sup>th</sup> year anniversary project which recognizes and creates a lasting legacy for the community league movement in Edmonton.
  - A. Great Neighbour Race
  - B. Presentations to stakeholders and service clubs

**MEETING DATE :** March 08, 2018  
**AGENDA ITEM # :** 5.2 – Ice Rink Costs  
**PREPARED BY:** Debra Jakubec, Executive Director

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**Item 5.2**

**Background:**

At the Winter General Meeting in February, a board member was approached by a community league representative regarding the increasing costs of rink ice management. They recommended that the issue be brought before City Council.

The EFCL generally takes on city-wide issues only if the issue impacts the majority of leagues and the membership of the EFCL deems this to be an item to be pursued.

**Recommendation:**

That the EFCL staff contact the concerned league member to collect background information and present this information for discussion at the June Annual General Meeting.

**MEETING DATE :** March 08, 2018

**Item 5.3**

**AGENDA ITEM # :** 5.3 – Evaluation Framework For EFCL & COE Partnering Agreement

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

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**Background:**

Throughout 2017, EFCL staff worked with our City of Edmonton liaison office to determine how we would measure the success of our partnering agreement which has been submitted along with this package. Success in the partnership is broken into three outcomes. The EFCL and the City of Edmonton should be working together to ensure that:

1. Edmonton has vibrant communities supported by the EFCL and the City of Edmonton;
2. All Edmontonians have a sense of belonging in their community; and
3. Edmonton neighbourhoods are socially, economically and environmentally sustainable.

We jointly identified functional areas of our work that will allow us to impact the outcomes of the agreement. These areas have been further broken into specific tasks that support the collective impact that the City and the EFCL can make through our partnering.

Evaluation Framework sent as attachment.

Approved Partnering Agreement with the City of Edmonton on following pages for review.

**Recommendation:**

That the EFCL approve the City of Edmonton-EFCL Evaluation Framework.



**PARTNERING AGREEMENT**  
**Between**  
**The City of Edmonton**  
**(the "City")**  
**and**  
**Edmonton Federation of Community Leagues**  
**(the "EFCL")**

The City of Edmonton, incorporated in 1904, has a long history of supporting citizens to be active in their communities and to have a voice in civic matters. This has been accomplished by directly providing programs and services to citizens and by bringing citizens, organizations, businesses and other levels of government together to build community and participate in civic matters. Edmonton's City Council and Administration continue to believe that active, engaged Edmontonians make for a more vibrant, positive and welcoming city and as well as for better decisions.

Edmonton's first Community League was established in 1917 to address similar goals at the neighbourhood level. Other neighbourhoods followed suit and, in 1921, the Edmonton Federation of Community Leagues (EFCL) was formed to support the active, participatory, engagement of people and Advocacy in their neighbourhoods. The City began providing financial support to the EFCL in 1967 and continues to support the organization with operating grants and connections to City staff. The EFCL is an important umbrella organization to support the success of the current 157 Community Leagues in Edmonton.

Today the EFCL is a not for profit society comprised of a 12 member board responsible for strategy and policy development, authorizing expenditures and oversight of the operations of the organization. The Board speaks on behalf of EFCL and, with appropriate consultation, on behalf of its member leagues. Board directions are carried out by the Executive Director who is responsible for operations of the organization (Governance of EFCL is attached as Schedule C).

Edmonton's Community League system is the envy of cities across North America, and for good reason. Community Leagues are well positioned to have the hyper-local pulse of their neighbourhoods, able to adapt and adjust their services as needs change.

Today, the EFCL, Community Leagues and the City continue to create community, social and recreational opportunities, build neighbourhood facilities and amenities and deliver a range of programs and services.

It is in the interest of both the City and the EFCL to ensure that Community Leagues are as inclusive as possible and are actively reaching out into community involving local residents to shape their neighbourhoods.

CITY CLERK 091461  
FILE NO.



## **COMMON VISION**

The EFCL and the City recognize that great neighbourhoods are the building blocks of a great city and that community life within neighbourhoods can be enhanced when a Community League is active.

The City and EFCL share the common vision of building caring, vibrant, safe, connected and sustainable neighbourhoods.

The City and EFCL partner to create great neighbourhoods through building strong relationships, fostering connectedness, and increasing citizen participation in the community league system, including by becoming a member of their local community league. This is consistent with City Policy C110 (attached as Schedule A, glossary of terms attached as Schedule B).

## **COMMON GOALS**

The City and EFCL are aligned on many goals to engage citizens and enhance community life. Some of these include:

- Improving collaboration, communication and coordination between the two organizations.
- Partnering to have citizens united and engaged in fostering vibrant neighbourhood life through their City and Community Leagues.
- Supporting local recreational, sport, parks and leisure opportunities.
- Creating and sustaining a sense of belonging in neighbourhoods.
- Building capacity in individuals to become community leaders.
- Seeking opportunities to connect resources and assets for the benefit of the community.
- Creating socially, economically and environmentally sustainable neighbourhoods.
- Enhancing the ability of Community Leagues to foster connectedness among citizens and strengthen the social fabric of neighbourhoods.
- Bringing citizens together to have strong and inclusive voices.
- Promoting the benefits of Community League membership.
- Working together to support and help Community Leagues fulfill their roles as neighborhood hubs.
- Collaborate on areas of mutual interest regarding economic, social and environmental outcomes.

