



EDMONTON FEDERATION OF COMMUNITY LEAGUES

BOARD OF DIRECTORS

REGULAR MEETING PACKAGE

DATE: Thursday, April 12, 2018

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

LOCATION: EFCL Office, 7103—105 Street

EFCL Board Planning Calendar

April, May, June, 2018

April

2018

- 12 EFCL Board Meeting
- 14 Creating Awesome Civics/Planning Committees
- 21 Managing Media (Leagues South of River)
- 21-22 Women In Leadership Workshop
- 23 to 27 2018/19 Membership Supplies Pick Up
- 25 EFCL Planning & Development Committee Meeting
- 28 Great Neighbour Race
- 29 Managing Media (Leagues North of River)

May

2018

- 04 and 05 Board Fundamentals Workshop
- 05 Sustainability Workshop
- 05 Effective Intercultural Practice Workshop
- 10 EFCL Board Meeting
- 12 Urban Poling Workshop
- 12 Governance Workshop
- 30 EFCL Planning & Development Committee Meeting

June

2018

- 05 EFCL Annual General Meeting
- 14 EFCL Board Meeting
- 27 EFCL Planning & Development Committee Meeting

Edmonton Federation of Community Leagues
Board of Directors Regular Meeting
EFCL Office: 7103—105 Street
Thursday, April 12, 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) (pgs. 3-4)**
- 3.0 Approval of Board Meeting Minutes (6:05 PM)**
 - 3.1 March 08, 2018 Board Meeting Minutes (pgs. 5-14)**
 - 3.2 March 15, 2018 Board Meeting Minutes (pgs. 15-16)**
- 4.0 Presentations / Urgent Matters (6:10 PM)**
 - 4.1 Great Neighbour Race**
 - 4.2 Strathearn Community League**
- 5.0 Decision/Discussion Items**
 - 5.1 Strathearn Tripartite License Agreement (pgs. 17-18)**
 - 5.2 Executive Director Search Committee (pgs. 19-22)**
 - Executive Director Job Description
 - 5.3 EFCL Hiring Freeze (pg. 23)**
 - 5.4 Corporate Funding Ethics Policy (pg. 24)**
 - 5.5 Board Needs Assessment (pgs. 25-28)**
 - 5.6 Gender-Based Analysis Training (pg. 29)**
 - 5.7 District Meetings (pgs. 30-33)**
 - 5.8 40 KM/HR Residential Speed Limit (pg. 34)**
 - 5.9 Recreation Facility Master Plan (pgs. 35-37)**
- 6.0 News From The City Of Edmonton**
 - 6.1 News From The City Of Edmonton (7:40 PM) (pgs. 38-42)**

Break 7:50 PM—8:00 PM

- 7.0 Exemptions**
- 8.0 Staff Reports (8:05 PM)**
 - 8.1 Executive Director's Report (pgs. 43-45)**
 - Boyle Street Community League
 - Holyrood Community League
 - District G Election
 - EFCL 100th Anniversary Project
 - Bent Arrow Presentation
 - 8.2 Evaluation Framework For EFCL and City of Edmonton Partnership Agreement (pgs. 46-52)**
- 9.0 Work In Progress (pgs. 53-55)**

10.0 District Updates/Feedback

11.0 Private Matters (8:15 PM)

11.1 Staffing Issues

11.2 Board Governance Issues

12.0 Next Meeting/Announcements

12.1 EFCL Board of Directors Meeting—Thursday, May 10, 2018

13.0 Adjournment

3.0 Approval of Minutes

MEETING DATE : April 14, 2018
AGENDA ITEM # : 3.1 – March 08, 2018 Draft Board Meeting Minutes
PREPARED BY: Dana Mauer, Board Secretary

Item 3.1

EFCL BOARD OF DIRECTORS REGULAR MEETING
DRAFT Minutes
Thursday, March 8, 2018 @ 6:00 p.m.
EFCL Offices, 7103 - 105 Street, Edmonton

Attendance:		
Ryan Barber, Dist. H Jesse Watson, Dist. A Masood Makarechian, Dist. K Alison Poste, Dist. C	Gavin Martinson, Dist. J Trevor Elliott, Dist. D Fraser Porter, Dist. E	Leanne Kohn, Dist. I Shafeek Ali, Dist. L Rocky Feroe, Dist. F
Regrets:		
Ron Favell, Dist. B		
EFCL Staff:		
Debra Jakubec, E.D.		
Guests		
Liz John-West Sian Svendsen, CoE Stephanie Howlett, CoE		Treena Schmidt, CoE Cindy Dorward Rob Agostinis
Minutes:		
Dana Mauer		

1.0 Call To Order

EFCL President G. Martinson called the meeting to order at 6:10pm. A Board quorum was present. Brief introductions were done around the table.

2.0 Agenda Review

18-03-08-01 MOVED: "That the EFCL Board approve the March 8, 2018 Board meeting agenda with the following additions:

4.1 Great Neighbour Race (number of other items in Item 4.0 changed accordingly)

4.4 Election of EFCL Board Officers

By: S. Ali / F. Porter

CARRIED

3.0 Approval of the February 8, 2018 Board Meeting Minutes

18-03-08-02 MOVED: That the February 8, 2018 EFCL Board meeting draft minutes be approved as presented.

By: R. Barber / T. Elliott

CARRIED

4.0 Urgent Matters / Presentations

4.1 Great Neighbour Race

Rob Agostinis, Co-Chair of the EFCL's annual Great Neighbour Race fundraising event for the EFCL 100th Anniversary Project, requested that all Board Members email a personal invitation to all leagues in their Districts, asking them to enter five to 10 participants in the Great Neighbour Race on Saturday, April 28th in Hawrelak Park. League members are encouraged to enter teams and wear fun costumes. There is a 1k, 3k, 5k walk/run and 10km run events, and the early bird registration deadline is Friday March 23. Leagues are also requested to advertise the event on their social media pages, website, newsletters etc. He or EFCL Communications Officer J. Joe will forward a template with all relevant links to the event information, graphics, and registration on the Running Room website. Several fun volunteer positions are also available. All entrants receive a free technical t-shirt, a race bib, a "swag bag", and there are prizes and a fun free after-party BBQ in Hawrelak Park with family activities. The event will be MC'd by CTV Edmonton Meteorologist Cory Edel, and is also being promoted on Global TV. Posters are available to Board members and City Staff to be posted at league halls, businesses, and City Rec Centres. The goal is to promote health and wellness, community building and community leagues. R. Agostinis advised the event information was also being sent out to school boards and asked that Directors personally contact the School Board Trustees in their Districts asking them to promote the event.

4.2 Private Matter - The Board went in camera at 6:26pm. It came out of camera at approximately 6:40pm.

4.3 Winter General Meeting Election Follow-up

M. Makarechian asked for confirmation that the EFCL was still currently operating under the 2004 version of its Bylaws, while awaiting confirmation of the status of the 2017 bylaw changes that were approved by the Membership and submitted by J. Booth to Alberta Registries in late 2017. This was confirmed. D. Jakubec reported that Alberta Registries could take three to four months to respond regarding approval. Discussion ensued. It was suggested that at the next General Meeting, that the Membership vote again to reapprove the most recent Bylaw changes.

G. Martinson invited discussion regarding the elections held at the February 22, 2018 Regular General Meeting. It was noted there was a quorum count error for District G, and therefore, Liz John-West was not elected (due to a 33% quorum of District G leagues not in attendance).

G. Martinson summarized events related to the District and Planning Committee elections held at the recent Regular General Meeting. There was discussion/debate at length.

18-03-08-03 MOVED: "That the Board accept the election of the Board of Directors that occurred at the General Meeting of February 22, 2018.

By: S. Ali / T. Elliott **CARRIED**
6 in favour, 3 against (F. Porter, M. Makarechian, and L. Kohn),
1 abstained

(Voting Board Members included R. Feroe and A. Poste, who were elected to the Board at the February 22, 2018 Regular General Meeting, but did not include C. Dorward who stepped down from the Board prior to the February 22 RGM.)

4.4 Election of EFCL Board Officers

G. Martinson advised there were two vacant positions currently on the EFCL Board Executive (that of Treasurer and V.P. Internal, with Board Members Cindy Dorward and Shaffeek Ali stepping down).

M. Makarechian advised that according to the 2004 EFCL Bylaws under 'Elections' that "...elections of Officers will be held at the March Board meeting...". Board consensus was to proceed with Board elections in keeping with the bylaws. M. Makarechian read aloud from the bylaws the descriptions of the four, one-year term Board Executive positions including President, VP Internal, VP External, and Treasurer. Sian Svendsen from the City of Edmonton presided for the 2018 EFCL Board elections. She asked if there was an election notice requirement for EFCL Officers (one Board member was absent). It was confirmed the bylaws do not require advance notice of elections of EFCL Officers, no proxy voting, and that the missing Board member's last term was ending shortly.

President - The floor was opened for nominations. G. Martinson nominated R. Barber, and S. Ali seconded. R. Barber declined the nomination. M. Makarechian nominated F. Porter, and L. Kohn seconded. F. Porter accepted the nomination.

T. Elliott nominated G. Martinson, and S. Ali seconded. G. Martinson declined the nomination. There were no other nominations.

F. Porter was elected EFCL President by acclamation.

VP Internal - F. Porter nominated M. Makarechian, and L. Kohn seconded. M. Makarechian accepted the nomination.

G. Martinson nominated A. Poste, and R. Barber seconded. A. Poste accepted the nomination. There were no other nominations. There was a vote by secret ballot counted and verified by City staff.

A. Poste was elected VP Internal.

VP External - A. Post nominated M. Makarechian and F. Porter seconded.

M. Makarechian declined the nomination.

G. Martinson nominated J. Watson, and S. Ali seconded. J. Watson declined the nomination.

G. Martinson nominated R. Barber, and T. Elliott seconded. R. Barber accepted the nomination.

R. Barber was elected EFCL VP External by acclamation.

Treasurer - F. Porter nominated M. Makarechian, and G. Martinson seconded.

