



EDMONTON FEDERATION OF COMMUNITY LEAGUES

BOARD OF DIRECTORS

REGULAR MEETING PACKAGE

DATE: Thursday, May 10, 2018

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

LOCATION: EFCL Office, 7103—105 Street

EFCL Board Planning Calendar

May, June, July, 2018

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 Let's Talk About Governance Workshop—District E
- 23 Recreation Facility Master Plan Team Meeting
- 30 EFCL Planning & Development Committee Meeting

June

2018

- 05 EFCL Annual General Meeting
- 09 Let's Talk About Governance—District D
- 14 EFCL Board Meeting
- 27 EFCL Planning & Development Committee Meeting

July

2018

- 12 EFCL Board Meeting
- 14 Targeting Programming To Specific Groups Workshop

Edmonton Federation of Community Leagues
Board of Directors Regular Meeting
EFCL Office: 7103—105 Street
Thursday, May 10, 2018, Dinner 5:00 PM / Meeting 6:00 PM
AGENDA

Item 1.0

- 1.0 Call To Order**
- 2.0 Welcome And Introductions**
 - 2.1 Welcome New Board Member For District G**
- 3.0 Agenda Review (6:00 PM) (pgs. 3-4)**
- 4.0 Approval of Board Meeting Minutes (6:05 PM)**
 - 4.1 April 12, 2018 Board Meeting Minutes (pgs. 5-13)**
- 5.0 Presentations / Urgent Matters (6:10 PM)**
 - 5.1 Benefits Program For League Staff—Colin Johnson**
 - 5.2 2017 Audit—Curtis Friesen, Metrics (pg. 14)**
 - 5.3 2018 First Quarter Financial Results—Jennifer Allen (pgs. 15-16)**
 - 5.4 EFCL Website Overview**
- 6.0 Decision Items (7:10 PM)**
 - 6.1 AGM Draft Agenda (pgs. 17-18)**
 - 6.2 EFCL Bylaw Adjustments (pgs. 19-32)**
 - 6.3 EFCL Policy Changes (pgs. 33-34)**
 - 6.4 100th Anniversary Project Fund (pg. 35)**
 - 6.5 EFCL Marketing Plan (pgs. 36-41)**
 - 6.6 EFCL Live Active Program Extension (pg. 42)**
 - 6.7 Live Active Advisory Committee (pg. 43)**
 - 6.8 Winter City Advisory Committee (pg. 44)**
 - 6.9 Special Board Meeting (pg. 45)**

Break 8:15 PM—8:30 PM

- 7.0 News From The City Of Edmonton (8:30 PM)**
 - 7.1 News From The City Of Edmonton (pgs. 46-48)**
 - CLIP Program Update
 - City Budget Process
- 8.0 Discussion Items (8:45 PM)**
 - 8.1 Inventory of Community League Assets**
 - Ryan Barber
 - 8.2 Community League Rink Survey**
 - Ryan Barber
- 9.0 Exemptions (9:00 PM)**

10.0 Information Reports

- 10.1 EFCL Hires Summer Students- (pg. 49)**
- 10.2 100th Anniversary Project Timeline (pg. 50)**
- 10.3 Great Neighbour Race (pgs. 51-52)**
- 10.4 Healthy Leagues (pgs. 53-60)**
- 10.5 Executive Director's Report (pgs. 61-62)**
 - New Director In District G
 - 2017 Annual Report
 - Rollie Miles Recreation Facility

11.0 Correspondence

- 11.1 EFCL Letter on Residential Speed Limits (pgs. 63-64)**
- 11.2 Letter From City of Edmonton Budget Office (pg. 65)**

12.0 Work In Progress (pgs. 66-67)

13.0 District Updates/Feedback (9:15 PM)

14.0 Private Matters (9:30 PM)

- 14.1 EFCL Facility Rentals**
- 14.2 100th Anniversary Project**

15.0 Next Meeting/Announcements

- 12.1 EFCL Board of Directors Meeting—Thursday, June 14, 2018**

16.0 Adjournment (9:45 PM)

3.0 Approval of Minutes

MEETING DATE : May 10, 2018
AGENDA ITEM # : 3.1 – April 12, 2018 Draft Board Meeting Minutes
PREPARED BY: Dana Mauer, Board Secretary

Item 3.1

EFCL BOARD OF DIRECTORS REGULAR MEETING

DRAFT Minutes

Thursday, April 12, 2018 @ 6:00 p.m.
EFCL Offices, 7103 - 105 Street, Edmonton

Attendance: Ryan Barber, Dist. H Jesse Watson, Dist. A Masood Makarechian, Dist. K	Fraser Porter, Dist. E Alison Poste, Dist. C	Rocky Feroe, Dist. F
Regrets:	Leanne Kohn, Dist. I Trevor Elliott, Dist. D	Ron Favell, Dist. B Gavin Martinson, Dist. J
EFCL Staff:	Allan Bolstad, Acting E.D.	
Guests:	Chris Samuel (Strathearn CL) Jason Ruhl (Strathearn CL)	Yasir Syed (Strathearn CL)
Minutes:	Dana Mauer	

1.0 Call To Order

EFCL President F. Porter called the meeting to order at 6:04pm. A Board quorum was present. She welcomed the guests and former EFCL E.D. Alan Bolstad who will be acting as E.D. until a new Executive Director is hired. Brief introductions were done around the table. Allan thanked the Board for inviting him back to the E.D. position temporarily and welcomed any calls or communication.

2.0 Agenda Review

18-04-12-01 MOVED: "That the EFCL Board approve the April 12, 2018 Board meeting agenda as presented.

By: A. Poste / R. Barber

CARRIED

3.0 Approval of the March 8, 2018 Board Meeting Minutes

18-04-12-02 MOVED: That the March 8, 2018 EFCL Board meeting draft minutes be approved as presented.

By: M. Makarechian / R. Barber

CARRIED

18-04-12-03 MOVED: That the March 15, 2018 EFCL Board meeting draft minutes be approved noting that R. Barber's resignation was from the Policy Committee, not the HR Committee.

By: R. Barber / A. Poste

CARRIED

4.0 Urgent Matters / Presentations

4.1 Great Neighbour Race

EFCL Marketing Director Nora Begoray provided an update on the event, and ask Board members to take event posters to distribute/put up everywhere they can think of. She reminded people of the registration deadlines and asked if there was any feedback from Districts regarding the event. R. Barber advised that TRAC's annual race event is in May and for that reason it seems difficult to get much traction with community leagues for the GNR as they are close together. There was brief discussion about the possibility of changing the date of the Great Neighbour Race but this is difficult due to the tight spring/summer event schedules at Hawrelak Park. There was general discussion about ways to improve engagement of leagues and Districts with this event and the 100th Anniversary Project in general. Hardcopies of event promotional materials were circulated to Board Members to post and circulate/ distribute for posting in their District. People can also register in person at the Running Room and the morning of the race.

Action Item: Fraser to send out a reminder to all Directors to promote the Great Neighborhood Race to their networks and leagues.

4.2 Strathearn Community League Presentation

Strathearn Community League Board members Chris Samuel (Social Director) Jason Ruhl (Treasurer), and (President), were in attendance to ask the EFCL Board to consider approving an amendment to their Tripartite agreement. This would essentially allow their lender, the Social Enterprise Fund, to assume the EFCL's position on Strathearn Community League's Tripartite License Agreement in order for them to execute the loan agreement with the league. They are approved for a loan of the \$250,000 for the cost of upgrading of their community league hall which is almost complete. Because community leagues don't own the land their halls are on, their halls cannot be used as loan collateral in the traditional sense. This will provide them with the lending security they require. There is no financial commitment from the EFCL. The plan is to pay the loan off as quickly as possible with revenue from hall rentals, at which time the Tripartite agreement would return to its original state. C. Shannon advised the City law department had some minor changes to the draft wording of with the proposal.

Discussion at length ensued regarding Board members concerns regarding what would transpire in the event of loan default regarding the hall. Consensus was for a clause to be added that ensures that the EFCL will have the opportunity to intervene and manage the hall/league in the unlikely event of default. Board members' specific questions about the project were addressed by the Strathearn Community League Board members.

18-04-12-04 MOVED: "That the EFCL allow the Social Enterprise Fund to assume its position on the Strathearn Community League's Tripartite License Agreement."

By: M. Makarechian / R. Barber

CARRIED

18-04-12-05 MOVED: "That the EFCL engage in discussions with Strathearn Community League and the Social Enterprise Fund to ensure that the EFCL has a role in ensuring that the loan is repaid."

By: A. Poste / R. Feroe

CARRIED

The EFCL Board congratulated and thanked the Strathearn Community League Board volunteers for their work and dedication to the Strathearn hall construction project. The Strathearn Board thanked the EFCL Board. The Grand Opening of the new Strathearn Community League Hall is on Saturday, May 5th with a pancake breakfast.

5.0 Decision / Discussion Items

5.1 Strathearn Tripartite License Agreement - As above.

5.2 Executive Director Search Committee

F. Porter referred to the draft Job Description starting on page 20 of the agenda package. She advised of some recommended changes put forward by Board and Search Committee members. Discussion ensued at length about suggestions and specific wording of the job description and qualifications. There was discussion about the merit of having a Community Services Staff person on the Search Committee as well. A. Bolstad invited any other interested Board members to actively participate in the Search Committee. He advised that a summary of the non-voting advisors' comments/recommendations will be provided to all Board members as well.

18-04-12-06 MOVED: "That the EFCL Board of Directors appoint

F. Porter, M. Makarechian, and L. Kohn as voting members of the Executive Director Search Committee, along with Allan Bolstad, David Dodge, and Christine Bremner as non-voting advisors.”

By: M. Makarechian / R. Feroe

CARRIED

A. Bolstad confirmed that the E.D. job posting would be advertised the next day and that going forward, the Committee will be managing the exercise.

Action Item: The Search Committee will discuss having a Community Services Staff person as a non-voting advisor at the next meeting.

5.3 EFCL Hiring Freeze

The hiring freeze needs to be lifted in order that current staffing needs can be met.

18-04-12-07 MOVED: “That the EFCL lift the freeze that was placed on the hiring of staff.”

By: M. Makarechian / R. Barber

CARRIED

5.4 Corporate Funding Ethics Policy

A. Bolstad advised that the question of whether or not donations or advertising should be accepted by the EFCL from the sale or distribution of cannabis products has come up. This is specifically with regard to the 100th Anniversary Capital Campaign Project. There was Board discussion at length regarding the pros and cons of accepting such donations or advertising sponsorships, and the optics or perceptions thereof. It was suggested that the AGLC cannabis advertising guidelines can be referenced.

18-04-12-08 MOVED: “That the EFCL put a moratorium on accepting donations or advertising, including for the 100th Anniversary Project, from companies that are involved in the sale or distribution of cannabis products until such time as a policy can developed with Membership engagement.”

By: R. Feroe / R. Barber

CARRIED

(A. Poste and J. Watson opposed)

Action Item: The Board will undertake a comprehensive review of its donor and advertising policy, with engagement of the General Membership at the upcoming AGM.

Action Item: The Policy Committee will define a robust framework around discussing this issue.

There was consensus that any relevant background information and/or recommendations should be provided to Districts/leagues well in advance of discussion at the general meeting.

5.5 Board Needs Assessment

A. Bolstad advised that the correct times of the Board Needs Assessment Workshop is May 4 (**7-10pm**) and May 5 (9am - 4pm) at the EFCL Offices. Dinner will be provided at 6pm on May 4th.

Action Item: All Board members are asked to complete and submit their needs assessments survey or their comments/feedback by email.

5.6 Gender-Based Analysis Training

All Board members are asked to complete the online Gender Based Analysis Training (GBA+), offered by the Status of Women Canada. Several Board members confirmed they already had.

Action Item: F. Porter to email Board members the link to the online training tool.