## **PRINCIPLES**

The partners agree to operate and interact with each with the following principles in mind. The partners will:

- Work together and help each other to achieve common goals.
- Be open and transparent.
- Respect that each partner brings expertise to the table.

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- Work to foster an environment where each partner feels safe to explore new ideas or concepts.
- Share accountability for joint outcomes.
- Retain autonomy and accept interdependence.
- Maintain clear roles and responsibilities.
- Share information and treat confidential information appropriately.
- Have a clear method to resolve conflicts.
- Maintain respect and professionalism in all dealings.
- Represent each other respectfully when dealing with outside parties.
- Work together in a collaborative, non-adversarial manner to find solutions to community issues.

#### TERM

The term of this Agreement shall commence on January 1, 2017 and end on December 31, 2021 unless earlier terminated or extended pursuant to the terms of this Agreement (the "Term"). The parties may extend the term for a further period of up to five (5) years by written agreement.

Either party may terminate this Agreement prior to the end of the Term by providing the other party written notice at least 180 days in advance of the date on which the Agreement is to be terminated.

#### CITY OF EDMONTON COMMITMENT

The Citizen Services Department is a front-line partner with citizens and communities, committed to creating a safe, healthy, vibrant city. This department is the primary liaison with EFCL through a representative appointed by the Deputy City Manager of Citizen Services. The liaison connects and consults with other City departments on opportunities and issues that relate to EFCL and Community Leagues. In matters specific to a Department or Branch within the City, the liaison also connects EFCL with the appropriate representative/content expert. Reports related to EFCL are advanced to Committee/Council by Administration.

Through the designated primary contact, the City agrees to provide the following to EFCL and its members in a form and manner as determined by the City, acting reasonably:

- **Advice:** The City will provide advice and guidance to the Community League movement in relation to recreation, sport, parks and leisure opportunities, community programs, neighbourhood infrastructure and civic planning issues including transportation.
- **Consultation:** The City, mindful of the timelines required for volunteer organizations, will include EFCL in consultation on matters below in a fashion that allows for EFCL to effectively communicate with Community Leagues:
  - a) pertaining to EFCL's organization and operations;
  - b) where the majority of Community Leagues and/or neighbourhoods are affected; or



- c) which would significantly impact the process and activities of the Community Leagues in their engagement and/or Partnering initiatives with the City.
- **Promotion:** The City will support, recognize and promote Community League membership, activities, programs and events, partnering where appropriate.
  - **Information and Materials:** The City will share appropriate information and materials with the EFCL in a timely manner. Where possible, the City of Edmonton, with the permission of the Community League executives, will provide the EFCL with updated lists and contact information for community league executive members as well as information about community league operations.
  - **Volunteer Recognition:** The City will support the efforts of the EFCL to ensure the volunteers in the Community League movement are recognized for their work.

Designated staff, historically Community Recreation Coordinators, are identified by the City as points of contact for Community Leagues. These designated staff offer support and assistance to community organizations that provide opportunities for citizens to get involved and work towards enhancing their communities.

The City provides an annual operating grant to EFCL as determined by City Council during the City's operating budget deliberations. The funding agreement outlines the grant and its corresponding financial controls and reporting requirements.

#### **EFCL COMMITMENT**

EFCL works with and for Community Leagues and the City to support actions, initiatives and programs that foster sustainable, healthy, inclusive neighbourhoods of engaged citizens.

The role of the EFCL is to help the Leagues with their operations, governance and increasing the participation of citizens in their local League. In addition, the EFCL educates, empowers and nurtures Community League leaders to engage more citizens in participating in community life, including engaging with the City and other stakeholders on neighbourhood-based and city-wide issues and opportunities.

The EFCL is well-positioned to communicate and promote the City's public engagement opportunities and to be involved in City projects, particularly those that affect a majority of neighbourhoods and/or the community at large. Community Leagues provide a neighbourhood-based opportunity to have local conversations, share perspectives and/or develop a position on matters of importance to the neighbourhood.

Through the Executive Director, EFCL agrees to provide the following to the City, acting reasonably:



- **Accountability:** The EFCL is accountable for consulting with its members when speaking on behalf of the membership. In accordance with its policies, EFCL will provide input or prepare separate responses to City Council inquiries on the Community League movement and matters of interest to Community Leagues. EFCL will, jointly with City representatives or alone, present the report to Council and respond to questions. EFCL agrees to provide the City with updated lists of EFCL officers and directors as necessary.
- **Advice and consultation:** Provide timely and informed advice and input into City consultation and stakeholder processes relevant to the interests of Community Leagues. Information gathered through these consultations will be shared with the City in a timely fashion. The EFCL will consult the City on the development of EFCL's strategic and business plans.
- **Negotiation:** The EFCL will assist in negotiations on behalf of Community Leagues for all agreements between the City and Community Leagues such as the Tripartite License Agreement as well as the setting of boundaries between Community Leagues.
- **Promotion:** Promote, support and disseminate information on community based City events, programs, services and activities relevant to volunteerism and Community Leagues
- **Resources:** The EFCL will maintain an up-to-date Community League database and share relevant information, research and reports as required subject to applicable privacy legislation.
- **Volunteer Recognition:** The EFCL will provide recognition opportunities for the volunteers in the Community League movement and promote the value of volunteerism for the municipality.