M. Makarechian accepted the nomination.

S. Ali nominated G. Martinson, and L. Kohn seconded. G. Martinson declined the nomination.

M. Makarechian was elected EFCL Treasurer by acclamation.

S. Svendsen congratulated the successful candidates and the 2018 EFCL Board Elections were closed. It was noted that the new President takes over the role of Board Meeting Chair. F. Porter took over the seat as Chair for the balance of the meeting.

18-03-08-04 MOVED: "That with the election of a new EFCL Board Executive on Thursday, March 8, 2018, the signing authorities on the appropriate EFCL Servus Credit Union accounts be changed to the following:

President - Fraser Porter

Vice President, Internal - Alison Poste

Vice President, External - Ryan Barber

Treasurer - Masood Makarechian

The following names are to be removed as signing authorities:

President - Gavin Martinson

Vice President, Internal - Shaffeek Ali

Vice President, External - Jesse Watson

Treasurer - Cindy Dorward"

By: S. Ali / L. Kohn

CARRIED

Action Item: D. Jakubec to determine what the exact process/requirements are for changing over the bank signing authorities and share it with the Board.

5.0 Decision / Discussion Items

5.1 Strategic Plan Progress Report and Recommendations

D. Jakubec reviewed and highlighted particular areas of the detailed report prepared by the staff and published in the agenda package on pages 12 to 25. She commented that the Strategic Directions that staff struggled with were the very broad and very narrow ones (i.e. Strategic Goals #2, and 2.4). Page 22 lists the EFCL staff leadership team's recommendations regarding what they felt could be accomplished over the balance of the year. Their recommendation was that the Board provide direction/guidance each year to the staff regarding specific "sub-goals" under each of the six overarching Strategic Plan goals.

Discussion/debate ensued at length. M. Makarechian commented on the extensive nature of the Strategic Plan as a comprehensive, highly "curated" or "vetted" long-range guiding document, approved by the City of Edmonton and the Membership, and that it should therefore not to be modified. He advised that the EFCL Growth Plan evolved out of the need to attempt to achieve the overarching goals of the Strategic Plan within the manpower and staffing budget limitations of the EFCL. The general consensus was that it may still be necessary to "harmonize" and "modernize" the Strategic Plan in keeping with the context of the Strategic Plan, especially in light of the fact that some of what the EFCL's staff work is not represented in the Plan (and therefore not reported on).

Action Item: Arrange a meeting date request for the Board to review/discuss an update to the Strategic Plan (call in or in person attendance at meeting).

Referring to the Executive Director's report, D. Jakubec commented that C. Shannon confirmed that City Council does not require a new Strategic Plan, but that an update/revision is recommended, and a draft should ideally be approved by June or July to take back to Council.

18-03-08-05 MOVED: "That the Board meet sometime before 60 days are up, to work through a follow-up report on our progress on the Strategic Plan, and possible adjustments to the Strategic Plan for the City's upcoming four year budget cycle."

By: M. Makarechian / R. Barber

CARRIED

5.2 **Ice Rink Costs**

F. Porter advised that she was approached at the recent RGM regarding the high cost of operating community league rinks and the possibility of obtaining some financial support from the City in this regard. She asked that Board members contact their leagues requesting they (optionally) provide information regarding the annual operating cost of their rinks. Discussion ensued. Consensus was that rinks are a fundamental aspect of community leagues, and that their revitalization is timely as it complements the Winter City Strategy.

Action Item: D. Jakubec to email Board Members and appropriate City Staff with questions and request feedback from which to prepare a Survey Monkey to forward to the Board Members to send out to all leagues.

18-03-08-06 MOVED: That the EFCL staff and Board collaborate on creating a survey to send to Member leagues and to compile data about rink operation costs to present to the Membership at the June Annual General Meeting.

By: M. Makarechian / L. Kohn

CARRIED

5.3 **Evaluation Framework for EFCL & COE Partnering Agreement**

D. Jakubec advised that EFCL and City staff have been working together on the draft Evaluation Framework document for quite a while (it was emailed as an attachment to Board members due to size of document - The Partnering Agreement appeared in the agenda package). The hope is to present the draft to Council in May for approval, and then begin the actual evaluation process regarding the work the EFCL is doing around its Partnership with the City. F. Porter asked if Board members needed more time to review the draft document (emailed to Board Members) before approval. At least two Board Members indicated they did. Item 5.3 tabled to the April Board meeting.

Action Item: Include this agenda item on the April Board meeting agenda.

S. Svendsen (CoE) advised the report would be going forward to City Council on June 6. As supporting documents need to be submitted six weeks prior, it was determined that the EFCL Strategic Plan evaluation and outcomes should be finalized as soon as possible. A working group meeting

between lead EFCL and City staff to review and finalize the submission was suggested.

Action Item: Communication to be sent to C. Shannon and S. Johnson to arrange an afternoon meeting date for EFCL staff and interested Board members to review and finalize the Strategic Plan Update with regard to the Evaluation Framework for the Partnering Agreement.

5.4 Rollie Miles Park

D. Jakubec referred to the "Functional Program Workbook" hardcopy document handout. She recapped that a Rollie Miles Park is potentially being redeveloped and the plan is to hopefully build a new Rec Centre. Stakeholders who have been working closely on consultation include the Friends of Scona Pool, the local community leagues, the EFC, and Scona High School. There is no decision yet as to whether the EFCL will be included. The completed Functional Program Workbook needs to be put forward for the surrounding communities to consider whether the EFCL will receive part of the third floor space. The City has been assisting the EFCL in considering interim offices spaces if the new construction entails tearing down the current EFCL location.

S. Svendsen provided some additional background on the public consultation process around the Rollie Miles Park project and the role of the functional program workbook with regard to the public consultation input. Discussion ensued. J. Watson suggested that the EFCL should prepare a business case. S. Svendsen suggested that the Parkland NRC would assist with this. Discussion ensued about the possible design features of the new building and regarding the EFCL sharing space with another or other groups. As it stands, the EFCL's proposal is for a shared space with the community in the new Rec Centre. J. Watson suggested being 'co-located' with another organization in the facility and remaining open-minded regarding "integration". S. Svendsen suggested D. Jakubec also contact Corinne Bishop, the City lead on the public consultation for the Rollie Miles project. There was further discussion about the EFCL sharing space.

Action Item: D. Jakubec to solicit J. Watson's feedback on the co-working and integrated solution elements, and revise the draft Workbook.

18-03-08-07 MOVED: "That the Draft Functional Program Workbook be revised as discussed, and reviewed by the Board before it is submitted to the City of Edmonton"

By: J. Watt / M. Makarechian

CARRIED

5.5 GBA+ Training For Board - Item tabled to the April Board meeting

Action Item: Add "GBA+ Training for Board" to April Board meeting agenda.

6.0 News from the City of Edmonton

6.1 News from the City of Edmonton

S. Svendsen advised that the Community Recreation Family Master Plan would be going before Council in May, with two more opportunities for public engagement.

Action Item: D. Jakubec to forward details about the two upcoming public engagement meetings to Board Members to share with Districts and publish in the upcoming E-News.

Regarding the Smart Cities Challenge, G. Martinson advised that he would be submitting a "non-technical component" focusing on networking and what the EFCL does around building healthy communities. He will share his submission with the Board. All of the submissions can be viewed on the website.

S. Svendsen recommended that the City Management Supervisors attend EFCL Board meetings periodically, and that it would be beneficial for EFCL District Reps to have a 'meet and greet' with the City NRC reps for their Districts.

Action Item: S. Svendsen to email the new digital version of the new NRC map for distribution to Board and posting on EFCL website.

7.0 Exemptions - There were none.

M. Makarechian suggested that in future, EFCL Planning Advisor B. Zubot, or the Chair or a committee member of the Planning Committee attend Board meetings periodically provide an update on the Planning Committee's activities.

18-03-08-08 MOVED: "That Items 8.0 and 9.0 be accepted for information."

By: A. Poste / R. Feroe

CARRIED

18-03-08-09 MOVED: "That the Board appoint former EFCL Board member and Treasurer Cindy Dorward to the EFCL Finance Committee until the 2017 audit has been completed."

By: M. Makarechian / L. Kohn

CARRIED

Action Item: That a member from the EFCL Finance Committee contact Chris Adams from Mowbrey Gil Accounting regarding his interest in sitting as a non-voting member of the Committee.

8.0 Staff Report - Accepted for information.

8.1 Executive Director's Report

8.2 Planning Committee Report

9.0 Work In Progress - Accepted for information.

10.0 District Updates / Feedback

District L - S. Ali advised that his term was ending in April. He was elected through the Millwoods President Council six years ago at an Annual General Meeting, which is coming up on April 5th. Thus this is his last EFCL Board meeting. He advised there is someone interested in replacing him as District Director but it is now unclear as to whether or not that person can be elected at the upcoming April MWPC meeting. He recommended the proper process according to the 2004 EFCL Bylaws be set put in motion now in order that an election could take place on April 5th for District L.

Action Item: VP Internal to research and report to the Board and the MWPC regarding the District election procedure that needs to be followed per the EFCL's 2004 Bylaws.

M. Makarechian asked if it was necessary to form an EFCL Nominating Committee as referred to in the 2004 EFCL Bylaws.

18-03-08-10 MOVED: "That an EFCL District Director Nominating Committee be struck, and that A. Poste, M. Makarechian, and all Board Members except the President (per the 2004 Bylaws) be ex-officio members of the Committee.

By: L. Kohn / R. Feroe

CARRIED

M. Makarechian thanked S. Ali on behalf the Board for his long service as an EFCL Board Member for six years.

11.0 Private Matters - The Board went 'in camera' for Private Matters at approximately 9:30pm.

12.0 Next Meeting/Announcements

12.1 EFCL Board meeting - Thursday, April 12, 2018, EFCL Offices

12.2 Annual General Meeting -Tuesday, June 5, 2018, South Clareview Community League.

13.0 Adjournment - the Board meeting adjourned at approximately 10pm.

MEETING DATE : April 12, 2018
AGENDA ITEM # : 3.2 – March 15, 2018 Board Meeting Minutes
PREPARED BY: Alison Poste, EFCL Vice President, Internal

Item 3.2

EFCL BOARD OF DIRECTORS - SUPPLEMENTARY MEETING
DRAFT Minutes

Thursday, March 15, 2018 @ 5:30pm
EFCL Offices, 7103 105 Street, Edmonton, AB

Attendance:	Jesse Watson, District A Ron Favell, District B Alison Poste, District C Fraser Porter, District E Ryan Barber, District H Leanne Kohn, District I Gavin Martinson, District J Masood Makarechian, District K
Regrets:	Trevor Elliot, District D Raquel (Rocky) Feroe, District F Shaffeek Ali, District L
Guests:	Steven Dollansky (arrived 6:05pm)
Minutes:	Alison Poste

1.0 Call to Order

The meeting was called to order at 5:40 pm by Board President, Fraser Porter. A Board Quorum was present.