5.7 District Meetings

A. Bolstad drew Board members' attention to the chart on p. 31 of the agenda package that C. Johnson created compiling the feedback provided by leagues at the last general meeting regarding District meetings. Directors are encouraged to use the feedback to plan their future District meetings. M. Makarechian suggested that a public list or record of District meeting dates should be created (past, current, and future) for easy reference i.e. using the Calendar tool on the EFCL website. A. Bolstad advised that there has been strong feedback in the past from leagues about not sending too many emails. C. Shannon advised that the City found it necessary to draft a set of guidelines for the use of communications tools. Consensus was that there needs to be a forum for all leagues to be able to discuss league issues with each other. It was agreed that a larger conversation is required about the EFCL's communication's strategy and procedures. M. Makarechian noted that Board members do have the ability to log onto the EFCL website and update the Events Calendar. Board members can obtain their Log-In and password from the EFCL Office and put their District events and meetings on the calendar.

Action Item: EFCL calendar tool on the EFCL website to be updated ongoing with any/all EFCL and District-related meetings and events.

Action Item: A. Bolstad to ask EFCL Communications Officer J. Joe to attend the next Board meeting to provide website traffic/usage statistics, and answer Board members questions regarding the EFCL's online communications tools (i.e. the website calendar, Facebook page(s), etc.).

5.8 40 Km/Hr Residential Speed Limit

A. Bolstad provided that some background on the 40km speed limit pilot project several years ago which several community leagues participated in. Since then there have been other speed limit changes regarding in playground and school zones to 30km/hr. City Council and Councillor Knack would like to know if the EFCL is still in support of reduced speed limit in communities. M. Makarechian clarified that Councillor Knack's proposal is specifically for the speed limit to be reduced to 30kms/hr in all communities and 60kms/hr on major arteries. It was noted that a 30km/hr speed limit is significantly different than a 40km/hr speed limit.

18-04-12-09 MOVED: "That the EFCL Board task A. Bolstad and F. Porter to develop comments for the April 18th Community Services Meeting expressing that the EFCL's general support for residential street speed limit reduction and promotion of walkable neighbourhoods."

By: M. Makarechian / R. Feroe

CARRIED

5.9 Recreation Facility Master Plan

A. Bolstad highlighted the recommendations put forth by B. Zubot and N. Begoray regarding the proposed Recreation Facility Master Plan as they appear on p. 35 in the agenda package. General discussion ensued at length regarding various proposed points. Consensus was that 5kms is too large a distance from league halls or other recreation facilities. C. Shannon commented that managing community halls is so much work, often league don't have the manpower to run their programming as well.

18-04-12-10 MOVED: "That the EFCL Board approve the following recommendations compiled by B. Zubot and N. Begoray regarding the Recreation Facility Master Plan:

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 align with the Land Use and Transportation plans?"**

By: M. Makarechian / R. Feroe

CARRIED

6.0 News from the City of Edmonton

6.1 News from the City of Edmonton

In addition to the written report, C. Shannon advised that on June 6 there is a scheduled report at the Community and Public Services Committee, which is an update on the City's "Collaboration with Edmonton Federation of Community Leagues - Enhancing the Effectiveness of Community Leagues". She reviewed that a draft information report has been started providing update/review of the Partnering Agreement. She advised that she and the EFCL staff need to connect to complete the draft highlighting the EFCL's initiatives in this regard, and advised that the report deadline can be extended if needed. Discussion ensued regarding how to proceed.

Action Item: That A. Bolstad and C. Johnson work together with C. Shannon to bring a draft of the report to the next Board meeting with the report to be emailed to Board members as a separate attachment.

C. Shannon advised that an external facilitator has been contracted by the City to undertake the Boyle Street Community League building transition to management by the YMCA. It has been offered to Boyle Street Community

League for someone from either the EFCL or the City, as they prefer, to provide them assistance with the transition process as they wish.

June is Block Party month and the City has some Neighbourhood Engagement funding (up to \$2500 available) for Block Parties that community leagues can apply for by contacting their NRC.

There are two public consultation meetings coming up regarding the "Ribbon of Green" campaign on May 2 and 3rd. Posters with the details are available.

The Abundant Communities Initiative continues to draw a lot of positive attention. She and Howard Lawrence recently did a Webinar for the Tamarack Conference and interest from other municipalities around the country is very high. City Council recently granted 3.5 FTEs to Abundant Communities. There are approximately 60 Edmonton communities that have implemented Abundant Communities programs now.

7.0 Exemptions

18-04-12-11 MOVED: "That Item 8.1 be exempted for discussion, and that Item 8.2 and Item 9.0 be accepted for information as presented in the agenda package."

By: M. Makarechian / R. Barber

CARRIED

Action Item: A. Bolstad to review the Action Items in the minutes from the March 8th Regular Board meeting to ensure they are actioned and/or added to the Work in Progress List as appropriate.

8.0 Staff Reports

8.1 Executive Director's Report

M. Makarechian inquired if the City of Edmonton was comfortable with Holyrood Community League's arrangement to sublease their hall to a daycare group. C. Shannon advised that there should be a negotiated "request for proposals" from non-profit groups, to which the out-of-school group would need to submit their proposal. C. Shannon confirmed the process would be similar to that employed with Londonderry Hall situation. There was discussion as to whether or not the Tripartite Agreement allows for rental of a hall to one sole tenant or for one non-profit group to essentially take over management and control of a community league hall. M. Makarechian gave the example of Aspen Park Community League. He suggested that allowing another group take over control

of the hall may put Holyrood and the other stakeholders (the EFCL and the City) in a vulnerable position. A. Bolstad described the specifics of Holyrood's proposal (that they would retain control of their hall and are not "in crisis") and further discussion at length ensued.

C. Shannon thanked A. Bolstad and the Board for clarification of details regarding Holyrood's proposal. She advised she would check with the City's legal department on the specifics of the lease agreement.

C. Shannon wished to note that regarding the Boyle Street Community League, that the hope is they are not "evicted" from the space, but that an agreement is reached so that Boyle Street Community League will still maintain a home/use of the space.

8.2 Evaluation Framework for EFCL and City of Edmonton Partnership Agreement

Action Item: Chair F. Porter asked that all Board members review Item 8.2 in the agenda package, and email their comments to her.

9.0 Work In Progress - Accepted for information.

10.0 District Updates / Feedback

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

11.1 Staffing Issues

11.2 Board Governance Issues

12.0 Next Meeting/Announcements

12.1 EFCL Board meeting - Thursday, May 10, 2018, EFCL Offices

13.0 Adjournment - the Board meeting adjourned at approximately 10:25pm moved by R. Feroe, seconded M. Makarechian.

5.0 Presentations

MEETING DATE : May 10, 2018
AGENDA ITEM # : 5.2 – 2017 Audit
PREPARED BY: Curtis Friesen, Metrics

Item 5.2

To be presented at Board Meeting

MEETING DATE : May 10, 2018

Item 5.3

AGENDA ITEM # : 5.3 – 2018 First Quarter Financial Results

PREPARED BY: Jennifer Allen, Finance Department

Report to be included when completed

6.0 Decision Items

MEETING DATE : May 10, 2018
AGENDA ITEM # : 6.1 – AGM Draft Agenda
PREPARED BY: Allan Bolstad, Executive Director

Item 6.1

Recommendation:

That the attached agenda be circulated to our members.

Report:

In keeping with our bylaws, our leagues need to be given 21 days notice of our June 5 Annual General Meeting. Consequently, we need to send them an invitation, along with a draft agenda and a notice of any decision items, by Tuesday, May 15.

An agenda package, including all of the associated reports, will be sent to each league no later than Friday, June 1.



WHERE NEIGHBOURS MEET
and GREAT THINGS HAPPEN
EDMONTON FEDERATION OF COMMUNITY LEAGUES

Annual General Meeting Draft Agenda
6:30 p.m. Tuesday, June 5, 2018
South Clareview Community League
3250 – 132 A Avenue

1.0 Call To Order (6:30 PM)

- 1.1 Welcome Guests, Introduction of Board, Incoming Executive Director and Sponsors
- 1.2 Opening Comments From President and Current Executive Director
- 1.3 Special Recognition for Rob Agostinis

2.0 Approval of Draft Minutes (6:50 PM)

3.0 Presentations (6:55 PM)

- 3.1 Connecting with Indigenous People - Bent Arrow Society
- 3.2 Explorez Sport Program

4.0 Information Updates/Announcements (7:20 PM)

- 4.1 Community League Staff Benefits Program
- 4.2 Bulk Purchases of Rec Passes
- 4.3 100th Anniversary Project Update
- 4.4 EFCL Summer Students

5.0 Board And Planning Committee Elections (7:50 PM)

- 5.1 Board Elections
- 5.2 Planning Committee Elections

..... Coffee Break (8:00 PM)

6.0 Door Prize (8:15 PM)

7.0 Decision Items (8:20 PM)

- 7.1 Donations and Advertising Acceptance Policy from Cannabis, Alcohol and Tobacco Companies
- 7.2 Bylaw Adjustments

8.0 Statutory Reports (8:30 PM)

- 8.1 Financial Overview, Masood Makarechian
- 8.2 2017 Audited Financial Statement, Curtis Friesen
- 8.3 2017 Annual Report

10.0 Community Services Department Report (By Exemption) (8:55 PM)

- 10.1 TBD

11.0 Executive Director's Report (By Exemption) (9:10 PM)

- 11.1 Growth Strategy/Four Year Budget Cycle
- 11.2 New Location at Heritage Days

12.0 Open Mic - Community League Dialogue (9:25 PM)

13.0 Next Meeting Date

- 13.1 TBD

14.0 Hall Clean-Up

MEETING DATE : May 10, 2018

Item 6.2

AGENDA ITEM # : 6.2 – EFCL Bylaw Adjustments

PREPARED BY: Colin Johnson, Governance & Programs, Sr. Director

Recommendation:

That the following Special Resolutions be presented at the June 5, 2018 AGM for adoption by the membership.

Be it resolved that the attached bylaws be adopted by the Edmonton Federation of Community Leagues and that all previous bylaws are repealed and rescinded. Appendix 1 Attached

Be it resolved that the attached objectives be adopted by the Edmonton Federation of Community Leagues and that all previous objectives are repealed and rescinded. Appendix 2 Attached

Report:

On April 25, we received a letter from Corporate Registries that there are three minor deficiencies with our bylaws that were in December 2017.

1. The purpose must be removed from the bylaws, as purposes/objectives do not form part of the bylaws
2. The bylaws must include a clause on how to expel a member of the society, as opposed to suspending or terminating membership, which was the wording used in our proposed bylaws.
3. Our dissolution clause cannot distribute properties to members of our own organization (the EFCL). We need to make it clear that when we say members, we are referring to our leagues, which are separate non-profit societies.

We have 60 days from April 20, 2018 to correct these deficiencies. According to the registry agent who is handling our file, the following changes will correct these deficiencies.

1. The purposes need to be removed and the numbering in the bylaws adjusted appropriately. These purposes will now be filed as our Objectives.
2. The clause in the proposed bylaws that allowed for suspension or termination of membership has been adjusted to reference suspension or expulsion of a member.
3. The clause pertaining to dissolution has been adjusted to say we will distribute the property of the EFCL equally among the Community Leagues.

**Edmonton Federation of Community Leagues
BY-LAWS
Revised June 5, 2018**

Article 1 Name

- 1.1 The name of the organization will be the Edmonton Federation of Community Leagues (EFCL), often referred to as the Federation, hereinafter referred to as the 'EFCL'.