#### **ACTION PLAN - PERFORMANCE MEASURES AND REPORTING**

An EFCL and City working group will be established to develop an annual action plan to achieve mutually agreed upon objectives and monitor key performance indicators reflecting this Agreement. Performance reports will be provided annually as information to City Council and the membership of the EFCL.

#### **STATUS OF EFCL**

The status of EFCL shall be that of an autonomous independent registered not-for-profit society and EFCL shall have no authority to assume or create any obligation whatsoever, express or implied, neither in the name of the City, nor to bind the City in any manner whatsoever. EFCL shall have no authority hereunder to enter into any contract on behalf of the City.





The EFCL covenants to comply with all the rules and regulations contained in the Societies Act, R.S.A. 2000, c. S-14 and to remain incorporated under the terms of the said Act throughout the Term.

The EFCL covenants to comply with all statutes, laws, bylaws, regulations, orders and requirements of governmental or other public authorities having jurisdiction.

### **DISPUTE RESOLUTION**

Should any dispute arise between the parties as to the application, operation or alleged violation of this Agreement, the parties will be represented:

- For the City: Deputy City Manager, Citizen Services; Liaison, Citizen Services; and applicable Branch Manager(s).
- For the EFCL: President, Executive Director and one other appointee with specific knowledge of the issue in dispute.

Failing to resolve such dispute within Ninety (90) days or a mutually agreed to extended time frame, then such dispute shall be resolved in accordance with the following procedure:

- (a) The party requesting that the matter in dispute be resolved in accordance with the provisions of this Agreement (the "disputing party") shall notify the other party (the "defending party") in writing of the details of the nature and extent of the dispute (the "Arbitration Notice").
- (b) Within Seven (7) days of the receipt of the Arbitration Notice, the defending party shall advise the disputing party in writing that it disputes all matters referred to in the Arbitration Notice except those for which the defending party admits responsibility and proposes to take remedial action.
- (c) The terms of reference for arbitration shall be those areas of dispute referred to in the Arbitration Notice with respect to which the defending party has not admitted or proposes to take remedial action.
- (d) The parties in dispute shall within Ten (10) days after the date of receipt by the disputing party of the defending party's notice, appoint a single, mutually acceptable arbitrator (the "Arbitrator"). In the event that the parties cannot agree on the appointment of the Arbitrator within the Ten (10) days, then either party may, on written notice to the other, apply to either the Alberta Arbitration and Mediation Society to name the Arbitrator or to a Court of competent jurisdiction where the Site is situate, who shall have jurisdiction to appoint the Arbitrator.
- (e) Unless the Arbitrator orders otherwise, the parties in dispute shall equally bear the costs of the arbitration.



- (f) The decision of the Arbitrator is final and binding on the parties in dispute and there shall be no appeal of the decision to the courts.
- (g) Except as modified by this License, the provisions of the Arbitration Act, R.S.A. 2000, c. A-43.1, as amended, shall apply to the arbitration procedure.

#### **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

- EFCL acknowledges that the City is subject to the provisions of the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25 ("FOIP") and as such the City may be requested to disclose any records relating to this Agreement and under the custody or control of the City, including, without limitation, the contents of this Agreement. Any such disclosure will be made in accordance with the provisions of FOIP.
- EFCL agrees to comply with the provisions of FOIP with respect to any records that the City provides to EFCL, including any records that may contain personal information as defined in FOIP.
- The City agrees to comply with the provisions of all applicable privacy legislation with respect to any records that the EFCL provides to the City, including any records that may contain personal information as defined in any privacy legislation.

#### **GENERAL PROVISIONS**

- Time shall be of the essence of this Agreement and of each and every part thereof.
- This Agreement shall be made and construed in accordance with the laws of the Province of Alberta.
- No waiver by a party of any breach by the other party of any of its covenants, obligations and agreements hereunder shall be a waiver of any subsequent breach of any other covenant, obligation or agreement, nor shall any forbearance to seek a remedy for any breach be a waiver of any rights and remedies with respect to such or any subsequent breach.
- It is agreed that should any clause, condition or term, or any part thereof, contained in the Agreement be unenforceable or prohibited by law or by any present or future provincial or federal legislation, then such clause, condition, term or part thereof, shall be amended and is hereby amended, so as to be in compliance with the said legislation or law but, if such clause, condition or term, part thereof cannot be amended so as to be in compliance with any such legislation or law then such clause, condition, term or part thereof is severable from this Agreement and all the rest of the clauses, terms and conditions or parts thereof contained in this Agreement shall remain unimpaired.
- This Agreement shall be binding upon and endure to the benefit of the parties hereto and their respective successors and assigns.
- This Agreement shall not be modified or amended except by an instrument in writing signed by the parties hereto.