2.0 Miscellaneous Updates

Policy Committee

A. Poste has expressed interest in chairing the Policy Committee.

MOVED: That the EFCL Board ask A. Poste to chair the Policy Committee. A. Poste has agreed to taking on this role.

By: L. Kohn / R. Barber

CARRIED

HR Committee

R. Barber informed the Board of his wish to resign from the HR Committee, effective March 15, 2018.

3.0 Private Matters

The Board went *in camera* at approximately 5:55pm, as moved by A. Poste and seconded by M. Makarechian.

4.0 Decision Items

MOVED: Be it resolved that the sealed package, containing the *in camera* HR decisions and recommendations of the Board, and as drafted by Steven Dollansky, be adopted and implemented by the Board of Directors.

By: R. Barber / ???

CARRIED

MOVED: Be it resolved that Allan Bolstad be appointed Interim Executive Director, effective March 16 2018 and until such time as a new Executive Director is chosen and installed. Recruitment will commence in due course.

By: M. Makarechian / ???

CARRIED

5.0 Other Items

J. Watson noted that the Board ensure we have a Consulting Agreement in place for the Interim Executive Director. F. Porter agreed that this Agreement would be drafted forthwith.

6.0 Adjournment

F. Porter moved for an adjournment at approximately 6:35pm. Seconded by R. Barber.

5.0 Decision/Discussion Items

MEETING DATE : April 12, 2018
AGENDA ITEM # : 5.1 – Strathearn Tripartite License Agreement
PREPARED BY: Allan Bolstad, Executive Director

Item 5.1

Recommendation:

That the EFCL let the Social Enterprise Fund assume our position on Strathearn Community League’s tripartite license agreement.

Report:

Strathearn Community League is nearing completion of its new hall. However, in order to include some key elements, notably the kitchen, the league has found that it needs to borrow \$250,000.

It has made arrangements to borrow the money from the Social Enterprise Fund (SEF), which is a collaborative organization co-founded by the Edmonton Community Foundation and the City of Edmonton. It lends money to non-profit organizations in Alberta to help them launch or grow their operations.

In order to complete this transaction, the league needs to provide SEF with some collateral. Not surprisingly, SEF wants the league to sign over its hall - in the case of default – as the hall is the league’s only asset of significant value.

In order to do this, the two other organizations that have first call on the hall – namely the EFCL and City of Edmonton – must agree to give SEF first crack at the facility should the league default on its loan. So we must amend the league’s tripartite license agreement with a clause inserting SEF as the principal creditor.

This is not an easy decision, as it puts the league at some risk. SEF would now control the hall and would remain in control until the loan is repaid. This could take some time, depending on how much revenue could be realized through hall rentals.

However, it is a risk worth taking. Completion of the hall, with the additional funds, makes it a much more viable facility, which in turn will bring in additional rental income. This will help the league repay the loan.

It should also be pointed out that this is not the first time the EFCL has done this for one of its members.

In 2014 McKernan Community League found itself even further in debt as it neared completion of its hall. As a result it also borrowed \$250,000 from SEF, \$150,000 from two of its long-time executive members and managed to get a second large Community League Infrastructure Grant (CLIP) from the City of Edmonton, with the understanding that it would be ineligible for any further CLIP funding for the next 10 years.

In order to obtain the SEF loan, both the EFCL and City of Edmonton had to agree to a similar amendment to the McKernan tripartite license agreement.

According to McKernan league president Roberta Franchuk, the league is strong financially and is well along with its debt repayments. It has two permanent tenants in the hall (the McKernan Child Care Society and Adaptabilities) and an active rental market has also helped. This money, along with some funds from casinos, has allowed the league to make its payments without impairing its operations.

In light of this, EFCL staff are recommending that the federation amend Strathearn's license agreement to allow it to borrow money from SEF. Not only will the funds make the hall more viable for the league, but it will help the league secure rental revenue which in turn will help it repay the loan.

MEETING DATE : April 12, 2018
AGENDA ITEM # : 5.2 – Executive Director Search Committee
PREPARED BY: Allan Bolstad, Executive Director

Item 5.2

Recommendation:

That the EFCL Board of Directors appoint Fraser Porter, Masood Makarechian and Leanne Kohn as voting members of the Executive Director Search Committee, along with Allan Bolstad, David Dodge and Christine Bremner as non-voting advisors.

Report

The EFCL has started the search for a new Executive Director.

To date, three board members - president Fraser Porter, treasurer Masood Makarechian and director Leanne Kohn have volunteered to serve as voting members of the search committee. In addition, executive director Allan Bolstad, former EFCL president David Dodge and former EFCL board member Christine Bremner have volunteered to serve as non-voting advisors.

The group held its first meeting on April 6 and prepared a draft job description for the position (next page). It is the group's intention to start advertising for this position on April 13 and close the competition on May 4. A search committee meeting has been set for May 11 to review the shortlisted candidates and determine the people it wants to interview.

The new executive director should be on board by late May or early June.

Additional board members are very much welcome to join this committee.

Executive Director Job Description

About Edmonton Federation of Community Leagues

We connect, represent and enable Leagues to preserve and promote the Community League way of life www.efcl.org

Job Purpose

The Executive Director (ED) acts as the managing director of our organization for the successful leadership and management of the organization according to strategic and business plans. The EFCL is seeking an ED with strong connections within, and deep commitment to, Edmonton's community league movement, capable of developing and implementing a growth strategy. Our office hours are 8:30–4:30 Monday through Friday. This position includes some evening and weekend activities.

Primary Duties and Responsibilities

Leadership

- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Foster effective teamwork between board, staff, community leagues, and COE.
- In addition to the President act as a spokesperson for the organization.
- Create official correspondence on behalf of the Board and/or the organization as appropriate.
- Represent the organization at community and other activities.
- Provide leadership and advice to member leagues and COE committees.
- Participate with the Board of Directors in updating a vision and strategic plan to guide the organization.
- Cultivate diversity, among our board, membership and staff.
- Nurture relationships with the COE and other stakeholders.

Operational planning and management

- Implement and assist in the development of strategic and business plans.
- Ensure the operation of the organization meets expectations of Members, Board and Funders.
- Oversee day-to-day operation of the organization including building and offices.
- Implement and uphold organizational policy and bylaws.
- Provide support to the Board in preparing meeting agendas and supporting materials.
- Organize and manage general meetings.

Program planning and management

- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board.
- Oversee the planning, implementation, execution and evaluation of special projects.
- Oversee the design and delivery of training programs for League members and Executives to develop board, program and advocacy skills.

Human resources planning and management

- Determine staffing requirements including the development of a job descriptions, staff recruitment and retention processes.
- Implement human resources policy, procedure and practices.
- Implement a performance management process for all staff and conduct annual performance reviews.
- Coach and mentor staff as appropriate to improve performance.

Financial planning and management

- Work with Treasurer to prepare an annual budget for board and membership approval.
- Work with the Board to secure adequate funding for the operation.
- Manage and approve expenditures within the authority delegated by the Board.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Provide the Board with regular financial reports on the revenues and expenditures of the organization.

Community relations/advocacy

- Communicate actively with stakeholders to keep them informed of the work of the organization
- Monitor emerging issues and engage strategically when the EFCL can improve the success of leagues or the EFCL.
- Establish good working relationships and collaborate with community groups, funders, elected officials, boards, and other organizations, to achieve the goals of the organization.

Risk management

- Identify, evaluate and manage risks to the organization.

Preferred qualifications include:

- Knowledge of Community Leagues, their missions and a commitment to increase their success
- Residency in the City of Edmonton
- Undergraduate degree or college diploma, or five years of progressive experience with community development.
- Supportive of the community league movement.
- Knowledge of, and experience with community issues and opportunities relating to the mission of the EFCL.
- A solid understanding of civic process and how issues are handled and resolved in Edmonton
- Advocacy experience with various levels of government
- Excellent verbal and written communication skills and experience. Familiarity with Microsoft Office programs and the use of Social Media.
- Experience managing and sustaining an organization of the scale of the EFCL
- Experience managing a staff of five or more
- Decision making and strategic planning skills
- Experience with large project fundraising
- Familiarity with Land Use Planning
- Understanding of property management

Benefits

- Starting salary of \$75 - 87,000/year.
- Two weeks of paid vacation time per year to increase by statute, plus Christmas and Summer office closures.
- Seventy-two (72) hours of paid sick leave per year. One third (1/3) of these hours can be converted to holiday time at year end.
- Option of participating in the EFCL medical insurance and dental plan as well as the RRSP program.
- Personal vehicle use is to be compensated at the rate of \$0.50 per kilometer for round trips away from the office. An allowance of \$80 a month will be provided to cover cellular phone expenses.
- You will report directly to the Board of Directors via the President and will be evaluated after a three (3) month probationary period, and every twelve (12) months thereafter.

Application details

- Submit a cover letter demonstrating community league involvement and understanding of their role in Edmonton's social development. This should include an outline of how you would implement our goals, mission, and vision to fulfil our mandate.
- Resume and related LinkedIn profile link.
- Three references, one of which should be a community league related.
- Successful applicant will be subject to criminal and vulnerable persons check.

MEETING DATE : April 12, 2018
AGENDA ITEM # : 5.3 – EFCL Hiring Freeze
PREPARED BY: Allan Bolstad, Executive Director

Item 5.3

Recommendation:

That the EFCL lift the freeze that was placed on the hiring or termination of staff.