Article 2 Interpretation

- 2.1 Accredited Representative means the person, or in whose absence the alternate person, designated by the Member's by-laws, by election, or by resolution of the Member is to represent the Member at meetings of the EFCL.
- 2.2 Board of Directors will mean the Board of Directors of the EFCL.
- 2.3 By-laws will mean the within By-laws.
- 2.4 City means the City of Edmonton.
- 2.5 Code of Ethics will mean the EFCL Code of Ethics as appended hereto.
- 2.6 Community League means an organization of persons with an elected executive representing a geographically defined community within the City of Edmonton, incorporated under the Societies Act of the Province of Alberta to provide facilities, programming and services without reference to race, colour, religion, creed, ethnic origin or political affiliation.
- 2.7 District Boundaries will mean those boundaries as established from time to time by the EFCL.
- 2.8 District Meeting will mean a meeting of the District Members.
- 2.9 District Member will mean those Members geographically located within the District Boundaries.
- 2.10 District Representative will mean the representative elected by District Members and who will serve on the Board of Directors.
- 2.11 General Meeting will mean a meeting of the entire Membership of the EFCL as defined in Article 3.
- 2.12 Honorary Member will mean individuals who have provided extraordinary service to the EFCL and/or the community league movement as recognized by the Board of Directors and ratified by the membership.
- 2.13 Member will mean a Community League that has fulfilled the requirements of Article 3.
- 2.14 The Membership will mean all the Members of the EFCL.
- 2.15 Societies Act will mean the Societies Act of Alberta and any amendments thereto.
- 2.16 Special Resolution will mean a resolution, which requires 21 days' notice and three quarters support of the Members or Directors in attendance and eligible to vote.
- 2.17 For the purpose of these By-laws, words which have a special meaning assigned to them in the Societies Act will have the same meaning herein.
- 2.18 Associate Membership may be conferred on any organization which provides a community or neighbourhood, function regardless, if they are in the City of Edmonton boundaries. This class of membership is subject to the terms and conditions as outlined in Article 3 Membership with the exception that an associate member does not have a vote at Membership meetings.

Article 3 Membership

- 3.1 Membership in the EFCL is open to any Community League, which subscribes to the purposes and By-laws and conforms to the Code of Ethics, upon receipt of:
 - 3.1.1 Annual dues as recommended by the Board of Directors and ratified by the Membership at an Annual Meeting;
 - 3.1.2 A current Executive list;
 - 3.1.3 A copy of By-laws and amendments thereto;
 - 3.1.4 A copy of the Community League's annual report as filed with Corporate Registry; and
 - 3.1.5 Where a new Community League is seeking membership, it requires majority support of the Membership present at a General Meeting of the EFCL.
- 3.2 The membership in the EFCL may be suspended or terminated as set out in Article 13.1 herein.
- 3.3 A Community League may withdraw from Membership in the EFCL by written notice of intent to the EFCL President and may not be reinstated except upon compliance with Article 3.1 of these By-laws.
- 3.4 An Honorary Member will be provided a lifetime membership for the community league, in which the Honorary Member resides and enjoy the benefits which accrue.
- 3.5 Associate Membership in the EFCL is open to any organization, which subscribes to the purposes and By-laws and conforms to the Code of Ethics, and provides a community or neighbourhood function consistent with that of the leagues upon receipt of:
 - 3.5.1 Annual dues as recommended by the Board of Directors and ratified by the Membership at an Annual Meeting;
 - 3.5.2 A current Board of Directors list;
 - 3.5.3 A copy of By-laws and amendments thereto;
 - 3.5.4 A copy of the organization's annual report as filed with Corporate Registry; and
 - 3.5.5 Where an organization is seeking membership, it requires majority support of the Membership present at a General Meeting of the EFCL.

Article 4 General Membership Meetings

- 4.1 The Annual General Meeting of the EFCL shall not be later than six (6) months following the end of the fiscal year of the EFCL. The purposes of the Annual General Meeting will include, but not be limited to, the following:
 - 4.1.1 To receive the reports of the outgoing Board of Directors;
 - 4.1.2 To meet with the new members of the Board of Directors;
 - 4.1.3 To identify who the auditor, insurance broker, and legal counsel for the EFCL will be; and
 - 4.1.4 To discuss any revisions to the By-laws;
 - 4.1.5 To elect District Representatives as required.
- 4.2 A Regular General Meeting of the EFCL will be held in the months of January or February. The purpose of this meeting will include, but not be limited to, the following:
 - 4.2.1 To ratify the budget as recommended by the Board of Directors;
 - 4.2.2 To present plans, programs and projects;
 - 4.2.3 To elect District Representatives and members of committees as required.

- 4.3 A Regular General Meeting of the EFCL will be held in October or November. The purposes of this Regular General Meeting will include, but not be limited to, the following:
- 4.3.1 To ratify the membership fees for the upcoming year as recommended by the Board of Directors;
 - 4.3.2 To ratify the committee mandates and membership; and
 - 4.3.3 To elect District Representatives and committee members as required.
- 4.4 Special General Meetings may be called at the discretion of the President or must be called, upon receipt by the EFCL registered office, of a written request for such meeting signed by 10 per cent of the Accredited Representatives of the Membership. The President must notify the Membership of the date and location of the Special General Meeting within 14 days of the receipt of such written request. Any call for a Special General Meeting must include specific reference to the item(s) to be dealt with by the Special General Meeting. The Special General Meeting must be held within 40 days of the receipt of the written request for such meeting.
- 4.5 At least 21 days' notice of all Annual General, Regular General or Special General Meetings will be given in writing through regular mail, e-mail or method requested to every Member and Member's Accredited Representative and to every Officer or Director of the EFCL. The inadvertent omission to notify a Member's Accredited Representative will not invalidate the proceedings of the General Meeting.

Article 5 District Membership Meetings

- 5.1 Each District of the EFCL will hold District Meetings at least once per year.
- 5.2 Special District Meetings may be called at the discretion of the District Representative or Vice-President Internal. Such Special District Meeting must be called upon receipt by the District Representative or Vice-President Internal of a written request for such meeting signed by two community leagues or 10 per cent, whichever is greater, of the Accredited Representatives of the District Members. The District Representative or Vice-President Internal must notify the District Members of the date and location of the Special District Meeting within 14 days of the receipt of such written request. Any call for a Special District Meeting must include specific reference to the item(s) to be dealt with by the Special District Meeting. The Special District Meeting must be held within 40 days of the receipt of the written request for such meeting.
- 5.3 At least 14 days' notice of all District Meetings will be given in writing through regular mail, e-mail or method requested to every District Member's Accredited Representative within that District and to the EFCL office. The inadvertent omission to notify a District Member's Accredited Representative will not invalidate the proceedings of the District Meeting.

Article 6 Board of Directors Meetings

- 6.1 The Board of Directors will meet each month, except in the months of July and August, at the EFCL's office.
- 6.2 Special Board Meetings may be called at the discretion of the President or must, upon receipt of a written request signed by three Directors, convene a meeting of the Board of Directors within 14 days of receipt of the request. Any call for a Special

Board Meeting must include specific reference to item(s) to be dealt with by the Special Board Meeting.

- 6.3 Notice of all Board Meetings will be given by telephone or in writing through regular mail, e-mail or method requested to every member of the Board of Directors or method requested to every Member and Member's Accredited Representative. The inadvertent omission to notify a member of the Board of Directors will not invalidate the proceedings of the Board Meeting.
- 6.4 All meetings of the Board of Directors will be open to attendance by all Members, who may participate but not vote.

Article 7 Voting

- 7.1 Only Members in good standing are entitled to vote at the Annual General, Regular General and Special General Meetings.
- 7.2 Only District Members in good standing are entitled to vote at the Regular District and Special District Meetings.
- 7.3 Only District Representatives are entitled to vote at all Board of Directors meetings.
- 7.4 Such voting will be made in person, through the Accredited Representative, and not by proxy or otherwise.
- 7.5 Each Member will have only one vote.
- 7.6 Each District Representative will have only one vote.
- 7.7 A District Representative who is also an Accredited Representative for a Member may vote at a District and/or a General Meeting in their capacity as an Accredited Representative.
- 7.8 An Honorary Member is not entitled to vote at an EFCL meeting, except where:
 - 7.8.1 that member is acting in the capacity of an Accredited Representative; or
 - 7.8.2 the Honorary Member is also a member of the Board of Directors in which case they may vote, as does any board member.
- 7.9 Voting at meetings will be by a show of hands, a voting ticket, and a standing vote or by secret ballot. Any two Members or members of the Board of Directors entitled to vote may request a vote by secret ballot.
- 7.10 All voting at elections, when an office or position is contested will be by secret ballot.
- 7.11 Where the Accredited Representative, or Board of Director member (as the case may be), is in a conflict of interest position, that Accredited Representative or Board member will not be entitled to vote.

Article 8 Quorum

- 8.1 In establishing quorum percentage will be determined by rounding up to the next whole number.
- 8.2 A quorum for all Annual General, Regular General or Special General Meetings will be the Accredited Representatives of 20 per cent of the Community Leagues.
- 8.3 A quorum for all District Meetings will be one-third of the District Members eligible to participate.
- 8.4 A quorum for a Board of Directors Meeting will be a majority of the Board Members, two of which must be Officers.
- 8.5 A quorum for a board committee meeting will be a majority of the board committee members.

Article 9 Board of Directors

- 9.1 The Board of Directors will function as a policy board.
- 9.2 The Board of Directors will have the following responsibilities to:
- 9.2.1 Speak with one voice, through motions;
 - 9.2.2 Operate being mindful of its civic trustee obligations to the Members;
 - 9.2.3 Enforce self-discipline and govern with excellence. This will apply to matters like attendance, policy-making principles, respect of roles, speaking with one voice, and ensuring the continuity of the organization;
 - 9.2.4 Direct, control, and inspire the EFCL through careful establishment of organizational policies reflecting the values and priorities of the membership with a focus on the long term;
 - 9.2.5 Cultivate a sense of group responsibility. The Board will be responsible for leadership. It will initiate policy and use its members' expertise to enhance the ability of the whole body;
 - 9.2.6 Monitor and discuss Board process and performance in relation to values, ethics, policy, and in compliance with the laws of the land. They will fulfill their legal and fiduciary responsibilities;
 - 9.2.7 Keep adequately informed about current and future trends in relevant global and local recreational, volunteerism, and other issues, actively gathering information;
 - 9.2.8 Act as their Districts' representatives; and
 - 9.2.9 Ensure the implementation of all resolutions approved by the Members.
 - 9.2.10 Meet as a collective group a minimum of 6 times per year.
 - 9.2.11 Where appropriate, electronic (telephone, internet) attendance will be acceptable for attendees rather than in person. Board Members are to provide 48 hours' notice to the EFCL Executive Director and the President to indicate this choice.
 - 9.2.12 When deemed necessary the President may instigate an electronic (email) vote. The President would initiate the email outlining the issue and requesting a vote. The first to reply would be considered the 2nd of the motion. The President would tally votes and declare the results via email. These electronic votes will then be noted in the minutes of the next Board Meeting.
- 9.3 The Board of Directors will consist of one District Representative from each District.

9.4 Directors' Duties are:

9.4.1 President

The President is responsible for the general management of the EFCL.

The President will, inter alia:

- 9.4.1.1 Preside at all General and Board meetings;
- 9.4.1.2 Be an ex-officio member of all committees, except the Nominating Committee;
- 9.4.1.3 Be charged with the general supervision of all the activities of the EFCL; and
- 9.4.1.4 Act as a signing authority for the EFCL.

9.4.2 Vice President, Internal

The Vice President Internal is responsible for the EFCL's relationships with Members and may assist with interrelationship among the members.

The Vice President Internal will, inter alia:

- 9.4.2.1 Act in the absence of the President;
- 9.4.2.2 Act as a signing authority for the EFCL;
- 9.4.2.3 Will act, in the case of a vacancy, as the liaison between the Board and the District Members until the District Representative is elected or appointed by the Board.

9.4.3 Vice President, External

The Vice President External is responsible for the external relationships of the organization.

The Vice President External will, inter alia:

- 9.4.3.1 Act in the absence of the President and Vice-President Internal;
- 9.4.3.2 Act as a signing authority for the EFCL; and
- 9.4.3.3 Act as a liaison between the EFCL and other community and civic organizations.

9.4.4 Treasurer

The Treasurer is responsible for the finances and financial well-being of the EFCL.

The Treasurer will, inter alia:

- 9.4.4.1 Give regular reports to the Board and the Members on the financial state of the EFCL;
- 9.4.4.2 Keep financial reports;
- 9.4.4.3 Act as signing authority for the EFCL;
- 9.4.4.4 Be responsible for the preparation of the annual budget of the EFCL;
- 9.4.4.5 Be responsible for the preparation of annual financial statements for presentation at the Annual General Meeting; and
- 9.4.4.6 Be responsible for the receipting and depositing of all monies.

9.4.5 Directors

Directors responsible for specific portfolios may, from time to time, be selected from the remaining members of the Board, as may be deemed necessary to conduct the EFCL's business.