- No term or condition in this Agreement shall be construed as in any way constituting a legal partnership or a joint venture by the City and EFCL.

It is expressly understood and agreed that the City in entering into this Agreement is doing so in its capacity as corporation and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the City of any approval or permit as may be required pursuant to the Municipal Government Act, R.S.A. 2000, c. M-26, and any amendments thereto, and any other legislation in force in the Province of Alberta. The City, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the City, City Council, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a municipal government, as a municipal council and as the officers, servants and agents of a municipal government.

All terms and words used in this Agreement, regardless of the number and gender in which they are used, shall be deemed and construed to include any other number, singular or plural, and any other gender, masculine or feminine or neuter as the context or sense of this Agreement or any paragraph or clause herein may require, the same as if such words had been fully and properly written in the appropriate number and gender.

The insertion of headings are for convenience of reference only and shall not be construed so as to affect the interpretation or construction of this Agreement.

**NOTICE**

Any notices, consents, approvals, statements, authorizations, documents, or other communications (collectively "notices") required or permitted to be given hereunder shall be in writing and shall be delivered personally, by facsimile or mailed, postage prepaid, to the parties at their respective addresses set forth hereunder, namely:

To the City at:  
 City of Edmonton  
 Citizen Services Department  
 Deputy City Manager  
 11th Floor, CN Tower  
 Mailing: P.O Box 2359  
 Edmonton, Alberta T5J 2R7

To the EFCL at:  
 Edmonton Federation of Community Leagues  
 President  
 7103 - 105 Street  
 Edmonton, Alberta T6E 4G8





## SCHEDULE "A"

Page 1 of 1

### CITY OF EDMONTON POLICY REFERENCE

The City's relationship with the EFCL is described in Policy C110, as follows:

1. *Each community league is a desirable vehicle for the provision of certain services which are of benefit to the residents of the neighbourhood and the City.*
2. *The Community League is a useful mechanism for debate of area concerns and presentation of views and recommendations to Council.*
3. *Participation in Community League activity is a desirable element in a democracy which seeks to place decision making for appropriate activities at the neighbourhood level.*
4. *The Community League Structure educates and trains citizens in Governance and provides opportunities for citizens to volunteer their efforts to the Community.*
5. *The Edmonton Federation of Community Leagues is the Representative and Co-ordinating body of Edmonton's Community Leagues.*



**SCHEDULE "B"**  
**Page 1 of 1**

**DEFINITIONS AND INTERPRETATION**

In this Agreement:

- (a) "City" means the Municipal Corporation of the City of Edmonton.
- (b) "City Council" means the municipal council of the City.
- (c) "Partnering" means an arrangement of mutual support for a common purpose but does not mean "partnership" as defined in the Partnership Act, R.S.A. 2000, c. P-3 or as defined at common law.
- (d) "Edmonton Federation of Community Leagues (EFCL)" means a Society incorporated pursuant to the Societies Act of Alberta, and under an agreement with the City of Edmonton to support the community league movement as outlined in Policy C110.
- (e) "City Funding" means the operational grants and other grants provided by the City to EFCL through a separate agreement.
- (f) "Community League(s)" means an organization incorporated pursuant to the Societies Act, R.S.A. 2000, c. S-14 representing a geographically defined community within the city of Edmonton which has as its objects to provide facilities, programming and services without reference to race, colour, religion, creed, ethnic origin or political affiliation; and which hold membership in good standing with the EFCL.
- (g) "Advocacy" The City and EFCL recognize, that in the spirit of this agreement, EFCL's advocacy means to work with and for Community Leagues to support actions, initiatives and programs that foster sustainable, healthy, inclusive neighbourhoods of engaged citizens.



## SCHEDULE "C"

Page 1 of 2

### GOVERNANCE OF EFCL

#### Historical Overview

- With guidance from a City-appointed task force, the EFCL adopted a new governance structure on January 9, 2001. It featured a twelve-district system, where the leagues in each district were eligible to elect one representative to the Board.
- This replaced a long-standing system where the board was comprised of directors appointed by partner agencies, such as minor sports associations (i.e. hockey, soccer, and ringette), crime prevention agencies and area councils (groups of Community Leagues).
- This model was reviewed by third party management consultants to ensure it was still relevant and appropriate during the Federation's 2015 business planning initiative. It was determined that the structure was sound but recruitment and training practices for Board members need strengthening to increase Board effectiveness.

#### Board of Directors

- The 12-member Board is the ultimate governing body of the EFCL. It develops strategies and policies and authorizes expenditures from a budget approved by the general membership.
- It speaks on behalf of the organization and, with appropriate consultation, its 157 member Community Leagues.
- Each Director also serves as a liaison between the EFCL and the leagues in his/her district.
- The Board elects from its directors an executive committee that consists of the president, vice-president external, vice-president internal and treasurer.
- It hires and oversees the Executive Director.