Report:

I am pleased to report that the EFCL has received some Summer Temporary Employment Program (STEP) funding to hire a student to help manage our events this summer.

The federation hopes to have the person in place by June 1 to help us plan and operate our booth at Heritage Days (Aug. 4/5/6) as well as our volunteer appreciation event later that month.

They will also help us prepare for Community League Day (Sept. 15) and anything else we are doing this summer.

However, before this person can be hired, the board must lift its January 11, 2018 moratorium on any hiring or termination of staff at the EFCL.

MEETING DATE : April 12, 2018
AGENDA ITEM # : 5.4 – Corporate Funding Ethics Policy
PREPARED BY: Allan Bolstad, Executive Director

Item 5.4

Recommendation:

That the EFCL not accept any donations or advertising from companies that are involved in the sale or distribution of cannabis products.

Report.

With the pending legalization of cannabis on July 1, a number of companies in the industry are looking for ways to promote their firm. One such company, Fire and Flower, is in discussions with our 100th Anniversary Project fundraising committee.

We have not been able to find a federation policy that specifically addresses this issue. However, section 2.7 of our policy manual states that “the Board will review and approve any agreement and the ED will monitor and evaluate.”

It has also been a long-standing practice of the EFCL to refuse donations or advertising from firms that are involved in the sale or distribution of tobacco or alcoholic products. The board has felt these kinds of activities don't mesh with the principals or values of our organization or its family-based membership.

Similarly, we believe that we would get a negative reaction from our members if we became associated with companies that are promoting the use of cannabis.

MEETING DATE : April 12, 2018

Item 5.5

AGENDA ITEM # : 5.5 – Board Needs Assessment

PREPARED BY: Colin Johnson, Governance and Programs, Senior Director

Recommendation:

All board members complete the attached needs assessment and return it to kan-dis.bright@gov.ab.ca as soon as possible.

Report:

The EFCL board of directors has requested that a workshop be developed around board fundamentals. Part of this process is the completion of the attached needs assessment, which will help us customize the content of the workshop. As of March 20, 4 of 11 board members had completed the assessment.

The workshop is scheduled for May 4 (5pm-9pm) and May 5 (9am-4pm).

Board Needs Assessment Survey

WORKSHOP DATE: **MAY 4, 2018** **MAY 5, 2018**

For each of the following statements, select the response that best reflects the current situation of your board and/or organization.

Yes = This statement accurately reflects my board and/or organization

No = This statement does not describe my board and/or organization

Partial = This statement describes my board, but only somewhat

? = I'm not certain

	YES	NO	PARTIAL	?
1. Written statements exist that outline duties, responsibilities, and expectations for board members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Board members understand the relationship between the organization and its funders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Committees identify who will do what and when.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Everyone affected by decisions clearly understands what they are expected to do.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Board members represent the interests of the organization's membership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Trusting and respectful relationships exist between board members and the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The organization has a policy manual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Written policies exist in the following areas:				
Policy development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programs and services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel (paid and unpaid).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Board members understand their own and each other's role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Board meetings deal primarily with determining policy, reviewing plans, reviewing finances, making board authorizations, and evaluating the organization's work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Board members understand the role of the senior staff (e.g. Executive Director, General Manager) as it relates to the board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Conflict is dealt with openly, respectfully, and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Paid and unpaid staff are recognized for their organizational contributions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Written statements exist that outline the organization's beliefs, mission and long-range goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	PARTIAL	?
15. The organization has an ongoing process to monitor pertinent, local, provincial, and federal policies and legislation .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The board has a means (e.g. an executive committee) to handle matters that arise between meetings, and to which certain decision-making responsibility is delegated .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Staff and volunteers follow through on plans and commitments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Board members follow through on plans and commitments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Board members are aware of their own legal obligations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Board members ensure that the organization's legal requirements are met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Information

Have you and your board participated in any other workshops prior to the Board Development Workshop? Yes No

If yes, please list these workshops below.

[Click here and type in your response. Text field will stretch to accommodate any size of response.](#)

Which of the following learning activities would you like to have in a workshop? (Select as many as apply)

- Small group discussion
 Question-and-answer sessions
 Role playing
 Other (please specify) _____
 Participative lecture
 Case studies
 Lecture

What would make this workshop useful to you?

[Click here and type in your response. Text field will stretch to accommodate any size of response.](#)

Complete the following sentence to describe your board and organization.

The **strengths** of our board are:

[Click here and type in your response. Text field will stretch to accommodate any size of response.](#)

The areas we **need to improve** on as a board are:

[Click here and type in your response. Text field will stretch to accommodate any size of response.](#)

The **purpose** of our organization is:

Click here and type in your response. Text field will stretch to accommodate any size of response.

The **issues** facing our organization are:

Click here and type in your response. Text field will stretch to accommodate any size of response.

Please add any additional information you feel is relevant in the space below.

Click here and type in your response. Text field will stretch to accommodate any size of response.

Responses on this needs assessment are strictly confidential. They are only for the use of the Board Development Program staff and instructors. They will not be shared with other members of your organization or any other organizations.

Please forward to:

**Board Development Program
Alberta Culture
905, Standard Life Centre
10405 Jasper Avenue
Edmonton AB T5J 4R7**

NEEDS ASSESSMENTS CAN BE FAXED TO US AT 780-644-8800 OR EMAILED TO kandis.bright@gov.ab.ca

MEETING DATE : April 12, 2018

Item 5.6

AGENDA ITEM # : 5.6 – Gender-Based Analysis Training

PREPARED BY: Colin Johnson, Governance and Programs, Senior Director

Recommendation:

That all board members complete the Gender Based Analysis Training by June 30, 2018.

Report:

Gender Based Analysis Plus (GBA+) is an online analytical tool offered by Status of Women Canada. It is used to assess how diverse groups of women, men and gender-diverse people may experience an organization's policies, programs and initiatives.

Given the board's role in policy development and strategic planning, this training would aid in achieving our goal of broadening our reach and diversity as it will give board members a better understanding of systemic barriers that face some of our members and the general public.

Most EFCL staff have taken the training and have received a certificate. Board members will be provided the link to the program if this recommendation is approved.

MEETING DATE : April 12, 2018

Item 5.7

AGENDA ITEM # : 5.7 – District Meetings

PREPARED BY: Colin Johnson, Governance and Programs, Senior Director

Recommendation:

That EFCL directors use the attached feedback from their leagues to plan future district meetings.

Report:

At the February 22, 2018 General Meeting, we asked for feedback from each league representative about the kind of district meetings they would like to see take place in the coming year. For example, we asked about the number of meetings they would like to see, who should be invited, whether they be combined with Area Council meetings, and what the purpose of each meeting could be.

The detailed responses are attached.

Given that the feedback was quite varied, we recommend that each director tailor their meetings according to the responses received from their leagues. Board members are also welcome to seek support from EFCL staff to help plan and manage these meetings.

DISTRICT QUESTIONS FROM FEBRUARY 22, 2018 ANNUAL GENERAL MEETING

Questions	District A	District B	District C	District D	District E	District F
How many meetings are desired/ How often should District meetings happen?	Quarterly Minimum twice yearly	Twice a year	Three meetings a year Adequate notice	Quarterly First meeting May, 2018	Quarterly: March or April, September, December	Frequent e-mails Possibly monthly Predetermined dates for meetings Boyle Street – every 2 months Riverdale – about 3 mths Woodcroft – about 3 to coincide with EFCL AGM’s
Who should be present at the meetings? (League board members, politicians, etc.?)	Issues based – depending on meeting Rep from Board Politicians: time to listen, not speak How to work through issues Presentations from COE Training sessions – green leagues etc.	Area B Rep And Area B presidents	League Board members Politicians – once a year or as required Coordinated in advance Theme nights (grants, media, etc.)	City Councillors NRC’s League presidents or reps	League representatives City Councillors LRT experts Open to all members Common interest-point of concern Stakeholders Seniors and children pics	A rep from each league Civic committee rep EFCL liaison NRC attendance
Should meetings be coordinated with Area Council Meetings?	Same people as area reps	No	Yes – District C and Area Council arte the same	Stay with District meetings	If they exist	N/A

<p>What would you like the purpose of meetings to be?</p>	<p>What other leagues are doing or not doing Consolidate efforts – i.e. Canada day Collective voice Recognize issues LRT voice</p>	<p>To share information on the various function and problems within the District</p>	<p>Information – EFCL update Items that can impact committees Grants Benefits of membership-monthly newsletter? Specialized events – inform stakeholders re: upcoming items <u>Clareview</u> Newsletter?</p>	<p>Rezoning LRT Rec Centre Infrastructure and community growth Volunteers Board Development</p>	<p>Infill Uniting geographically for training Commonalities Issues exchange Resource sharing Focus conversation(key topics) LRT Rink Round table Incentive involvement Focus on strong programming And alliances – directing members</p>	<p>Keep up with the development of the City Issues that <u>EFCL</u> can support on structural issues with memberships Bring forward an issue that they want to work on and you can opt in or out Information sharing – identifying problems Common themes – having action items to follow up Common goals</p>
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Questions	District G	District H	District I	District J	District K	District L
How many meetings are desired/ How often should District meetings happen	People were happy to have 3 meetings a year (October, January and May). We will be open to a 4th meeting if needed.	My district (presidents and/or <u>their</u> designates) would like to meet as a group with me two weeks prior to any EFCL GM or AGM.	Every two months is fine	SECLA meetings held monthly Two meetings		Quarterly EFCL Rep or staff should attend a regular President's Council meeting
Who should be present at the meetings? (League board members, politicians, etc.?)	Individuals who are sitting on specific committees. For example, District G rep and invite the politicians towards the end of the meeting.	At this time, they would like to keep these meetings to presidents and or <u>their</u> designates (will also include our new Planning Committee member Howard). The reasoning is that they would like an open space to discuss league, partnership and advocacy privately before any formal plans. They also indicated they didn't want these meetings to turn into complaint sessions for outside guests (like the city) that may attend	Generally have a CACL rep Walters and Henderson come twice a year	League Board member Politician MLA School Board Trustee Elevate community members		Community League Presidents and Board members

Should meetings be coordinated with Area Council Meetings?	We don't have one.		They are coordinated and CACL is it	In our case YES!		<u>Millwoods</u> President's council represents the District. All presidents attend the council meeting every month
What would you like the purpose of meetings to be?	We want the meetings to be about issues which impact our neighborhoods. For example Northlands or Norwood Blvd. The EFCL work plans.	They would like to hear about a "sneak peek" of EFCL agenda items for upcoming GM's or AGM's at these meetings. If we can't provide that (and I said I'd look into it), updates of course on the happenings at the EFCL.	Civics issues Information about league events is shared We have an NRC that comes to the CACL meeting	Opportunity to share Ideas, talk about challenges Learn, support one another Collaborate		District L is working well and should be a model for the rest of the City

MEETING DATE : April 12, 2018
AGENDA ITEM # : 5.8 – 40 KM/HR Residential Speed Limit
PREPARED BY: Allan Bolstad, Executive Director

Item 5.8

Recommendation:

That the EFCL inform City Council that it continues to support a 40 km/hour speed limit on residential roads in Edmonton.