- 9.5 Subject to Articles 10.5 and 11.2, each Director appointed to these committees shall serve for a term of one year, commencing at either the time of the formation of the Committee or at the meeting following the Annual General Meeting, until the next Annual General Meeting, and may serve a maximum of three terms in any one position.
- 9.6 If by reason of disqualification, death, resignation, or retirement of any Director, the remaining Directors, if they constitute a quorum, will be entitled to exercise all of the powers of the Directors.
- 9.7 Any Director or Officer may be removed from office as set out in Article 12 herein.
- 9.8 A vacancy in the Board of Directors may be filled on an interim basis by the Board, upon the recommendation of the Nominating Committee, and the appointee will be elected or ratified at the next legally constituted District Meeting of the District Members in which the vacancy has occurred.

Article 10 District Elections and Terms of Office

- 10.1 To be eligible to serve as a District Representative, the nominee must hold a valid Community League membership with a District Member, consent to his or

her nomination, and:

- a. be nominated by a District Member, or;
- b. be nominated by an individual Community League member in the District, or;
- c. be nominated by the Nominating Committee provided that such nomination is ratified by the Community League in which the nominee holds membership.

In addition, the nominee must meet the EFCL's policy on security clearances.

- 10.2 District Representatives will be elected by the members of each District present at the Annual General Meeting, Regular General Meeting, or a District Meeting. A minimum of 1/3 of the district members must be present to select a District Director.
- 10.3 The nominee receiving the greatest number of votes cast by the District Members will be elected as the District Representative (and hence a Director) and will be eligible to serve as an Officer of the EFCL.
- 10.4 Each Director is elected for a term of two years, to a maximum of three consecutive terms. That particular Director may, if so desired, stand for election again after a two-year hiatus from the Board of Directors.

Article 11 Election of Officers

- 11.1 The Officers of the EFCL will be the President, the Vice President Internal, the Vice President External and the Treasurer, each of whom will be elected by the Board at the Board of Directors meeting following the Annual General Meeting.
- 11.2 Each Officer will be elected for a term of one year, to a maximum of three terms in any one position.
- 11.3 A representative of the City of Edmonton Administration, invited to that meeting for that purpose, will chair the election of the Officers.
- 11.4 An Officer must resign if they cease to be a District Representative.

Article 12 Termination, Suspension & Expulsion

- 12.1 By Special Resolution, a member in the EFCL may be suspended or expelled for conduct harmful to the EFCL, its By-laws, purposes, or conduct contrary to the Code of Ethics provided such Member is given the opportunity to have a proper hearing. Such a resolution will be brought before a Special General Meeting.
- 12.2 By Special Resolution, the District Representative may be suspended or terminated from the Board of Directors for conduct harmful to the EFCL, its purposes, provided such District Representative is given the opportunity to have a proper hearing. Only the District Members in which that District Representative serves may remove the District Representative through a vote of the said Members. Such a resolution will be brought before a Special District Meeting.
- 12.3 In the event that the Board of Directors deems it necessary to suspend or terminate a Director, the Vice President Internal must convene a Special District Meeting with the District Members for that purpose. Only the District Members in which that District Representative serves may remove the District Representative as per article 12.2.
- 12.4 By Special Resolution of the Board, an Officer may be suspended or terminated as an Officer for conduct harmful to the EFCL, its purposes, provided such Officer is given the opportunity to have a proper hearing. Such a resolution will be brought before a Special Board Meeting.

- 12.5 If the Members wish the removal of an Officer, a Special Board Meeting for the removal of an Officer must be called upon receipt, by the Board of Directors, of a written request for such meeting signed by 10 per cent of the Accredited Representatives of the Members. The President must notify the Board of Directors and the Membership of the date and location of the Special Board Meeting within 14 days of the receipt of such written request. Any call for a Special Board Meeting must include specific reference to the intention to place such special termination of the Officer before a Special Board Meeting. Only the Board of Directors will be entitled to vote for the removal of the Officer at such Special Board Meeting.
- 12.6 The decision of the Members, District Members or Board regarding the removal of a Member, District Representative or Officer, as the case may be, is final.
- 12.7 In the event that a Board Member misses three or more board meetings without reasonable explanation, The Board may choose to remove that member and appoint a replacement for the balance of that member's term of office.

Article 13 Committees

- 13.1 The Members or the Board of Directors may, from time to time, create such committees, as they may be deemed necessary, to conduct the EFCL's business. Such committees will carry out their assigned functions and otherwise comply with the resolutions passed by the Board of Directors and/or the Membership. All committees are accountable to the Board of Directors and the Members at a General Meeting and terminate according to their respective terms of reference.
- 13.2 The Executive Committee will consist of the President, the Vice President Internal, the Vice President External and the Treasurer. The Executive Committee's authority is limited to:
 - 13.2.1 Acting only in situations which cannot wait until the next Board meeting and such decisions must be ratified at the next Board of Directors meeting;
 - 13.2.2 Recruiting, supervising, monitoring or releasing the Executive Director;
 - 13.2.3 Recommending administration policy to the Board of Directors; and
 - 13.2.4 Reviewing and recommending revisions to the By-laws.
- 13.3 The Nominating Committee will be responsible for overseeing the District elections.

Article 14 Remuneration

- 14.1 No Director, Officer, or committee member will receive any remuneration for services.
- 14.2 A Director or Officer may receive reimbursements for expenses, upon presentation of receipts, incurred as a result of performing the EFCL's objectives.

Article 15 Administration

- 15.1 The use and care of the seal of the EFCL will be the responsibility of the President. It will be kept at the EFCL office and used only when authorized by a resolution of the Board of Directors. It will be affixed to documents and instruments when required by law or convention.
- 15.2 The Board of Directors will cause such records to be kept by the EFCL as may, from time to time, be determined by the Board of Directors and as may be required by the provisions of the Societies Act.
 - 15.2.1 The Executive Director will be responsible for the recording, distribution, and care of the minutes and other records of the EFCL.

- 15.3 The records of the EFCL will be open to inspection by any Director or any Accredited Representative of a Member during the regular business hours of the EFCL.
- 15.4 The EFCL has the authority to hire such staff as is required to carry out its objectives.
- 15.5 At least one member of the EFCL staff must be at all General, and Board, and may be at District meetings, as required, of the EFCL for the purpose of recording the proceedings.
- 15.6 The Executive Director's function will be to implement procedures that meet the policy directives of the Board.

Article 16 Financial Procedures

- 16.1 The fiscal year of the EFCL will be January 1 to December 31.
- 16.2 The accounts of the EFCL, or of any Committee, will be open to inspection by any Member, the Board of Directors, or by any other government agency.
- 16.3 A qualified accountant who is not an Accredited Representative or a member of the Board will audit the financial statements of the EFCL at the end of each fiscal year, and such auditor(s) will be appointed by the Membership at a General Meeting. This appointment may be for one or more years.
- 16.4 The Board of Directors may open one or more accounts, designate signing authorities in accordance with the provisions of these By-laws and generally execute all documents connected with the transaction of the EFCL's business with its Chartered Bank, Trust Company, Treasury Branch or Credit Union. The Board of Directors may authorize committees to open auxiliary bank accounts under the master accounts of the EFCL and authorize signing authorities.
- 16.5 For the purpose of carrying out its objectives, the EFCL may draw, make, accept, endorse, discount, execute and issue cheques, promissory notes and bills of exchange but only to the extent authorized by resolution of the Membership.
- 16.6 The annual budget of the EFCL will be submitted by the Board of Directors for approval at the Regular General Meeting and will be circulated to the Members with the notice of such Regular General Meeting in January or February, and will be circulated to the Members with the notice of such Regular General Meeting. No total expenditure exceeding three percent (3%) of the budget, and not authorized in the budget, will be made without approval of the Members.
- 16.7 The EFCL upon adoption of a Special Resolution, may borrow monies or raise or secure the payment of money or issue debentures, or sell or dispose of any property of the EFCL.
- 16.8 All Committees of the EFCL will be financially accountable to the Board of Directors.

Article 17 Amending the By-laws

- 17.1 These By-laws may be cancelled, altered or added to by a Special Resolution at any Annual General, Regular General or Special General Meeting of the EFCL.
- 17.2 The 21 days' notice of the Annual General, Regular General or Special General Meeting of the EFCL at which it is proposed to amend the By-laws must include details of the proposed amendment to the By-laws.
- 17.3 The amended By-laws take effect after approval of the Special Resolution at the Annual General Meeting, Regular General, or Special General Meeting and filing of

such amendment with the Corporate Registry of Alberta.

Article 18 Parliamentary Authority

18.1 The rules contained in "Robert's Rules of Order", in its most current edition, will govern the proceedings at all meetings and in all cases where they are applicable, provided that they are not inconsistent with these By-laws or the requirements of the Societies Act.

Article 19 Dissolution

19.1 Upon dissolution of the EFCL, all real property, fixtures and liquid assets remaining after the payment of any debts, will be liquidated and the proceeds split equally among those organizations incorporated as Community Leagues at the time of dissolution.

19.2 Dissolution may only be effected by Special Resolution.

ATTACHMENT: Code of Ethics

Code of Ethics

Preamble

The Code of Ethics consists of moral obligations aimed at upholding the dignity and integrity of community leagues within the Edmonton Federation of Community Leagues, ("the Society"). It attempts to define those obligations that benefit all leagues and also areas that should be avoided. In general, the code is designed to assist the operating efficiency of all individual leagues and of the practical interpretation of the aims and objectives of the community league philosophy.

- Article 1** The first duty of a community league must be to strictly observe its constitution and bylaws as registered under The Societies Act RSA 1980 c S-18 equally and without regard to race, creed, colour, religion, ethnic origin, sex or political affiliation
- Article 2** A community league should restrict membership to those residents living within the boundaries of that league as designated by the Society and the City of Edmonton.
- Article 3** Where a neighbourhood does not operate as a community league, then the nearest neighbouring community league may enroll residents from that neighbourhood as members or associate members of their league.
- Article 4** Each community league must honour other league memberships for the remainder of the current membership year with regard to members moving their place of residence from one league to another.
- Article 5** Where enrollment capacity permits, each community league will admit members from other community leagues to all programs for a uniform admission fee and without an additional membership charge
- Article 6** Each community league should support and strengthen the Society in a true community spirit.
- Article 7** Each community league should always endeavour to improve relationships among individual leagues, the Society and the City of Edmonton.
- Article 8** Leagues should encourage and support inter-league communication and cooperation, particularly in shared programs.

- Article 9** Each community league should be prepared to help new leagues with advice or resources in order for the new leagues to become established and successful.
- Article 10** Each league should hold regular meetings to which officers should conscientiously attend as well as attending the Society meetings.
- Article 11** Each community league should maintain a complete and accurate record of all its business and comply with the requirements of the Societies Act in respect of its Annual General Meetings and extraordinary resolutions.
- Article 12** Each league should encourage fair play among its members in all activities. Each league should further observe that it is participation and enjoyment that counts far more than winning.
- Article 13** Community leagues should always observe and respect municipal, provincial and federal laws of the land.
- Article 14** Each league should conduct their business in a manner that is open, ethical, in compliance with their by-laws, and which avoids a perceived conflict of interest.
- Article 15** Each league should use its best efforts to comply with decisions made by the EFCL membership at general meetings.

The Edmonton Federation of Community Leagues will enhance the quality of life in Edmonton by supporting the community league movement through:

1. Facilitating healthy and safe communities by promoting participation in affordable recreation, sports, and social activities at the community level;
2. Developing and enhancing the skills of community league volunteers by providing information, resources, and education;
3. Promoting, facilitating, and celebrating volunteerism at the community level;
4. Providing a multi-dimensional communication network to share pertinent information on relevant issues and emerging trends;
5. Advocating on behalf of the Membership on general citywide issues and assisting Members in their role as advocates;
6. Assisting in the creation and organization of new community leagues; and
7. Providing and maintaining a central administrative operation and meeting facility for consideration and discussion of questions affecting the interests of the community.