#### Executive Director

- The Executive Director has complete authority over the office operation, including the supervision of staff, implementation of Board policies and financial decisions within the approved budget.

#### Planning Committee

- The Planning Committee is comprised of members elected by the Leagues in each district and advises the Board on urban design and development matters that are of interest to Community Leagues.



## SCHEDULE "C"

Page 2 of 2

### Community Leagues

- Like the EFCL, each league is an incorporated non-profit society. They are responsive to the citizens in their neighbourhood and provide programs, build facilities and advocate on behalf of their neighbourhood. They are inclusive and connect with citizens to understand their needs and opinions as it pertains to neighbourhood matters.
- Each League is a member in good standing if it pays its dues and adheres to the EFCL's Code of Conduct (which stipulates that league membership is open to everyone residing within the boundaries of the League and that Leagues share their facilities and programs with members of other leagues).
- The Leagues approve the EFCL's budget and appoint an auditor. They also bring forward matters for consideration and create policy at general meetings, of which there must be at least two each year.
- EFCL takes direction and makes decisions based on the membership votes at the General Meetings.



**MEETING DATE :** March 08, 2018

**Item 5.4**

**AGENDA ITEM # :** 5.4 – Rollie Miles Park

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

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**Background:**

The EFCL has been working with community members and the City of Edmonton regarding the redevelopment of Rollie Miles park where our current office building is situated. We have attended many public engagement meetings and have seats on the advisory council.

Council approved a facility with a relatively small footprint on the small district park. The EFCL will need to keep this in mind. There are a number of strategies that can be used to minimize the footprint – sharing meeting spaces and sharing parking spaces (as we do now) and building up rather than out. The aim would be to have the facility in the next capital budget cycle of 2019 -2022.

Our first step was to examine more closely the implications of staying in Rollie Miles park, the implications of various location options, and our space/program needs.

In 2016, the Board concluded that the present EFCL location was good because it was central. Now that a new recreation facility is being seriously considered by the City, we will need to think through the implications for the EFCL. The EFCL will only be included if it makes the priority list of needs and if the community deems it appropriate.

Feedback from the board and staff was taken and compiled. The board and staff also concluded that:

- Location in a park would be vital, similar to community leagues
- A central location is important
- We would prefer to be a part of the new Rollie Miles Recreation Centre
- We would rather not have to move to 'swing space'
- We needed space for education, a board room, some offices, some shared offices, storage space, a kitchen (could be shared) and bathrooms (could be shared). Better designed with less hallway space.

Conversations with our City liaison have included the potential for being included in another city building. Data regarding the staff and board wants and needs have been collected and shared with the City.

At the February 13, 2018 advisory committee meeting, we were told that "while no decision has been made to include the EFCL offices, all (current) options can accommodate EFCL as an additional floor."

As the EFCL can only be accommodated as a 3<sup>rd</sup> floor option, we will need to build a convincing business case for inclusion, that the City and community agree with. Administration will present to Council in May and the EFCL may want to have a business case prepared. The City of Edmonton requires a functional program workplan to be completed and submitted. At this point the City is looking at the functional space, not the exact details. This draft document is being creating to give the City an indication of the general needs of the space and details will be finalized if our space is approved.

\* Functional Program Workplan Draft to be sent on Monday, March 5, 2018.

**MEETING DATE :** March 08, 2018

**Item 5.5**

**AGENDA ITEM # :** 5.5 – GBA+ Training For Board

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

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**Background:**

Through the delivery of the Civic Leadership Project, all EFCL staff completed the Introduction to Gender-Based Analysis Plus (GBA+) training that is offered through Status of Women Canada. GBA+ is an analytical tool used to assess how diverse groups of women, men and gender-diverse people may experience policies, programs and initiatives.

Given the board's role in policy development and strategic planning for the organization, this training would aid in achieving our goal of broadening our reach and diversity, specifically in giving a better understanding of systemic barriers that we may be contributing to.

**Recommendation:**

That all existing board members complete the Introduction to GBA+ training by June 2018 and that all new board members complete the training as part of their onboarding process.

## 6.0 NEWS FROM THE CITY OF EDMONTON

**MEETING DATE :** February 08, 2018

**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, March 08, 2018**



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

#### **Update on the Urban Isolation / Mental Health Council Initiative**

On February 22nd the Hello, How Are You? Campaign along with Fresh - Edmonton's Food and Urban Agriculture Strategy and River City Events launched Hello, Let's Eat! Hello, Let's Eat is a pilot project with the goal of bringing neighbours together over the act of sharing food. The pilot project provides place settings and food service equipment from River City Events at no cost in order to encourage community members to share meals together in order to get to know one another and learn about what connects us. Kits can support a group of up to 24 people and can be requested by visiting [edmonton.ca/hello](http://edmonton.ca/hello) and filling out an application form.