Report:

City council will be reviewing its residential speed limit at a meeting on April 17. Hence, this will be a timely opportunity for the EFCL to weigh in on the issue and one city councilor – Andrew Knack – has asked us if we are going to do so.

Roughly six years ago the EFCL was heavily involved in a review of residential speed limits in Edmonton.

This included a city-sponsored pilot project where a 40 km/hr speed limit was introduced into six neighbourhoods.

Residents were polled by the city after a six month trial period about the project. In five of the six neighborhoods, a majority of residents liked the change and wanted to keep the new speed limit. Only the residents of Westridge/Wolf Willow opposed it – by a small margin.

For some odd reason, city council decided at least two thirds of the residents in any neighbourhood needed to support the new speed limit for it to stay in place. Three neighbourhoods reached this threshold (Ottewell, King Edward Park and Woodcroft). Hence, those neighbourhoods still have that speed limit in place.

The EFCL also took the opportunity to gauge interest in the issue from its members. After a spirited debate, league representatives at a general meeting voted in favour of introducing a 40 km/hr speed limit in all residential areas.

This was then supported by the board and communicated to city council.

The federation believes that a slower speed limit will lead to a safer and more enjoyable lifestyle in its residential neighborhoods.

One key factor that dampened council's enthusiasm for this issue in the past was the fact that the city didn't have the authority to unilaterally change residential speed limits. It was required by the province, to post signs anywhere it wanted to see a speed other than 50 km/hr in place. This is a significant burden for the city as it was spending an average of \$100,000 on signs in each of the pilot project neighbourhoods.

New provincial policy has now made the changing of residential speed limits a reality for municipal governments. The city could make 40 km/hour the default speed limit unless otherwise posted. The city would then sign other roadways, such as collectors, arterials and drives with appropriate speed limits.

MEETING DATE : April 12, 2018

Item 5.9

AGENDA ITEM # : 5.9 – Recreation Facility Master Plan

PREPARED BY: Bev Zubot, Comm. Planning Advisor/Nora Begoray, Bus. Dev. Director

Recommendations:

- a) **That EFCL suggest to the City of Edmonton that community league halls or other local gathering places should preferably be within 400m (five minute adult walk) and at the outside, no more than 800m from all residents.**
- b) **That the catchment area for neighbourhood amenities be limited to a population of no more than 15,000.**
- c) **That EFCL ask for more information, including but not limited to the following topics: i) How community league halls received a ranking of 12 out of 21 amenity types and how leagues ranked for each indicator? ii) A cost/benefit analysis of small vs large facilities. iii) The process to provide and animate community recreation facilities when the facilities are provided in partnership with the city. iv) How does the Facility Master Plan aligns with the Land Use and Transportation plans.**

Report

The City website states:

The Community and Recreation Facility Master Plan is about more than physical activity and fitness. Recreation places and spaces are community hubs—connecting people, creating vibrancy and improving physical and mental well-being.

The plan outlines a 20-year comprehensive approach to guide the City in making informed decisions about recreation facilities in Edmonton.

The new Community and Recreation Facility Master Plan was shaped by Edmontonians through surveys, stakeholder/partner interviews, discussion groups and pop-up events.

Most recently there was a stakeholder meeting in mid-March to respond to a presentation on the draft Master Plan. It was attended by one representative from each of the following organizations: EFCL (Nora), YMCA, Catholic School Board and Public School Board. There was also a public information session the same week. A couple of EFCL Planning Committee people attended the public session to review the boards summarizing the draft Master Plan.

A public survey was available on the city website during the last week of March. The survey asked for comments on the summary of the draft Master Plan. The survey was not sent to EFCL to distribute thus unfortunately we missed sending it to leagues. Thus, it is critical that EFCL comment on the Master Plan.

Below are a couple of pages from the draft summary Master Plan. Note that on page 06 the City's basic commitment is to have every resident to have a place to participate in recreation indoors (including community league halls) within 5 km of their residence.

On page 07 community league halls are classified as a neighbourhood level facility, serving a population of 20,000. Perhaps there is the expectation that not all leagues will have a community league hall or other meeting/gathering spaces.

Both the Calgary and the Edmonton Federation staff have recommended that the ideal community league area have a population of 5,000 to 15,000 and encompass an easy walking distance area. This is in stark contrast to the Master Plan's 5 km radius which would likely have a population closer to 40,000.

This is confusing and needs clarification.

It is interesting to note that the only types of amenities that require enhanced provision levels are: indoor gyms, indoor aquatics and indoor turf fields.

Here are the relevant excerpts from the draft Master Plan.

Check this link for the entire report. efcl.org/res/180412coetrecfacmasterplan.pdf

06

The City's Basic Commitment for Community & Recreation Facilities

In order to achieve the strategic foundations, the City has declared a Basic Commitment to residents, in terms of both access to community and recreation facilities and in terms of an ability to participate in an intended mix of recreation opportunities. **It is important to note that this Commitment reflects the effort and investment of the City directly as well as that of its partners and others within the region.**

This Basic Commitment is explained as follows:

- Every resident will have a place to participate in recreation **indoors** (including ice, water, and dry land) within 5 km of their residence.
- Every resident will have a place to participate in recreation **outdoors** within 400 m of their residence.

Why 400 m?

400 m is an accepted City standard walking distance for planning and providing publicly accessible amenities; this distance represents a 5 minute walk under typical conditions.

Why 5 km?

A 5 km catchment area currently represents approximately a 15 minute drive by personal vehicle or a 20 minute bicycle ride. Most residents indicated that a 15 minutes travel time was acceptable before distance becomes a barrier to participation.

Basic Commitment	Potential Amenities to Achieve Basic Commitment
Indoor Dry Land	Gymnasiums, indoor turf fields, fitness centres, youth centres, seniors centres, community league halls , cultural centres
Indoor Aquatics	Indoor aquatics
Indoor Ice	Indoor ice arenas, curling rinks
Outdoor Recreation	Rectangular fields, basketball courts, tennis courts, ball diamonds, cricket pitches, track and field, golf courses, velodromes, outdoor pools, outdoor ice, ski hills

07

In-Scope Amenities

There are 21 amenity types within the scope of this Master Plan. The Master Plan also identifies a process of identifying and deciding whether or not to support additional amenity types in the future.

Each in-scope amenity is classified into three levels (**Metropolitan; District; Neighbourhood**) and are categorized as **Primary** (City provides directly or supports through partnership) or **Secondary** (City supports only through partnership).

Classification	Amenity	City's Role
Metropolitan	Golf Courses	Primary
	Outdoor Track and Field	Primary
	Cultural Centres	Secondary
	Velodromes	Secondary
	Ski Hills	Secondary
Metropolitan/District	Indoor Aquatics	Primary
District	Indoor Fitness Centres	Primary
	Indoor Gymnasiums	Primary
	Indoor Ice Arenas	Primary
	Indoor Turf Fields	Primary
	Outdoor Cricket Pitches	Primary
	Outdoor Pools	Primary
	Outdoor Tennis Courts	Primary
	Indoor Curling Rinks	Secondary
	Seniors Centres	Secondary
	Youth Centres	Secondary
District/Neighbourhood	Outdoor Ball Diamonds	Primary
	Outdoor Ice	Primary
	Outdoor Rectangular Fields	Primary
Neighbourhood	Outdoor Basketball Courts	Primary
	Community League Halls	Secondary

A community and recreation **facility** is a publicly accessible venue for recreation activity to occur; a recreation facility can include any combination of recreation amenities. Examples of recreation facilities are the Terwillegar Community Recreation Centre and the Ivor Dent Sports Park.

A community and recreation **amenity** is a specific component within a recreation facility or place. Sports fields, cricket pitches, swimming pools, and ice arenas are examples of recreation amenities.

There are other community and recreation amenities that the City supports as well. These amenities—such as playgrounds, trails, BMX bike parks, and others—are captured through other City plans.

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, April 12, 2018



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

Community Traffic Safety Award Nominations Deadline is April 30

The Community Traffic Safety Award recognizes community members who have contributed to traffic safety initiatives in their neighbourhoods, through their Community Leagues or as part of larger City traffic safety initiatives.

Nominate your traffic safety hero if they:

- Demonstrate personal commitment to traffic safety
- Support traffic safety initiatives to improve community quality of life
- Have a history of involvement and leadership in traffic safety for a minimum of three years
- Show their commitment to traffic safety in a non-paid or volunteer capacity.

Nomination deadline is April 30, 2018. Nomination forms can be found on edmonton.ca.

Contact: Dennis.Tetreault@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 March gathering was attended by 14 citizens working with their Community Leagues to nurture ACE in their communities. The next gathering takes place on Saturday, April 14 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.

For Youth Ages 13-17 Who Would Like to Volunteer in the Summer!

Develop leadership skills and gain valuable experience while having fun outdoors. Give back to your community and earn leadership or volunteer hours for your school too!

Volunteer to be a Leader in Training (LIT) and work with recreation leaders to run summer programs for children. Choose from the following:

Playground Programs

Join the fun at a playground near you. As a playground LIT you get a chance to participate in a variety of activities, from games and crafts to drama, music, sports and more. Gain experience working with 6-12 year olds in a fun, flexible setting.