MEETING DATE : May 10, 2018
AGENDA ITEM # : 6.3 – EFCL Policy Changes
PREPARED BY: Allan Bolstad, Executive Director

Item 6.3

Recommendations:

- 1. That the board restrict bank signing authority to its four executive officers, and that this only be lifted by a board motion designed to address temporary extraordinary circumstances.**
- 2. That any contractor hired for a period in excess of six months be done so through an open competition.**
- 3. That the board executive committee review all board policies at a meeting in the first quarter of each year to ensure that the board is in compliance.**
- 4. That EFCL staff be assigned to board committees as advisors or administrative support.**
- 5. That EFCL Policy 5.4.7 (Complaints) be amended so that complaints from employees about the performance of the executive director be directed to the EFCL’s Executive Committee as opposed to the president.**

Report

1) Signing Authority

Restricting signing authority to board members is one the keys ways in which the board exercises its control over the organization. In short, nothing can be paid unless the board agrees.

It also an important principal that board members not feel unduly pressured by the executive director to approve expenditures, which can sometimes be the case when all of the responsibility for signing cheques and scrutinizing expenditures falls on the shoulders of one person.

The process of reviewing expenditures also provides board members with a good opportunity to learn about the organization’s activities and how it operates. Put simply, the trail of cheques basically paint a picture of what the organization is doing and that is an easy way to bring board members up to speed and keep them up to speed on all of its activities.

Delegating this authority to the executive director (or some other staff member) undermines all of these objectives. It also exposes the organization to abuse, should the executive director be not act in the best interests of the group.

It is also recognized that circumstances may arise, when the organization does not have two people to act as signing authority, and the federation has to appoint someone else on a temporary basis. This could be done by a board motion.

2) Hiring of Contractors

The EFCL has a policy in place that makes it quite clear that all employees are to be hired through an open competition. This is to ensure that the federation finds the best person and that the all staff are treated fairly.

This practice should also apply to people under contract to the EFCL, when the length of the contract is such that they essentially assume the role of permanent employees. Hence, it is suggested that anyone hired for a period in excess of six months be subject to an open competition as well.

3. Board Compliance

As the EFCL has developed quite a lengthy set of policies, it is hard for the board to know whether it is always in compliance with them. Hence, it is recommended that a procedure be established to ensure that this is happening. As the board is already very busy, it is felt that this might be a task better suited to a smaller group like the federation's executive committee. It is felt that they should do this review at least once a year, so they can see how the board is doing.

4. EFCL Staff on Board Committees

In the interest of helping board committees with their work and improving communication between our staff and board, it is recommended that the federation assign staff members to each of the committees. As they are not elected officials, they would not be voting members. They would strictly serve as advisors and/or administrative support.

5. Staff Complaints

It is very difficult, and in many cases unfair, to ask the president to handle a staff complaint about the executive director. This is because the review and ultimate resolution of the complaint could damage the relationship between the president and the executive director. As the president needs to have a close working relationship with the executive director, this situation could negatively impact the success of the organization.

It is also better for more than one person to be involved in this type of review so multiple perspectives can be brought to the table. Finally, it is likely that the employee will feel more positive about any actions or recommendations that arise when they are brought forward by a group of people, all of whom have been integrally involved in the review.

MEETING DATE : May 10, 2018
AGENDA ITEM # : 6.4 – 100th Anniversary Project Fund
PREPARED BY: Allan Bolstad, Executive Director

Item 6.4

Recommendation:

- 1. That the board recommend to the membership that the 2017 budget surplus be allocated to the 100th Anniversary Project Reserve Fund.**
- 2. That the board move \$100,000 from the 100th Anniversary Project Reserve Fund to the EFCL's Financial Stabilization Reserve.**

Report:

According to the 2017 financial audit, the EFCL accumulated a one-time operating surplus of approximately \$47,487 last year.

This money can be reallocated as the board sees fit, so long as it receives the blessing of our membership. Any budget adjustment over \$5,000 must be approved by our membership, according to our current by-laws (or over 3% of our operating budget, according to our pending bylaws).

It is our recommendation that these funds be held in a reserve for the 100th Anniversary Project, should our fundraising efforts not reach our goal of \$4.5 million. Given that we have raised about \$2 million to date, this is a very real possibility.

Consequently, it is in the federation's interest to take advantage of this opportunity and reallocate these funds.

It is also our recommendation that we move \$100,000 from the 100th Anniversary Project back to our Financial Stabilization Reserve. These funds were set aside a number of years ago for cash flow purposes – when expenses related to the design of the project were coming in faster than our grant revenues. As this is no longer an issue, these funds can be returned to the stabilization reserve, which should be equivalent to 25% of our operating budget, as recommended by our auditor.

MEETING DATE : May 10, 2018
AGENDA ITEM # : 6.5 – EFCL Marketing Plan

Item 6.5

PREPARED BY: Nora Begoray, Bus.Dev. Director/Allan Bolstad, Exec. Director

Recommendation:

That the board authorize a marketing plan, at a cost of \$25,000, to raise the profile of the Edmonton community league movement.

Report:

The EFCL has long recognized the need to raise the profile of the community league movement, so that citizens are encouraged to join their league and take part in league and EFCL events. Recently, the federation's 100th Anniversary Steering committee was presented with an extremely cost effective opportunity to do just this when a member of our capital campaign team volunteered to share her expertise and lead this initiative.

Faaiza Ramji, the principal owner of the marketing company OnPurpose, has offered to develop the marketing campaign and help secure a variety of in-kind media sponsors by various Edmonton vendors (tv, radio, print and social media).

The EFCL would be responsible for the cost of materials (\$7,200) along with another \$17,800 in media purchases. It is thought that could leverage as much as \$250,000 in total media coverage through this investment.

The federation would also be responsible for providing some staff resources, primarily Nora and some contract staff. Funds for this program could be taken from the contract portion of our staffing budget, as well as dollars remaining from our last casino.

Please see the two documents attached to this report for further details:

EFCL Marketing Plan 2018-19
EFCL01 2018-19 Marketing Campaign

Here is a quick summary of Faaiza Ramji's background.



Principal
OnPurpose
Jul 2009 – Present • 8 yrs 11 mos
Edmonton, Canada Area

OnPurpose works with organizational leaders to build strategies that increase brand value and deliver on business objectives. Our work results in marketing strategy, corporate & product positioning, creative campaigns, business development, digital platforms, product development, and strategic partnerships.



Director of Marketing
Edmonton Economic Development Corporation
Mar 2015 – Jun 2017 • 2 yrs 4 mos
Edmonton, Canada Area



Co-Owner
The Chopped Leaf - Commerce Place
May 2011 – Feb 2017 • 5 yrs 10 mos
Edmonton, Canada Area

Co-Owner of first and flagship location in Edmonton, located in the heart of downtown. The Chopped Leaf is fresh & healthy restaurant serving a distinct menu of Chef Designed Salads, Quesadillas, Bowls and Appetizers.



Manager, Digital Marketing
Edmonton Economic Development Corporation
Oct 2013 – Mar 2015 • 1 yr 6 mos
Edmonton, Canada Area

Edmonton Federation of Community Leagues **Marketing Plan for 2018-19**



Objective:

We want to develop a marketing plan that will result in an increased awareness and engagement for EFCL and community leagues, which we can measure by tracking:

- An increase in memberships purchased during the campaign
- Higher success in securing corporate donations
- Digital engagement through our website and social media channels

Timing:

This marketing campaign will run from August 1, 2018 to May 1, 2019

Key audiences:

While EFCL has a very wide range of audiences, which captures almost every resident of Edmonton, we do want to focus our campaign on three specific demographics, in order of priority:

- Corporate managers and executives who are in decision-making positions within their companies and can champion EFCL as a potential community partner
- Young professionals who are actively engaged in their city and their community, who may become active members of community leagues
- Families with young children, who would be the most direct beneficiaries of stronger communities
- Seniors and newcomers, who can often feel like they could benefit from the support of a community

Key messages:

It is important for us to use this campaign to show Edmontonians how much of an impact community leagues can have on our city. EFCL has a model that has been celebrated globally, and it is a 100 year old model that has catalyzed change in every part of our city.

There are two sets of messages that we want people to remember as a result of this campaign: that strong communities are the foundation of a resilient and healthy city, and that EFCL and community leagues have been a driving force in Edmonton's communities for over 100 years.

- Community leagues are important for everyone - not just a particular demographic
- Successful community leagues rely on the participation of the community
- Solutions to all major social issues start with strong communities and good neighbours
- With strong leagues, we can build strong & resilient communities
- The federation is the largest volunteer organization in Canada
- It is responsible for building over \$500 million in assets across 157 communities in the city of Edmonton
- We are currently celebrating our 100th anniversary

Internal Resources:

Jasmine Joe - Communications Coordinator (social media moderator)

Nora Begoray - Director of Business Development (subject matter expert, internal champion)

Marketing budget:

\$25,000 from EFCL to leverage an additional \$250,000 in-kind advertising products & services from agencies and corporate advertisers

Approval process:

Nora Begoray, with feedback and input from Executive Director & Board

Implementation plan:

Phase 1: Develop creative concept (May - June)

Phase 2: Secure marketing channels (May - July)

Phase 3: Implement creative on specific secured channels (August 2018 - May 2019)

Marketing channels:

Publicity / PR	Radio, TV, print media attention about EFCL and how it has impacted the communities in Edmonton.
Out of home	Digital billboards (Pattison, Clear Channel), digital elevator screens (Visio Media), Cineplex pre-roll
Mall advertising	Advertising solutions in Edmonton City Centre, Kingsway, Londonderry, WEM and Southgate
Other outdoor advertising	Scaffolding on construction sites in prominent areas
Traditional media	Radio & TV sponsorships
Digital advertising	Search engine marketing, Facebook, Instagram, Twitter advertising
Social media	Organic social media engagement

TELLING THE EFCL STORY TO ALL EDMONTONIANS.

EFCL 2018-19 Marketing Plan & Campaign

Presented by:
Faaiza Ramji, OnPurpose
April 23, 2018

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Background.

Edmonton Federation of Community Leagues (EFCL) is celebrating its 100th anniversary, and as part of that celebration, is taking on a new capital endeavour at Hawrelak Park. In support of the capital campaign and the 100th anniversary, and in this current economic climate, we have noticed that there is a lack of awareness by the Edmonton community as to how EFCL initiatives have directly impacted our city's infrastructure, neighbourhoods, and citizens. More importantly, as we move forward into the next 100 years, we run the risk that Edmontonians will become apathetic and take the community leagues for granted. Their support and engagement will diminish, and we will not be able to keep pace with the same momentum and impact we've had over the last 100 years. There is a need to educate citizens and re-engage them with their community leagues.

Project scope.

We will work with EFCL to build out a multi-channel marketing plan, which will span August 2018 to May 2019. A part of the marketing plan, we will develop a set of sponsorship materials that will be used to secure in-kind media sponsorships by vendors.

In addition, we would like to use these sponsorship materials to invite corporate donors to donate their advertising budgets or spaces. We will apply these sponsorships in one of two ways:

- 100% donation for EFCL to use however we wish
- A co-branded advertisement that connects the corporate sponsor with EFCL's campaign

To execute the marketing plan, OnPurpose will develop the creative concept, secure the media partners, and manage the overall execution of the campaign. All elements of the campaign will be approved by Nora Begoray with input from EFCL leadership.

Desired outcomes.

From this marketing plan, we aim to achieve the following:

- Develop an actionable marketing plan and campaign that we can execute over 10 months
- Increase awareness for EFCL and engagement via corporate sponsorships and memberships
- Leverage EFCL's marketing investment by 10x through corporate media sponsorships and in-kind services

Timeline & Budget.

Create an actionable marketing plan for 2018-19	April 2018	\$2,250
Develop creative concept & modify for each of our different media we secure	June 2018	\$7,200
Build out sponsorship package for media partners & corporate sponsors	May 2018	\$2,700
Secure media/marketing partners	May - July 2018	\$4,500
Ongoing monthly campaign management	August 2018 - May 2019	\$16,875
<i>Total cost of services</i>		<i>\$33,525 + GST</i>
<i>Sponsorship by OnPurpose</i>		<i>\$26,325 + GST</i>
Total cost to EFCL		\$7,200 + GST

Acceptance.

This signature confirms that EFCL approves of this project, and solidifies its commitment to this scope & budget.