In 2017 The Hello, How Are You? campaign initiated a partnership with Neighbourhood Watch in order to support Edmontonians hosting block parties. We hope to continue this in 2018. The campaign can provide lawn signs promoting the party, block party in progress signs, a tent, as well as a life size board game all about mental health and connectedness!

In the fall of 2016 the Edmonton Suicide Prevention Advisory Committee (ESPAC) released the [Edmonton Suicide Prevention Strategy](#). In 2017 the Implementation Planning Committee worked together to develop an implementation plan. This plan will be presented to the Community and Public Services Committee on March 14th (time TBD). The plan will be made public at this time.

For more information contact: [chelsey.anseeuw@edmonton.ca](mailto:chelsey.anseeuw@edmonton.ca)

#### **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 February gathering was attended by 12 citizens working with their Community leagues to nurture ACE in their communities. The next gathering takes place on Saturday, March 10 from 9:30 am - 12:30 pm at Commonwealth Community Recreation Centre (Green and Gold Room).

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](mailto:abundantcommunity@edmonton.ca).

### **New Online Neighbourhoods Events Booking Form**

Citizens can now request a license for their upcoming neighbourhood event online. The simple [Google form](#) will alert their Neighbourhood Resource Coordinator, who can immediately start the licensing process. This form is to be used for neighbourhood based community events on parkland.



Infrastructure Canada has issued a national challenge for municipalities to submit their best ideas around what a Smart City looks like using data and technology. The winning municipality will be awarded \$50 million. The City of Edmonton has settled on a Healthy City theme. A healthy city is a city that is strong physically, mentally, economically and socially. As this is a citizen-driven proposal, we are reaching out to citizens to get their ideas on how to become a healthier city. To submit a one in a million idea and vote on the ideas submitted please go to our website [smartcities.edmonton.ca](http://smartcities.edmonton.ca).

In an ongoing effort to engage our citizens, the Smart City team would be happy to visit your neighbourhood to share more information on the Smart Cities Challenge and gather much needed feedback. If one of your neighbourhood groups or community leagues is interested in learning more, please reach out to the City's Smart Cities Challenge Project Manager, Michelle Nichols ([michelle.nichols@edmonton.ca](mailto:michelle.nichols@edmonton.ca)) to arrange a time for a presentation.

**THE WAY WE GROW:** *Transform Edmonton's Urban Form*

### **Learn About Growth and Change in Edmonton**

The City's [Planning Academy](#) offers a series of modules designed to provide a better understanding of the planning and development process in Edmonton.

Planning Academy courses and electives will now only be available once a year during our spring session, from March to June. Our next classroom session will begin March 2018.

Planning Academy consists of seven facilitated courses. These courses are offered free of charge and opened to anyone interested in learning about the growth and changes that Edmonton is experiencing. Visit the [web page](#) for more information and to register.

## Upcoming Meetings, Events and Activities

March	Help shape the future of arts and heritage in Edmonton. Attend an upcoming public engagement session for 2029: Building Edmonton's Community Plan for Arts and Heritage. For more information and engagement dates visit: <a href="http://yegculturemap.ca/events">yegculturemap.ca/events</a>
March 9-10	Red Bull Crashed Ice
March 10	Abundant Community Edmonton - Neighbourhood Connector and Block Connector Gathering, 9:30 am - 12:30, Commonwealth Community Recreation Centre (Green and Gold Room). Join City staff and ACE Consultant Howard Lawrence for coffee and discussion!
March 14	Reports at Community and Public Services Committee: Suicide Prevention Implementation Plan Inclusion and Anti-Racism - Update Establishment of LGBTQ2+ Committee IAAF World Championships and 2020 ITU Grand Final - Outcome of Findings Bylaw 18289 - A Bylaw to Amend Bylaw 16368, the Enforcement Bylaw
March 17	Board Leadership Edmonton Conference- One day learning event focusing on fundamentals of board governance. For more information about registration, fees and the program visit <a href="http://boardleadership.ca">boardleadership.ca</a>
April 4	Reports at Community and Public Services Committee: Public Washroom Report (rescheduled from March 14) Potential Amendments to Bylaw 2202 - Sponsorship Recognition on Signage
April 18	Reports at Community and Public Services Committee: Neighbourhood Revitalization Capital Investment
Q1 2018	Update on Central McDougal/Queen Mary Park Revitalization Report to Council
Q2 2018	Rollie Miles Athletic Field District Park Report scheduled for Council

- Link to Council and Committee Schedules, Agendas & Minutes

[edmonton.ca/city\\_government/council-committee-meetings.aspx](http://edmonton.ca/city_government/council-committee-meetings.aspx)

- Link to schedule of upcoming Council reports

[edmonton.ca/city\\_government/documents/meetings/PublicItemsDueJuly17.pdf](http://edmonton.ca/city_government/documents/meetings/PublicItemsDueJuly17.pdf)

## 8.0 STAFF REPORTS

**MEETING DATE :** March 08, 2018  
**AGENDA ITEM # :** 8.1 – Executive Director’s Report  
**PRESENTED BY:** Debra Jakubec, Executive Director

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**Item 8.1**

### Meeting With EMSA

Confirmation was given by the EMSA Executive Director and President that the requirement for community league memberships will continue. The EFCL Executive Director has contacted the SWEMSA Director but has not had a reply yet. She will reach out again. The EFCL and EMSA discussed co-branded marketing through the EFCL social marketing.