Registered Programs

Work out of a community facility, City facility or City attraction with children ages 3-12 years in a week-long themed program including sports, drama, science and more. Some registered programs also go on plenty of field trips.

Flying Eagle Programs

Help participants learn about Aboriginal culture and traditions. Activities include traditional games and crafts. Gain experience working with 6-12 year olds in a fun, flexible setting.

More information can be found here: edmonton.ca/lit

Edmonton's 2018 Hall of Fame Inductees Announced

The City of Edmonton and the Salute to Excellence Council are proud to announce Edmonton's 2018 Hall of Fame inductees:

Arts & Culture Hall of Fame

Raymond Baril (musician and educator)

Steven Le Poole (cultivator of music and music education)

Allan Scott (cultural ambassador and benefactor of the Art Gallery of Alberta)

Shelley Switzer (artistic producer, Edmonton International Street Performers Festival)

Community Service Hall of Fame

Margaret-Ann Armour (educator and advocate for learning)

David Mowat (leader and community champion)

Cathy Roozen (community builder in health care, social issues and education)

Sports Hall of Fame

Janine Helland (athlete, Canadian Women's National Soccer Team)

Terry Jones (sports builder, journalist)

Jennifer Kish (athlete, Olympic Bronze Medalist, women's rugby sevens)

Ronald Minor (athlete, Paralympic Gold Medalist, 200m and 400m track)

"These individuals have provided a lifetime of exemplary service and personal effort to strengthen our communities and the reputation of the city," said Mayor Don Iveson. "It's my great honour to help recognize their accomplishments and be part of their induction to the Edmonton Hall of Fame."

Inductees will be honoured at the Salute to Excellence Hall of Fame induction ceremony on June 11, 7:30 p.m. at the Francis Winspear Centre for Music. All Edmontonians are invited and welcome to attend this free event which will feature local musical acts and entertainment.

For the past 67 years, Salute to Excellence, led by a volunteer council of representatives, has been honouring exceptional individuals and groups whose work in arts and culture, community service and sports have improved the quality of life in Edmonton. The City's Hall of Fame was established in 1951 and now holds over 400 influential Edmontonians.

For more information: edmonton.ca/salute

Capital City Clean Up (CCCU) Kick-Off Week

CCCU will be hosting a Litter Clean Up Kick-Off Week early in May, 2018. Here are some dates to keep open if you would like to come and join us to Clean Up Edmonton:

May 5 – Community Clean Up Event at Clareview Community Recreation Centre from 11 a.m. to 2:00 p.m. Simply come out and register, pickup your clean up materials and join us in a clean-up of the area (community and parks). The Edmonton Public Library, the Clareview Recreation Centre, CCCU and Complaints and Investigations will be there to happily chat with you. As well we will have prizes, snacks and beverages and a radio team with be helping us out with the entertainment.

May 8 – Fifteen to Clean Challenge – Downtown Edmonton at Lunchtime – time and location to be announced. Take 15 minutes to Clean Up the area where you live, work or play.

May 9 or 10 – Trash Mob at 170th Street in the late afternoon, early evening – time and location to be announced. This will be a two hour clean-up of a high litter complaint area.

We will be updating the information on our website, so please check out the Kick-Off week schedule closer to the dates! If you cannot make it out that first week of May, please coordinate your own clean up event.

Free supplies (Litter Kits) are now available and can be picked up at the following facilities: Kinsmen Sports Centre, Commonwealth, Clareview, The Meadows, Londonderry, Mill Woods, Terwillegar, St. Francis Xavier, Hardisty, O'Leary, Peter Hemingway, Integrated Service Centre (Edmonton Tower). The CCCU Litter Kit program runs from March 1- September 30 and kits are available as long as supplies last.

For facility hours or more information please check our [website](#).

Community League Swim for Fall/Winter 2018-2019

Information and a [link to sign up](#) for Community League Swim Fall/Winter 2018-2019 was recently sent out to Community Leagues.

The Fall/Winter rates are based on the number of Community Leagues participating in the swim that apply by June 15. The Fall/Winter Community League swims will start this year the week of September 3, 2017.

Any questions please contact City of Edmonton Aquatic bookings 780-442-4550 or aquaticbookings@edmonton.ca.

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

Join us for the River Crossing Business Plan Workshop

April 25, 2018

6:30 to 9 p.m. (doors open at 6)

Old Timers Cabin, 9430 Scona Rd NW

Help guide the path forward for River Crossing/West Rosedale

The River Crossing area in West Rosedale is an important place in our city, with a historically and culturally significant past. The City's business plan is a key step toward advancing the River Crossing vision -- to transform West Rosedale into a vibrant community and special place for all Edmontonians.

Join us at a second workshop about the River Crossing Business Plan on April 25! This event will be an opportunity for the public to share their perspectives on the future redevelopment of River Crossing (West Rosedale). This event will focus on four big questions:

How do we draw people to River Crossing?

How do we move to and through River Crossing?

How do we make River Crossing a complete community?

How do we steward River Crossing sustainably?

For more information, visit Edmonton.ca/RiverCrossingPlan.

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

City Completes Installation of Playground Zones

City crews took down school zone signs and installed playground zone signs at St. Basil Elementary/Junior High School and Spruce Avenue School on April 4th. This was the last school zone to become a playground zone and brings the total to 407 playground zones in Edmonton.

Some school zones did not include the area in front of play equipment or sports fields. The new playground zones includes these areas, and are in effect every day from 7:30 a.m. to 9 p.m.

Increasing safety for children and other vulnerable road users is part of the Vision Zero Edmonton initiative. Vision Zero focuses on safe speeds, engineering, education and other measures to reduce traffic injuries and fatalities. For more information: edmonton.ca/why30

Let's Talk about Edmonton's Changing Bus Routes

Edmonton is growing and changing, so we're working to make sure your bus routes meet the needs of more Edmontonians. The future bus network will be shaped by Edmonton's Transit Strategy and your insights.

From April 12 until June 14, join us at a drop in community workshop to help refine the draft bus network. Workshops will be accessible and have kids' activities and snacks.

An online survey is also available. Find out more at edmonton.ca/newbusroutes or call 311.

Upcoming Meetings, Events and Activities

April 17	<p>Reports at City Council: 2017/18 Annual Reports and Work Plans for:</p> <ul style="list-style-type: none"> • Accessibility Advisory Committee • City of Edmonton Youth Council • Community Services Advisory Board • Edmonton Historical Board • Women's Advocacy Voice of Edmonton Committee • Edmonton Combative Sports Commission
April 18	<p>Reports at Community and Public Services Committee:</p> <ul style="list-style-type: none"> • FISE World Series 2019 and beyond • Alberta Aviation Museum Lease Agreement • Opioid Crisis Update • Support for Professional Soccer in Edmonton
April 28	EFCL's annual Great Neighbour Race
May 2	Update on Central McDougal/Queen Mary Park Revitalization Report to Council
May 6-12	Emergency Preparedness Week
May 12	Get Ready in the Park , William Hawrelak Park, 10am-3pm
May 23	Reports at Community and Public Services Committee: Neighbourhood Revitalization Capital Investment
Q2 2018	Rollie Miles Athletic Field District Park Report scheduled for Council
June 6	Reports at Community and Public Services Committee: Collaboration with Edmonton Federation of Community Leagues - Enhancing the Effectiveness of Community Leagues
Dec 5	Abundant Community Edmonton Progress Update

- [Link to Council and Committee Schedules, Agendas & Minutes](#)
- [Link to schedule of upcoming Council reports](#)

8.0 STAFF REPORTS

MEETING DATE : April 12, 2018
AGENDA ITEM # : 8.1 – Executive Director’s Report
PRESENTED BY: Allan Bolstad, Executive Director

Item 8.1

Boyle Street Community League

As board members may have seen in the news, the City of Edmonton has decided to terminate the lease that Boyle Street Community League has at the city-owned Boyle Street Plaza, effective Aug. 31. The city is quite concerned about the league’s finances, to the point where they think the facility rental will soon bankrupt the organization. They are also concerned about the manner in which the league has been managing the space and operating as an organization.

On March 20, we were called by the league president, Alf White, to see what we could do to help. So we scheduled a meeting for March 24, at the EFCL office.

On March 22, Alf resigned as president of the league. Hence, we wound up meeting with two other members of their executive, vice-president Candace Jane Dorsey and director Alex Iseghohi.

Unfortunately, the meeting got off to a difficult start, as the Boyle Street executives wanted to know if we were siding with them or the City of Edmonton on this issue. Their concern was fueled by the fact that the EFCL’s executive director, at the invitation of the city, had been scoping out their hall last fall to determine whether the space would satisfy the federation’s office needs. They were quite upset when they heard about this and felt the EFCL should have checked with them first and included them in any discussions.

We did our best to assure them that we were here to help them, with an end goal of finding an appropriate space for their operations, whether it was in the current building or somewhere else in the community.

One key issue that emerged during the meeting was the difficulty the league was having with the YMCA, which is the other primary tenant in the Plaza. They were quite upset that the Y’s programs had little to offer to local residents and wanted to make sure that the Y didn’t wind up managing the entire building, as they didn’t think they would be treated very well.

In a meeting with the city the following week, EFCL liaison Chantile Shannon said the city wanted to arrange a facilitated discussion between the league, the Y and the local NRC, to try to sort out some differences. We were asked if we wanted to take part. We said we would, but noted that all of this needs to happen quite quickly, as the league needs to find a home well before they are evicted.

We reported on our meeting to the league and are waiting to hear about the discussion group.

Holyrood Community League

Holyrood Community League is attempting to turn over its hall to the Holyrood After School Care, which rents the space five days a week. They believe the league’s limited usage of the building hardly justifies the amount of money and volunteer time they spend running it. They also think they can get by quite nicely by renting space in the Southeast Edmonton Seniors Association facility (which is a former Catholic elementary school) and using their 1,200 sq. ft. rink building for meetings and small gatherings.