Nora Begoray
Director, Business Development
Edmonton Federation of Community Leagues

Date

MEETING DATE : May 10, 2018

Item 6.6

AGENDA ITEM # : 6.6 – EFCL Live Active Program Extension

PREPARED BY: Chantelle Zimmer, Community Active Recreation Consultant/Allan Bolstad, Executive Director

Recommendation:

That the Board allocate \$8,300 to extend its Live Active Program until December 21, pending matching funds from Edmonton Sport Council.

Report:

The EFCL's Live Active Program has focused on two main projects over the last eight months: 1) Community League Walking Program; 2) Children's Physical Literacy Pilot Project.

The EFCL launched the walking program in 2016. Since its revival in Fall 2017, two urban poling training sessions have been organized for community league members and a program manual and resource guide has been developed to help leaders plan, deliver, evaluate, and sustain a walking group in their community. Negotiations with Urban Poling Inc. have allowed the EFCL to offer training sessions at a more affordable rate and we have been able to add urban poles to our membership supplies order at a discounted price.

The Children's Physical Literacy pilot project provides opportunities for select community leagues to offer quality physical activity programs for children aged 0-12 years. Four leagues have joined the program and two have scheduled programming for children in their neighbourhood. The two remaining leagues are in the process of organizing active recreation or sport programs. So far, response from parents and board members involved has been very positive. A resource guide is being created to assist additional community leagues with active programming for members of all ages and backgrounds.

The two projects align with the EFCL's strategic priorities: #3 (Broadening Our Reach and Diversity); #4 (Supporting League Leadership and Capacity), and #5 (Building an Efficient Operations Model), as well as the City of Edmonton's Live Active Strategy.

The Edmonton Sport Council, which has split the cost of the program with the EFCL since its inception, has been asked to continue with its involvement until the end of the year.

The EFCL has \$8,000 in its 2018 salaries and wages contingency account that can be used to finance our share of the program.

The Edmonton Sport Council will consider the EFCL's request at its May 14 board meeting. If the answer is no, the federation will have to determine whether or not it can proceed on its own.

Should the program extension be approved, our part-time recreation consultant (Chantelle Zimmer) will also explore additional funding opportunities to make the program a permanent part of our operations.

MEETING DATE : May 10, 2018
AGENDA ITEM # : 6.7 – Live Active Advisory Committee
PREPARED BY: Allan Bolstad, Executive Director

Item 6.7

Recommendation:

That the board select a member to sit at the EFCL’s representative on the Live Active Advisory Committee.

Report:

The City of Edmonton has put together a Live Active strategy to encourage citizens of all ages to enjoy a healthy lifestyle that includes regular physical exercise.

An advisory committee has been put together to help implement this strategy. The EFCL has participated by placing a member on the advisory committee (former executive director Debra Jakubec) as well as co-sponsoring a Live Active project with the city. Currently this project includes a walking program and a physical literacy program for youngsters, both of which involve our member leagues. We have a part-time person under contract (Chantelle Zimmer) overseeing this project.

Given our mandate of promoting healthy lifestyles and a desire to work with the other partners, it is in our interest to have a representative on the advisory committee.

The federation may want to ask its new executive director to take on this role, as it will be an opportunity to meet other partner agencies and strengthen our connections with the City of Edmonton. However, our executive will also be very busy with EFCL business in the first few months of their tenure, which is another consideration.

The groups partnering with us on this exercise include the Government of Alberta - Tourism, Parks and Recreation Department, Alberta Recreation & Parks Association, Edmonton Public Schools, Edmonton Sport Council, and a U/A rep who is a member of the Canadian Sport for Life Management Team.

MEETING DATE : May 10, 2018
AGENDA ITEM # : 6.8 – Winter City Advisory Committee
PREPARED BY: Allan Bolstad, Executive Director

Item 6.8

Recommendation:

That the Board of Directors select someone to represent the EFCL on the City of Edmonton's WinterCity Advisory Committee.

Report:

The City of Edmonton has put together an advisory committee to help implement its WinterCity strategy, which is all about promoting winter activities and welcoming visitors to Edmonton in the winter months.

The WinterCity Advisory Council has members both from the community and from City administration. It meets three times a year: the 2nd Tuesday of January, May and September. Advisory Council members also sit on one of its working groups. Traditionally, the EFCL rep has sat on the Winter Life Working Group, and has been a co-chair of the group. This group also meets three times a year: the 4th Tuesday of January, May and September. The group works on actions that support the two goals of the Winter Life Pillar, which are to make it easier for residents to play outside and providing more opportunities for outdoor activity.

The EFCL has had a representative on the advisory committee since its inception, seven or eight years ago. Most recently, our representative was executive director Debra Jakubec, who left the EFCL in March.

The federation may want to ask its new executive director to take on this role, as it will be an opportunity to meet other partner agencies and strengthen our connections with the City of Edmonton. However, our executive will also be very busy with EFCL business in the first few months of their tenure, which is another consideration.

MEETING DATE : May 10, 2018
AGENDA ITEM # : 6.9 – Special Board Meeting
PREPARED BY: Allan Bolstad, Executive Director

Item 6.9

Recommendations:

That the board provide some dates when they would be available for a special board meeting to approve the hiring of a new executive director.

Report:

The EFCL's executive director search committee is making good progress with its quest to find a new person.

A total of 82 applicants responded to the committee's job posting, which closed on Friday, May 4.

This week, three of the committee members are shortlisting the candidates and the committee at large intends to determine which people to interview at a meeting on Friday, May 11.

We hope to conduct the interviews during the week of May 14 and be ready to present our recommendation to the board by the week of May 21.

Consequently, it would be best if the board was available later that week.

We hope to have the new person start work no later than June 15.

7.0 NEWS FROM THE CITY OF EDMONTON

MEETING DATE : May 10, 2018
AGENDA ITEM # : 6.1 – News From The City Of Edmonton
PREPARED BY: Marlene Kankkunen, Office of Great Neighbourhoods

Item 7.1

News From The City Of Edmonton EFCL Board Meeting, May 10, 2018



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

New Online Neighbourhoods Events Booking Form

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

Reminder to Community Leagues with a Tripartite License Agreement: Written permission from the City is required within your licensed site for activities that are not permitted under [Parkland Bylaw 2202](#), any other City bylaw, or provincial and federal law or regulation. Examples include activities such as vending, wagon rides, beer gardens, bouncy castles, and fireworks. If you have questions connect with your Neighbourhood Resource Coordinator for more information.

Water Play

With summer just around the corner, it's a great time to enjoy the Spray Parks throughout the City. District Spray Parks will be operational May 18, and neighbourhood Spray Parks will be operational by May 25. To find a Spray Park near you, or to get updated notifications about your Spray Park, check out the City of Edmonton's [webpage](#).

Our Summer Drop-in Guide, which features Green Shack, Water Play, Pop up Play, Flying Eagle, Skateboard Parks and Youth Programs will be available on the [website](#) at the end of May.

Abundant Community Edmonton (ACE)

ACE is a citizen centered 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 Abundant Community Edmonton initiative has successfully been hosting ACE Practitioners' Gatherings for the past year. The April event was attended by 21 community members. These gatherings provide Block and Neighbourhood Connectors with the opportunity to share their stories, challenges, and experiences with other Connectors, as well as learn about new resources within the program. To reflect the grassroots and community-centered nature of this initiative, the ACE Practitioners Gathering has been renamed to the ACE Community of Practice.

The ACE Community of Practice will continue as scheduled on the second Saturday morning of every month, and beginning in May 2018, an additional trial meeting time will be offered on the 4th Wednesday evening to accommodate varying schedules. Everyone is welcome to attend the upcoming sessions that best accommodate their schedule.

- Saturday, May 12, 9:30 am - 12:00 pm at Commonwealth Stadium Green and Gold Room.
- Wednesday, May 23, 5:00 pm - 6:30 pm at the Anvil Coffee House, 6148-90 Ave

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.

Update from Child Friendly

'It's Our Right to an Identity' Community Meeting and Discussion

Monday, May 28, 2018

2:30-4pm

St. Anthony's Meeting Centre (10425 84 Ave NW, Edmonton, AB T6E 2H3)

Each and every child has the right to an identity, whether it is their own name, culture, religion, belief, orientation or expression. Unfortunately, even though all children have these rights stated by the United Nation Convention on the Rights of the Child, sometimes they aren't able to exercise these rights.

In this interactive and collaborative community stakeholder meeting, we'll learn more about children's rights to identity from the John Humphrey Centre for Peace and Human Rights, discuss challenges faced in ensuring children's rights, and brainstorm how these challenges can be overcome. Information and plans for National Child Day on November 20, 2018 will also be shared.

Register for this FREE event at [RightToIdentity.eventbrite.com](https://www.eventbrite.com/RightToIdentity)

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

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.

Seventh Annual Run Walk Ride for Vision Zero

Runners, walkers and cyclists of all ages are encouraged to participate in the family-friendly Seventh Annual Run Walk Ride for Vision Zero. Bicycles, strollers and dogs are welcome. Participants show their support for the Vision Zero goal of zero traffic fatalities and major injuries. Race proceeds go to the Memorial and Traffic Safety Fund which supports community traffic-safety initiatives.

Saturday, June 2, 2018

9am - Noon. Race starts at 10am, Concordia University College

Information and Registration: edmonton.ca/runwalkride

Upcoming Meetings, Events and Activities

May 6-12	Emergency Preparedness Week
May 8	YEG A Living History , Jasper Place School, 6:00-8:00pm (Free to Register)
May 12	Get Ready in the Park , William Hawrelak Park, 10am-3pm
May 16	Volleyball Canada Nationals, Edmonton Expo Centre
May 20	Vaisakhi Nagar Kirtan (Sikh Parade)
May 24	2018 Mayor's State of the City Address
May 25	UFest - Edmonton Ukrainian Festival, Borden Park
May 26	Run for Women, Sir Wilfred Laurier Park
May 26	What the Truck?!, Capital Boulevard
May 30	Cannabis Let's Talk Alberta , Mill Woods Senior and Multicultural Centre, 5:45-7:45 pm (Free to
May 27	2018 Edmonton Jayman Built MS Walk, Rossdale Community Field
June 18	Reports at Community and Public Services Committee:
July 4	Rollie Miles Athletic Field District Park Report scheduled for Council

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

Stay linked in to neighbourhood news, events and programs. [Subscribe to The Park Bench for our monthly e-newsletter!](#)

10.0 INFORMATION REPORTS

MEETING DATE : May 10, 2018

Item 10.1

AGENDA ITEM # : 10.1 – EFCL Hires Summer Students

PRESENTED BY: Colin Johnson, Governance & Programs, Senior Director

In February we applied for two grants to support summer students to work on contract for the EFCL this summer. We were successful with both applications.

Our Summer Temporary Employment Program grant is to fund a Summer Student Event Manager. This person will help plan and manage our events over the summer (Heritage Days, volunteer appreciation, workshops) and will pre-plan our fall events (Community League Day and Leagues Alive). We received over 200 applications for the position and created a short-list of 10 candidates. From this list four people were interviewed and Andrew Rock was selected and will work with us for 14 weeks, starting May 14.

Our Canada Summer Jobs Grant (CSJ) is all about creating stronger connections between Community Leagues and the Indigenous community through a variety of events. We received the notice of this funding very recently, so we are in the recruiting phase. Our goal is to have a candidate in place by late May, as our funding is for 14 weeks and must end by August 31st.

The STEP Grant provides a wage of \$7.00/hour for 14 weeks. Our CSJ grant provides a wage \$13.60/hour. We top up the wages with EFCL funds in each case and provide office space and equipment for each worker.

MEETING DATE : May 10, 2018

Item 10.2

AGENDA ITEM # : 10.2 – 100th Anniversary Project Timeline

PREPARED BY: Nora Begoray, Business Development Director

2017

- Tender package for construction of the project was created and approved by City of Edmonton. This took about eight months, given all of the conditions put forward by the city, project phasing options and the potential for in-kind donations to be part of each bid.
- Tender packages were reviewed. The lowest bidder came in \$1.1 million dollars above our project manager's estimates.
- EFCL decided to look at project phasing and ramped up its fundraising initiatives
- EFCL Capital Fundraising Campaign Cabinet Committee was formed and started work.