### District G Quorum

An error was made at the general meeting by one of the staff. They misread the quorum sheet and District G was short 2 leagues for quorum. We will be arranging a district meeting and will hold an election then. Liz John-West has been informed of this and understood that errors can be made. She intends to run again at the district meeting.

### EFCL Monthly Workshops

This is the second year of our monthly community league board development sessions. They are often in high demand, and we are getting enough registrations that we have had to move the workshops off-site (sometimes there is a fee for this), and often we turn potential attendees away. We also are having a high percentage of people not show up at the workshops. At the February grant workshop, we surveyed participants in attendance and they agreed that they would be okay with paying a nominal fee to hold their seat in the workshop. Starting in April 2018, we will be charging \$25 for our monthly workshops. \$20 of this will be refunded to participants who attend the workshop, and the remaining \$5 will pay the cost of refreshments.

### Governance Workshops

The EFCL will be holding district meetings during 2018. We have also decided to hold governance workshops in all 12 Districts over the next 2 years (6 in 2018 and 6 in 2019). These will be 3-hour long workshops that any community league board, league member, or league resident can attend. It is our intention to provide current board members with governance information and equip potential board members hoping that league members and residents may take the workshop and consider joining their community league board. The workshops scheduled for 2018 are:

- District F – March 3
- District C – March 10
- District E – May 12
- District D – June 9
- District J – September 29
- District A – TBD

## **Media Workshops – April 21 & 29**

Last year, to support board development, the Executive Director hired media specialist Shawna Randolph to provide media training for the board of directors. The training was well received and so this year two media training sessions have been scheduled for April – one for northern Edmonton and one for southern Edmonton. Since space is limited, only one person from each league will be able to attend until we reach capacity. We will recommend that this be for the person who is most likely to act as media spokesperson, probably the President or Communications Director.

## **Strategic Plan Query**

Chantile Shannon confirmed that Council does not need to approve a strategic plan or require a new plan. If the EFCL decided to not write a new plan Council would want to know that it was reviewed, considered and revised as needed. If EFCL decides to extend it should be clear that this was by intention and not default.

It was suggested by administration that it gives a more favourable impression to several audiences if EFCL renews it, even if it continues to have some similar content. The City is encouraging Leagues to develop strategic plans and it would set a good example for Leagues if EFCL also did. It's also customary for other groups that partner with the City to update and develop new strategic plans to reflect any new dynamics, re-reflect new City strategies, etc.

## **Audit And AGM**

Our auditor, Curtis Friesen, is quite busy this year and is unable to attend our April board meeting to present the financial statements. He is able to attend in May but will need a few weeks if there are potential changes. Therefore we have scheduled the Annual General Meeting for Tuesday, June 5.

## **NRC And EFCL Meeting**

Alongside our City liaison, Chantile Shannon, the Executive Director organized a joint NRC and EFCL staff meeting. The EFCL and City both presented our work for the 2018 year. We completed several team building exercises and group discussions were held. The event was very successful. We intend to continue working collaboratively and will hold these combined staff meetings quarterly.

**MEETING DATE :** March 08, 2018  
**AGENDA ITEM # :** 8.2 – Planning Committee Report  
**PREPARED BY:** Bev Zubot, Planning Advisor

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**Item 8.2**

**Recommendation:**

That the revised Terms of Reference be accepted as presented.

**Edmonton Federation of Community Leagues**  
**Planning and Development Committee**  
**Terms of Reference**

<b>Type</b>	<i>Standing of Membership; reporting to the Board</i>
<b>Purpose:</b>	To provide input and recommendations to the Board, Membership, City Administration & City Council with respect to <del>planning and transportation issues</del> <u>urban planning matters</u> from a neighbourhood perspective
<b>Duties:</b>	<ul style="list-style-type: none"><li>● to participate in urban planning <del>and transportation</del> related consultation processes</li><li>● to review developments with city-wide implications and determine community league impact and consistency with City bylaw and policy</li><li>● to review <del>planning and transportation</del> <u>urban planning</u> policy proposals and accompanying engagement processes</li><li>● to advise communities of the potential impacts of developments and policy or bylaw changes</li><li>● to make recommendations to the Board, Membership, City Administration &amp; City Council on urban planning matters</li><li>● to apply the EFCL's Planning and Development policies when making recommendations and update them as required</li><li>● to meet with representatives of the City Administration and participate on City Committees as needed</li><li>● to assist with and participate in own District meetings</li><li>● to support and advise the Community Planning Advisor</li><li>● <u>to encourage community leagues to be involved in planning issues</u></li></ul>
<b>Committee Membership:</b>	Maximum of 15 voting members, with no more than two representatives per District and no more than one representative per league; Ex-officio: Community Planning Advisor
<b>Member Appointment:</b>	District representatives are elected at EFCL General meetings. If District positions are not filled at a General Meeting or a District meeting with quorum of 1/3 of the District leagues, then District and Community League referrals will be considered by the Board for appointment.