After discussions with the city, they have come to realize they can't simply turn the building over to another organization. They would have to cancel their license agreement, which would give the EFCL first crack at it, followed by the City of Edmonton.

If the city takes it over, it would likely follow the same pattern that was underway at Londonderry a couple of years ago, when that league could no longer afford to run its hall. In that case, the city checked with all of its departments to see if any of them had a need for the space. When that came up empty, they initiated a process whereby non-profit organizations throughout the city could bid on it. Fortunately, the EFCL – with help from the city – was able to revive Londonderry Community League and give the hall back to them before the process got any further.

Armed with this information, the league is exploring the idea of subletting the hall to the after school care, with the latter being responsible for all costs associated with operating and maintaining the hall.

We have been in discussions with the league about all of this and told them we would help any way we can.

District G Election

I'm pleased to announce that we have a District G election planned for 6:00 p.m., Wednesday, April 18, at Alberta Avenue Community League hall.

We are tagging onto another meeting that the league is hosting that night to review the future of the Northlands property.

The EFCL does not have a director for District G at the moment. District G includes all of the leagues bordering 118 Avenue, from Spruce Avenue in the west to Beverly Heights in the east.

EFCL 100th Anniversary Project

Here is a quick update on our project.

David Muddle and his team are working hard to raise funds. They are in the midst of a series of meetings with some of the city's key corporations and are attempting to turn those meetings into donations. The group appears to be well-connected and highly motivated.

I have asked Nora to oversee the entire 100th Anniversary Project. She had this position previously, when I was executive director at the EFCL, and as such is very familiar with the project and our various partners. As an interim measure, she has asked former EFCL Community Development officer Habib Fatmi to oversee the Great Neighbour Race so she can focus on other aspects of the project. Habib was one of her race assistants the past two years.

In other news, Nora and I were informed in a recent meeting with Lafarge that it can no longer hold its prices for the tender bid it supplied last fall. Apparently, the EFCL was notified of this in a letter to its executive director on Feb. 20. However, we just heard about it at our meeting last week.

Consequently, we will have to retender the project, whenever we decide to construct it.

Lafarge also advised us to drop the idea of building the project in phases, as it would cost much more than doing it all at once. Despite this, we asked the company to tell us how much money it would take to build the first phase, as our funders – including our leagues – are getting antsy. We currently have \$1.2 million at our disposal. They said they would get back to us prior to our next steering committee meeting on April 23.

They also said they didn't think that Lafarge would be donating anything further to this project, as they have already put in a significant amount of staff time and about \$5,000 helping Urban Systems with the design of the fireplace.

We were quite surprised and disappointed by that news and reminded them that we have a signed MOU that states Lafarge will contribute \$1 million in volunteer labour and materials. We also noted all of the advertising and promotion that the EFCL has provided to LaFarge as our key sponsor to date.

The LaFarge staff said they were not aware of the MOU and said they would bring this up with their senior management.

Nora and I have a meeting with city staff on April 10 to bring them up to date.

Bent Arrow Presentation

I am pleased to report that staff from Bent Arrow Society will be making a presentation on reaching out and connecting with our indigenous community at the EFCL's Annual General Meeting on June 5.

Bent Arrow is a very large organization with 220 staff at five locations in the city, including its headquarters at the former Parkdale school in northeast Edmonton. The society is designed to promote indigenous culture and help indigenous people adjust to living in a large urban environment.

MEETING DATE : April 12, 2018

Item 8.2

AGENDA ITEM # : 8.2 – Recreation Facility Master Plan

PREPARED BY: Colin Johnson, Governance and Programs, Sr. Dir/Allan Bolstad, Exec.Dir.

Evaluation Framework for the Partnering Agreement between the City of Edmonton and Edmonton Federation of Community Leagues

Overview

In 2016, City Council asked that a Partnering Agreement between the City of Edmonton (City) and the Edmonton Federation of Community Leagues (EFCL) be created with the intent of having stronger common support to the Community Leagues from both the City and the EFCL. The agreement was adopted in December of 2016.

This document details the broad outcomes of the Partnering Agreement, the goals outlined in the agreement and the strategies that EFCL and the City have planned to progress towards the stronger, more collaborative relationship detailed in the Partnering Agreement.

Outcomes

The Partnering Agreement is focused on strengthening the Community League system through the support of the City and the EFCL. Our goal is 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*

Throughout this document we will detail the specific strategies that the City and the EFCL will be undertaking, how we will assess these and how these strategies impact these outcomes.

Building the capacity of Community Leagues to fulfill their mandate

We support Community Leagues in achieving their vision, mission and mandate

Performance Measure: To increase Community Leagues understanding of their responsibility to provide recreation and social opportunities to citizens.

Target	Strategies	Tasks	Person(s) Responsible	Timeline	Outcome Linkage
Baseline # of direct and indirect programs needed to be effective	Develop a clear understanding of what the programming responsibility of a CL is	Review the information provided by the CL of # of direct and indirect programs			1, 3
		Establish baseline numbers for direct and indirect programs			
		Establish what the measure of a successful program is			
		Review and establish the best tool(s) to collect program data			
		Set goals for CL programming			
2 additional programs in a box developed each year	Develop "Programs in a Box" suitable for CLs	Determine the areas of need programming			1, 3
		Draft a list of potential programs			
		Determine top program priorities			
		Design a pilot			
		Evaluate the pilot and adjust as needed			
		Draft the "Program in a Box"			
___ NRC hours spent strategic planning / # of leagues engaged in strategic planning	Leagues are governing using a Strategic Plan	Make program available for CLs			1, 3

We support greater diversity and inclusion in Community Leagues

Performance Measure: Increased understanding of the benefits of inclusion and diversity in Community Leagues

Target	Strategies	Tasks	Person(s) Responsible	Timeline	Outcome Linkage	
Joint City and EFCL Strategy on diversity and inclusion	Connect with extended stakeholders (social workers, seniors' liaisons, indigenous liaisons, multicultural liaisons) to determine the range of diversity and barriers to inclusion for marginalized groups	Identify which stakeholders are relevant to and connected with CLs			1,2,3	
		Group the stakeholders into common areas of support				
		Present to stakeholders on the work and value of the CL system				
		Have stakeholders identify: barriers, existing connections, opportunities to connect				
		Create report of collected data				
		Connect stakeholders with CLs				
	Develop a joint strategy around diversity and inclusion		Collect feedback around diversity and inclusion (examples and gaps) from CRC/NRCs, CLs, extended stakeholders			1,3
			Define the scope of diversity and inclusion desired under the strategy			
			Evaluate current level of diversity and inclusion			
			Build action plan to address gaps			

We provide education and resources on bylaws for Community Leagues

Performance Measure: Community Leagues have a greater understanding of the impact of their bylaws on governing their League

Target	Strategies	Tasks	Person(s) Responsible	Timeline	Outcome Linkage
# of CLs participating in workshops	Develop a workshop with an outcome of setting goals around bylaw review	Develop content			1
		Book Venue			
		Send invitations			
		Hold workshop			
		Evaluate workshop			
# of CLs reviewing their bylaws		Follow up with participants on bylaw review plans			
		Follow up with participants on bylaw review completion			

We provide governance education for Community Leagues

Performance Measure: Community Leagues have a greater understanding of how to effectively govern their League

# of workshops held	Present governance workshops in each EFCL district	Determine what governance content is needed			1
% of CLs participating in workshops		Develop content and agenda			
		Schedule dates			
		Present workshops			
		Evaluate workshops			

Leveraging our relationship to support Community Leagues

We have a joint plan for providing learning opportunities to Community Leagues

Performance Measure: Increased and diverse learning opportunities are offered by the EFCL and the City

Target	Strategies	Tasks	Person(s) Responsible	Timeline	Outcome Linkage
Decreased duplication of learning opportunities	Identify key collaborations between the City and the EFCL	The City identifies planned learning opportunities that are available to CLs			1
		The EFCL identifies planned learning opportunities that are available to CLs			
		The City and the EFCL exchange and compare training plans			
		Align training plans			
Increased # of learning opportunities	Develop future collaborations on training	Hold a discussion around training plans identifying EFCL opportunities, City opportunities and opportunities for Co-training			1
		Hold mixers for EFCL staff and City staff to meet and network		Dec 2017	
Completed assessment of CL need for support	Develop a community based needs assessment identifying what support CLs need	Review data the EFCL already has on CL support needs			3
		Review data the City already has on CL support needs			
		Create a database to track existing and new support needs			
		Identify trends based on database			
		Compile trends into a report			
		Review trends with leagues to garner support from CLs			

We collaborate to increase involvement in and impact on Community League activities

Performance Measure: The City and EFCL have clear and coordinated communication on issues of joint interest.