2018

- Consideration of phasing options and associated costs were reviewed.
- Discussions with Lafarge and others determined that we don't have enough funds to commence with phase one. It was also determined that building the project all at once would be our most cost-effective approach.
- As the tender has now lapsed, our focus will be on fundraising for the remainder of 2018 and early 2019
- Steering Committee and Capital Campaign Committee – are working on new campaign plans to raise additional dollars: This includes:
 - going back to our current funders, City of Edmonton, Province of Alberta, Federal Government to secure current and seek additional funding (positive conversations with all have already laid the groundwork – i.e. new infrastructure dollars etc.
 - approaching stakeholders to fund potential elements or nodes of design i.e. a presentation was recently made to Edmonton Minor Hockey Association with regards to the Sport element along the stream pathway.
 - Continuing to apply for grants, and support the capital campaign cabinet.
- We are budgeting for project management costs to prepare new contracts, a new project schedule and the redesign of the tender package etc.
- We are finding creative ways to leverage our efforts with a marketing campaign, the Great Neighbour Race and greater media awareness etc.
- We intend to address the project feedback from leagues and fully demonstrate the value of the project, for the leagues and the community league movement in the future.

2019

- Expect to re-tender project with funds raised in 2018 and early 2019
- Expect costs related to new building permits and municipal approvals
- Expect to begin construction in late fall of 2019

2020

- - Project construction

2021

- Project clean-up, finishing and completion to prepare for anniversary date
- Project Grand opening event – to open project and celebrate the EFCL 100th Anniversary and the culmination of this legacy project gifted to the city, province and citizens of Edmonton, Alberta to honour the community league movement and 100 years of volunteerism.

MEETING DATE : May 10, 2018

Item 10.3

AGENDA ITEM # : 10.3 – Great Neighbour Race

PREPARED BY: Nora Begoray, Business Development Director

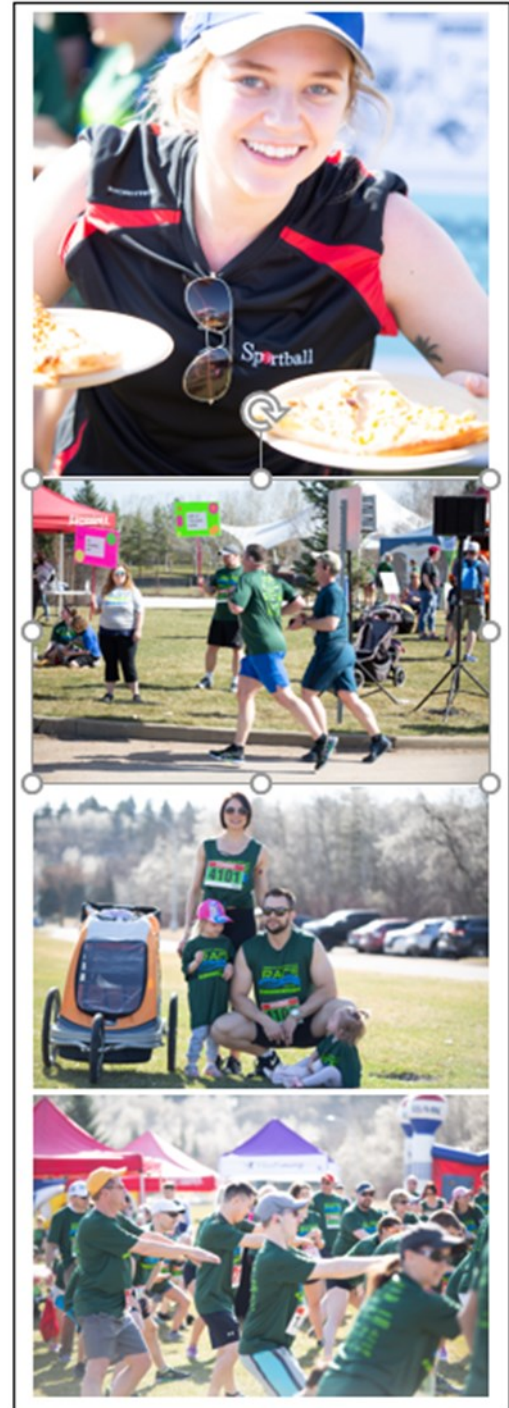
See the album of pics on Facebook [GNRace18](#)

Event Summary:

- Over 200 people participated in an amazing event to encourage healthy recreation with friends and family. This was our most successful race to date with great weather and happy, well-fed (thanks to sponsors) runners and walkers!
- City hall was really well represented this year with many councillors & staff running with their families or participating in the awards program.
- Sponsors offered excellent activities that were thoroughly enjoyed by participants - namely water rowing, bouncy castles, obstacle courses, bubble sports, archery, sportball, urban poling, and more!
- Financial expenses and revenues are still coming in and a full report will be available in June.

AND... I really need to thank some important people! ...

- Rob Agostinis – above and beyond volunteer leadership and EFCL Ambassador.
- Fraser – so much support on social media, and cheering, and helping in every way!
- Ryan – great cheering, participating, feedback and media CTV family star support!
- Masood – super bike leader, kids run marshall, participant, Global TV family event ambassadors!
- Jasmin for getting the bridge lit up in blue and green for Great Neighbour Race day!
- Habib & Barb – past EFCL'ers that jumped on board last minute to assist
- Loc Pham – Volunteer photographer that shared amazing videos and pictures!
- All EFCL staff, Volunteers and Sponsors that brought their friends, their family, their energy, their ideas, their network and their amazing good-natured sense of fun – with some pre-and post event effort & elbow grease! – to help create the tremendous event experience for all.



What we heard.....

Volunteer

– D. Price “ You are always so wonderful to volunteer for.. very professional and a real pleasure to work with... I cannot run but I would like to make a donation “ *she is a second annual volunteer – and she is donating \$40 to the 100th Anniversary project.* -



Participant

Matt Frey @CyclesFrey

#gnrace18 was one of the best/well organized event I've participated in yet!
Well done guys! I'll be back next year!

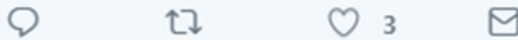
Show this thread

Leader



Linda Duncan @LindaDuncanMP

Delighted to join @EFCL Great Neighbour Race in beautiful Hawrelak Park in Edmonton Strathcona for fund raiser for community plaza & naturalized Park #GNRace18



Sponsor

“Thank you so much for having **Orangetheory Fitness** out to the Great Neighbour Race, it was a beautiful day and our team had a blast! We hope your team and participants felt the same about our on-site presence and will consider having us back next year to make it an even bigger event.”

Board

R. Barber

“... Observations: Not one negative or disparaging comment about the event, only positive things, Lots of laughter and smiling going on, including our own EFCL folks. Really brought people together ...”

MEETING DATE : May 10, 2018

Item 10.4

AGENDA ITEM # : 10.4 – Healthy Leagues

PREPARED BY: Colin Johnson, Governance & Programs, Sr. Director

The Healthy Leagues Self-Assessment is a survey tool for Community Leagues that was first discussed at the October 2017 General Meeting. At this meeting, we requested that five Community Leagues volunteer to help pilot the tool.

Throughout early 2018, six Community Leagues stepped forward to help us with the pilot. We received specific feedback around:

1. Simplifying the language in some of the survey questions
2. Providing examples to help clarify how to answer some of the questions
3. The need for specific feedback from leagues to be anonymous

Based on the feedback, we have redrafted some of the questions and created a guide for the use of the tool.

We plan to provide the updated survey and background information to all of the leagues at our June 5 Annual General Meeting.

We also intend to orient all NRCs to the survey at an upcoming meeting of the EFCL Staff and the NRC team so that both NRCs and EFCL staff can support Community Leagues if they choose to use it.



How to Use the Healthy Leagues Self-Assessment Survey

Introduction

The Healthy Leagues Self-Assessment survey provides a way for Community Leagues to look at how well they are doing. This assessment was created by asking Community League representatives what they thought made a League healthy. The questions were then tested by several Community Leagues to determine their validity.

This guide is intended to help each league complete a self-assessment and find resources to help the board improve its effectiveness.

Completing the Assessment

1. Each board member works through the assessment on their own.
2. The board would then identify someone to compile the results. When doing this, you would average the scores, but also note areas where there is a major difference in scores among the board. The EFCL will compile the results and send them back to the board if desired.
3. The Board would look at their summarized results at a meeting and discuss any areas where there were major differences.
4. The Board would identify areas where they want to improve (1-3 at a time).

Understanding the Questions

This section will help you understand what each question in the assessment is trying to address by breaking it down further.

Foundations

We have a clear mission and vision statement.

There are lots of ways that people talk about mission and vision, but your vision is the type of world that you want to create through the work of your League. A mission statement flows out of your vision and it talks about how you make impact in the community. Some similar words that may be used to talk about this are



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values, targets or aim statements. Don't get too caught up in the terminology, this question is really asking if you have these types of statements in writing. If you are in the process of writing these for your organization, your answer would depend on how far in the process you have gotten. If you have a plan to look at these you should answer "Strongly Disagree" or "Disagree", but if you have gotten to the point where you have something in writing (even in point form), you might want to say "Agree".

We have effective strategies & plans.

Your strategies and plans are where your mission and vision get turned into the work of the League. These will normally cover a timeframe of 1-5 years depending on the type of planning that you have done. The document may be called a strategic plan, an organizational plan or many other names. The important concept here is that you have a written plan to make impact in the community that works for your League.

We have an effective board structure.

Every Community League is a little bit different, so asking a few questions about your board will help you answer this question. Do you have the right number of people on the Board to provide direction and oversight for the League? Do you have people leading all the major areas of the Leagues' work? Does your Board use committees to help with their work?

We understand and follow our bylaws.

Every Community League is a registered society and is required to have a set of bylaws for the organization. These bylaws set the rules of how the organization is run. Each member of the board should have reviewed the bylaws to gain an understanding of this.

Community Engagement

We are aware of the needs of the community.

The question is looking at your knowledge of the needs of the community as a whole (both members and non-members of the League). This knowledge could



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come from a variety of sources (like surveys, feedback at events, community conversations). It may be impacted by your experience in the community, but shouldn't only be based on your own experience.

We are responsive to community feedback.

This question asks you to consider if you change your programming and activities based on the feedback that you receive from the community. This should include positive feedback like suggestions for programs and negative feedback like bad experiences at a program. Some examples are below. As a registered Society, you are accountable to your membership directly and through them your community as a whole.

Feedback received	Possible response(s)
A member complains that a program is being held in a space that she can't access in her wheelchair	<p>If the program is being held offsite, look at alternate locations for the program.</p> <p>If the program is being held onsite, consider if the League needs to make renovations or accommodations.</p>
A member doesn't like a program you are running. He says it is a waste of money.	<p>If you did a needs assessment before starting the program, share this with the member to help show why you are running this program.</p> <p>Share the results of the program with the member to help him understand the value.</p> <p>Stop the program if appropriate.</p>
A community member would like to start a program where youth clean up the neighbourhood. She has seen it work in other parts of the city and has a few youth that are excited to get some volunteer hours. She needs a place to store their equipment.	<p>Work with her to set up the program.</p> <p>Connect her with another group in the community that she could work with.</p>



We communicate effectively with our community.

This question asks you to look at how well you communicate with your community. There may be a number of ways you communicate with the community (newsletters, email, website, in person), so make sure you are considering all of them. The effectiveness of the communication can be monitored through program analytics, feedback and considering the demographics of your membership.

We collaborate with other organizations.

There are many opportunities to collaborate in the community. It could be with other non-profits or businesses in the neighbourhood or with Community Leagues across the city.

Board Composition

We reflect the diversity of our community.

Diversity comes in many forms, such as age, gender, ethnicity, housing status, and income. After looking at the types of diversity in your community, ask if you see this reflected in who sits on your board.

We have processes that help us manage Board turnover.

There are different ways to manage turnover on a Board, but doing it well means that you have a way to find out when people are leaving and develop a plan to replace them (succession planning). It also means that you have a way of helping new board members understand their role on the Board (orientation). Ideally these processes would be written.

We have strong leadership.

When considering this question, you should think about the leadership skills that individual board members have and the balance of leadership skills and styles that exists among the board as a whole.