<b>Tenure</b>	Two years, renewable
<b>Chair Appointed By:</b>	Board
<b>Reports to:</b>	Board and Membership
<b>Meeting Frequency:</b>	Monthly except July, August and December or at the call of the Chair
<b>Resources:</b>	Staff, meeting space, computer access, photocopying, refreshments
<b>Outcomes:</b>	Better-informed and engaged community leagues  Planning and transportation recommendations Relationship with the City Administration and Development Industry Annual Report to the Membership at AGM

## BACKGROUND

At the January 31, 2018 Planning & Development Committee meeting, the Terms of Reference was reviewed and modified as shown in the mark up above. The additions are underlined.

The Committee wishes to replace “planning and transportation issues” with “urban planning matters” for a couple of reasons. Urban planning includes transportation, private land development, parks planning and development, community standards, construction practices and the list goes on. The term “urban planning” is a more inclusive term. Secondly, we did not want to single out transportation issues because the committee deals relatively little with transportation planning mostly because transportation decisions tend to be locally focused. The Committee primarily focuses on city-wide policies impacting the majority of leagues. Our focus lately has primarily been on the Zoning Bylaw – the city-wide rule book for land developments. This coming year we aim to get more involved with parks planning, which is a primary concern to leagues. As the City, leagues and the Committee evolve, there may be different emphases. The term “urban planning matters” gives the Committee flexibility.

The Committee added a duty: “to encourage community leagues to be involved in planning issues”. In practice, the District representatives and the Planning Advisor have been encouraging the City to create more opportunities for leagues to be engaged in urban planning decisions impacting their neighbourhoods, and have been encouraging leagues to take advantage of the opportunities. Every year, the City has, on their own initiative been creating more public engagement opportunities, thus more and more we have taken on the task of promoting these opportunities.

## 9.0 WORK IN PROGRESS

**MEETING DATE :** March 08, 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	<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.	Complete
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.	In Process
2017/09/14	5.4	<b>July Financial Statement</b> D. Jakubec to speak with the EFCL’s finance person to revise the format of the quarterly financial statement for the Board to review.	In Process
2017/09/14	5.8	<b>Charitable Application</b> That the EFCL Board approve proceeding with the EFCL’s application for charitable status.	Completed
2017/09/14	6.2	<b>Rollie Miles Park</b> C. Shannon to inquire regarding the EFCL fundraising toward its new office space requirements.	In Process
2017/09/14	11.0	<b>District Updates/Feedback</b> 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.	
2017/11/09	5.2	<b>Indigenous Acknowledgement At Meetings</b> D. Jakubec to see if lawyer Lorne Ternes is available to speak at an EFCL Board meeting regarding Treaty 6.	In Process

<b>MEETING DATE</b>	<b>REF.</b>	<b>ITEM</b>	<b>STATUS</b>
2017/11/09	5.6	<p><b>Human Resource Policy Review and Approval</b> 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.</p>	In Process
2017/12/14	2.0	<p><b>Social Enterprise Fund (SEF)</b> 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.</p>	Completed
2018/01/11	4.1	<p><b>Strathearn Community League</b></p> <ul style="list-style-type: none"> <li>• D. Jakubec to forward the full package of materials sent by Strathearn to the EFCL as well as the background information on the similar decision made for McKernan in 2015</li> <li>• D. Jakubec to prepare a recommendation to the Board regarding Strathearn Community League's request.</li> </ul>	In Process
2018/01/11	5.4	<p><b>SWEMSA and Membership</b> D Jakubec will contact EMSA and SWEMSA to confirm that they are requiring Community League membership for registration.</p>	In Process
2018/01/11	5.5	<p><b>Board Development Workshop</b> D Jakubec to send a poll for Board Member availability.</p>	Complete
2018/01/11	5.7	<p><b>Strategic Planning</b></p> <ul style="list-style-type: none"> <li>• D. Jakubec to provide a written update to the Board on the progress on the current strategic plan.</li> <li>• D. Jakubec to confirm if the city needs a strategic plan as part of the 2019-2022 budget submission.</li> <li>• Strategic Plan is to be posted to the website as part of the website review that is in progress.</li> </ul>	Complete
2018/02/08	5.5	<p><b>December Financial Statements</b> D. Jakubec suggested the EFCL Finance Committee including the Treasurer have a phone or in-person meeting a week prior to the quarterly financials being presented at Board meetings.</p>	
2018/02/08	8.1	<p><b>Executive Director's Report</b> D. Jakubec to contact Corporate Registries to inquire into why previously submitted Bylaw updates could be on file and email the Board regarding her findings</p>	Complete