Target	Strategies	Tasks	Person(s) Responsible	Timeline	Outcome Linkage	
Coordination strategy is approved and in place	Identify Issues of joint interest	EFCL develops a list of events, initiatives and programs where coordination is needed			2	
		The City develops a list of events, initiatives and programs where coordination is needed				
		The City and the EFCL discuss their events, initiatives and programs to come to an agreement on areas to coordinate promotion and communication				
	Hold an annual conversation for input/advice around planning and evaluation of new initiatives		The EFCL and the City will share a list of new initiatives and events including brief descriptions			2
			The City and the EFCL will review <u>each others</u> list to ensure awareness of events and programs			
			The EFCL and the City will provide feedback on new initiatives and events if needed			
	Complete a review of current methods of information sharing		Assess current communications channels			1
			Identify gaps in current communications channels			
			Establish expectations for communications channels			
	Complete an agreement for information sharing		Outline what information should be shared			
			Draft an agreement to share the information			
			Approve and adopt the sharing agreement			
	Complete a responsiveness policy		Review time needed by CLs to provide feedback on City and EFCL issues			1, 2
			Review time needed by EFCL to provide feedback of City and CL issues			
			Review time needed by the City to provide feedback on EFCL and CL issues			
Draft best practices for timelines into a policy						
Adopt and approve policy						

	Document the coordination strategy	Document the processes used to identify issues of joint interest			1, 2
		Document the processes used to provide advice and input on new initiatives and events			
		Document the processes used for information sharing			
		Document the processes for responsiveness			
Review of the Partnering Agreement	Alignment of Agreement with City departments	Review the "Terms of Engagement" document between Sustainable Development and EFCL	Have SD review the Partnering Agreement		
			Seek feedback to determine if the Partnering Agreement sets out terms of engagement clearly		
			Align existing terms of engagement with Partnering Agreement		
			Adjust the Partnering Agreement as needed		
			Develop additional terms of engagement for other City departments as needed		

Building the capacity of Community Leagues to enhance their operations

We provide leagues with resources to enable success

Target	Strategies	Tasks	Person(s) Responsible	Timeline	Outcome Linkage
# of CLs accessing toolkit	Create an online toolkit for CL operations	Scan current EFCL tools, resources and identify gaps			
		Scan current City tools, resources and identify gaps			
All CRC/NRCs (City Staff?) trained on use of the toolkit		Amalgamate and align tools and resources into one toolkit (online format)			
		Distribute and train CRC/NRCs on the content of the toolkit			
		Distribute toolkit to CLs			

We promote the EFCL as a resource for Community Leagues

Performance Measure: Community Leagues understand the resources offered to them by the EFCL

Target	Strategies	Tasks	Person(s) Responsible	Timeline	Outcome Linkage
20% of CLs have accessed EFCL Resource information	Create a listing of the staff of the EFCL, their roles and the resources that we offer	Compile a staff listing with the roles of each staff member			3
		Compile a listing of the resources that that EFCL offers for CLs			
		Review the resource content			
		Post the resources and staff listing online for CL use			

We promote the NRC as a resource for Community Leagues

Performance Measure: Community Leagues understand the resources offered to them by the City

Target	Strategies	Tasks	Person(s) Responsible	Timeline	Outcome Linkage
20% of CLs have accessed the City resource information	Create a listing of City resources supporting CLs	Compile a listing of City Staff positions and their roles in supporting CLs			3
		Compile a list of resources offered to CLs by the city			
		Review the resources for content			
		Post the resources and listing online for CL access			

Enhancing the sustainability of Community Leagues

We foster a system of healthy Community Leagues

Performance Measure: A Healthy Leagues tool that is reflective of what Leagues identify as indicators of health is used to assess Community League impact and effectiveness

Target	Strategies	Tasks	Person(s) Responsible	Timeline	Outcome Linkage
A report listing CL health indicators	Develop a tool to assess the health of CLs	Survey CLs to determine what makes a CL healthy			1, 2, 3
		Summarize findings into a report on health indicators			
		Draft a tool to assess health indicators			
		Pilot the tool			
The Healthy League tool		Develop resources to encourage effective use of the tool			
The Healthy League tool usage guide					
20% of CLs have assessed their health	Assess the health of CLs	Launch the tool as a self-assessment by CL boards			1, 2, 3
		Collect scoring from CLs of self-assessments			
		Launch the tool as an assessment of the CL by CL members			
		Collect scoring from CLs of community assessments			
	Develop action plans based on the results	Identify resources aligned to each health indicator			1, 2, 3
		Post resources online for CL access once assessments are completed			

We champion a strategy of Community League sustainability

Performance Measure: The EFCL and the City have a clear and coordinated set of goals to improve the sustainability of community leagues,

Target	Strategies	Tasks	Person(s) Responsible	Timeline	Outcome Linkage
Community League Formation Toolkit	Create a toolkit that emerging CLs can use during the formation process	Identify the steps in community league formation			3
		Determine who (EFCL/City) can help at each stage of CL creation			
		Develop a process map for new CLs to use in the planning process			
		Identify the resources needed by CLs to form			
		Identify the resources CLs have access to currently			
Community League Splitting Toolkit	Create a toolkit that CLs can use during the League splitting process	Identify the steps in community league splitting			3
		Determine who (EFCL/City) can help at each stage of CL splitting			
		Develop a process map for new CLs to use in the planning process			
		Identify the resources needed by CLs to split			
		Identify the resources CLs have access to currently			
Report on funding	Conduct a review of CL funding usage	Develop tools, resources and templates to manage the gaps between existing and needed resources			3
		Identify the streams of funding available to CLs from the City			
		Assess the usage of the streams of funding			
		Identify opportunities for funding usage to be maximized			
Report on infrastructure	Conduct a review of CL capital assets and facilities	Collect findings and provide the information to CLs			3
		List all CL capital assets			
		Determine which assets are nearing their end of life			
		Determine all new projects that are in planning and development			

		Report on current assets and anticipated changes			
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We increase citizen engagement with their communities and Community Leagues

Performance Measure: The EFCL and the City spread the message of the positive impact of Community Leagues

Target	Strategies	Tasks	Person(s) Responsible	Timeline	Outcome Linkage
External Communications Goals	Develop a joint set of goals to promote CL membership and participation	Identify the capacity of the EFCL to promote CLs			3
		Identify the capacity of the City to promote CLs			
		Develop key messages that promote the benefits of CL membership			
		Spread the key messages through City and EFCL networks			

Building City Council's understanding of the progress of the partnership between the City and the EFCL

We report to City Council to demonstrate the success of our partnership

Performance Measure: City Council received and is satisfied with a report on the progress and results of the partnering agreement

Target	Strategies	Tasks	Person(s) Responsible	Timeline	Outcome Linkage
Completed report delivered to Council	Present evaluation framework	Draft evaluation framework			1, 2, 3
		Review evaluation framework			
		Approve evaluation framework			
		Present evaluation framework			
	Prepare report for Council	Implement evaluation framework			1, 2, 3
		Create an outline of what will be presented to Council			
		Complete a summary of progress within evaluation framework			
		Complete qualitative report of progress			
		Develop the report template			
		Draft the report			
		Present the report			

Community League Advocacy

Target	Strategies	Tasks	Person(s) Responsible	Timeline	Outcome Linkage
CLs have greater capacity to advocate effectively of behalf of their membership and provide feedback and advice.	Leagues can determine if an issue is a CL issue				1,3
	Leagues have stronger processes to research community issues				
	Leagues are more effective at taking a position on community issues				
	Leagues understand how to best communicate with City Council and Administration				

9.0 WORK IN PROGRESS

MEETING DATE : April 12, 2018
AGENDA ITEM # : 9.1 – EFCL Work in Progress
PREPARED BY: Allan Bolstad, Executive Director

Item 9.1

MEETING DATE	REF.	ITEM	STATUS
2017/01/12	9.0	Sub-dividing Community Leagues The EFCL to work with the City to set up some processes regarding how to subdivide an existing community league. (There are processes in place for boundary changes, but not for the creation of new leagues from within old ones.)	In Process
2017/03/09	5.1	Finance Committee Draft Terms of Reference R. Hoyle to forward a draft TOR that she recently helped to develop for another committee. D. Jakubec will email a "doodle poll" to determine the first Committee meeting date/time.	In Process
2017/04/13	3.4	Community Gardens 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	July Financial Statement D. Jakubec to speak with the EFCL's finance person to revise the format of the quarterly financial statement for the Board to review.	In Process
2017/09/14	6.2	Rollie Miles Park C. Shannon to inquire regarding the EFCL fundraising toward its new office space requirements.	In Process
2017/09/14	11.0	District Updates/Feedback C. Shannon to investigate the status of the proposed legislation preventing schools from sitting empty, forcing them to become derelict and leading to their closure. She will forward a study about how civic design impacts population health.	In Process
2017/11/09	5.2	Indigenous Acknowledgement At Meetings D. Jakubec to see if lawyer Lorne Ternes is available to speak at an EFCL Board meeting regarding Treaty 6.	In Process
2017/11/09	5.6	Human Resource Policy Review and Approval Add this item to January agenda. Board Members to review the draft revised EFCL HR Policy document in preparation for the January 2018 Board meeting. D. Jakubec to email a version of the draft HR Policy document clearly showing what the old policy was, and what the proposed changes are.	In Process

MEETING DATE	REF.	ITEM	STATUS
2018/01/11	4.1	<p>Strathearn Community League</p> <ul style="list-style-type: none"> • 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 • D. Jakubec to prepare a recommendation to the Board regarding Strathearn Community League’s request. 	April 12
2018/01/11	5.5	<p>Board Development Workshop</p> <p>D Jakubec to send a poll for Board Member availability.</p>	
2018/01/11	5.7	<p>Strategic Planning</p> <ul style="list-style-type: none"> • D. Jakubec to provide a written update to the Board on the progress on the current strategic plan. • D. Jakubec to confirm if the city needs a strategic plan as part of the 2019-2022 budget submission. • Strategic Plan is to be posted to the website as part of the website review that is in progress. 	
2018/03/08	5.0	<p>Strategic Plan Progress Report and Recommendations</p> <p>“That the Board meet sometime before 60 days are up, to work through a follow-up report on our progress on the Strategic Plan, and possible adjustments to the Strategic Plan for the City’s upcoming four year budget cycle.”</p>	
2018/03/08	5.2	<p>Ice Rink Costs</p> <p>“That the EFCL staff and Board collaborate on creating a survey to send to Member leagues and to compile data about rink operation costs to present to the Membership at the June Annual General Meeting.”</p>	
2018/03/08	5.3	<p>Evaluation Framework for EFCL & COE Partnership Agreement</p> <p>“Include this agenda item on the April Board meeting agenda. ”</p> <p>And</p> <p>“Communication to be sent to C. Shannon and S. Johnson to arrange an afternoon meeting date for EFCL staff and interested Board members to review and finalize the Strategic Plan Update with regard to the Evaluation Framework for the Partnering</p>	April 12

MEETING DATE	REF.	ITEM	STATUS
2018/03/08	5.4	Rollie Miles Park "D. Jakubec to solicit J. Watson's feedback on the co-working and integrated solution elements, and revise the draft Workbook.	
2018/03/08	10.0	District L "VP Internal to research and report to the Board and the MWPC regarding the District election procedure that needs to be followed per the EFCL's 2004 Bylaws. "	
2018/03/08	10.0	EFCL Nominating Committee "That an EFCL District Director Nominating Committee be struck, and that A. Poste, M. Makarechian, and all Board Members except the President (per the 2004 Bylaws) be ex-officio members of the Committee."	