Some examples of leadership skills include: delegation, motivation, creativity, providing feedback, trustworthiness and accountability.



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Board Processes

We support opportunities for board development.

Developing the skills of individual board members is key to creating a strong Board. Supporting this development can take different forms (raising awareness of opportunities, providing funds for board members for development, inviting presenters to meetings for learning opportunities).

We thank members for their contributions through volunteer recognition.

Volunteer recognition helps to encourage volunteers to contribute more in the future.

Some examples of volunteer recognition include: events to thank them for their contributions, thank you cards, small gifts, awards, mentioning their contribution in newsletters or at public events.

We have accurate and reliable record keeping

Board records (minutes, reports, policy and financial records) should be correct and should be available to your members. When looking at the question, consider how easy (or difficult) it would be to find particular records.

We are financially accountable

The Board of a Community League is accountable to their membership to manage the finances of the League appropriately. As a board member, are you confident in the way the finances of the League are handled?

We have regular, well attended meetings.

Regular meetings means that your meetings have a schedule (eg. the 3rd Wednesday of every month) and that they are held as planned. Well attended meetings mean that you are you able to meet your quorum requirements at your meetings.



Board Working Style

We embody principles that allow us to serve in the interest of the community.

Does the Board have a core set of values or principles that they use? Some examples include respect, active listening, accountability, and transparency. Are these values or principles commonly understood by the whole board?

We work cohesively and collaboratively.

To work cohesively means to work towards a common purpose. Forming the common purpose collaboratively means combining the variety of points of view of the Board to build a solution with many strengths.

We incorporate fun and creativity into our work.

It takes a variety of approaches to build strong solutions for the community. When you incorporate fun or creative activities into the work of the Board, unexpected solutions are more likely to come up.

We balance the workload amongst board members.

Each board member may have a specific role and they may have some times that are busier than others, but the goal is to have the work of the Board roughly equal between the members of the team.

After the Assessment

You've completed step one (going through the assessment with the Board) and step two (discussing where you want to focus). Now the EFCL and the City are here to help!

Through a conversation with the EFCL or your NRC, we would be happy to help identify resources and training. The EFCL and your NRC are trained in the Self-Assessment process and the questions that are asked in the self-assessment. This helps us to understand how we can help you learn in the areas that you most want to see growth.

For each of the following statements, check off whether you Strongly Agree, Agree, Disagree, or Strongly Disagree that this applies to the board of your community league	Strongly Disagree	Disagree	Agree	Strongly Agree
Foundations				
We have a clear mission and vision statement.	0	1	4	5
We have effective strategies & plans.	0	1	4	5
We have an effective board structure.	0	1	4	5
We understand and follow the bylaws.	0	1	4	5
Community Engagement				
We are aware of the needs of the community.	0	1	4	5
We are responsive to community feedback.	0	1	4	5
We communicate effectively with our community.	0	1	4	5
We collaborate with other organizations.	0	1	4	5
Board Composition				
We reflect the diversity of our community.	0	1	4	5
We have processes that help us manage Board turnover.	0	1	4	5
We have leadership skills.	0	1	4	5
Board Processes				
We support opportunities for board development.	0	1	4	5
We thank members for their contributions through volunteer recognition.	0	1	4	5
We have effective record keeping	0	1	4	5
We are financially accountable	0	1	4	5
We have regular, well attended meetings.	0	1	4	5
Board Working Style				
We embody principles that allow us to serve in the interest of the community.	0	1	4	5
We work cohesively and collaboratively.	0	1	4	5
We incorporate fun and creativity into our work.	0	1	4	5
We balance the workload amongst board members.	0	1	4	5

For each area above give yourself 5 points for each Strongly Agree, 4 points for each Agree, 1 point for each Disagree and record them in the table below. Aim to be in the green zone!

Section	Your Score	Red	Yellow	Green
Foundations		0-9	10-16	17-20
Community Engagement		0-9	10-16	17-20
Board Composition		0-7	8-12	13-15
Board Processes		0-13	14-21	22-25
Board Working Style		0-9	10-16	17-20
Total		0-50	51-80	81-100

MEETING DATE : May 10, 2018

Item 10.5

AGENDA ITEM # : 10.5 – Executive Director’s Report

PREPARED BY: Allan Bolstad, Executive Director

1. New Board Member For District G

I’m pleased to report that Liz John-West was elected on April 18 to represent the leagues of District G, which are all of the leagues bordering 118 Avenue, from Spruce Avenue in the west to Beverly Heights in the east.

Liz serves as treasurer with Alberta Avenue Community League. Some will recall that she first volunteered to serve as an EFCL director at our winter general meeting, where we unfortunately could not hold an election as we did not have a quorum of leagues from her district. Seven leagues were in attendance at the April 18 meeting, where the city lead a discussion about potential uses for the Exhibition Lands after Edmonton Northlands moves out.

2. 2017 Annual Report

It’s time to put together the EFCL’s 2017 Annual Report, which needs to be presented to the membership at our June 5 Annual General Meeting.

Past president Gavin Martinson has been asked to write a brief introduction, highlighting the federation’s achievements in 2017. All staff have also been asked to write a brief report, highlighting the activities that took place in their area.

All of these reports need to be sent to Operations Director Joanne Booth by May 15, so they can be assembled and sent out with the AGM agenda package later in the month.

The report will also include our audited financial statement, as prepared by Metrix Group LLP.

3. EFCL Left Out of Rollie Miles Rec Facility

The City of Edmonton has prepared a draft concept plan for the new recreation facility in Rollie Miles Park (where the EFCL’s office is located).

It includes a pool, a gymnasium, a fitness facility and some meeting rooms.

Unfortunately, no space has been set aside for the EFCL.

According to city project manager Corinne Bishop, the federation did not submit sufficient documentation in time for the city to include the EFCL. In addition to a draft space plan, which we did submit by the March 15 deadline, we did not present a business case describing why we should be in this facility or any kind of report summarizing our efforts to find alternative locations.

While the city is aware of our need for an office and our interest in the Rollie Miles Recreation Centre, it is sending the concept plan to city council in July without referencing the needs of the EFCL. Hence, we should speak to the report when it is presented to a council committee in July.

The report also says that the city administration will bring forward the project for funding this fall, when council considers the 2019-2022 capital budget.

If and when this facility is constructed, the city intends to demolish the current EFCL building and replace it with grass and trees.

Hence, the federation will need to move quickly to submit the required documentation if it is going to have any chance of being included in the new recreation facility.

Development of the EFCL's need for space is closely tied to the federation's growth strategy and multi-year budget proposal, which must be submitted to the city by mid-August.

11.0 CORRESPONDENCE

Item 11.1

MEETING DATE : May 10, 2018
AGENDA ITEM # : 11.1 – EFCL Letter on Residential Speed Limits
PREPARED BY: Allan Bolstad, Executive Director



Mayor Don Iveson
City Councillors
City of Edmonton

April 16, 2018

Re- Speed Limits On Residential Roads

Dear Mayor Iveson and City Councillors,

We understand that City Council will be taking another look at reducing speed limits on residential roads at its Community Services Committee meeting on April 18.

We are pleased to hear this, as we have long supported a reduction from the current 50 km/hr. speed limit.

As you may recall, the Edmonton Federation of Community Leagues (EFCL) lead this discussion six or seven years ago when we asked the city to reduce the speed limit on all residential roads to 40 km/hr. This change was supported by our league membership at a general meeting, as well by the EFCL's board of directors.

We had long been convinced that the current speed limit – 50 km/hr. – was just too fast for our residential roads, particularly when we know that our police service will not ticket anyone unless they are doing at least 5-10 km. over the posted speed limit. Consequently, we were never able to get much help from the police in controlling residential speeding.

In response to our concerns, the city launched a pilot project whereby the traffic speed was reduced to 40 km/hr in six city neighbourhoods. This proved to be a very popular measure that saw a majority of citizens vote to keep the new speed limit in place in five of the six pilot neighbourhoods after the year-long project ended (a slight majority opposed it in one neighbourhood where a local arterial road was unfortunately included in the 40 km/zone). Residents liked the idea of traffic moving more slowly through their neighbourhoods, which made them feel much safer and more likely to go for a walk or a bike ride in their area.

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WHERE NEIGHBOURS MEET
and GREAT THINGS HAPPEN
EDMONTON FEDERATION of COMMUNITY LEAGUES

We also understand the city will soon be able to change residential speed limits without having to install costly speed limit signs on every block. As this was a major concern in the past, we are hopeful that the pending change in legislation will help move this process along.

If 40 km/hr could be adopted as the city's "default speed limit," this would mean that the city's other roads, such as collectors, arterials and drives, would be assigned a speed limit appropriate to their individual design. As these roadways vary significantly in this regard, we believe this would be an appropriate way to go.

Once motorists know that they can travel more quickly on all of these roads, we think they will be encouraged to use them and residential short cutting will be reduced. This will also be a big relief to our members.

Before closing, we should note that others have suggested reducing the residential speed limit even further, to 30 km/hr. As we have not canvassed our members on this issue, we cannot say whether we would support this or not.

All we can say for sure is that our members are fully behind a reduction in the speed limit from 50 km/hr. on residential roads and thought the 40 km/hr. experiment worked well. Hence, we hope you will soon take steps to reduce residential speed limits across our city.

Thank you very much for taking our views into consideration.

Sincerely yours,

Fraser Porter
President
Edmonton Federation of Community Leagues

cc. EFCL Board of Directors
Office of Traffic Safety

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MEETING DATE : May 10, 2018

Item 11.2

AGENDA ITEM # : 11.2 – Letter From City of Edmonton Budget Office

PREPARED BY: Cheryl Hagen, City of Edmonton




Thu 5/3/2018 2:12 PM

Cheryl Hagen <cheryl.hagen@edmonton.ca>

Budget Process for Civic Agencies

To: Allan Bolstad

Cc: Jackie Foord; Cathy Perraton

 You forwarded this message on 5/3/2018 3:12 PM.

 Attachment 1 2018 City of Edmonton Budget Process_Civic Agencies.pdf
.pdf File

 Attachment 2 Service Package Template.xlsx
.xlsx File

Good Afternoon Allan,

I am reaching out to you as the Executive Director at Edmonton Federation of Community Leagues to share information on the City budget process.

The City will be developing operating and capital budgets for the four year period 2019-2022.

As was the case in the previous City budget processes, Civic Agencies will have an opportunity to present budget requests to Council. Council recently approved the 2019-2022 Budget Process which includes a dedicated day to hear from Civic Agencies on their budget requests. The enclosed Attachment 1 provides more details on the budget process along with information on the procedures for the November 28, 2018 Civic Agencies budget meeting day.

The City will be developing the 2019-2022 budget under the lens of financial constraint due to the expectations of a low growth economic climate. Please consider this lens as you prepare your budget requests. City departments have been asked to hold the line on increases and to absorb inflationary pressures in order to stay within the current 2018 budget level for the next four years. The City expectations are that budgets will be maintained through efficiency, effectiveness and/or continuous improvement initiatives.

The budget overview instructions explaining how to prepare your budget request will be provided in the first week of July 2018.

In the meantime, if you are planning on proposing a service package, please provide a high level estimate of your budget request using the template provided in Attachment 2 for submission to my office by the end of June.

Thank you

Attachments:

1. 2018 City of Edmonton's Budget Process
2. Service Package-2019-2022 Budget Request Estimate

Cheryl Hagen, CPA, CMA

Operational Controller-Citizen Services

Business Financial Analytics

Finance and Corporate Services | Financial Strategies and Budget

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12.0 WORK IN PROGRESS

Item 12.1

MEETING DATE : May 10, 2018
AGENDA ITEM # : 12.1 – EFCL Work in Progress
PREPARED BY: Allan Bolstad, Executive Director

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	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
2018/03/08	5.2	Ice Rink Costs "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."	

MEETING DATE	REF.	ITEM	STATUS
2018/03/08	10.0	<p>EFCL Nominating Committee</p> <p>“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.”</p>	
2018/04/12	8.2	<p>Evaluation Framework for EFCL and City of Edmonton Partnerships Agreement</p> <p>Chair F. Porter asked that all Board members review Item 8.2 in the agenda package, and email their comments to her.</p>	